



Council Meeting Agenda

Hawkes Bay Fish and Game Council

14 May 2024

COUNCIL MEETING AGENDA

Tuesday 14 May 2024

6:00pm

Fish & Game Meeting Room

22 Burness Road, Jervoistown, Napier

AGENDA HAWKES BAY FISH AND GAME COUNCIL MEETING

Tuesday 14 May 2024

To be held at Fish & Game Meeting Room, 22 Burness Road, Jervoistown
Commencing at 6pm

1. Welcome
2. Apologies
3. Minutes of the previous meeting 12th March 2024
4. Matters arising from the minutes
5. Health & Safety report
6. Conflict of interest register
7. NZ Council Consultations
 - a. 2024/25 Licence forecast & Licence fee
 - b. Budget & Licence fee recommendation
 - c. Contestable Funding Applications
 - d. Research update – Licence sales insights
 - e. Licence Holder Insight
 - f. Draft compliance policy – Rangers
8. Anglers Notice
9. Managers' Report
10. Operations Report
 - a. Managers Report
 - b. Operational work plan
 - c. Finance Report
 - d. Licence Report
11. Public excluded session
12. Meeting Closes

HAWKE'S BAY FISH & GAME COUNCIL
MINUTES OF A MEETING OF THE HAWKE'S BAY FISH AND GAME COUNCIL
HELD AT THE GAME FARM ON TUESDAY 12th MARCH 2024

PRESENT:

Messrs: Bates (Chair), Lumsden, MacKay, Callum Slavin, Blair Slavin, Melville, Bowcock

IN ATTENDANCE:

Corina Jordan Regional Manager, Kerry Meehan Staff, Sam Robinson Governance Advisor

APOLOGIES

Niblett, Duley

WELCOME

Cr Bates welcomed everyone to the meeting. Noted meeting is being audio recorded for record keeping purposes

MINUTES OF PREVIOUS MEETING

That the minutes of the meeting held on 5th December were true and correct record of the meeting.

Bowcock/Mckay

MATTERS ARISING FROM THE MINUTES

Note that item 14 was not seconded but was agreed by Council. Update wording in finance report to payments report. Term deposits, Manager to investigate which accounts are restricted in there use before any consolidation and consult with NZC on strategy with reserve funds.

HEALTH & SAFETY REPORT

That the Health & Safety report be accepted by Council. Contractor has been consulted regarding stair railing, staff to follow up.

C Slavin/B Slavin

CONFLICT OF INTEREST REGISTER

The conflict-of-interest register was signed by all Councillors present. Chairman Bates declared conflict with Rununga Weir.

NZC UPDATE

NZC are seeking regions to reduce budgets by 3% as licence fees will not be increasing this year. Manager to talk to 24/25 budget when meeting enters Public Excluded.

A last consultation on the Health & Safety policy will be coming through from NZC shortly.

Cncr C Slavin questioned the process after council has submitted feedback on other policies. NZC collated feedback from regions and NZC staff put together recommendations to got to NZC meeting and the council votes on that policy based on the feedback from the regions. To date policy has been going through and being passed by NZC but with amendments to reflect feedback that's been received by regions.

HUNTER PERCEPTION SURVEY

Dr Humphrey Walker provided some feedback on the recent hunter perception survey with some draft preliminary results. Survey ran for 20 days with 214 responses and 192 completing the survey, however 91 of the respondents had not hunted upland game and were looking for the incentive but the system weeded them out. Dr Walker presented some draft results across the questions that were asked in the survey. Council discussed publicising this years game conditions well across media channels and provide hunters with more information on season conditions. A detailed report will be compiled for council for the next meeting.

Chairman enquired weather there are more modern methods we could use to ascertain harvest numbers from hunters.

RUNUNGA WEIR UPDATE

Chairman Bates & Regional Manager met with HBRC, Between two rivers catchment group, Iwi and some of the land owners around and below the lake in regard to the Weir HBFGC have resource consent for on the Rununga Lake. The weir was installed 20 years ago to raise the lake level by 30cm. Residents below the weir are concerned about the risk of flooding in a weather event. Results from a LiDAR report is being awaited to make further assessments.

NZCEO & HBRC MANAGER UPDATE – Corina Jordan

NZC have had a couple of meetings with the new Minister of Hunting & Fishing Todd McClay who we now report to. He is looking at legislative changes for F&G in the first term. His priorities for us are to understand licence holders needs, no licence fee increases over the next couple of years and looking for F&G to make efficiencies. He has concerns for F&G resource management & advocacy functions, especially at a regional level. F&G also need to address financial resilience issues through the regions. He also made changes to the regulations for two regions bag limits for this years game bird season. There is an opportunity for our organisation to look at what our licence holders want, our core functions & extension programs.

RUATANIWHA DAM Council discussed the rumours of the Ruataniwha dam proposal being revived. Manager to investigate further and provide a paper to council to think about what the councils position will be if it were to happen. HBFGC was not opposed to the dam itself, rather the use of the water to irrigate for dairy farms and the resulting pollution going back into the aquifer with the nitrogen levels being lifting from 0.4-0.8 up to 3.6.

Corina has spent a bit of time over here now and is intending to spend more time to provide more hands on support so will increase from 1 day/week to a week every three weeks or couple of days every second week in the office as she knows the value of it.

LANDOWNER CONNECTIONS Work has been done to connect with local landowners with wetlands. Tony Jeffard runs a kids hunt, have recontacted him to see if that are happening this year and we will take media along to showcase that. Some articles are coming out in Farmers Weekly showcasing the wetland work that is being done in HB. There is also a feature with Gerald Wilson.

Going forward changes to agendas will include an NZCEO report, NZC Consultations, a Managers report for the region & a comms report.

SENIOR FIELD OFFICER APPOINTMENT No applications received when position was advertised over Christmas. Readvertised and three applications received, with one pulling out before interviews. Two interviews took place last week by Manager, NZC HR Manager & Digby Livingston, Chairman withdrew from interviews due to knowing two applicants but provided a brief on what the expectations of the council were including experienced person to undertake core F&G duties. Interviews had pre-formed questions and a score sheet against core competencies. Callum discussed concerns using Digby after past experiences with council. Reference checks are now taking place and Manager will feed back further information back to council once that process is completed.

2023-24 OPERATIONAL WORKPLAN

The operational workplan has been brought back into line with previous versions. Manager would like to delete 1111 EDNA testing and instead do a holistic river analysis project. Species Management in budget of \$6800 but there may be a risk of going over budget with the extra costs in doing aerial surveys and paying other regions staff to do the work. The Game farm is also over budget, staff have made reductions to make savings. Davey is spending one day/week on field work which will reduce hours. Chairman is investigating ways to put the game farm into a trust so that externally funding can be sought. Budget is showing \$66000 fund of restricted reserves for fresh water health or water quality. Manager is proposing to use the funds to do a research project on the health of the rivers and state of the fisheries in a more holistic way. Can be done by pooling HBRC & DOC data, spacial mapping data, drift dive and spawning survey results and further ecological analysis. Manager to design a brief to bring back to council.

Agreed

That the council accepts the 2023-24 Operational Work plan

B Slavin/Mackay

2023/24 Audit Costs

Agreed

That council accepts the added cost of the 23-24 audit

Mackay/Bowcock

Council Priorities for 2024-25

Councillors put forward their priorities for what they would like for 24-25.

Cr Bowcock: Concerns for Quail & Pheasant numbers due to cat predation. Already work being done on other predators. Keep game farm education momentum growing.

Cr McKay: Game farm functioning properly so staff can focus on core business. Continue building relationships with Iwi. Develop, in conjunction with our current responsibilities, new ways of doing trend counts, Eg use of aerial drones for game birds and drones for use in our rivers

Chairman Bates: Core roles and see game farm self-funding & building relationships.

Cr Lumsden: Core business & social licence, growing licence base with younger anglers. Improve fish numbers in the rivers once it's established the food chain is sufficient.

Cr Blair Slavin: Getting more youth hunters involved and increase female participation. Core business. Rangers more education focus not just prosecution. More good staff.

Cr Callum Slavin: Game farm, core activities and more publicity.

Cr Melville: Clearly defining operations & staff roles. Communication & publicity and promoting Fish & Game to the community.

Manager will pull all the information together and draft up a plan to bring back to council.

Cr Bowcock has a stand he is willing to provide to F&G to ballot out to a junior hunter near Horseshoe lake.

Anglers Notice Review

Chairman Bates would like to see our regulations simplify & follow Southlands and remove restrictions on bait fishing to encourage younger anglers and increase the likely hood of success with anglers catching fish. Increase limit back to 2 fish per day. Simplify regs to encourage new anglers. Survey licence holders, clubs & agents for feedback.

Agreed

That Council agrees to the consultation process and time frame for considering changes to the 2024/25 Anglers Notice.

Mackay/Melville

Swan Egg Harvest

Council agrees for staff to investigate trial costs.

Mackay/C Slavin

Fish Orders From Eastern

Staff to order 300 yearlings for next year.

Management Report

Report taken as read. Pukeko permits, staff follow up returns on expired permits. Staff to highlight Pukeko hunting this season with licence holders and growers. Lake Purimu, new field officer to visit and establish required work around willows, weir etc.

Finance Report

6.1 Council approves payments of \$140903.13 1st November to 31st January.

Bowcock/B Slavin

6.2 HBFGC direct staff to review costs of the game farm and provide updated estimates, revise budget & notify council for operation of the educational facility.

Licence Report

Council accepts the licence report.

Mackay/Melville

PUBLIC EXCLUDED SESSION

It was agreed that the public be excluded from the following parts of the proceedings of this meeting namely to discuss budgets for 2024-25.

Bowcock/Mackay

PUBLIC INCLUDED SESSION

The meeting moved back into Public included Session at 8.30pm

Meeting Closed

Chairman closed the meeting at 9.30pm

5: Matters Arising from the minutes

6: Health & Safety Report

Background

As part of its commitment to Health and Safety and providing a safe workplace, the Hawkes Bay Fish and Game Council require a report at each meeting describing:

Implementation and adherence to the Health and Safety policy/manual – including H&S as an agenda item for staff and ranger meetings;
Monitoring and Reporting – in accordance with the Health and Safety plan;

Risk Management (identification and treatment) – any new issues or hazards that have arisen and how these have been addressed;
 Training programme – information sharing and training of staff and volunteers;
 H&S incidents – near misses or injuries sustained, plus updates on past events;
 Recommendations.

March - April Update

Staff & sub-contractors have been continuing to weed eat and spray weeds around the grounds using all appropriate safety equipment.
 All visitors to the grounds are briefed on health and safety hazards and sign in to acknowledge.
 Staff are now issuing volunteers and contractors with high vis vests when working in the grounds.
 An opening season weekend briefing was held on Wednesday 2nd May with Rangers and Police to go through plans for opening weekend including health and safety risk analysis and procedures.
 Davey is now attending online meetings with the other Fish & Game regional representatives as part of the national H&S committee.

Monitoring and Reporting

Workplace Accident Register

As of 25 November 2023

Number of workplace injuries in 2023-2024 year	0
Number of workplace injuries in 2022-2023 year	1
Number of workplace injuries in 2021-2022 year	0
Number of workplace injuries in 2020-2021 year	0
Number of workplace injuries in 2019-2020 year	1
Number of workplace injuries in 2018-2019 year	0

H&S incidents and near misses

Nothing to report

Recommendations:

The Council accepts the health and safety report

6: Conflict of Interest Register

1. Purpose

A standing agenda item to disclose any Councillor (“Member”) Conflict of Interest or potential Conflict of Interest, and record this in the Councillor Conflict of Interest Register.

2. Background

The Hawke’s Bay Fish and Game Council has developed a policy to deal with Conflicts of Interest and must provide a standing agenda item to allow Councillors to disclose any Conflict or highlight any potential conflict. The “Interest Register” ring binder will be circulated in the first part of each meeting for Councillors to record any interests. The Council should then discuss how it wants to deal with any interest or perceived interest identified.

Conflict of Interest (refer s2.7 Governance Policies) means when the member can be shown to have actual bias or apparent bias in respect of a matter¹ i.e.:

A member can be shown to have actual bias when a member’s decision or act in relation to a matter could give rise to an expectation of financial gain or loss (that is more than trivial) to the member (and/or to the member’s parent(s), child(ren), spouse, civil union partner, de facto partner, business partner(s)/associate(s), debtor(s) or creditor(s)).

A member can be shown to have apparent bias when a member’s official duties or responsibilities to the Council in relation to a matter could reasonably be said to be affected by some other interest or duty that the member has.

A member’s “interest or duty” includes the interests of that member’s parent(s), child(ren), spouse, civil union partner or de facto partner that may be affected by the matter at issue. It also includes the interests of a person with whom the member has a close, personal relationship where there is a real danger of personal favouritism.

There is no Conflict of Interest where the member’s other interest or duty is so remote or insignificant that it cannot reasonably be regarded as likely to influence him or her in carrying out his or her responsibility.

A potential conflict of interest (refer s2.8 Governance Policies) arises when:

There is a realistic connection between the member’s private interest(s) and the interest(s) of the Council;

The member’s other interest could specifically affect, or be affected by, the actions of the Council in relation to a matter;

A fair-minded lay observer might reasonably consider that the member’s private interest or duty may influence or motivate the actions of the member in relation to a matter; and

There is a risk that the situation could undermine public trust and confidence in the member or the Council.

Conflicts of Interest should be dealt with as follows (refer s1.13 Standing Orders):

¹ “Matter” means:

(i) The Council’s performance of its functions or exercise of its powers as set out in Part 5A of the Conservation Act 1987, subject to the Council’s statutory purpose set out in section 26P(1) of the Conservation Act; or

(ii) An arrangement, agreement, or contract made or entered into, or proposed to be entered into, by the Council.

1.13.1 Every member present at a meeting must declare any direct or indirect conflict of interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

1.13.2 When a conflict of interest arises in respect of a matter, the affected member will:

not vote on issues related to the matter;

not discuss the matter with other members;

conform to the majority view of other members present as to whether to be excluded from discussions regarding the matter and/or leave the room when the matter is discussed;

not, subject to the discretion of the Chairperson, receive further papers or other information related to the matter.

1.13.3 Where a member can be shown to have a potential conflict of interest, the Council (excluding the affected member) will determine an appropriate course of action, which may include the following:

applying some or all of the actions applied to a member with a conflict of interest (set out in 1.13.2 i) – iv) above);

provide a written explanation outlining why there is no legal conflict of interest that can be made available to all Fish and Game Councils, licence holders and other interested parties.

1.13.4 The conflicted member will be given the opportunity to be heard by the Council on the points raised and the member's submissions will be taken into consideration by the Council.

1.13.5 The minutes must record the declaration and member's subsequent abstention from discussion and voting.

Councillors should take this opportunity to disclose any Conflict of Interest they are aware of now and record it in the circulated Conflict of Interest Register. If during the course of the meeting a conflict or perceived conflict is recognised, then this should be disclosed at that point in time.

3. Recommendation

3.1 That Councillors disclose any Conflict or potential Conflict of Interest, record it in the Interest Register, and Council agrees on how to deal with any Conflict of Interest raised. The register is to be signed at each meeting by all Councillors regardless of whether Councillors have a conflict of interest or not.

GENERAL BUSINESS

7: NZ Council Consultations

7(a) 2024/25 Licence Forecast

NZ Fish and Game Council Meeting 168 – 19th & 20th April 2024

Prepared by: Kate Thompson & Carmel Veitch on behalf of the Licence Working Party

Kōrero taunaki - Summary of considerations

Purpose

This report to the New Zealand Fish and Game Council seeks approval for the Licence Forecast and consideration of the 2024/25 Licence fee.

Financial Considerations

Nil Budgetary provision Unbudgeted

Risk

Low Medium High Extreme

Ngā taunaki - Staff Recommendations

NZC Staff recommend that NZC:

Receive the information.

Agree to notify regions that the forecast LEQ for the 2024/25 Season is 72,826 for Fish and 31,340 for Game.

Whakarāpopoto - Executive Summary

Each year, the Licence Working Party (LWP) provides a forecast for licence sales to support Fish & Game's budgeting processes. This has historically been undertaken and provided at the Managers' meeting and NZC meetings in April. To ease the pressure on the budgeting process, the Licence Working Party completed a preliminary analysis for the February meeting to provide an earlier indication of potential budgetary boundaries. It was agreed by the NZC at the February meeting that a further analysis and update would occur during the month of March to enable a forecast at a time when over 90% of the sales will have occurred for the 2023-24 Season.

The LWP has analysed Licence Sales over the past few years, including forecasting sales through to the end of the 2023/24 season.

The total recommended LEQ for Fish Licence Sales is 72,826.

The total recommended LEQ for Game Licence Sales is 31,340.

Takenga mai - Background

Licence revenue targets for each region are usually set by comparing two prior seasons' sales and extrapolating those results using a standard formula to determine the 'Extrapolated Licence Revenue Budget'. For the 2024/25 licence revenue forecasts, the results of the 2021/22 and 2022/23 seasons are normally compared as the 2023/24 season is incomplete at the time the forecasts are required to be set. Utilising this 'usual' method of budgeting, the extrapolated licence revenue targets for 2024/25 would be 74,652 LEQ Fish

and 31,339 LEQ Game. *Note: this method gives us a Fish LEQ target, which is 1,826 LEQ's higher than the recommendation by the LWP within this report and is equivalent to approximately \$233,000.*

This 'usual' method of forecasting sales has been used for the Game LEQ as the two latest game seasons have been completed; however, the Fish Licence LEQ has needed more scrutiny in recent years, as explained below.

Following Covid entering the country during the 2019/20 season, the fish licence sales targets have been reviewed in more detail due to the impact of lockdowns and border closures on licence sales. The non-resident categories, being the most impacted, have yet to recover to pre-COVID levels.

Season	Non-Resident Season	Non-Resident Day
2018-19	7,153	12,887
2021-22	526	1,466
2022-23	4,355	10,928
2023-24 YTD (22 Mar) MM	4,081	9,430

The LWP agreed that an estimate of the 2023/24 complete season results for fish licence sales should continue to be utilised in determining licence revenue targets for the 2024/25 budget round. This will provide a more up-to-date forecast particularly considering the current national sales report YTD showing a decline on last season.

For the February NZC meeting, the 2023/24 YTD licence sales to 29 January were measured against the same period for the 2022/23 season. An assumption was made that the sales trend between these two seasons YTD will continue for the remainder of the 2023/24 season. Therefore, the percent change YTD was applied to sales for the remainder of the 2022/23 season to determine estimated sales for the remainder of the 2023/24 season. This calculation was completed on a category-by-category basis.

The same method of forecasting complete season sales was used for estimating last season's results (2022/23) going into the 2023/24 budget round.

For your information, the table below shows that estimate compared with the actual outcome for the 2022/23 season. *Note: the estimate here was completed prior to Cyclone Gabrielle and significant weather events affecting many North Island regions during the 2023 summer.*

Region	Estimate 2022-23 completed 16 Jan 22	Actual 2022-23	Variance
Northland	374	367	-7
Auckland/Waikato	3,501	3,324	-177
Eastern	8,448	8,300	-148
Hawke's Bay	2,447	2,300	-147
Taranaki	947	934	-13
Wellington	2,862	2,849	-13
Nelson/Marlborough	4,087	3,937	-150
North Canterbury	10,848	10,760	-88
West Coast	2,008	2,019	11
Central South Island	12,381	12,417	36
Otago	14,807	14,947	140
Southland	8,515	8,449	-66
Total	71,225	70,603	-622

A further analysis has been undertaken by the LWP as of 22 March to enable an update for this meeting. Please refer to the following tables and explanations for information.

Kōrerorero - Discussion

Table 1 – Fish licence forecast (LEQ) by Council for 2024/25 – based on the Traditional Method.

Table 1	Actual Fish 2021-22	Actual Fish 2022-23	Extrapolated Fish 2024-25
Nothland	217	455	455
Auckland Waikato	3231	3550	3550
Eastern	8695	8643	8617
Hawke's Bay	2476	2525	2525
Taranaki	861	1034	1034
Wellington	3239	2990	2866
Nelson Marlborough	3460	4410	4410
North Canterbury	10980	11084	11084
West Coast	1744	2253	2253
Central South Islands	11638	12946	12946
Otago	14923	15828	15828
Southland	8099	9084	9084
	69563	74802	74652

Table 2 – Fish licence forecast (LEQ) by Council using the estimated sales for the 2023/24 complete season as of 29 January 2024, presented for the February NZC meeting.

Table 2	Fish 2022-23	2023-24 to 29 Jan YTD (actual)	Est 29 Jan - 30 Sept	Estimated Total 2023-24	Extrapolated 2024-25
Northland	455	331	140	471	471
Auckland Waikato	3550	2859	831	3690	3690
Eastern	8643	6700	1749	8449	8352
Hawke's Bay	2525	1856	371	2227	2078
Taranaki	1034	780	178	958	920
Wellington	2990	2561	388	2949	2929
Nelson Marlborough	4410	3579	691	4270	4200
North Canterbury	11084	9534	1319	10853	10738
West Coast	2253	1703	462	2165	2121
Central South Islands	12946	10232	2401	12633	12477
Otago	15828	13348	2337	15685	15614
Southland	9084	7752	1174	8926	8847
	74802	61235	12041	73276	72435

Table 3 – Fish licence forecast (LEQ) by Council using the estimated sales for the 2023/24 complete season as of 22 March 2024, updated for this meeting.

Table 3	Fish 2022-23	2023-24 to 22 Mar YTD (actual)	Est 23 Mar - 30 Sept	Estimated Total 2023-24	Extrapolated 2024-25
Northland	455	399	65	464	464
Auckland Waikato	3550	3235	444	3679	3679
Eastern	8643	7547	1002	8549	8502
Hawke's Bay	2525	2174	198	2372	2296
Taranaki	1034	922	69	991	970
Wellington	2990	2831	183	3014	3014
Nelson Marlborough	4410	4094	277	4371	4352
North Canterbury	11084	10404	645	11049	11032
West Coast	2253	1996	194	2190	2159

Central South Is	12946	11263	1464	12727	12618
Otago	15828	14518	1075	15593	15476
Southland	9084	8375	436	8811	8675
	74802	67758	6052	73810	73233

With the improvement in licence sales over the summer months, the updated estimated 2023/24 complete season results increased from 72,435 LEQ's in January to 73,233 LEQ's in March. This difference of 798 LEQ's is equivalent to approximately \$101,000.

As detailed within the background information above, this new estimate was obtained by applying the percent change YTD by category to sales that occurred for the final period of the 2022/23 season (23 Mar – 30 Sept). The result was that 6,052 LEQ's were predicted to be achieved for the balance of the 2023/24 season.

This predicted result for the remainder of the 2023/24 season of 6,052 LEQ's is, in fact, higher than sales which occurred in the same period of the 2022/23 season (5,575 LEQ's) and is at odds with the sales report as of 22 March 2024 which is reporting that sales are down by 2.1% nationally.

On reviewing the data and the percent change by category we can see that season categories are showing declines, but the short-term and non-resident sales are showing good increases YTD. This means that the estimated remaining sales for the 2023/24 season is higher than the prior season as it is primarily short-term and non-resident licences sold in this second half of the season. Compounding this is that the poor summer for most of the north last season meant that more short-term categories were likely purchased in the latter part of last season. The LWP agreed that we could potentially be overestimating what might occur for the remainder of this season if we were to use this category-by-category approach.

The 2023/24 season has also seen all South Island regions fall behind last season's YTD. This is unusual and further supports the LWP's recommendation to take a more conservative approach in estimating complete season sales for the 2023/24 season.

The LWP recommends that instead of applying the percent change YTD to each category, it would be prudent to apply the Total YTD variance for each region per the sales report completed as of 22 March 2024. The result being that if a region is reporting a decline on last season's YTD, overall, it is assumed that the remaining sales for the season will also be down regardless of category. So rather than adding 6,052 LEQ's to the YTD results to achieve the complete season estimate, the new figure of 5,461 should be applied as per the table below.

Table 4 – Fish licence forecast (LEQ) by Council – estimated sales for the 2023/24 season 23 March – 30 September 2024

Table 4	Actual 2022/23 Mar 23 - 30 Sept 23	Total % Var per Sales Report to 22 Mar	Est 2023/24 23 Mar - 30 Sept 24
Northland	55	-0.20%	55
Auckland Waikato	410	3.10%	423
Eastern	929	-2.20%	909
Hawke's Bay	174	-7.50%	161
Taranaki	68	-4.60%	65
Wellington	158	0.00%	158
Nelson Marl	273	-1.10%	270
North Canterbury	566	-1.10%	560
West Coast	180	-3.70%	173
Central South Is	1,315	-3.20%	1,273
Otago	1,050	-1.80%	1,031
Southland	397	-3.60%	383
	5,575		5,461

Table 5 – Fish licence forecast (LEQ) by Council using the estimated sales for the 2023/24 complete season as of 22 March 2024, as recommended by LWP.

Table 5 Adjustment – During the 2023/24 budget round, the Hawke's Bay Region's licence sales forecast was reduced following the devastating impacts of Cyclone Gabrielle and the likely impact this event may have on licence sales. 800 LEQ's were deducted from the Region's budget to compensate for the potential loss of licence revenue. It is apparent from sales reports YTD and estimated end-of-year sales that the adjustment was well over-estimated. The budget for the region has been met YTD to 22 March 2024, and the complete season result is estimated to exceed the budget by

some 455 LEQ's. It is therefore recommended that an adjustment is again applied to the Hawke's Bay fish licence sales target for 2024/25 of 450 LEQ's to bring this income back into the National pool. This adjustment is incorporated into the table below.

Table 5	Fish 2022-23	2023-24 to 22 Mar YTD (actual)	Est 23 Mar - 30 Sept	Estimated Total 2023-24	Extrapolated 2024-25
Northland	455	399	55	454	454
Auckland Waikato	3550	3235	423	3658	3658
Eastern	8643	7547	909	8456	8363
Hawke's Bay	2525	2174	161	2335	2240
Hawke's Bay adj					450
Taranaki	1034	922	65	987	964
Wellington	2990	2831	158	2989	2989
Nelson Marl	4410	4094	270	4364	4341
North Canterbury	11084	10404	560	10964	10904
West Coast	2253	1996	173	2169	2127
Central South Is	12946	11263	1273	12536	12331
Otago	15828	14518	1031	15549	15410
Southland	9084	8375	383	8758	8595
	74802	67758	5461	73219	72826

Table 6 –Fish licence forecast (LEQ) by Council summary 2023-24 Estimate vs. Budget, vs. Extrapolated 2024-25

Table 6	Estimated Total 2023-24	Budget 2023-24	Extrapolated 2024-25
Northland	454	370	454
Auckland Waikato	3658	3729	3658
Eastern	8456	8663	8363
Hawke's Bay	2335	1879	2690
Taranaki	987	938	964
Wellington	2989	2807	2989
Nelson Marl	4364	4599	4341
North Canterbury	10964	11148	10904
West Coast	2169	2208	2127
Central South Is	12536	12937	12331
Otago	15549	15614	15410
Southland	8758	9167	8595
	73219	74059	72826

Table 7 –Game licence forecast (LEQ) by Council – estimated sales for the 2023/24 season 23 March – 30 September 2024

Table 7	Game Budget 2024	Game 2022	Game 2023	Extrapolated Game 2025
Northland	1552	1582	1552	1537
Auckland Waikato	6201	6309	6518	6518
Eastern	3012	3024	2854	2769
Hawke's Bay	1916	1916	1750	1667
Taranaki	1113	1114	1086	1072
Wellington	3409	3409	3290	3231
Nelson Marl	887	900	862	843
North Canterbury	2381	2428	2557	2557

West Coast	358	370	364	361
Central South Is	2233	2235	2267	2267
Otago	4029	4080	3989	3944
Southland	4672	4727	4625	4574
	31763	32094	31714	31340

Commission for the 2024/25 year has been calculated at 4% compared to 4.5%, which has been applied in recent years. From the regional variance reports for the 2022/23-year, the actual commission/fees paid on licence sales nationally equated to 3.84%. This reduction is partly due to a shift of sales from agents to online facilities. The impact of this change reduces licence sales commission/fee budgets by approximately \$63,000.

Whai whakaaro ki ngā whakataunga - Considerations for decision-making

Financial Implications

Based on the current process of \$153 for a Fish Licence and \$113 for a Game Licence, Net Sales would equate to \$12,126,969 (Last year, \$12,258,439); this is a reduction of \$131,470.

Interest Income budget for the year is \$336,472.

Together (net Licence income and Interest), the forecast income is \$12,463,441.

Based on the Base Funds for 2024/25 of \$11,867,408 with no increase in Licence fee, \$596,033 would be available for contestable funding.

In the 167th NZC meeting, the NZC recommended that regions reduce their base funds by 3% to free up more funds for the contestable funding round. This would have freed up \$356,022.

Six regions have reduced their budgets, adding \$191,880 back into the pool. However, in most cases these funds have been sought back via the Contestable funding applications.

The total Funds available within the Contestable funding is \$787,914

Refer to Table 8 for a Summary of Base Funds per Council. This table also outlines the Net Licence Income for 2024 25 based on the forecast of 72,826 (fish) and 31,340 (game) LEQs. And the Base Funds per Region.

National Budget	Net licence & Interest Income 24/25	Base Funds 24/25	Less savings 3%	New Base Funds	Surplus/ Shortfall
Northland	206,660	581,107	-	581,107	(374,447)
Auckland/Waikato	1,072,615	909,097	27,273	881,824	190,790
Eastern	1,352,120	1,278,944	-	1,278,944	73,176
Hawkes Bay	529,492	380,624	-	380,624	148,868
Taranaki	228,804	419,692	-	419,692	(190,888)
Wellington	684,040	830,600	-	830,600	(146,560)
Nelson-Marlb	637,861	564,125	-	564,125	73,736
Nth Canterbury	1,636,575	1,003,286	30,099	973,187	663,387
West Coast	319,681	351,136	9,535	341,601	(21,920)
Central SI	1,823,766	877,010	26,475	850,535	973,231
Otago	2,381,735	1,240,968	-	1,240,968	1,140,767
Southland	1,550,068	823,924	20,292	803,632	746,436
NZC only	40,025	1,240,295	37,209	1,203,086	(1,163,062)
National inc Resear	-	1,366,600	40,998	1,325,602	(1,325,602)
TOTAL	12,463,441	11,867,408	191,880	11,675,527	787,914

The CPI for December 2023 is 4.7%.

Based on these forecasts, a licence Fee increase will need to be considered in order to meet the current budget requirements of Fish and Game.

Any increase in the licence fee will have to take into consideration the Minister's approval.

If there is no increase in the licence fee, Fish and Game has to consider where to reduce costs.

Legislative Implications

Any amendment to the licence fee requires approval from the Minister.

Risks and mitigations

There are many risks involved in agreeing on the LEQ and the licence fee, as both impact the financial viability of the organisation.

Consultation

The normal consultation process will take place following the April 2024 meeting.

Ngā mahinga e whai ake nei - Next actions

If agreed, the Regional Councils will be informed of the Forecast LEQ's for 2024/25 to build into their budgeting process and advised of NZC's appetite for any amendments to licence fees.

Recommendation

That HBFGC:

- Accepts the Game Licence forecast of LEQ of 1667 for the 2024/25 season.
- Accepts the Fish Licence forecast of LEQ of 2690 for the 2024/25 season.
- Note that this fish licence forecast of 2690 could be slightly optimistic. Estimated total for 2022-23 is 2525 & 2021-22 was 2476, and estimated 2023/24 is 2335.

7(b) Budget and Licence Fee Recommendation

New Zealand Fish and Game Council Meeting 168 19th & 20th April 2024

Prepared by: Carmel Veitch, CFO, NZ Fish and Game Council

Kōrero taunaki - Summary of considerations

Purpose

This report to the New Zealand Fish and Game Council seeks approval for the 2024 25 Budget and Licence Fee Recommendation

Financial considerations

Nil Budgetary provision Unbudgeted

Risk

Low Medium High Extreme

Ngā taunaki - Staff Recommendations

NZC Staff recommend the following motion:

That the New Zealand Fish and Game Council:

Approve the XX contestable funding applications to the value of \$XXXX. (\$xxxx from the Licence fee and \$xxxx approved from Reserves)

Approve the Total Budgets of \$XXXX (subject to licence fee approval)

That the 2024 25 Adult whole season sports fish licence of \$xxx and the Adult whole season game licence fee of \$xxx (inclusive of the \$5 Game Bird habitat Stamp) inclusive of GST be accepted.

That the licence categories be charged at the agreed ratios for all categories.

The Licence fee(s) and budget go to the Regions for Consultation.

Takenga mai - Background

Base Funds for 2024 25 were approved as part of the 2023 24 budget round of 11,867,408.

The NZC recommended to Regions to reduce their budgets by 3 % which would reduce base funds by \$356,022.

6 Regions have reduced their budgets to the value of \$191,880 – This sets the base funds for 2024/25 to 11,675,527.

Table 1: Base Funds 2024 25

National Budget	Base Funds 24/25	Less savings 3%	New Base Funds
Northland	581,107	-	581,107
Auckland/Waikato	909,097	27,273	881,824
Eastern	1,278,944	-	1,278,944
Hawkes Bay	380,624	-	380,624
Taranaki	419,692	-	419,692
Wellington	830,600	-	830,600
Nelson-Marlb	564,125	-	564,125
Nth Canterbury	1,003,286	30,099	973,187
West Coast	351,136	9,535	341,601
Central SI	877,010	26,475	850,535
Otago	1,240,968	-	1,240,968
Southland	823,924	20,292	803,632
NZC only	1,240,295	37,209	1,203,086
National inc Resear	1,366,600	40,998	1,325,602
TOTAL	11,867,408	191,880	11,675,527

The Chairs and the NZC have met to discuss the Contestable funding applications and have given their recommendations for the Council to Consider.

LEQ forecasts recommended is 72,826 (last year 74,060 for Fish) (refer 24/245 Licence reforecast agenda item)

LEQ forecasts for Game 31,340 (last year 31,763)

Table 2: Licence Forecast LEQ 2024/25

	Projected 24/25	
	Fish	Game
Northland	454	1,537
Auckland/Waikato	3,658	6,518
Eastern	8,363	2,769
Hawkes Bay	2,690	1,667
Taranaki	964	1,072
Wellington	2,989	3,231
Nelson-Marlb	4,341	843
Nth Canterbury	10,904	2,557
West Coast	2,127	361
Central SI	12,331	2,267
Otago	15,410	3,944
Southland	8,595	4,574
NZC only		
National		
TOTAL	72,826	31,340

In the 167th NZC meeting, the NZC indicated that there would be no increase in the Licence fee for the 2024/25 season and that price of \$153 and \$113 (inc GBHT \$5) were the indicative price for the 2023 24 season. These prices need to be finalised at this meeting.

Net Income from Licence Fees and Interest forecast with the above Licence fees is \$12,463,441.

Table 3: Net Income Summary 2024/25			
	Net Licence		Net Income
	Income	Interest	
Northland	196,556	10,104	206,660
Auckland/Waikato	1,054,846	17,768	1,072,615
Eastern	1,317,780	34,340	1,352,120
Hawkes Bay	493,862	35,630	529,492
Taranaki	219,772	9,032	228,804
Wellington	673,056	10,984	684,040
Nelson-Marlb	630,442	7,419	637,861
Nth Canterbury	1,623,208	13,367	1,636,575
West Coast	304,211	15,470	319,681
Central SI	1,779,322	44,444	1,823,766
Otago	2,323,769	57,966	2,381,735
Southland	1,510,144	39,923	1,550,068
NZC only	0	40,025	40,025
National	0	0	0
TOTAL	12,126,969	336,472	12,463,441

Total CF applications \$2,135,321 Refer to the contestable funding pack. Contestable Funding applications have been considered by the Governors.

The NZC needs to make a recommendation on the Licence fee, the Budget and if required the use of regional reserves for the 2024 25 season.

Kōrerorero - Discussion

Refer the papers regarding the Licence fee and contestable funding applications.

Ngā kōwhiringa - Options

The Council may

a. Agree to consult with the Regions on the Licence fee and Budget decisions.

Whai whakaaro ki ngā whakataunga - Considerations for decision-making

Financial Implications

The Financial implications will be demonstrated within the NZC meeting.

Summaries of the impact of the Chair recommendations will also be provided at the meeting.

Legislative Implications

The Minister is required to approve the Licence fee following Regional consultation.

Section 4 Treaty Responsibilities

None

Policy Implications

Financial policies that include the use of reserves.

Risks and mitigations

That Fish and Game remain a financially stable organisation.

Consultation

All regions to be consulted.

Ngā mahinga e whai ake nei - Next actions

Any decision will go out to regions for consultation.

CONSULTATION:

LICENCE FEE
RECOMMENDATION 2024-25

TO:

Regional Chairs

CC:

Regional Managers, NZC and
Administrators

AUTHOR:

Corina Jordan, CEO NZ Fish and
Game Council

DATE:

29/04/2024

FEEDBACK DUE:

31/05/2024

FEEDBACK TO:

nzcouncil@fishandgame.org.nz

Recommendations - Ngā taunaki

The New Zealand Fish and Game Council seeks consultation from Regional Fish and Game Councils on the following points:

That the 2024/25 adult whole season sports fish licence fee is set at \$153 and that the adult whole season game licence is set at \$113 (inclusive of a \$5 fee for the Game Bird Habitat Stamp), with all proportional changes to remaining licence fees and categories. (no change from 2023/24).

The sea run salmon licence endorsement of \$5 (as a cost-recovery mechanism). (no change from 2023/24).

That Designated Waters Licence, as a \$5 annual licence per Fish and Game region for resident anglers and as a day licence to non-resident anglers at a fee of \$40. (no change from 2023/24).

Discussion - Koāro

Proposal

The New Zealand Fish and Game Council (NZC) is seeking to consult with Fish and Game regional councils on the '2024/25 licence fee recommendations and forecast LEQ' for 2024/25.

The NZC met on the 19th and 20th of April 2024 to consider the 2024/25 budgets and licence fees. Following that meeting, NZC agreed to recommend maintaining the licence fee for a sports fish adult whole season licence at \$153 and to maintain the game adult whole season licence at \$113 for 2024/2025. In recommending these fees, NZC also recommended that all other licence categories increase to the agreed proportions. A full list of recommended licence fees and categories is detailed in the Schedule attached (Appendix 2).

Background

Legislation provides for the following:

Section 26Q of the Conservation Act 1987 sets out the functions of Fish and Game Councils.

Subsection (l)(d)(a) requires councils: To assess the costs attributable to the management of sports fish and game;

Section 26Q(l)(d)(ii) requires Fish and Game councils: To develop and recommend to the New Zealand Fish and Game Council appropriate licence fees to recover costs and game bird habitat stamp fees;

Section 26C(l)(e) requires NZC: To recommend to the Minister of Conservation an appropriate fee for fishing and hunting licenses, after considering the views and recommendations of Fish and Game Councils;

Section 26C(l)(ia) also requires NZC: To recommend to the Minister, after considering the views and recommendations (if any) of Fish and Game Councils and the New Zealand Game Bird Habitat Trust Board, an appropriate fee in respect of any game bird habitat stamp and the form of such stamps (the form of the stamp to be approved as part of the 2011 Game Notice).

Operationally, the national policy of NZC specifies that all expenditure needs to be approved as part of the budget round, including capital expenditure and expenditure from reserves for all councils.

Policy

At the May 2020 NZC meeting, in response to COVID-19, the NZC set the minimum level of reserves at 20% of total budget for all councils. This level of general reserve is considered adequate to provide security against fluctuations in income and to ensure adequate operational cash flow.

The budget policy specifies that all expenditure from general and dedicated reserves needs to be notified/approved by NZC as part of the budget round, or by making an application for Exceptional Funding. There are consequences across all sectors of the organisation when any council's reserves are reduced in a manner inconsistent with this policy.

Budget Process

The method of increasing funding levels for individual councils is through a contestable funding application at the April budget setting meeting. Applications can be for either a one-off funding allocation for a specific project, or for ongoing additional funding. The latter in effect raises the total baseline funding level for that council.

The funding required to cover base funds and approved contestable funding is assessed against the expected licence sales for the year ahead (established from analysis of the last two-year sales trends, considering the implications of COVID-19 and border restrictions) to determine the licence fees.

This process is summarised in the following budget cycle:

Feb	All council budgets reviewed against audited actual expenditure. Budgets over or under 10% variance are reported against, reviewed, and discussed. The variance reports for the 2022/23 year are prepared and discussed. NZC set regional base funds for the 2024/25 year at \$11,867,408. NZC recommended to all Regions to make reductions of 3% from their Base funds.
March	Preparation of business and operational work plans for new financial year (NFY). Draft budgets developed by NZC and regional councils. Regions and NZC made savings of \$192,183.
April	Councils apply for 'new' contestable funding with applications circulated beforehand, reviewed against criteria, considered, and prioritised at the meeting
NZC meet (by Zoom)	with the Chairs of each region to consider the contestable funding applications.
April	NZC make recommendation on licence forecast, fees, having considered base funding levels and contestable fund applications, and send to regional councils for consideration.
May	Regional councils consider NZC licence fee recommendation. Due back to NZC (31 May).
June	NZC consider regional response and finalise licence fee recommendations for approval by the Minister of Conservation. (19 June)

The recommended licence fee is effectively set by dividing the sum of the proposed budgets of the 13 Councils by the number of the adult whole season licence equivalents that Fish and Game NZ expects to sell during the year (LEQ targets).

2024/25 Licence LEQ Forecast

The following table represents the approved forecast for the Licence sales for Fish and Game for the 2024/25 season. Total LEQ Fish 72,826 and Game 31,340.

The forecast which was recommended by the Licence Working Party.

	Actual 2021/22		Actual 2022/23		Est 2024	Budget 2023/24		Projected 24/25	
	Fish	Game	Fish	Game	Fish	Fish	Game	Fish	Game
Northland	217	1,582	455	1,552	454	370	1,552	454	1,537
Auckland/Waikato	3,231	6,309	3,550	6,518	3,658	3,729	6,201	3,658	6,518
Eastern	8,695	3,024	8,643	2,854	8,456	8,663	3,012	8,363	2,769
Hawkes Bay	2,476	1,916	2,525	1,750	2,335	1,879	1,916	2,690	1,667
Taranaki	861	1,114	1,034	1,086	987	938	1,113	964	1,072
Wellington	3,239	3,409	2,990	3,290	2,989	2,807	3,409	2,989	3,231
Nelson-Marlborough	3,460	900	4,410	862	4,364	4,599	887	4,341	843
North Canterbury	10,980	2,428	11,084	2,557	10,964	11,148	2,381	10,904	2,557
West Coast	1,744	370	2,253	364	2,169	2,208	358	2,127	361
Central South Island	11,638	2,235	12,946	2,267	12,536	12,937	2,233	12,331	2,267
Otago	14,923	4,080	15,828	3,989	15,549	15,614	4,029	15,410	3,944
Southland	8,099	4,727	9,084	4,625	8,758	9,167	4,672	8,595	4,574
NZC only									
National									
TOTAL	69,563	32,094	74,802	31,714	73,219	74,060	31,763	72,826	31,340

Following Components Featured in the 2024/25 Budget Discussions:

7(c) Contestable Funding Applications

59 contestable funding applications were received (90 last year), seeking additional funding of \$2,200,596 (last year \$2,965,090).

Table 2: Summary of Contestable Fund Applications						
National Budget	# Applications	\$ from Licence fee	\$ from Reserves	CF for Salaries	CF for REM	CF for new Staff
Northland	2	12,974	-	10,974	10,974	-
Auckland/Waikato	0	-	-	-	-	-
Eastern	2	26,600	15,000	26,600	26,600	-
Hawkes Bay	2	154,000	-	54,000	54,000	-
Taranaki	2	29,333	-	29,333	8,124	21,209
Wellington	1	17,788	-	17,788	17,788	-
Nelson-Marlb	0	-	-	-	-	-
Nth Canterbury	5	103,748	30,000	31,748	31,748	-
West Coast	2	34,350	25,000	59,350	59,350	-
Central SI	3	237,500	29,601	190,000	-	190,000
Otago	3	120,000	23,000	115,000	-	115,000
Southland	5	19,427	136,775	75,702	10,427	65,275
NZC only	7	110,400	-	-	-	-
National	25	1,075,100	-	160,000	-	160,000
TOTAL	59	1,941,220	259,376	770,495	219,011	551,484
TOTAL Contestable Funding Applications		2,200,596				

Step 2: Recommendations for NZC and National Budgets for core functions;

Step 3: Recommendation of the Regional Contestable applications and the NZC and – strategic merit.

2024/25 NZC Contestable Funding Approval and 2024/25 Budgets

Budgets for all councils were received and circulated to the NZC for review prior to the April NZC meeting.

The Chairs of the Regions were invited to present their CFs to the NZC on Friday 19th April.

The NZC approved contestable funding applications at a total value of \$1,580,496. Of this, \$624,161 were ongoing from the Licence fee, \$596,959 were one off from the Licence fee and \$359,376 were one-off from reserves.

The attached Table 6 (Appendix 1) sets out the full list of approved contestable funding applications with the approval rating from the NZC staff and the final approval from the NZC. Any figures highlighted in yellow have been adjusted from the original application during the Contestable funding review process or at the NZC meeting.

Reasoning behind the decisions include:

Salaries for REM – have all been approved in principle – as the NZC believe our people are our greatest assets. However, the amounts sort in the CF's need to peer reviewed by the HR advisor to ensure the amounts are in line with the REM policy i.e. there is parity/ equity across the organisation for staff. The process this year is that the market information from the March Strategic Pay survey will be available around mid May. Jane will then notify Chairs/ Managers of the new pay bands and will send out a spreadsheet to those who have asked for CF funds for remuneration. Jane will work with the Chair/ Manager to schedule a meeting to chat through regional recommendations for salaries. Pay parity can then be checked and the additional budget required can be confirmed.

Once this review has been completed, the relevant Regions will be notified of the final approval from the CF fund for Rem.

In future, as NZC has only approved a budget for one Strategic Pay report in the next financial year, we will use the September 2024 report to calculate the remuneration budget for the 25/26 financial year. Strategic Pay will calculate new pay bands in early December from the September survey, so the HR/HS advisor can then send out a spreadsheet to Regions where you can identify where you think you will want to place your staff within the bands, and the required remuneration can be calculated well before the April NZC meeting.

All CF's from Regional reserves were approved.

Northland - \$2,000 for insurance was declined as the NZC feels this amount could be found within the present Northland budget, and due to significant organisational fiscal constraints.

Hawkes Bay \$100,000 has been approved from reserves as a one off. It is the intention of the HBFGC to ensure this project is self-sustaining in the following years.

5. Taranaki – Management Contract - \$21,209 – Approved as a one off and for the budget to be reconsidered in the following year.

6. North Canterbury – Put and Take Fishery – NZC approved \$5,000 as per the current year budget. The value of the put and take fishery project was noted as high against the Organisational Strategy, though unfortunately further funding could not be provided at this stage due to tight organisational fiscal constraints. Te Waihora Maimai \$9,000 was approved as a one off as the NZC have requested the North Canterbury Council to investigate alternative funding for this, for example a Maimai fee to those using the maimai's. The ARF figure was approved as per the current year budget \$20,000 (one off) with the NZC requesting all Regions ARF registers are reviewed against ARF policy to ensure all Regions are adequately funded.

7. Central South Island – Applied for 2 staff members – the NZC approved 1 staff member, after considering the regional needs to support the canals fisheries, and level of staffing across similar sized regions. This was the second year CSI had sought an additional field officer to support delivery of their operational plan and in particular to meet the needs of managing the canal fisheries;

8. Otago - \$5,000 for the Council Induction was not approved as this will be funded by the NZC budget. The new staff member was declined due to financial constraints, though as with North Canterbury's put and take fishery, the strategic value of this position was noted as high against the Organisational Strategy.

9. Southland – CF's from Reserves approved and the Parrie and swan counts costs were reinstated.

10. NZC - \$20,000 for NZC meetings not approved as they look to move to online and 1-day meetings to save money. Staff expenses reduced to \$10,000 due to financial constraints. Advocacy for Fish and Game \$37,500 was reinstated (as this was originally reduced with the 3% cuts). The NZC were committed to the Governance Advisor and approved \$20,000 for this as part of the commitment to undertake the non-legislative recommendations of the Ministerial Review, and in supporting the organisation through this period of change.

11. National – Many of the National CF applications were due to increased costs for providing core regional services and as such were approved – for example, the increase in office 365 and data costs, election costs, postage increases for the postage of the licences and increased costs of hosting face to face managers meetings. The Health and Safety Risk management system was given a priority as the NZC considered that the implementation of a robust H & S system used by all of Fish and Game was vital.

Approval was given for the Website and Social media project \$30,000 which aims to design and delivery extension resources for hunters and anglers as part of the commitment to adding value for Licence holders and in underpinning the organisations R3 program – initial focus on recruitment and reactivation.

c. The NZC Staff submitted a CF for National Liaison (\$40k) and Marketing & Social Licence (80K). The NZC approved a total of \$30,000 across both projects with the direction to the CEO to use this funding either in National Liaison and or Marketing and Social licence. \$90,000 declined due to prioritisation of regional needs within tight fiscal constraints.

d. The Research budget was reinstated to the \$100k (as this was originally reduced with the 3% cuts)

e. A reduction in the National Base funding of \$50,000 was approved (this was part of the Regulations budget) to make additional funds available. The NZC made a decision to no longer print regulation guides, but to have these provided as a link and a PDF only.

f. The \$50,000 reduction from the Regulations budget was approved to be used as a one off for the Scoping of the Digital licence for 2024/25.

g. The HR/HS position that was funded as a one off in 2023/24 was approved but at .6FTE rather than the .8 FTE that was originally applied for.

h. Governor Training and induction was approved at \$30,000.

i. The application for a .5 FTE for research was declined.

12. There were two major projects that were considered by the NZC, that were not affordable within the Licence fee – these 2 projects were for the magazine \$235,000 and for the Regional RMA (Resource Management Act) Fund \$200,000. The NZC recognised the significance of these 2 projects – both have been approved as one offs for 2024/25 and will come from regional reserves.

The proposed budget for the 13 Fish and Game councils for 2024/25 (including funding from reserves) is \$13,255,720. Individual budgets are shown in the Table 3 below alongside the previous financial year (both shown as GST exclusive).

	Base Funds 2024/25	Approved CF Licence Fee ongoing	Approved CF from Licence Fee - One off	Approved CF from Reserves - One off	Approved Budget 2024/25 (inc from Reserves)
Northland	581,107	10,974	0	0	592,081
Auckland/Waikato	881,824	0	0	0	881,824
Eastern	1,278,944	26,600	0	15,000	1,320,544
Hawkes Bay	380,624	54,000	0	100,000	534,624
Taranaki	419,692	8,124	21,209	0	449,025
Wellington	830,600	17,788	0	0	848,388
Nelson-Marlb	564,125	0	0	0	564,125
Nth Canterbury	973,187	36,748	29,000	30,000	1,068,935
West Coast	341,601	34,350	0	25,000	400,951
Central SI	850,235	95,000	23,750	29,601	998,586
Otago	1,240,967	0	0	23,000	1,263,967
Southland	803,632	19,427	0	136,775	959,834
NZC only	1,203,086	77,400	0	0	1,280,486
National 1	1,325,600	243,750	523,000	0	2,092,350
TOTAL	11,675,224	624,161	596,959	359,376	13,255,720

Research Fund Allocation

To avoid inflating the budget in any one year an allocation is made annually to the Research Fund. The annual Research Budget (\$155k) has been split between General Research (\$100k), the National Anglers Survey (\$30k) and the Research for PhD (Cawthron \$25k).

The National Research Budget was reduced by \$41,000 (to make the 3% savings) This was reinstated by the NZC within the CF approval process.

There were no applications to this Research Fund.

Staff Development Fund

A staff scholarship of \$10,000 is available annually for Fish and Game staff to apply for support from the organisation for national and international study, work experience or participation in events or conferences.

There were two applications to this fund for the 2024/25 year.

Hamish Stevens (CSI) \$2,500 – to attend the Biennial Bay Delta Science Conference in San Francisco
 Beginner te Reo Māori online classes for 20x F & G staff \$6,600 (applied for by Maggie Tait)
 Following the recommendations from the Managers, the application from Hamish Stevens was approved to the total value of \$2,500.

RMA/Legal Fund Allocation

The RMA/Legal fund receives budget allocations on a reimbursement basis. It covers payment of costs through a national fund rather than separate funding allocations in individual council's budgets where approved legal projects occur.

It was agreed that contestable funding of \$200,000 be allocated to the national legal pool fund for this 2024/25 year. This will be funded from reserves.

The NZC approved from the RMA fund

\$10,215 to work on inputs control form the NPSFM (National Policy Statement Freshwater Management) project.

\$30,000 for Hawkes Bay for Tranche 2.

\$50,000 towards RMA reform and NPS _ FM.

And 65,000 from Hawkes Bay Reserves for Tranche 2.

Licence Fee Recommendations

NZC Licence Fee Recommendation

At the February 2024 NZC meeting, the NZC indicated that they intended for the licence fee to remain at \$153 and \$113 as they believed that the minister would, be accepting of this price.

The NZC recommend that the 2024/25 licence fee be based on a sports fish adult whole season fee of \$153 and the game adult whole season licence \$113 (inclusive of the Game Bird Habitat Stamp) (GST inclusive) and for all other licence categories to increase proportionally. The Salmon licence \$5, the Designated Waters Licence \$5 for residents and \$40 for Non-residents. This represents no increase on last year.

The NZC recommended that the Sports Fish and Game licence categories be maintained at the same ratios as previous years.

Recommended licence fees are set out in the schedule 2 at the end of this letter.

Total income including interest is \$12,463,441. The Cost of Sales (COS) is the commission and bank transaction charges relating to the sale of licences is budgeted at 4.0% of licence income.

	TOTAL Licence Income \$		Net Licence		
	TOTAL F & G	Total COS \$	Income \$	Interest \$	Net Income
Northland	204,746	8,190	196,556	10,104	206,660
Auckland/Waikato	1,098,798	43,952	1,054,846	17,768	1,072,615
Eastern	1,372,688	54,908	1,317,780	34,340	1,352,120
Hawkes Bay	514,440	20,578	493,862	35,630	529,492
Taranaki	228,929	9,157	219,772	9,032	228,804
Wellington	701,100	28,044	673,056	10,984	684,040
Nelson-Marlb	656,710	26,268	630,442	7,419	637,861
Nth Canterbury	1,690,842	67,634	1,623,208	13,367	1,636,575
West Coast	316,886	12,675	304,211	15,470	319,681
Central SI	1,853,460	74,138	1,779,322	44,444	1,823,766
Otago	2,420,593	96,824	2,323,769	57,966	2,381,735
Southland	1,573,067	62,923	1,510,144	39,923	1,550,068
NZC only				40,025	40,025
National					
TOTAL	12,632,259	505,290	12,126,969	336,472	12,463,441

NZ Game Bird Habitat Stamp

The NZC recommended the Game Bird Habitat Stamp for 2023/24 remain at \$5.

Modification to Licence Categories and Ratios with whole Season Fees

The NZ Council agreed that the sports fish categories and ratios be maintained the same as previous years.

Overall Forecast Position and Use of Reserves

The recommendation for licence fee of \$153 and \$113, along with the recommendation of a total budget of \$13,255,720 creates an overall deficit of \$792,279.

Net Licence Sales	12,126,969
Interest	336,472
Total Income	12,463,441
Less Approved Budget	13,255,720
Total Surplus/(Deficit)	(792,279)

Approval for regions to use their reserves to cover one off projects for the year totals \$359,376. Additionally, regions are required to use their reserves to cover the shortfall of \$432,903. This latter amount represents an additional 3.36% use of reserves. (\$359,376 plus \$432,903 equals the total deficit of \$792,279).

Forecasts as at April 2024 suggest one region, North Canterbury may fall below the 20% reserves and require a top up of \$12,247 in the 2025/26 contestable funding round. This forecast however, is based on Regions working within the 2023/24 budgets.

Conclusion

The NZ Council seeks consultation from Fish and Game regional councils on the following points:

The licence fees and categories as set out in the appended schedule (Appendix 2) and specifically: That the 2024/25 adult whole season sports fish licence fee is set at \$153 and that the adult whole season game licence is set at \$113 (inclusive of a \$5 fee for the Game Bird Habitat Stamp), with all proportional changes to remaining licence fees

The Licence LEQ of 72,826 (Fish) and 31,340 (Game)

To enable the NZC to consider feedback and make recommendations to the Minister of Conservation at its 18 June 2023 meeting, responses to these changes are requested to be submitted by the close of business on 31 May 2024.

Recommendation

That the Hawkes Bay Fish and Game Council accepts that the 2024/25 adult whole season sports fish licence fee is set at \$153 and that the adult whole season game licence is set at \$113 (inclusive of a \$5 fee for the Game Bird Habitat Stamp), with all proportional changes to remaining licence fees and categories. (no change from 2023/24).

The sea run salmon licence endorsement of \$5 (as a cost-recovery mechanism). (no change from 2023/24).

That Designated Waters Licence, as a \$5 annual licence per Fish and Game region for resident anglers and as a day licence to non-resident anglers at a fee of \$40. (no change from 2023/24).

APPENDIX 1

Table 6 : Contestable Fund Applications Detail 2024-25 . 432,903
Summary of Decisions from NZC meeting

App No	Region Base Funding 2024/25	Project Code	Description	L	B	Additional \$ Sought	\$ amount \$ Adjusted	Staff Recommendation	NZC Recommendation	1 Not	2 Good To	3 Recommend	4 Essential Whole	5 Withdrawn	APPROVED Ongoing Licence Fee	APPROVED One Off Licence Fee	APPROVED Restore Reserves	APPROVED Capital Ex	APPROVED from Reserves
Northland																			
NTH 001	\$ 501,107	1910	Salaries	L	B	10,974	10,974	4	4	0	0	0	0	0	0	0	0	0	0
NTH 002		1954	Insurance	L	B	2,000	2,000	1	1	2,000	0	0	0	0	0	0	0	0	0
TOTAL Northland						12,974	12,974			2,000	0	0	0	0	10,974	0	0	0	0
Auckland/Waikato																			
TOTAL Auckland/Waikato						0	0			0	0	0	0	0	0	0	0	0	0
Eastern																			
EAST 001	\$ 1,278,944	1510	Salaries	L	B	26,600	26,600	4	4	0	0	0	0	0	0	0	0	0	0
EAST 002		1114	Lake Tarawera	R	O	15,000	15,000	4	4	0	0	0	0	0	15,000	0	0	0	15,000
TOTAL Eastern						41,600	41,600			0	0	0	0	0	41,600	0	0	0	15,000
Hawke's Bay																			
HBAY 001	\$ 380,624	1910	Salaries	L	B	54,000	54,000	4	4	0	0	0	0	0	0	0	0	0	0
HBAY 002		1054	Education Centre Development	R	O	100,000	100,000	4	4	0	0	0	100,000	0	0	0	0	0	100,000
TOTAL Hawke's Bay						154,000	154,000			0	0	0	154,000	0	54,000	0	0	0	100,000
Taranaki																			
TARA 001	\$ 419,692	1910	Continuation of Management	L	O	21,209	21,209	4	4	0	0	0	21,209	0	0	21,209	0	0	0
TARA 002		1911	Salaries	L	B	8,124	8,124	4	4	0	0	0	8,124	0	8,124	0	0	0	0
TOTAL Taranaki						29,333	29,333			0	0	0	29,333	0	8,124	21,209	0	0	0
Wellington																			
WELL 001	\$ 830,600	1911	Salaries	L	B	17,788	17,788	4	4	0	0	0	17,788	0	17,788	0	0	0	0
TOTAL Wellington						17,788	17,788			0	0	0	17,788	0	17,788	0	0	0	0
Nelson/Marlborough																			
TOTAL Nelson/Marlborough						0	0			0	0	0	0	0	0	0	0	0	0
North Canterbury																			
NC 001	\$ 973,187	1911	Salaries	L	B	31,748	31,748	4	4	0	0	0	31,748	0	31,748	0	0	0	0
NC 002		1151	Put & Take Fishery	L	B	23,000	5,000	4	4	0	0	0	5,000	0	5,000	0	0	0	0
NC 003		1252	Te Waihora Maimai Agt	L	O	9,000	9,000	4	4	0	0	0	9,000	0	0	9,000	0	0	0
NC 004		AFR	Asset Replacement Fund	L	O	40,000	20,000	4	4	0	0	0	20,000	0	0	20,000	0	0	0
NC 005		1112	Trout Fishery Designated W	R	O	30,000	30,000	4	4	0	0	0	30,000	0	0	0	0	0	30,000
TOTAL North Cant						133,748	95,748			0	0	0	95,748	0	36,748	29,000	0	0	30,000
West Coast																			
WC 001	\$ 341,601	1910	Salaries	L	B	34,350	34,350	4	4	0	0	0	34,350	0	34,350	0	0	0	0
WC 002		1910	Salaries	R	O	25,000	25,000	4	4	0	0	0	25,000	0	0	0	0	0	25,000
TOTAL West Coast						59,350	59,350			0	0	0	59,350	0	34,350	0	0	0	25,000

Table 6 : Contestable Fund Applications Detail 2024-25 . 432,903
Summary of Decisions from NZC meeting

App No	Region Base Funding 2024/25	Project Code	Description	L	B	Additional \$ Sought	\$ amount \$ Adjusted	Staff Recommendation	NZC Recommendation	1 Not	2 Good To	3 Recommend	4 Essential Whole	5 Withdrawn	APPROVED Ongoing Licence Fee	APPROVED One Off Licence Fee	APPROVED Restore Reserves	APPROVED Capital Ex	APPROVED from Reserves
Central South Island																			
CSI 001	\$ 850,235	2AP	Electric Fishing Machine	R	C	29,601	29,601	4	4	0	0	0	29,601	0	0	0	0	0	29,601
CSI 002		1910	Salaries	L	B	190,000	95,000	4	4	0	0	0	95,000	0	95,000	0	0	0	0
CSI 002		1910	Staff Expenses	L	O	47,500	23,750	4	4	0	0	0	23,750	0	23,750	0	0	0	0
TOTAL Central South Island						267,101	148,351			0	0	0	148,351	0	95,000	23,750	0	0	29,601
Otago																			
OTG 001	\$ 1,240,567	1700	Council Elections & Meetings	L	O	5,000	5,000	1	1	5,000	0	0	0	0	0	0	0	0	0
OTG 002		1911	Advocacy PRR/Strategic Rel	L	B	115,000	115,000	4	3	0	0	115,000	0	0	0	0	0	0	0
OTG 003		1521	Designated Waters Impleme	R	O	23,000	23,000	4	4	0	0	0	23,000	0	0	0	0	0	23,000
TOTAL Otago						143,000	143,000			5,000	0	115,000	23,000	0	0	0	0	0	23,000
Southland																			
TOTAL Southland						156,202	156,202			0	0	0	156,202	0	19,427	0	0	0	136,775
NZC																			
TOTAL NZC						110,400	90,400			3,000	10,000	0	77,400	0	77,400	0	0	0	0

Table 6 : Contestable Fund Applications Detail 2024-25 - 432,903

Summary of Decisions from NZC meeting

App No	Region Base Funding 2024/25	Project Code	Description	L R	B O C	Additional \$ Sought	\$ amount \$ Adjusted	Staff Recommendation	NZC Recommendation	1 Not	2 Good To	3 Recommend	4 Essential	5 Whole Withdrawn	APPROVED Ongoing Licence Fee	APPROVED One Off Licence Fee	APPROVED Restore Reserves	APPROVED Capital Ex	APPROVED from Reserves
	National \$1,325,600					0	0												
NAT 001		1511	Licence Audit Fee	L	B	2,500	2,500	4	4	0	0	0	0	0	0	0	0	0	0
NAT 002		1523	Maritime Compliance	L	B	10,000	10,000	4	4	0	0	0	0	0	2,500	2,500	0	0	0
NAT 003		1422	Information Technology - Nat	L	B	18,000	18,000	4	4	0	0	0	0	0	18,000	0	0	0	0
NAT 004		1340	RMA Fund	L	O	200,000	200,000	4	4	0	0	0	0	0	200,000	0	200,000	0	0
NAT 005		1711	Election Costs	L	O	15,000	15,000	4	4	0	0	0	0	0	15,000	0	15,000	0	0
NAT 005		1711	Election Costs	L	B	7,500	7,500	4	4	0	0	0	0	0	7,500	0	0	0	0
NAT 006		1332	Fish and Game Magazine	L	O	235,000	235,000	4	4	0	0	0	0	0	235,000	0	235,000	0	0
NAT 007		1170	Reg Guides	L	B	4,100	4,100	4	1	4,100	0	0	0	0	0	0	0	0	0
NAT 008		1630	Licence Production	L	B	40,000	40,000	4	4	0	0	0	0	0	40,000	0	0	0	0
NAT 009		1610	Managers meetings	L	B	33,000	8,000	3	4	0	0	0	0	0	8,000	0	0	0	0
NAT 010		1520	Health & Safety - Risk Mngt	L	B	5,000	5,000	3	4	0	0	0	0	0	5,000	0	0	0	0
NAT 010		1520	Health & Safety - Risk Mngt	L	O	3,000	3,000	3	4	0	0	0	0	0	3,000	0	3,000	0	0
NAT 011		1423	Website and Social Media	L	B	30,000	30,000	4	4	0	0	0	0	0	30,000	0	0	0	0
NAT 012		1430	National Liaison	L	B	40,000	10,000	4	4	0	0	0	0	0	10,000	0	0	0	0
NAT 013		1442	Marketing and Social Licence	L	B	80,000	20,000	4	4	0	0	0	0	0	20,000	0	0	0	0
NAT 014		1400	Research	L	B	41,000	41,000	4	4	0	0	0	0	0	41,000	0	0	0	0
NAT 015		1615	Co-ordination HR - travel	L	B	5,000	5,000	3	3	0	0	5,000	0	0	0	0	0	0	0
NAT 016		1520	Strategic Pay reports	L	B	6,000	3,000	4	4	0	0	0	0	0	3,000	0	0	0	0
NAT 017			Reduction of Baseline - Regs	L	B	0	(50,000)	4	4	0	0	0	0	0	(50,000)	0	0	0	0
NAT 017		1520	Cooping of Digital Licence -	L	O	50,000	50,000	4	4	0	0	0	0	0	50,000	0	50,000	0	0
NAT 018		1530	Consultant Amalgamation - R	L	O	10,000	10,000	4	1	10,000	0	0	0	0	0	0	0	0	0
NAT 019		1830	Cost optimisation follow up	L	O	20,000	20,000	4	4	0	0	0	0	0	20,000	0	20,000	0	0
NAT 020		1540	Culture and PD for all F & G	L	B	20,000	20,000	3	3	0	0	0	0	0	0	0	0	0	0
NAT 021		1530	National H & Safety training	L	B	5,000	5,000	3	3	0	0	5,000	0	0	0	0	0	0	0
NAT 022		1100	Sports Fish & Game bird sta	L	B	5,000	5,000	4	4	0	0	0	0	0	5,000	0	0	0	0
NZC 006 NAT 023		1910	Salaries - HR/MS Advisor	L	B	85,000	63,750	4	4	0	0	0	0	0	63,750	0	0	0	0
NZC 008 NAT 024		1900	Governor Training and educ	L	B	30,000	30,000	4	4	0	0	0	0	0	30,000	0	0	0	0
NZC 010 NAT 025		1910	Salaries - Research	L	B	75,000	75,000	3	3	0	0	75,000	0	0	0	0	0	0	0
						0	0												
TOTAL National						1,075,100	885,850			14,100	0	105,000	766,750	0	243,750	523,000	0	0	0
TOTAL						\$ 2,200,596	\$1,834,596			\$ 24,100	\$ 10,000	\$ 220,000	\$ 1,580,496	\$ -	\$ 624,161	\$ 596,950	\$ -	\$ -	\$ 350,376

APPENDIX 2



Schedule of FISH AND GAME NZ's proposed Licence & Fees for 2024/25 (inclusive of GST)

Sports Fish Licence		2023/24	2024/25	
Category of licence	Applicant Class	Current fee \$	Proposed fee\$	Fee difference
Whole season (1 Oct – 30 Sep)	Adult	153	153	Nil
	Junior	31	31	Nil
	Child	free	free	Nil
Family		198	198	Nil
Non-resident Whole season	Adult	264	264	Nil
	Junior	50	50	Nil
	Child	50	50	Nil
Winter (1 Apr – 30 Sep)	Adult	92	92	Nil
Loyal senior	Adult	130	130	Nil
Local area	Adult	122	122	Nil
Short break	Adult	55	55	Nil
Long-break	Adult	107	107	Nil
Day	Adult	24	24	Nil
	Junior	5	5	Nil
Non-resident Day	Adult	37	37	Nil
	Junior	22	22	Nil
	Child	22	22	Nil
Controlled period		free	free	Nil
Sea Run Salmon		\$5	\$5	Nil
Designated Waters- resident	Season	\$5	\$5	Nil
Designated Waters- non-resident	Day	\$40	\$40	Nil

Game Bird Licence*		2024	2025	
Category of licence	Applicant Class	Current fee \$	Proposed fee\$	Fee difference
Whole season (primarily 1st Sat in May to 31 Aug)	Adult	113	113	Nil
	Junior	26	26	Nil
	Child	5	5	Nil
Day (available from 2nd Monday of season)	Adult	26	26	Nil
	Junior	10	10	Nil

All licence category fees are set as a percentage of the fish or game adult whole season fee and rounded to the nearest \$, hence in some instances the fee difference remains nil.

*Game bird hunting licence fee includes the \$5 NZ Game Bird Habitat Stamp.

Notes:

A junior means a person aged 12 years or over, but under 18 years at the start of the season.

A child means a person aged under 12 years at the start of the season.

Designated Waters, Sea Run Salmon and Controlled-Period licence entitles an adult or junior whole season or family fish licence holder to fish in specified waters or for specified species.

Whole Season for sports fish extends from 1 October through to 30 September the following year.

Whole Season for game birds can extend from the first Saturday in May to beyond the traditional closing dates for upland game hunting at the end of August due to special season conditions between February to April the following year for some species, e.g. Paradise shelduck and Pukeko.

A Game Bird Habitat Stamp fee of \$5.00 (incl. GST) is payable on all categories of game hunting licence and is included in the fees shown in the game hunting licence table above.

7(d) Research Update: Licence Sale Insights

New Zealand Fish and Game Council Meeting 168 – 19th – 20th April 2024

Prepared by: Heather Sanders Garrick, Quantitative Ecologist, NZ Fish and Game Council

Kōrero taunaki - Summary of considerations

Purpose

This report provides an update to the New Zealand Fish and Game Council on the ongoing research titled "Licence Sale Insights" funded by the Research Fund.

Financial considerations

Nil Budgetary provision Unbudgeted

Risk

Low Medium High Extreme

Ngā taunaki - Staff Recommendations

That the New Zealand Fish and Game Council:

Receive the update on the status of the research.

Whakarāpopoto - Executive Summary

An draft report on national trends in R3 and licence holder insights is enclosed.

Takenga mai - Background

This study launched at the end of September 2023 and was funded by the Research Fund.

The aims and objectives of this study are to:

Quantify trends in recruitment, retention and reactivation of Fish & Game licence holders.

Quantify the impact of various factors (i.e., economic, ecological, etc.) on purchase behaviour of licence holders.

Identify the impact of licence price on purchase behaviour of licence holders relative to other factors.

Kōrerorero - Discussion

Findings of Ongoing Research:

Fishing Licences

The number of licence holders increased through the 2015/16 fishing season, but has been declining since. However, the 2022/23 season saw an increase in the number of licence holders. The 2022/23 season was similar in licence holder numbers to the 2018/19 season.

The proportion of licence holders that are female has increased steadily since the 2005/06 fishing season. Female anglers are more likely to purchase day licences and child's licences than male anglers.

Younger anglers more commonly purchase day, winter, and short break licences, while older anglers more commonly purchase family, long break, and local area licences.

Rate of loss was highest amongst anglers aged 18-35, and decreased with age. Rate of loss is increasing annually for anglers aged 26-75, with the most pronounced increase in the 18-55 age range, indicating a loss of working aged adults from the licence pool.

Game Bird Licences

The number of licence holders increased through the 2012 game bird season, but has been declining since by approximately 1% annually.

The proportion of licence holders that are female has increased steadily since the 2006 game bird season. Female hunters are more likely to purchase day licences and child's licences than male hunters.

The recruitment rate for hunters has declined, while the reactivation and retention rates have increased. Retention for game bird hunters is very high, on average 73.0%.

Rate of churn was highest for hunters aged 18-35 and declined as age increased. This indicates that hunters are most likely to take a temporary hiatus from hunting during the ages most associated with university, early career, and early child rearing.

A powerpoint presentation on additional findings of this ongoing research has been provided for circulation to the council members.

Ngā kōwhiringa - Options

There are no current actions for consideration.

Whai whakaaro ki ngā whakataunga - Considerations for decision-making

Financial Implications

There are no new financial implications.

Legislative Implications

There are no legal implications to consider.

Section 4 Treaty Responsibilities

There are no Section 4 Treaty Responsibilities for consideration.

Policy Implications

There are no policy implications.

Risks and mitigations

There are no risks or mitigations.

Consultation

There are no actions available for consultation.

Ngā mahinga e whai ake nei - Next actions

There are no applicable next actions.

New Zealand Fish & Game Licence Holder Insights

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Defining R3

R3 is a term that refers to the different states of licence holders: Recruitment, Retention, and Reactivation. In this report, we also consider two additional states: In-churn, and lost. The definitions of these states for the purposes of this report are as follows:

RECRUITMENT: A licence holder who has never purchased their licence before purchases it for the first time this year. The recruitment rate is the proportion of this year's licence holders who were recruited to the dataset this year.

RETENTION: A licence holder who purchased their licence last year also purchases their licence this year. The retention rate is the proportion of this year's licence holders who were retained from the previous year.

REACTIVATION: A licence holder who has previously purchased their licence, did not purchase a licence last year, but did purchase a licence this year. The reactivation rate is the proportion of this year's licence holders who were reactivated this year.

IN-CHURN: A licence holder who has previously purchased their licence, did not purchase a licence this year, but does during a future year within the dataset. The churn rate is the number of licence holders in churn relative to the number of active licence holders.

LOST: A licence holder who purchased a licence last year, but did not this year and does not purchase again for the remainder of the dataset. The rate of loss is the number of licence holders lost this year relative to the number of active licence holders.

For the purposes of this national report, all licences purchased from any Fish & Game region are considered when calculating R3. For example, a licence holder who is classified as "recruited" is purchasing their first licence from Fish & Game during the 2005/06 – 2022/23 seasons. Similarly, a licence holder who is classified as "lost" or "in-churn" has not purchased a licence from any region.

Executive Summary

Fishing Licences

The number of licence holders increased through the 2015/16 fishing season, but has been declining since. However, the 2022/23 season saw an increase in the number of licence holders. The 2022/23 season was similar in licence holder numbers to the 2018/19 season.

The proportion of licence holders that are female has increased steadily since the 2005/06 fishing season. Female anglers are more likely to purchase day licences and child's licences than male anglers.

Younger anglers more commonly purchase day, winter, and short break licences, while older anglers more commonly purchase family, long break, and local area licences.

The recruitment rate for anglers has declined, while the reactivation rates and rate of loss have both increased. There was no trend in retention, with an average retention rate of 50.8%.

The average number of years spent "in-churn" for anglers who purchased licences in non-consecutive years was 2.7 years.

Rate of loss was highest amongst anglers aged 18-35, and decreased with age. Rate of loss is increasing annually for anglers aged 26-75, with the most pronounced increase in the 18-55 age range, indicating a loss of working aged adults from the licence pool.

Game Bird Licences

The number of licence holders increased through the 2012 game bird season, but has been declining since by approximately 1% annually.

The proportion of licence holders that are female has increased steadily since the 2006 game bird season. Female hunters are more likely to purchase day licences and child's licences than male hunters.

The recruitment rate for hunters has declined, while the reactivation and retention rates have increased. Retention for game bird hunters is very high, on average 73.0%.

The average number of years spent "in-churn" for hunters who purchased licences in non-consecutive years was 2.6 years.

Rate of churn was highest for hunters aged 18-35 and declined as age increased. This indicates that hunters are most likely to take a temporary hiatus from hunting during the ages most associated with university, early career, and early child rearing.

Rate of loss was increasing for hunters aged 26-55, indicating a loss of working aged adults from the licence pool.

Methods

This report utilizes licence sales data from the 2005/06 through the 2022/23 fishing and the 2006 through the 2023 game bird seasons. Data was collected at point of sale, either by the sales agent or through an online form. Data was stripped to include only licences that were classified as "active", or licences which had not been refunded. R3 was tracked using the unique licence holder ID which is assigned at initial purchase. Licences which were not associated with any personal data (i.e., name, date of birth, etc.) were excluded from analyses as that licence could not be associated with a licence holder.

The first 3 years of data were not used when analysing retention, recruitment, reactivation, or churn, as a disproportionate number of licence holders were identified as "recruited" during this time period. Similarly, the final 3 years of data were not used when analysing churn or loss, as a disproportionate number of licence holders were identified as "lost". These trends occur simply due to proximity to the start and end of the available dataset. Additionally, 2016 was removed from the dataset when analysing R3, as an error which prevented a small proportion of licence holders from being successfully merged in the transition to the new licence sales database system resulted in artificially inflated recruitment and loss, and artificially deflated retention.

Region of residence was determined by matching the address provided by the licence holder to legal addresses as listed in the NZ Addresses shapefile from the LINZ database. Country of residence for non-residents was determined using the country provided by the licence holder during purchase. In some cases, licence holders provided an address in a different country but purchased a resident licence. These licence holders are still included in the non-resident category for the purposes of this document.

Fishing Licences

The Average Licence Holder

Between the 2005/06 and 2022/23 fishing seasons, the average licence holder purchased licences during $2.6 (\pm 0.004)$ seasons.

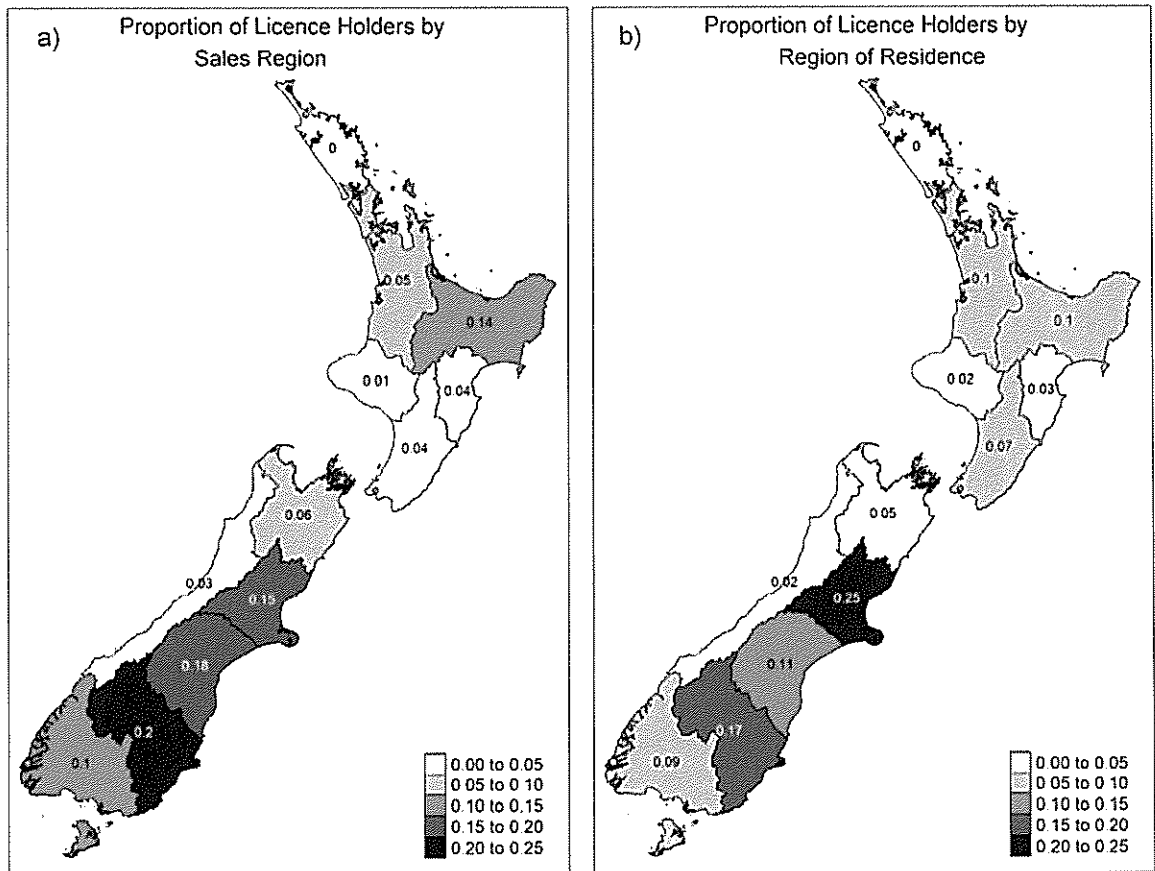


Figure 1. The proportion of New Zealand Fish & Game fishing licence holders by a) Fish & Game region of licence sale, and b) Fish & Game region of reported residence, between the 2018/19 and 2022/23 fishing seasons. During this time period, 22.2% of licence holders did not provide a valid address.

Over the course of the 2018/19 to 2022/23 fishing seasons, 77.8% of licences sold were associated with valid addresses. Of those licence holders which provided a valid address, an annual average of 25.2% lived within the North Canterbury Fish & Game region, followed by Otago (16.6%), Central South Island (10.9%), and Auckland/Waikato (9.9%) Fish & Game regions. Proportion of licence holders by sales region differed from region of residence, with the majority of licences sold being greatest in Otago (20.4%), followed by Central South Island (18.5%), North Canterbury (15.2%), and Eastern (13.7%).

On average, 91.4% ($\pm 0.9\%$) of fishing licence holders self-identified as male while 8.4% ($\pm 0.9\%$) identified as female. There is an increasing trend in the proportion of licence holders that identify as female of, on average, 0.7% per year ($F_{1, 16} = 218, P < 0.001$). When it came to child's licences, an

average of 67.2% ($\pm 0.4\%$) of licence holders identified as male, while 32.7% ($\pm 0.4\%$) identified as female.

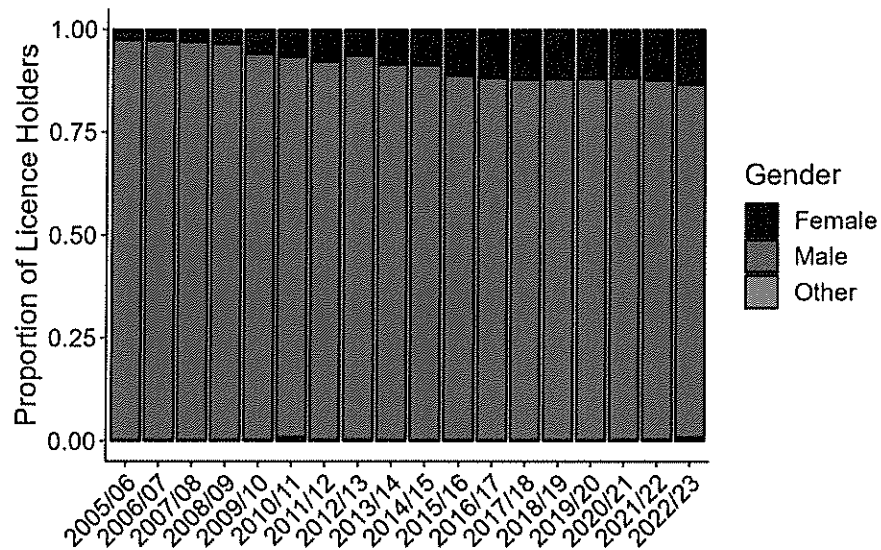


Figure 2. The proportion of licence holders who purchased fishing licences from New Zealand Fish & Game by gender from the 2005/06 through the 2022/23 fishing seasons.

The average number of licences purchased per licence holder did not differ by gender ($F_{2, 51} = 0.49$, $P = 0.61$). However, male anglers on average spent more money on licences than female anglers did ($F_{2, 51} = 27.2$, $P < 0.001$). A higher proportion of licences purchased by female anglers were day licences ($F_{2, 33} = 8.4$, $P < 0.001$), 37.7% compared to 22.3% of licences purchased by male anglers. Additionally, a larger proportion of licences purchased by female anglers were child licences ($F_{2, 21} = 69.7$, $P < 0.001$), 19.6% compared to 5.6% of licences purchased by male anglers.

Table 1. The mean age and standard error of New Zealand Fish & Game licence holders by licence type.

Licence Type	Mean Age
Child	8.2 ± 0.01
Day	40.5 ± 0.12
Winter	43.9 ± 0.07
Short Break	45.0 ± 0.08
Whole Season	41.8 ± 0.02
Local Area	46.1 ± 0.04
Long Break	48.5 ± 0.29
Family	49.9 ± 0.02
Loyal Senior	73.0 ± 0.03

The mean age of licence holders between the 2005/06 and 2022/23 seasons was 44.3 (± 0.01) years. The mean age has decreased by an average of 0.23 years per year ($F_{1, 1,685,940} = 5,690$, $P < 0.001$). On average, female licence holders were 9 years younger than their male counterparts ($F_{2, 1,685,939} = 18,494$, $P < 0.001$). Mean age varied by licence type, with the day licence holders younger than whole season licence holders by an average of 6.0 years ($F_{8, 1,685,933} = 64,900$, $P < 0.001$).

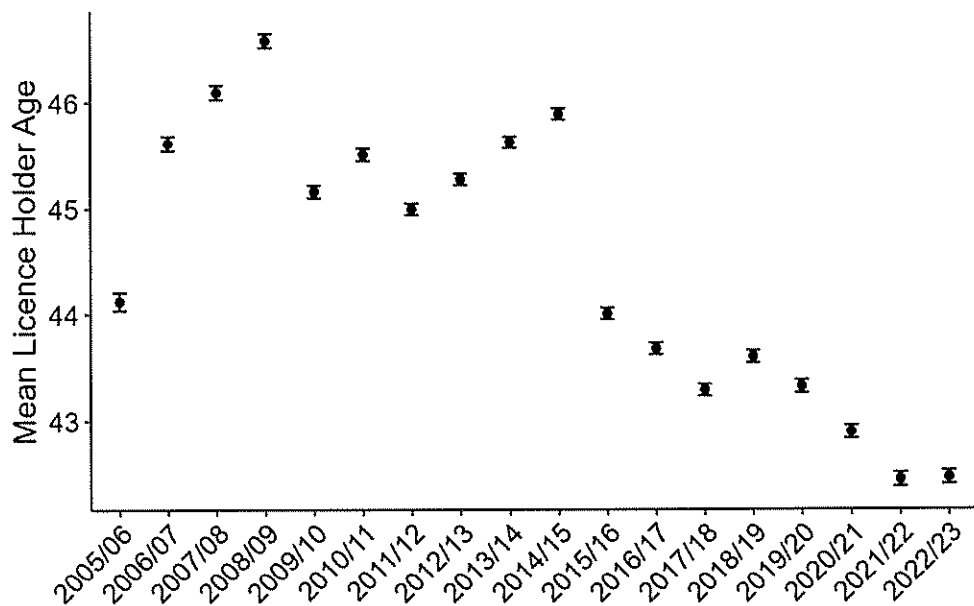


Figure 3. The mean age of licence holders who purchased fishing licences from New Zealand Fish & Game from the 2005/06 through the 2022/23 fishing seasons, with error bars representing standard error.

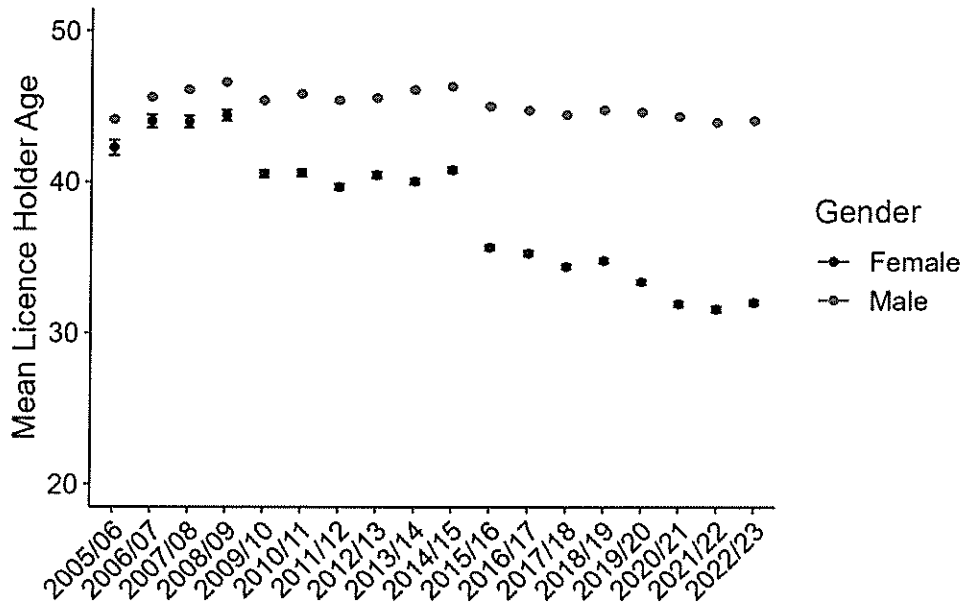


Figure 4. The mean age of licence holders who purchased fishing licences from New Zealand Fish & Game from the 2005/06 through the 2022/23 fishing seasons by gender, with error bars representing standard error.



Trends in R3

The relationship that best depicts the trend in the number of fishing licence holders over time was a Poisson glm with both linear and quadratic components (Linear component: $F_{1,15} = 197$, $P < 0.001$; Quadratic component: $F_{1,15} = 70.1$, $P < 0.001$). However, the number of licence holders who purchased a fishing licence departed from the value predicted by this model by nearly 10%. This indicates a departure from the previous quadratic trend, and a linear model going back to the 2015/16 season seems to be the most appropriate estimate of the current trend.

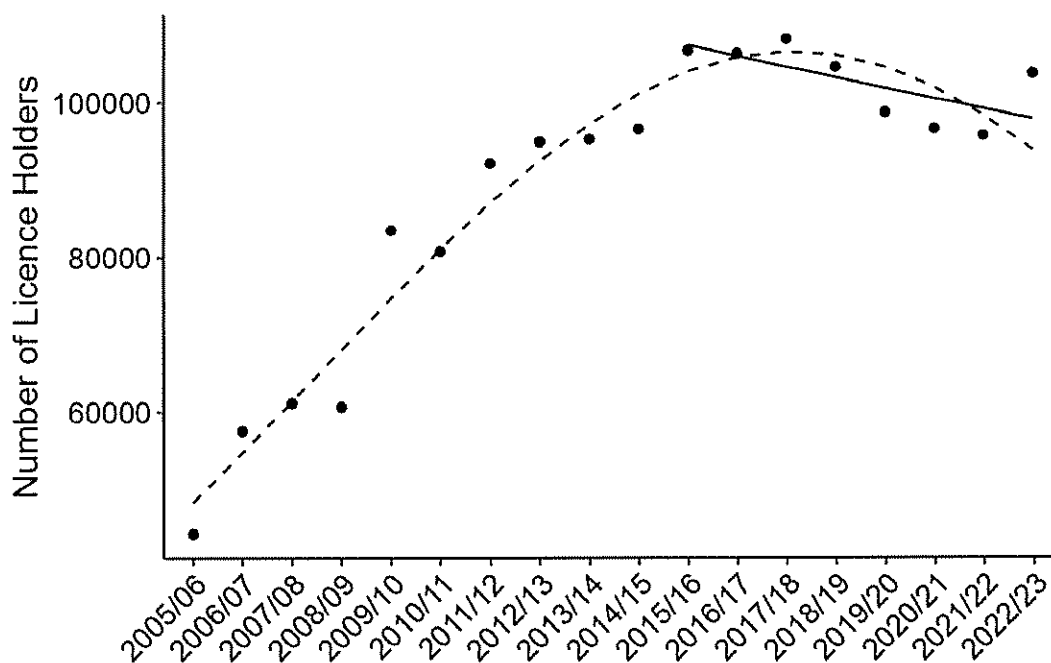


Figure 5. The number of licence holders who purchased fishing licences from New Zealand Fish & Game from the 2005/06 through the 2022/23 seasons. The dashed line represents a quadratic Poisson regression on the number of licence holders over time, while the solid line represents a simple linear Poisson regression from the 2015/16 through the 2022/23 seasons.

Based on the long-term quadratic relationship, the estimated number of licence holders for the 2023/24 season is 88,569, an 14.5% decrease from the 2022/23 season. A 95% prediction interval on the estimated number of licence holders was 87,845-89,311. The estimated number of licence holders for the 2024/25 season is 82,708, with a prediction interval of 81,939-83,487. A simple linear Poisson glm on licence holder count from the 2015/16 – 2022/23 fishing seasons estimates the number of licence holders for the 2023/24 season as 96,552, a 6.9% decrease from the 2022/23 season, with a prediction interval of 95,833-97,303. The estimated number of licence holders for the 2024/25 season is 95,274, with a prediction interval of 94,462-96,096.

The recruitment rate has declined since the 2008/09 season, at a rate of -0.8% per year ($F_{1, 12} = 12.7, P = 0.004$).

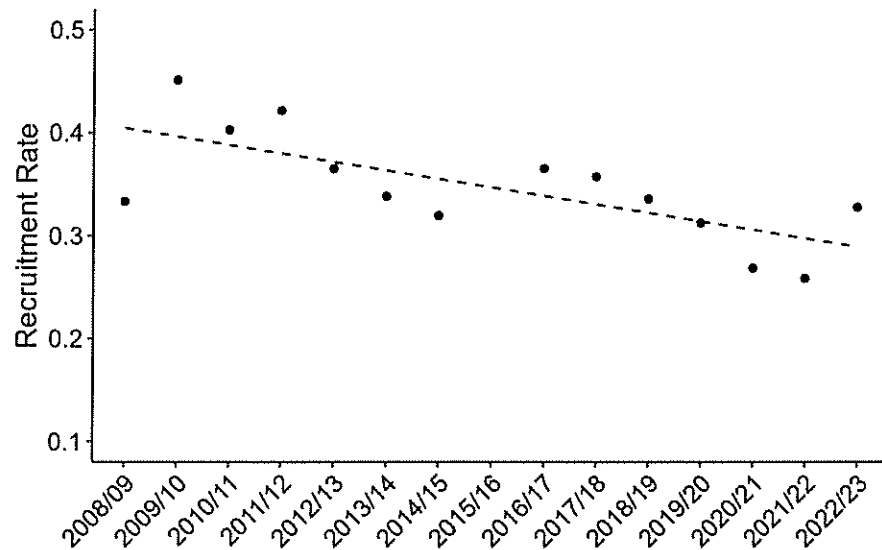


Figure 6. The recruitment rate for New Zealand Fish & Game fishing licence holders from the 2008/09 through the 2022/23 fishing seasons. The dashed line represents a simple linear regression on the recruitment rate over time.

There was no evident trend in retention rate over time between the 2008/09 and 2022/23 fishing seasons ($F_{1, 12} = 1.3, P = 0.28$). The average retention rate was 50.8% of licenced anglers.

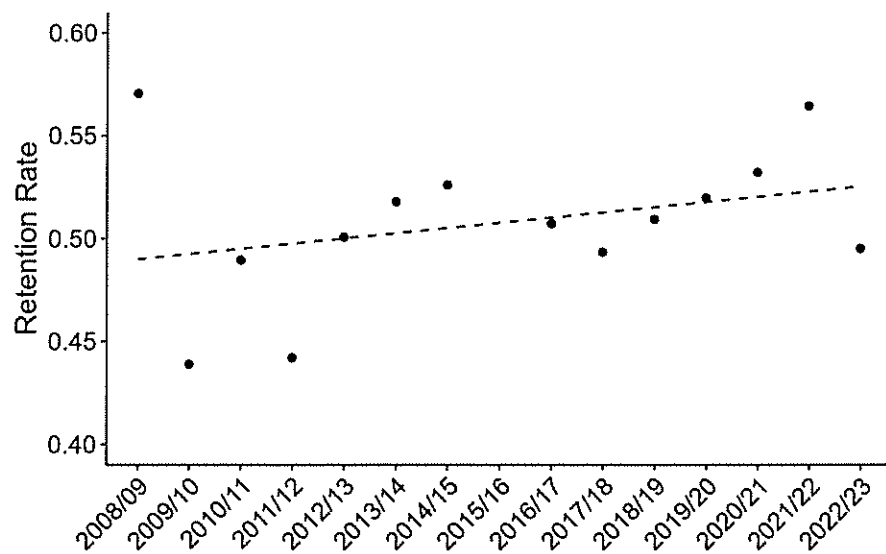


Figure 7. The retention rate for New Zealand Fish & Game fishing licence holders from the 2008/09 through the 2022/23 fishing seasons. The dashed line represents a simple linear regression on the retention rate over time.

The reactivation rate has increased since the 2008/09 season, at a rate of 0.6% per year ($F_{1, 12} = 52.7, P < 0.001$).

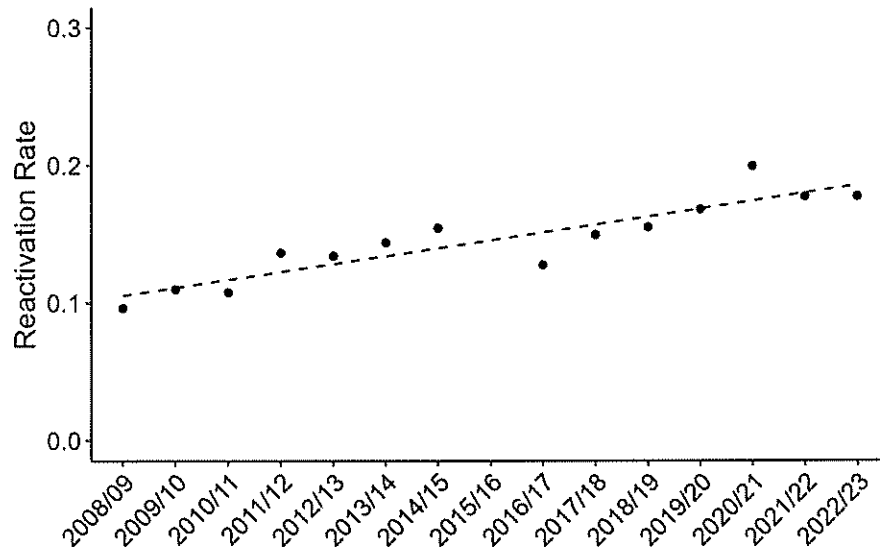


Figure 8. The reactivation rate for New Zealand Fish & Game fishing licence holders from the 2008/09 through the 2022/23 fishing seasons. The dashed line represents a simple linear regression on the reactivation rate over time.

The average number of years spent “in-churn” for anglers who purchased in multiple non-consecutive years since the 2008/09 season was 2.7 (± 0.003) years. There was no significant trend in the number of licence holders “in churn” relative to the number of active licence holders ($F_{1, 9} = 0.86, P = 0.38$).

The rate of loss increased by an average of 1.4% annually between the 2006/07-2019/20 seasons ($F_{1, 11} = 24.2, P < 0.001$).

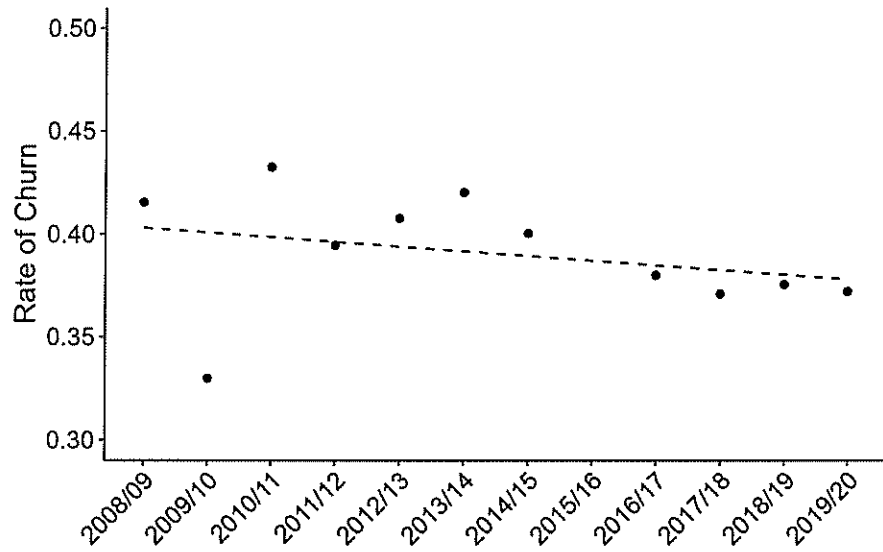


Figure 9. The rate of churn for New Zealand Fish & Game fishing licence holders from the 2008/09 through the 2019/20 fishing seasons. The dashed line represents a simple linear regression on the rate of churn over time.

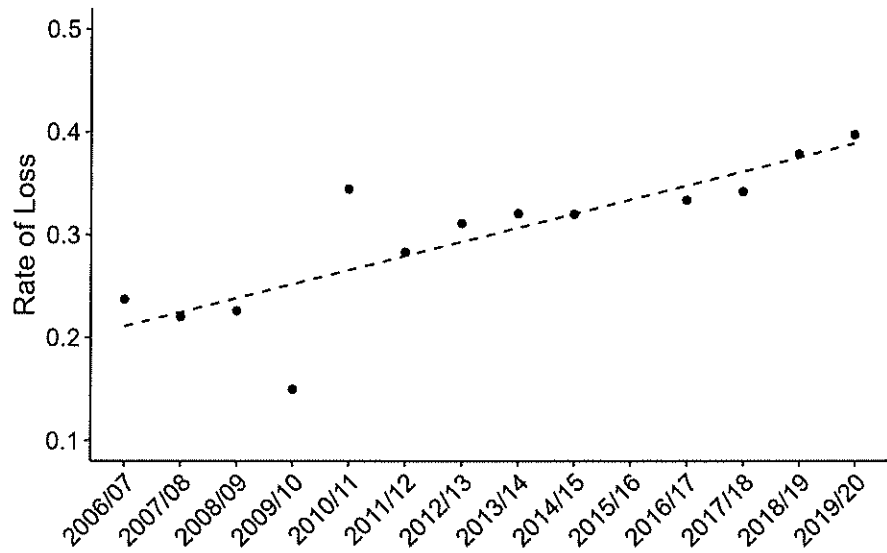


Figure 10. The rate of loss for New Zealand Fish & Game fishing licence holders from the 2006/07 through the 2019/20 fishing seasons. The dashed line represents a simple linear regression on the rate of loss over time.



Gender

Recruitment was higher for female anglers than male anglers, with an average annual recruitment rate of 62.3% relative to male's 32.0% ($F_{1,24} = 191, P < 0.001$). There was no evidence of any difference in trend between male and female recruitment rates over time ($F_{1,24} = 2.52, P = 0.13$).

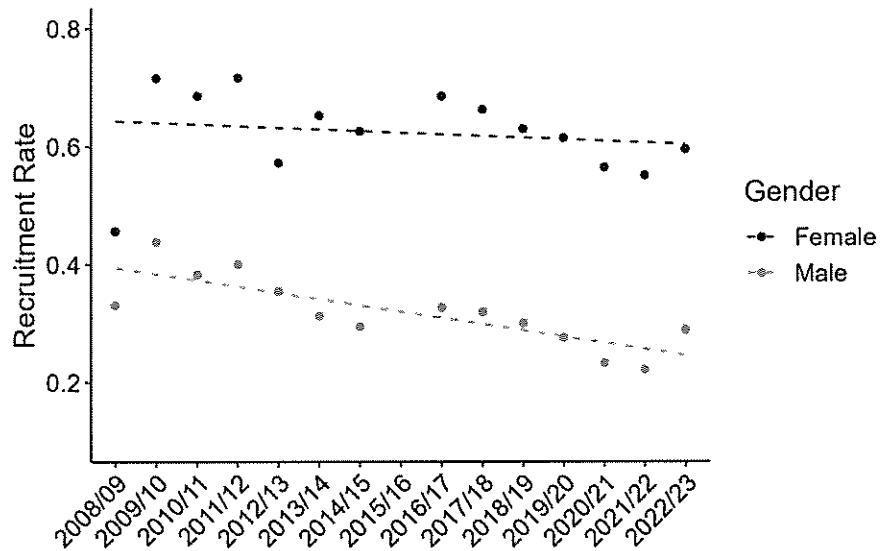


Figure 11. The recruitment rate for New Zealand Fish & Game fishing licence holders from the 2008/09 through the 2022/23 fishing seasons by gender. The dashed line represents a simple linear regression on the recruitment rate over time.

Retention was significantly lower for female anglers than male anglers, with an average annual retention rate of 27.6% relative to male's 53.2% ($F_{1,24} = 170, P < 0.001$). There was no evidence of any difference in trend between male and female retention rates over time ($F_{1,24} = 3.1, P = 0.09$).

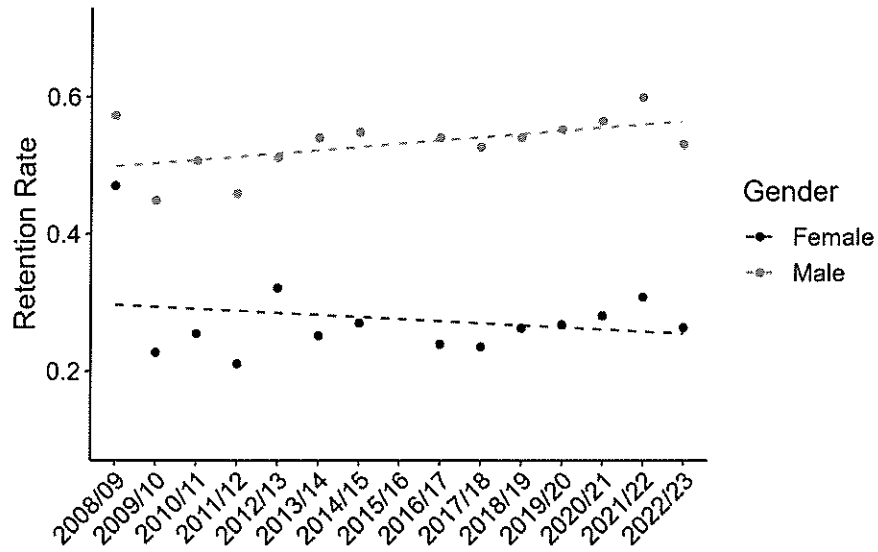


Figure 12. The retention rate for New Zealand Fish & Game fishing licence holders from the 2008/09 through the 2022/23 fishing seasons by gender. The dashed line represents a simple linear regression on the retention rate over time.

Reactivation was higher for male anglers than female anglers, with an average of 14.9% relative to female's 10.1% ($F_{1,24} = 77.6, P < 0.001$). There was no evidence of any difference in trend between male and female reactivation rates over time ($F_{1,24} = 0.005, P = 0.95$).

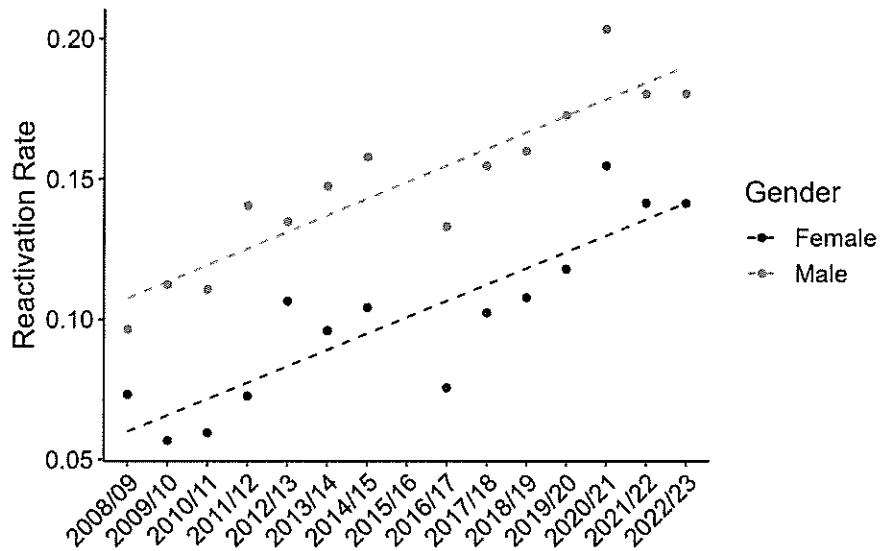


Figure 13. The reactivation rate for New Zealand Fish & Game fishing licence holders from the 2008/09 through the 2022/23 fishing seasons by gender. The dashed line represents a simple linear regression on the reactivation rate over time.



Churn was higher amongst male anglers than female anglers, with an average of 39.5% in-churn relative to female's 30.8% ($F_{1,18} = 17.3, P < 0.001$). There was no evidence of any difference in trend between male and female rate of churn over time ($F_{1,18} = 0.76, P = 0.39$). On average, male anglers spent slightly longer in-churn than female anglers, at 2.7 (± 0.003) years relative to female's 2.5 (± 0.01) years ($F_{1,467,112} = 299, P < 0.001$).

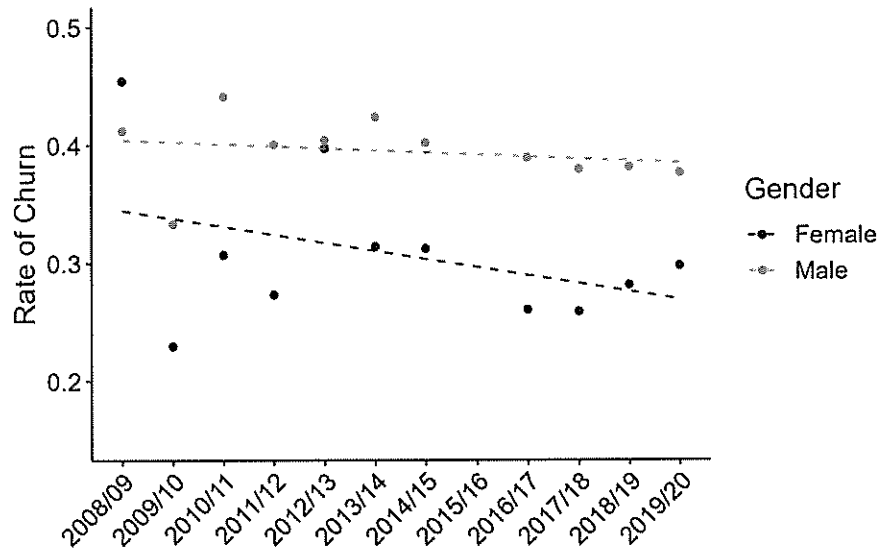


Figure 14. The rate of churn for New Zealand Fish & Game fishing licence holders from the 2008/09 through the 2019/20 fishing seasons by gender. The dashed line represents a simple linear regression on the rate of churn over time.

Loss was higher for female anglers than male anglers, with an average rate of loss of 43.5% amongst females relative to male's 28.4% ($F_{1, 22} = 16.7, P < 0.001$). On average, the rate of loss for female anglers increased by 4.5% annually ($F_{1, 11} = 28.2, P < 0.001$). On average, the rate of loss for male anglers increased by 1.0% annually ($F_{1, 11} = 13.3, P = 0.004$).

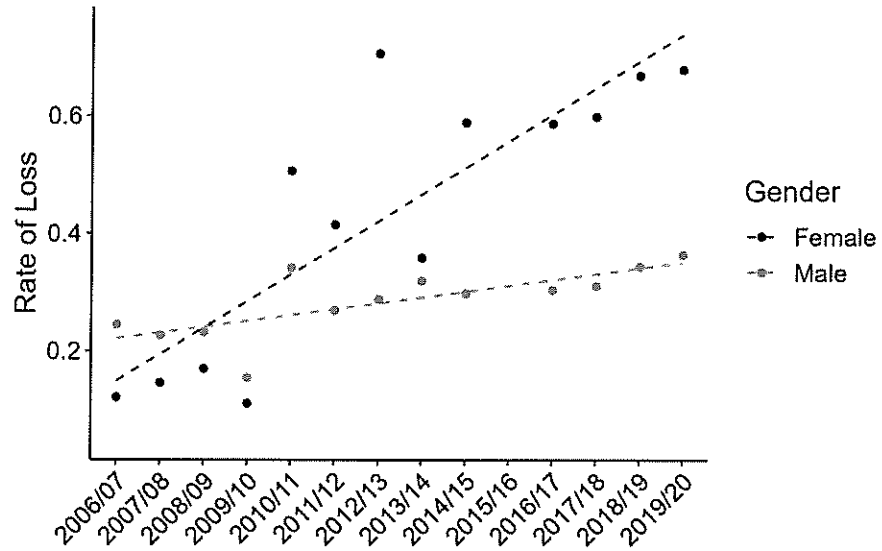


Figure 15. The rate of loss for New Zealand Fish & Game fishing licence holders from the 2006/07 through the 2022/23 fishing seasons by gender. The dashed line represents a simple linear regression on the rate of loss over time.

Age

Recruitment rates varied by age class ($F_{7, 96} = 324, P < 0.001$) but the change in recruitment over time did not vary by age class ($F_{7, 96} = 1.3, P = 0.24$). On average, recruitment was highest for the younger age classes and was lowest within the older age classes.

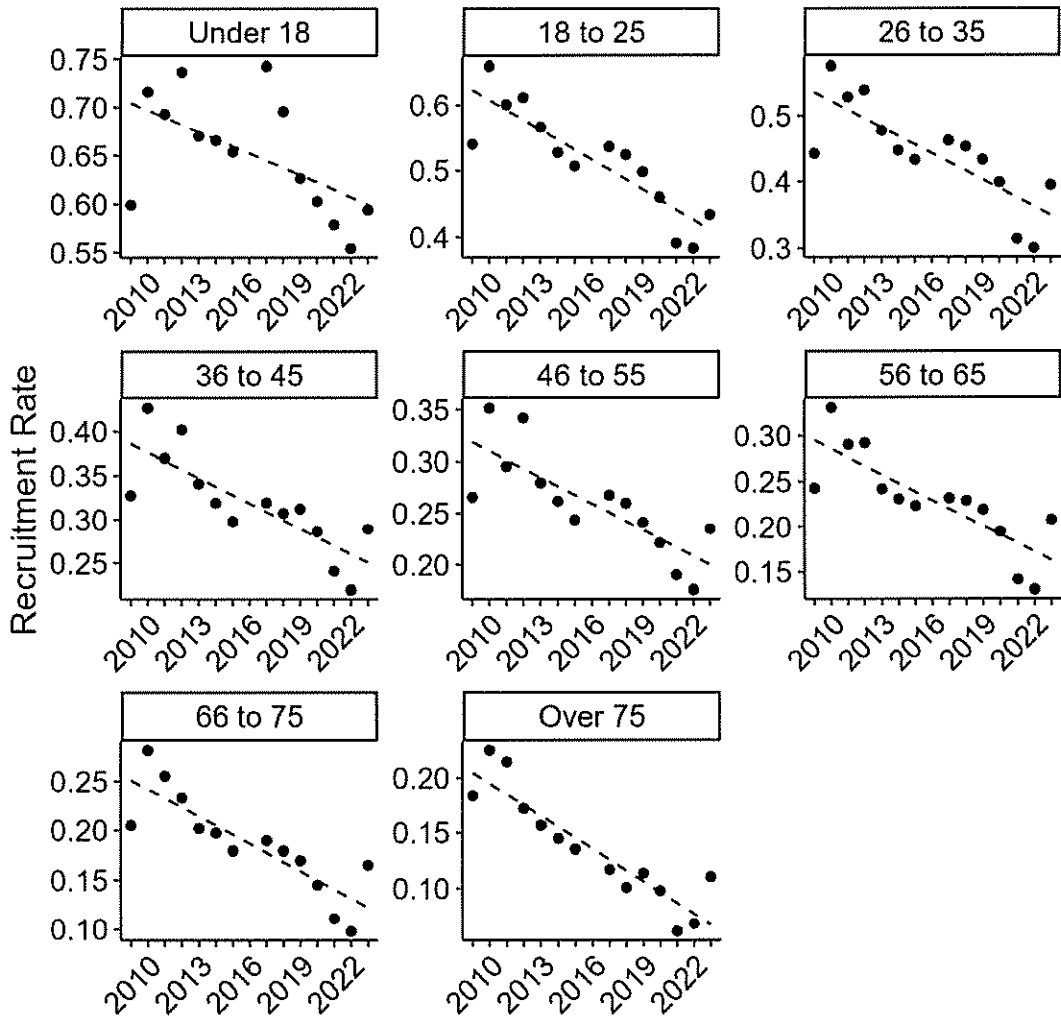


Figure 16. The recruitment rate for New Zealand Fish & Game fishing licence holders from the 2008/09 through the 2022/23 fishing seasons by age group. The dashed line represents a simple linear regression on the recruitment rate over time.

Retention rates varied by age class ($F_{7,96} = 327, P < 0.001$) but the change in retention over time did not vary by age class ($F_{7,96} = 1.4, P = 0.22$). On average, retention was highest within the older age classes and lowest within the younger age classes.

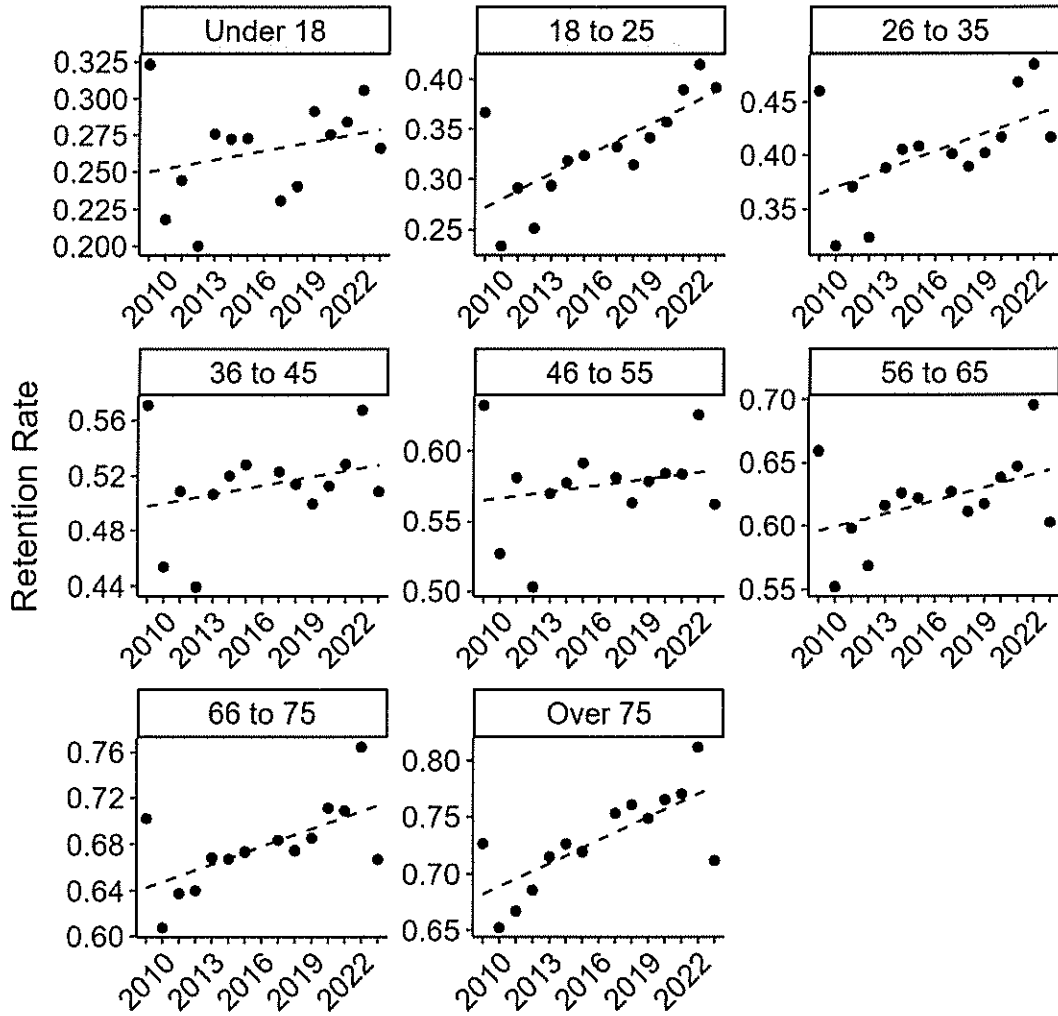


Figure 17. The retention rate for New Zealand Fish & Game licence holders from the 2008/09 through the 2022/23 fishing seasons by age group. The dashed line represents a simple linear regression on the retention rate over time.

Both reactivation rates and change in reactivation over time varied by age class ($F_{7,96} = 35.7, P < 0.001$; $F_{7,96} = 2.7, P = 0.014$). On average, reactivation was lowest within the under 18 age class. All age classes exhibited an increase in reactivation over time, but the increase was not as pronounced for age classes over 65.

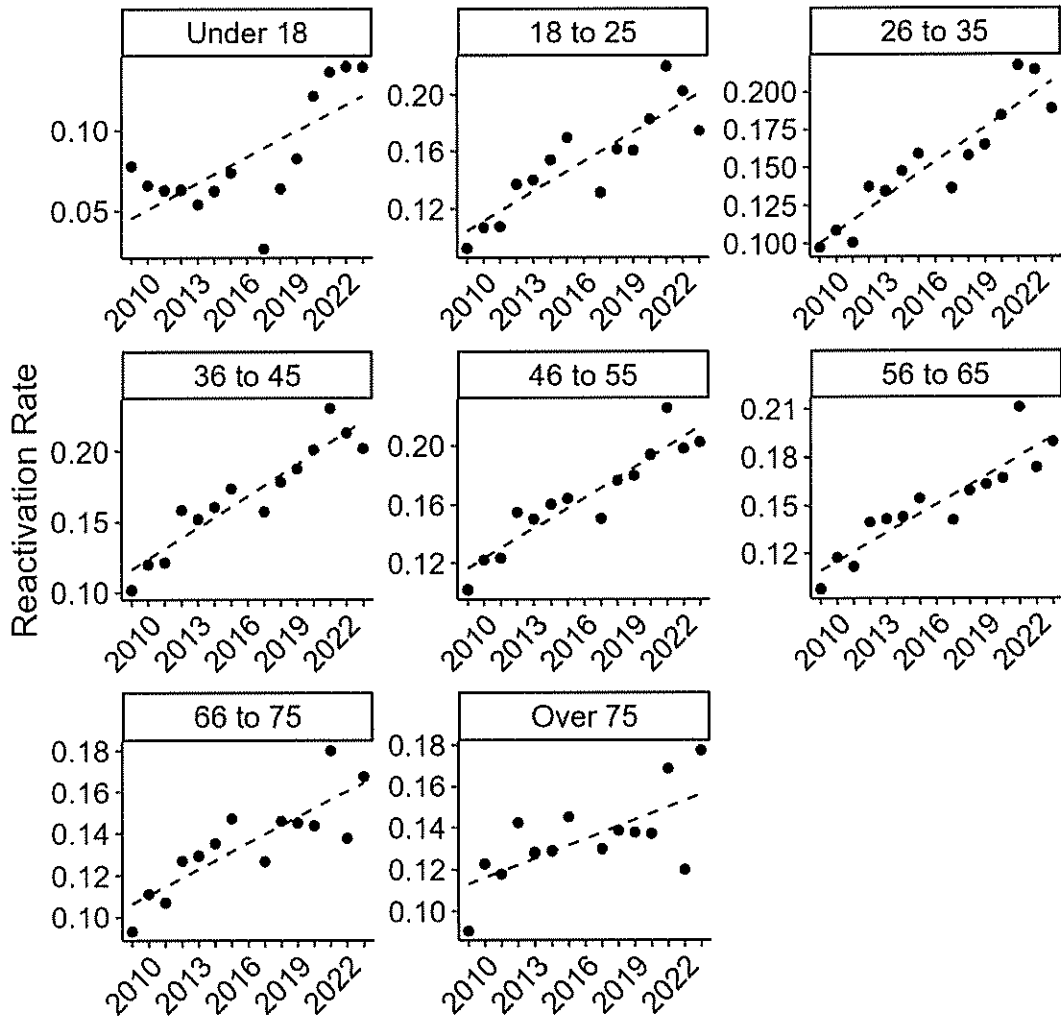


Figure 18. The reactivation rate for New Zealand Fish & Game fishing licence holders from the 2008/09 through the 2022/23 fishing seasons by age group. The dashed line represents a simple linear regression on the reactivation rate over time.



Both rate of churn and the change in rate of churn over time varied by age class ($F_{7,72} = 67, P < 0.001$; $F_{7,72} = 2.1, P = 0.049$). On average, rate of churn was highest within the 18-35 age range and lowest within the older age classes. The 18 to 25 age class exhibited a declining trend in rate of churn, while the other age classes exhibited no evident trend. Differences in the length of time spent in churn varied between age classes by a small, but statistically significant amount ($F_{7,493,515} = 982, P < 0.001$).

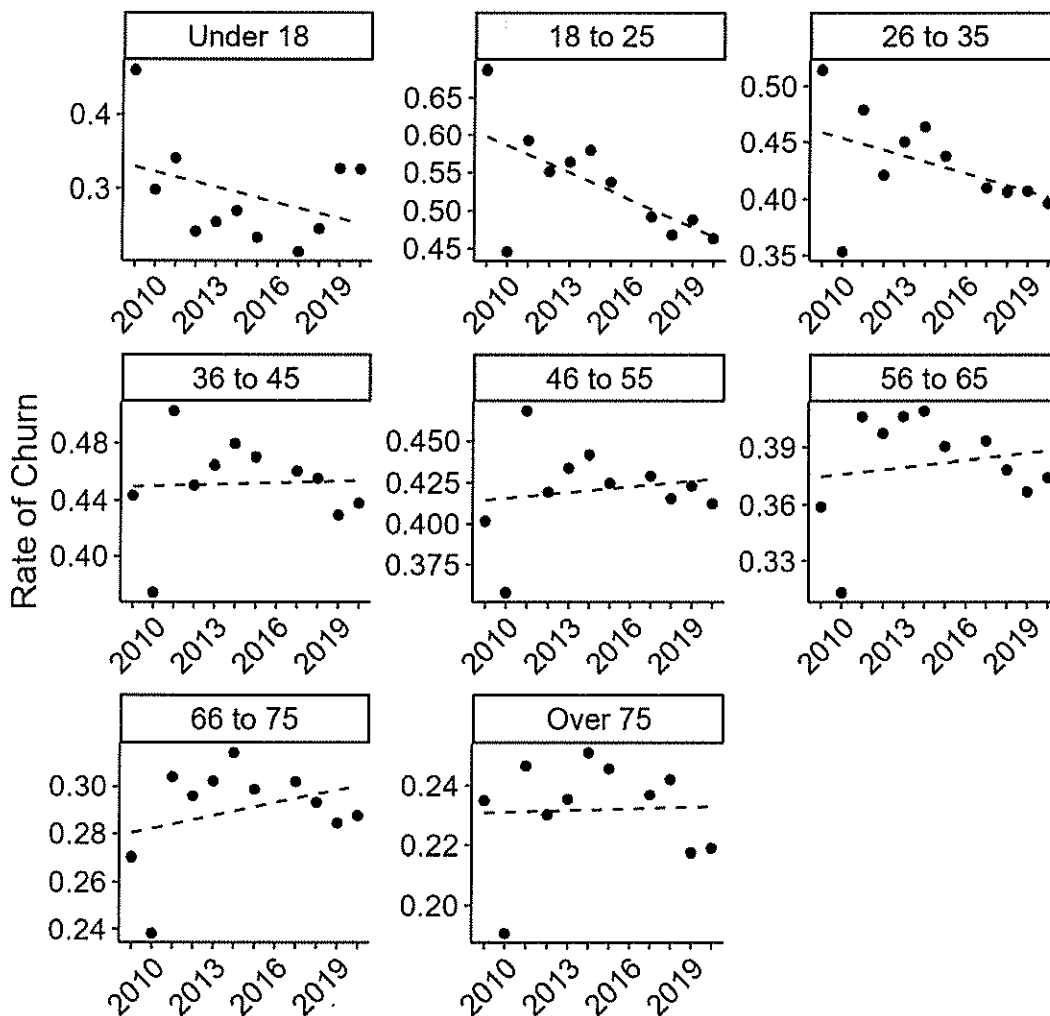


Figure 19. The rate of churn for New Zealand Fish & Game fishing licence holders from the 2009 through the 2020 fishing seasons by age group. The dashed line represents a simple linear regression on the rate of churn over time.



Table 2. The mean number of years spent in-churn and standard error by age group for New Zealand Fish & Game fishing licence holders from the 2008/09 through the 2022/23 fishing seasons.

Age Group	Years In-Churn
Under 18	1.8 ± 0.01
18 to 25	2.9 ± 0.01
26 to 35	2.6 ± 0.01
36 to 45	2.7 ± 0.01
46 to 55	2.7 ± 0.01
56 to 65	2.8 ± 0.01
66 to 75	2.8 ± 0.01
Over 75	2.7 ± 0.02

Both rate of loss and the change in rate of loss over time varied by age class ($F_{7, 88} = 42.8, P < 0.001$; $F_{7, 88} = 4.7, P < 0.001$). On average, rate of loss was highest within age classes 18-35. Age classes between 26-75 years old all exhibited increasing trends of loss over time, while the age classes under 18 and over 75 years old exhibited no evident trend.

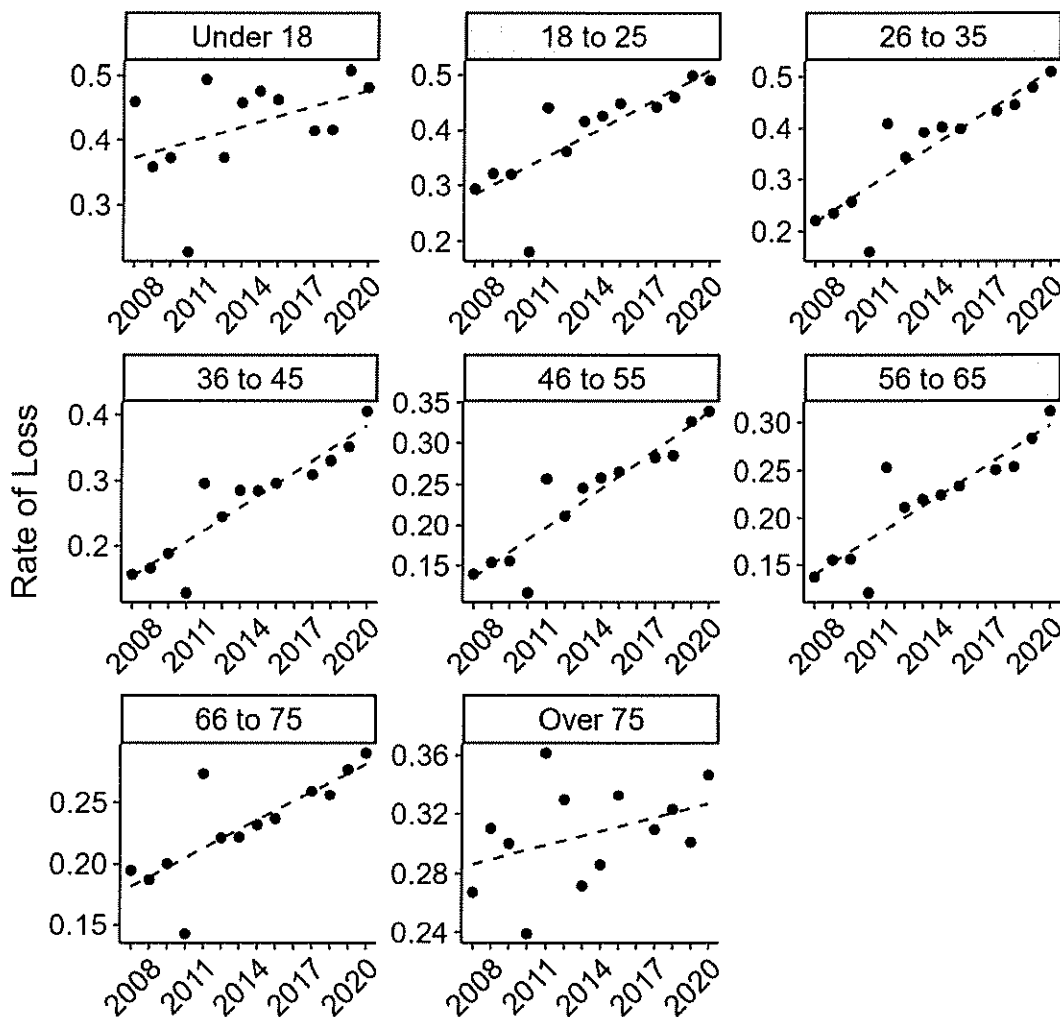


Figure 20. The rate of loss for New Zealand Fish & Game fishing licence holders from the 2006/07 through the 2019/20 fishing seasons by age group. The dashed line represents a simple linear regression on the rate of loss over time.

Non-Residents

Since the 2005/06 fishing season, non-residents from 144 countries have purchased fishing licences from New Zealand Fish & Game. On average, 43.0% ($\pm 4.5\%$) of licences purchased by non-residents are day licences. The number of non-resident licence holders varied between 3,437 and 10,158 in the years prior to the COVID 19 pandemic. During the 2022/23 season, the number of fishing licences purchased by non-residents returned to the pre-pandemic norm, at 8,310 licence holders. During the 2022/23 fishing season, non-residents purchased 11,072 fishing licences, equating to a value of \$1,201,772 NZD.

The majority of non-resident anglers have been from Australia (36.0%) followed by the United States (25.2%) and the UK (9.2%).

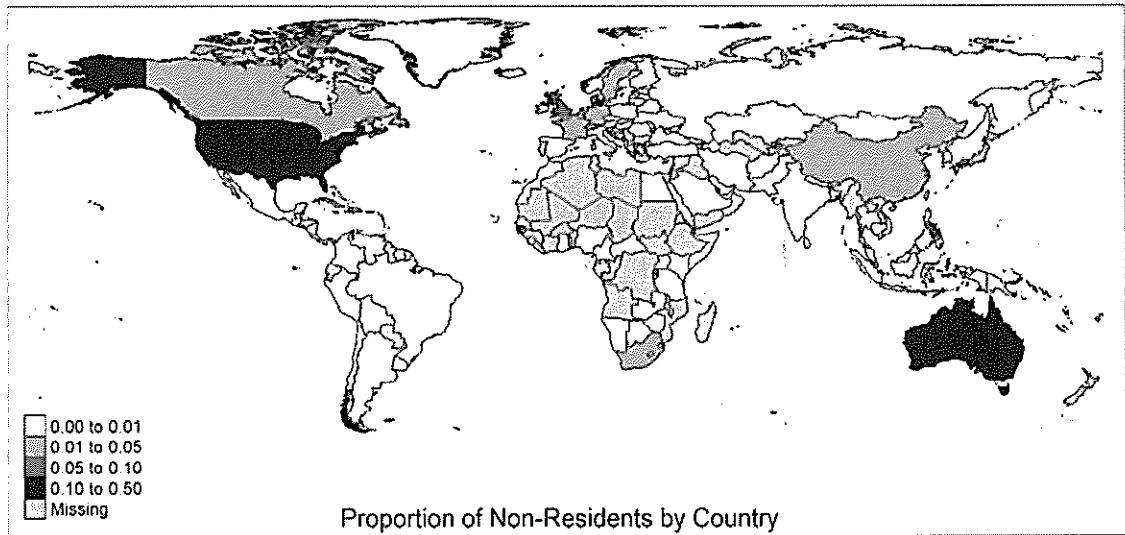


Figure 21. The proportion of New Zealand Fish & Game non-resident fishing licence holders from the 2005/06 through the 2022/23 fishing seasons by reported country of residence.

Game Bird Licences

The Average Licence Holder

Between the 2006 and 2023 game bird seasons, the average licence holder purchased licences during $4.8 (\pm 0.01)$ seasons.

Over the course of 2006 to 2023 game bird seasons, 83.5% of licences sold were associated with valid addresses. Of those licence holders which provided a valid address, an annual average of 21.7% lived within the Waikato Fish & Game region, followed by Southland (12.9%), Otago (12.4%), and Wellington (11.6%) Fish & Game regions. Proportion of licence holders by sales region is, overall, similar to the proportion of licence holders that reported residence within each region.

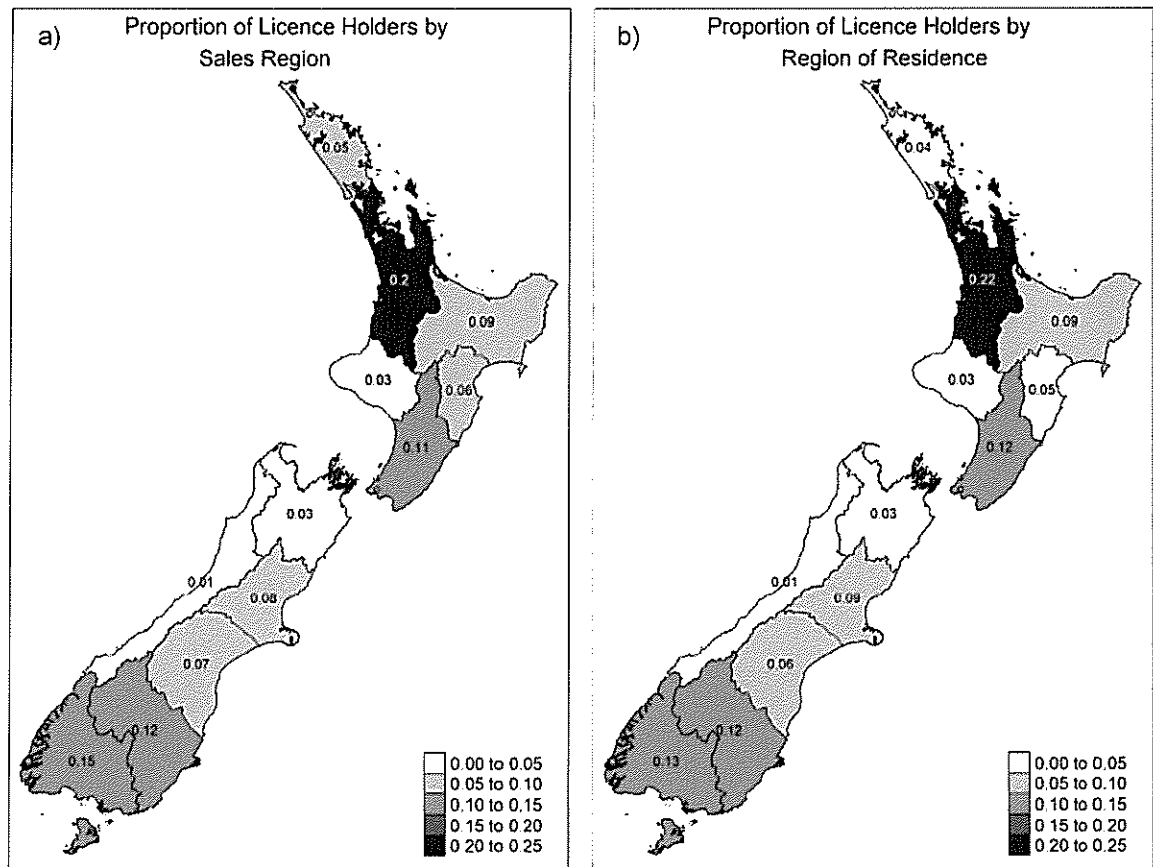


Figure 22. The proportion of New Zealand Fish & Game game bird licence holders by a) Fish & Game region of licence sale, and b) Fish & Game region of reported residence, between 2019 and 2023.

On average, $96.8\% (\pm 0.2\%)$ of game bird licence holders self-identified as male while $3.1\% (\pm 0.2\%)$ identified as female. There is an increasing trend in the proportion of licence holders that identify as female of, on average, 0.2% per year ($F_{1,16} = 1,026, P < 0.001$). When it came to child's licences, an average of $84.7\% (\pm 0.9\%)$ of licence holders identified as male, while $15.1\% (\pm 0.9\%)$ identified as female.

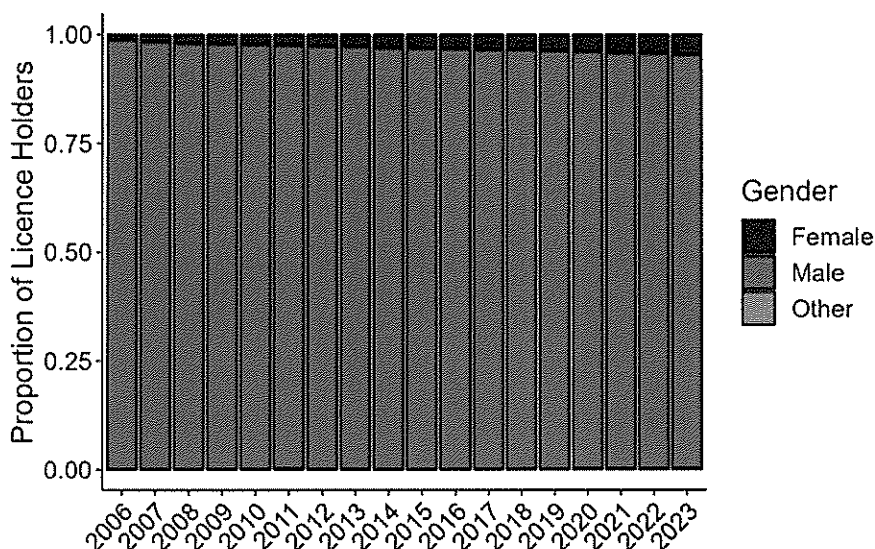


Figure 23. The proportion of licence holders who purchased game bird licences from New Zealand Fish & Game by gender from the 2006 through the 2023 hunting seasons.

The average number of licences purchased per licence holder did not differ by gender ($F_{2, 51} = 0.68$, $P = 0.51$). However, male hunters on average spent more money on licences than female hunters did ($F_{2, 51} = 18.2$, $P < 0.001$). A higher proportion of licences purchased by female hunters were day licences ($F_{2, 33} = 7.6$, $P = 0.002$), 5.8% compared to 3.1% of licences purchased by male hunters. Additionally, a larger proportion of licences purchased by female hunters were child licences ($F_{2, 47} = 43.35$, $P < 0.001$), 16.7% compared to 2.9% of licences purchased by male hunters.

The mean age of licence holders between 2006 and 2023 seasons was 41.7 (± 0.02) years. The mean age has increased by an average of 0.17 years per year ($F_{1, 618,976} = 1,465$, $P < 0.001$). On average, female licence holders were 14 years younger than their male counterparts ($F_{2, 618,975} = 6,455$, $P < 0.001$). Mean age varied by licence type, with the day licence holders younger than whole season licence holders by an average of 1.2 years ($F_{1, 618,976} = 80.1$, $P < 0.001$).

Table 3. The mean age and standard error of New Zealand Fish & Game licence holders by licence type.

Licence Type	Mean Age
Day	40.5 \pm 0.12
Whole Season	41.8 \pm 0.02



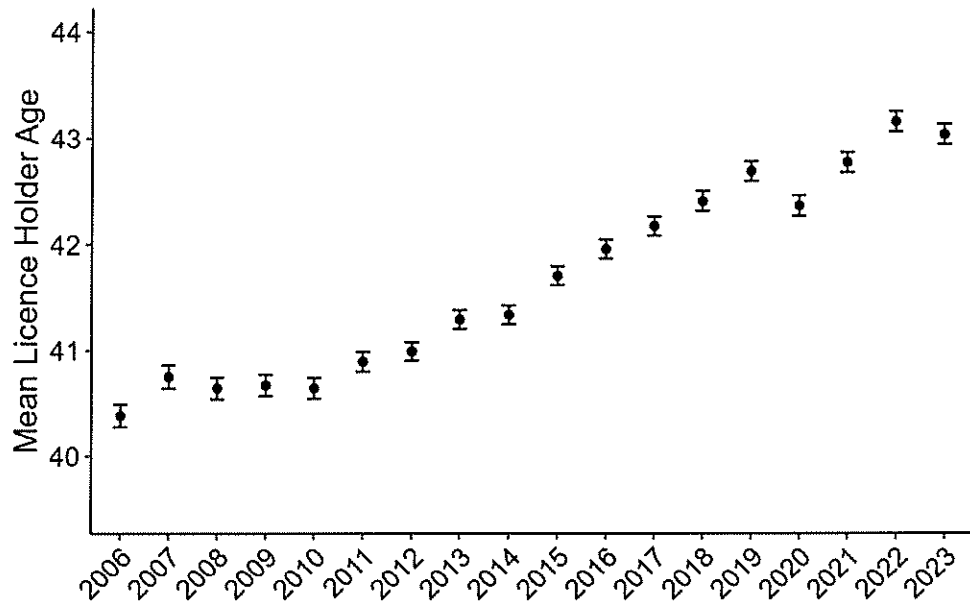


Figure 24. The mean age of licence holders who purchased game bird licences from New Zealand Fish & Game from the 2006 through the 2023 hunting seasons, with error bars representing standard error.

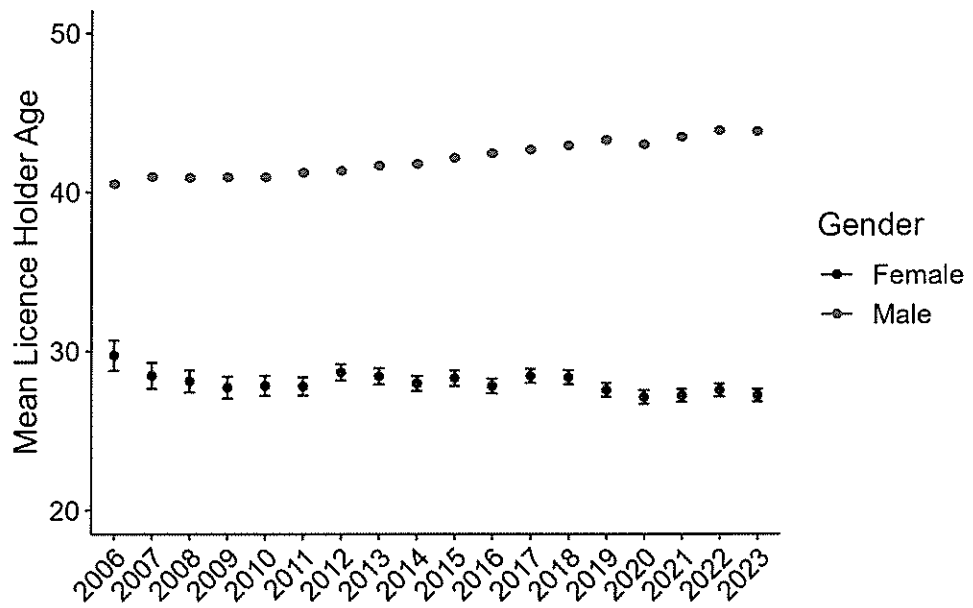


Figure 25. The mean age of licence holders who purchased game bird licences from New Zealand Fish & Game from the 2006 through the 2023 hunting seasons by gender, with error bars representing standard error.



Trends in R3

The relationship that best depicts the trend in the number of game licence holders over time is split between the 2012 and 2013 game seasons. Prior to the 2013 game season, a Poisson glm representing the number of licence holders over time indicates a rapid increase in the number of licence holders. After the 2012 game season, the relationship shifted and now indicates a small annual decline.

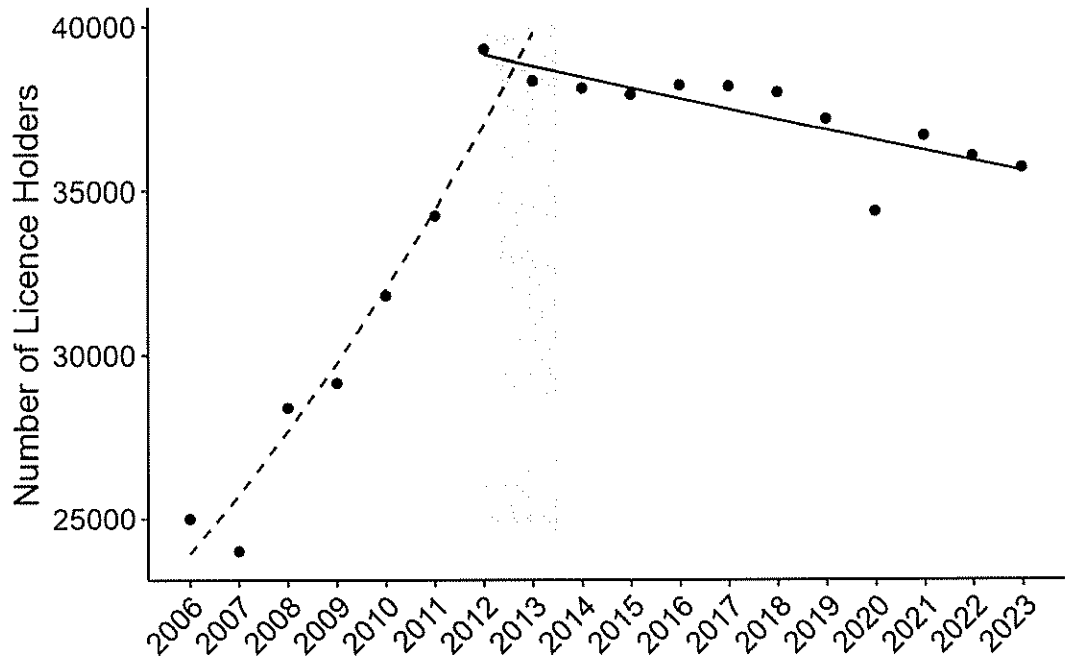


Figure 26. The number of licence holders who purchased game bird licences from New Zealand Fish & Game from the 2006 through the 2023 seasons. The dashed line represents a linear Poisson regression on the number of licence holders over time for the 2006-2013 seasons, while the solid line represents a regression for the 2012-2023 seasons.

Based on the 2012-2023 relationship, the estimated number of licence holders for the 2024 season is 35,293, an 1.1% decrease from the 2023 season. A 95% prediction interval on the estimated number of licence holders was 34,897-35,719. The estimated number of licence holders for the 2025 season is 34,989, with a prediction interval of 34,534-35,447.

The recruitment rate has declined since the 2009 season, at a rate of -1.0% per year ($F_{1, 12} = 36.1, P < 0.001$).

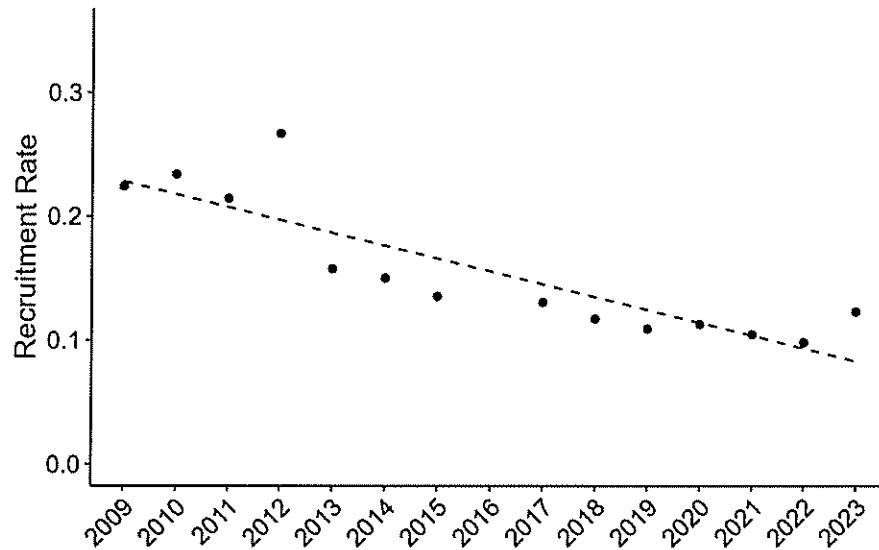


Figure 27. The recruitment rate for New Zealand Fish & Game game bird licence holders from the 2009 through the 2023 hunting seasons. The dashed line represents a simple linear regression on the recruitment rate over time.

The retention rate has increased since the 2009 season by an average of 0.8% per year ($F_{1, 12} = 16.2, P = 0.002$). The average retention rate has been very high between 2009-2023 at 73.0%.

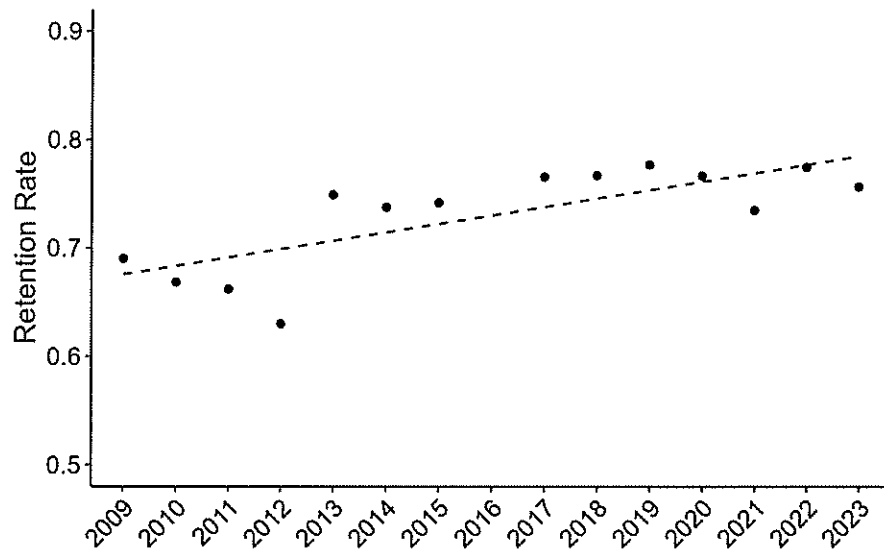


Figure 28. The retention rate for New Zealand Fish & Game game bird licence holders from the 2009 through the 2023 hunting seasons. The dashed line represents a simple linear regression on the retention rate over time.

The reactivation rate has increased since the 2009 season, at a rate of 0.3% per year ($F_{1, 12} = 9.3$, $P = 0.010$). There was a small spike in reactivation during the 2021 season, likely a result of game bird hunters returning to the sport following the 2020 COVID restrictions.

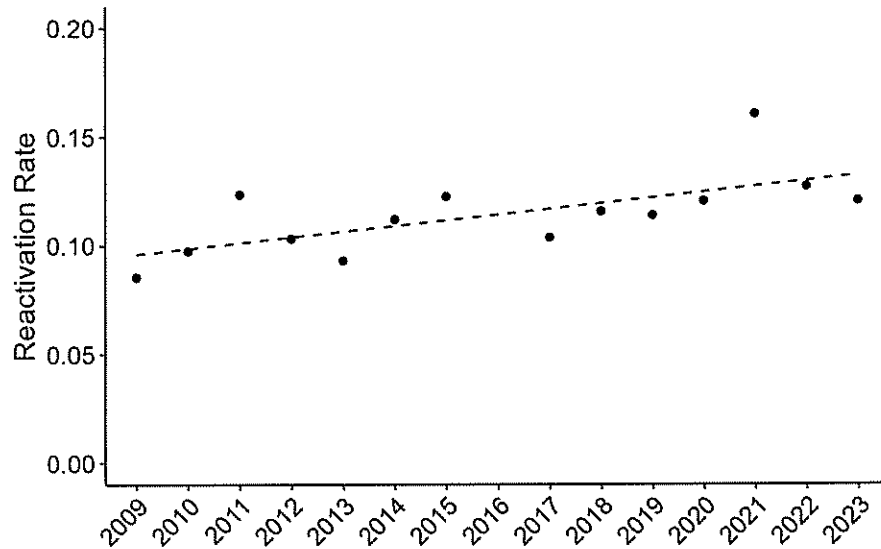


Figure 29. The reactivation rate for New Zealand Fish & Game game bird licence holders from the 2009 through the 2023 hunting seasons. The dashed line represents a simple linear regression on the reactivation rate over time.

The average number of years spent “in-churn” for hunters who purchased in multiple non-consecutive years since the 2009 season was 2.6 (± 0.006) years. There was no significant trend in the number of licence holders “in churn” relative to the number of active licence holders ($F_{1, 9} = 1.2$, $P = 0.31$).

There was no evident trend in the rate of loss over time between the 2007-2020 seasons ($F_{1, 11} = 0.12$, $P = 0.74$).

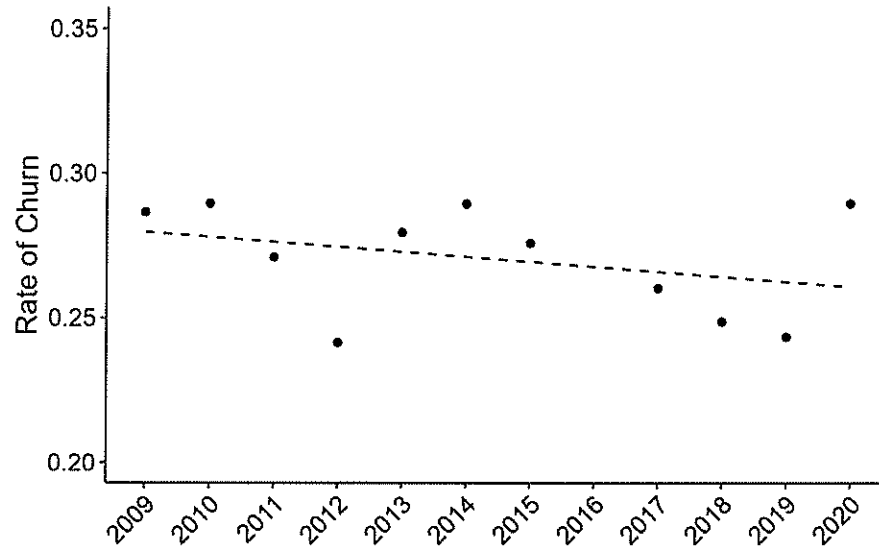


Figure 30. The rate of churn for New Zealand Fish & Game game bird licence holders from the 2009 through the 2020 hunting seasons. The dashed line represents a simple linear regression on the rate of churn over time.

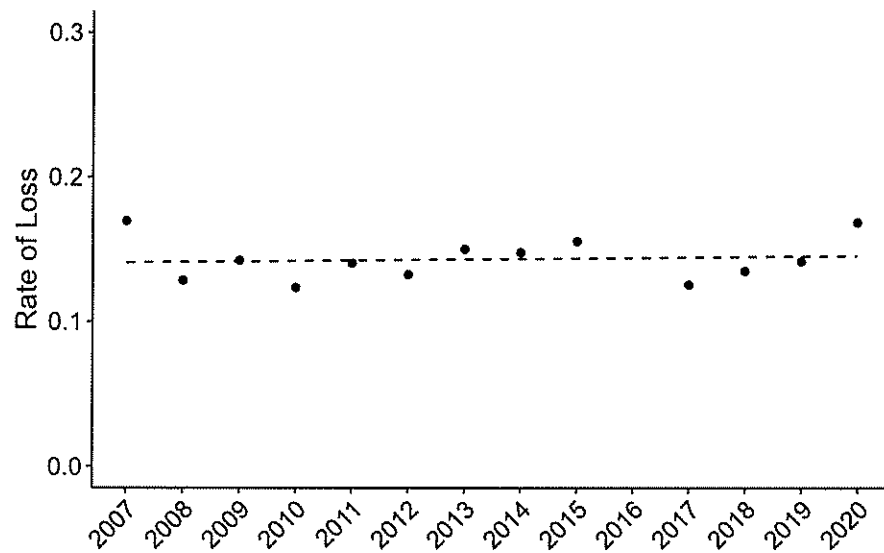


Figure 31. The rate of loss for New Zealand Fish & Game game bird licence holders from the 2007 through the 2020 hunting seasons. The dashed line represents a simple linear regression on the rate of loss over time.



Gender

Recruitment was higher for female hunters than male hunters, with an average annual recruitment rate of 35.0% relative to male's 15.0% ($F_{1,24} = 271, P < 0.001$). There was no evidence of any difference in trend between male and female recruitment rates over time ($F_{1,24} = 0.001, P = 0.98$).

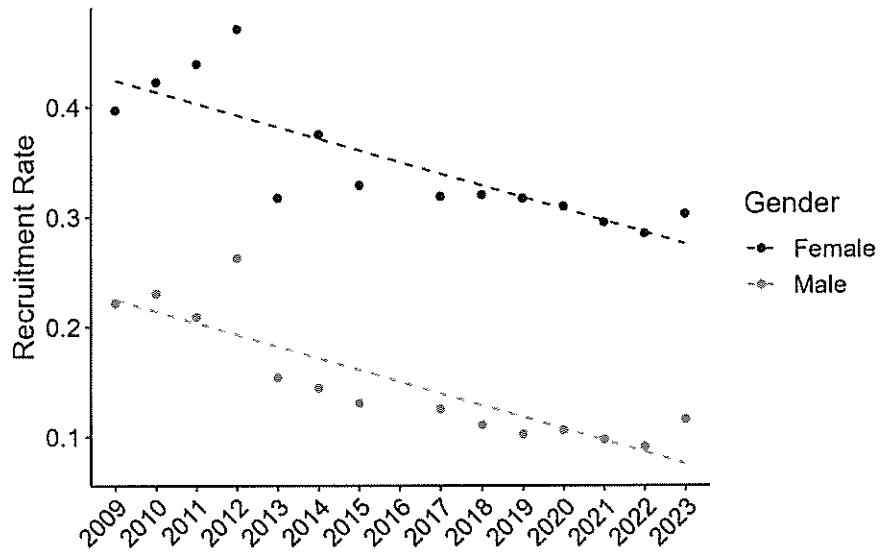


Figure 32. The recruitment rate for New Zealand Fish & Game game bird licence holders from the 2009 through the 2023 hunting seasons by gender. The dashed line represents a simple linear regression on the recruitment rate over time.

Retention was significantly lower for female hunters than male hunters, with an average annual retention rate of 54.8% relative to male's 73.6% ($F_{1,24} = 193, P < 0.001$). There was no evidence of any difference in trend between male and female retention rates over time ($F_{1,24} = 0.01, P = 0.95$).

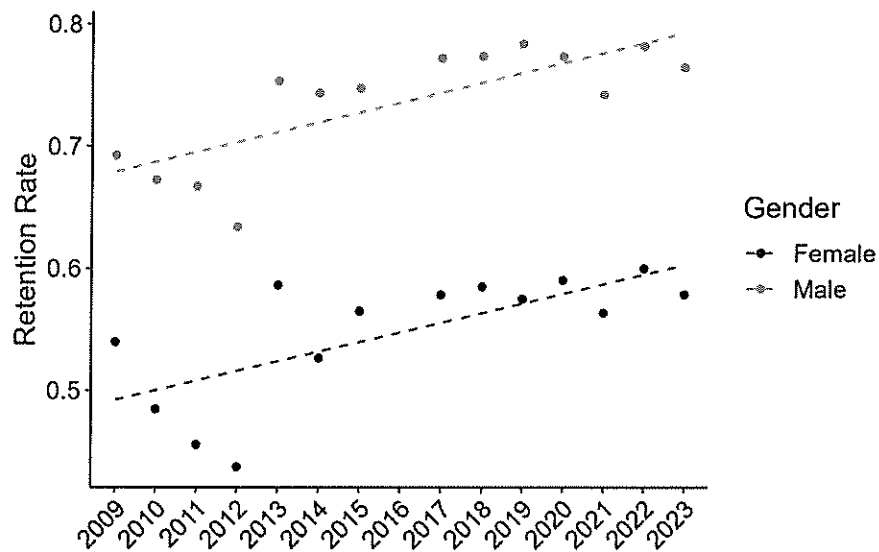


Figure 33. The retention rate for New Zealand Fish & Game game bird licence holders from the 2009 through the 2023 hunting seasons by gender. The dashed line represents a simple linear regression on the retention rate over time.

Reactivation was higher for male hunters than female hunters, with an average of 11.4% relative to female's 10.2% ($F_{1,24} = 5.5, P = 0.028$). There was no evidence of any difference in trend between male and female reactivation rates over time ($F_{1,24} = 0.018, P = 0.90$).

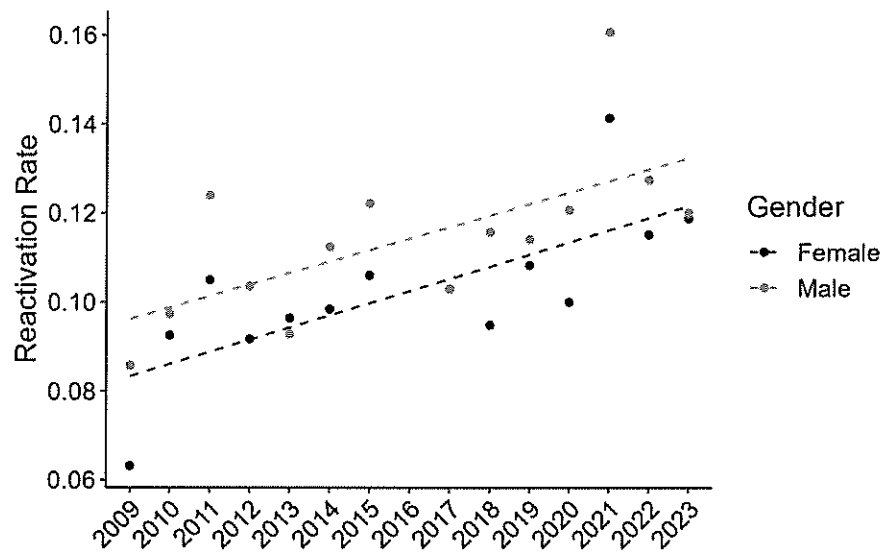


Figure 34. The reactivation rate for New Zealand Fish & Game game bird licence holders from the 2009 through the 2023 fishing seasons by gender. The dashed line represents a simple linear regression on the reactivation rate over time.



Churn was higher amongst male hunters than female hunters, with an average of 27.0% in-churn relative to female's 25.0% ($F_{1,18} = 6.0, P = 0.025$). There was no evidence of any difference in trend between male and female rate of churn over time ($F_{1,18} = 0.085, P = 0.77$). On average, male hunters spent slightly longer in-churn than female hunters, at 2.6 (± 0.01) years relative to female's 2.4 (± 0.03) years ($F_{1,124,337} = 67.4, P < 0.001$).

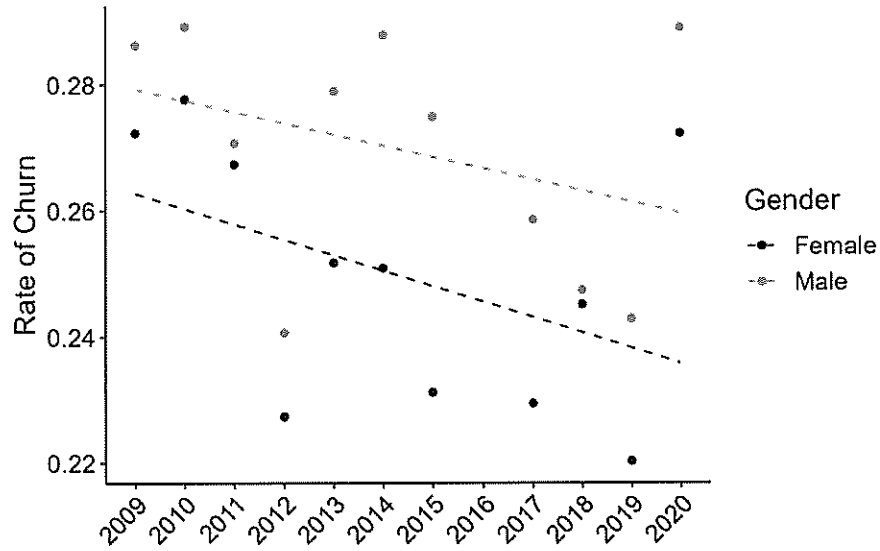


Figure 35. The rate of churn for New Zealand Fish & Game game bird licence holders from the 2009 through the 2020 hunting seasons by gender. The dashed line represents a simple linear regression on the rate of churn over time.

Loss was higher for female hunters than male hunters, with an average rate of loss of 24.9% amongst females relative to male's 14.1% ($F_{1, 22} = 48.2, P < 0.001$). On average, the rate of loss for female hunters increased by 1.2% annually ($F_{1, 11} = 10.2, P = 0.008$). For male hunters, there was no evident trend in rate of loss over time ($F_{1, 11} = 0.04, P = 0.84$).

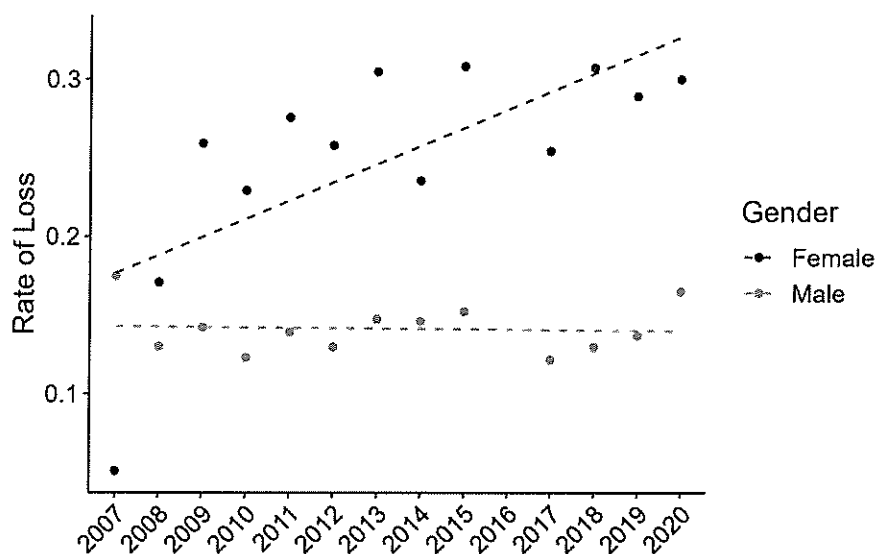


Figure 36. The rate of loss for New Zealand Fish & Game game bird licence holders from the 2007 through the 2023 hunting seasons by gender. The dashed line represents a simple linear regression on the rate of loss over time.

Age

Recruitment rates varied by age class ($F_{7, 96} = 166, P < 0.001$) but the change in recruitment over time did not ($F_{7, 96} = 1.1, P = 0.34$). On average, recruitment was highest for the younger age classes and was lowest within the older age classes.

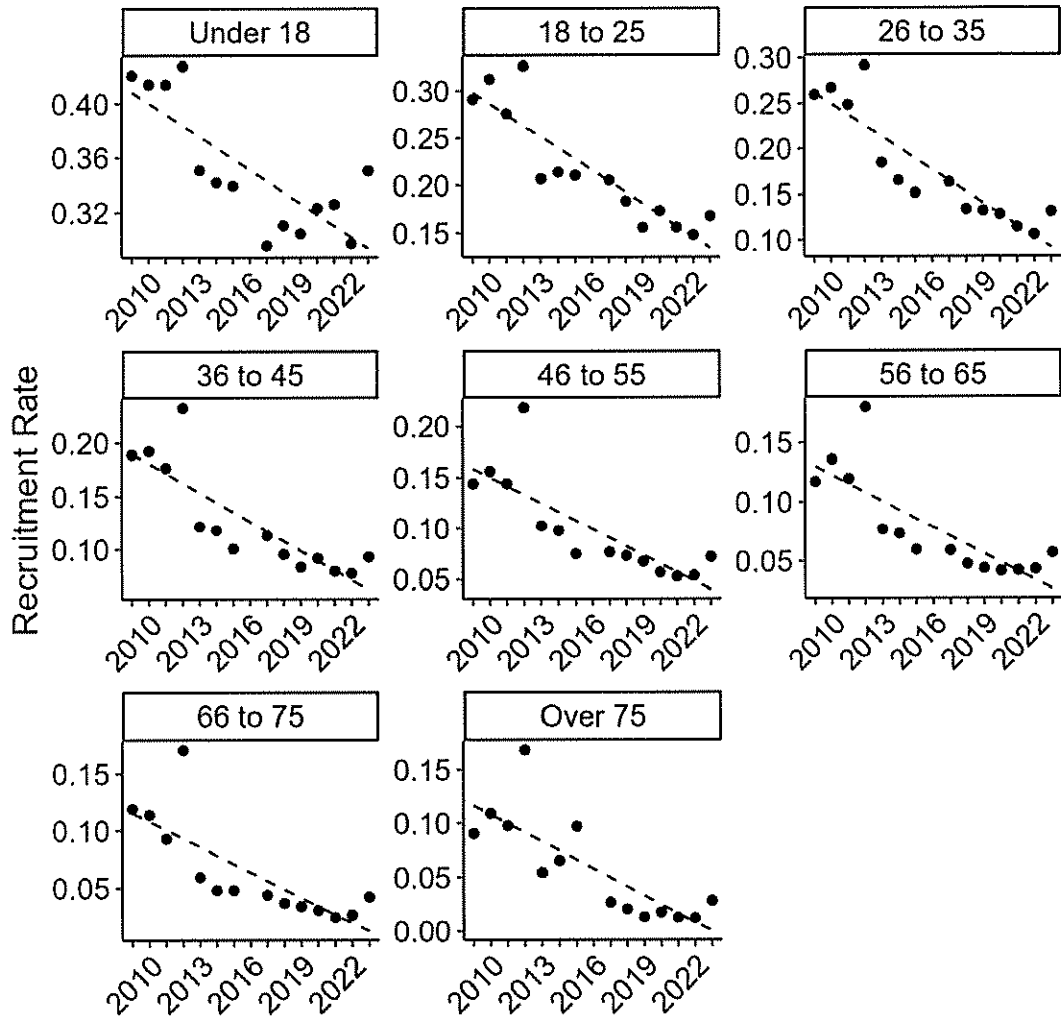


Figure 37. The recruitment rate for New Zealand Fish & Game game bird licence holders from the 2009 through the 2023 hunting seasons by age group. The dashed line represents a simple linear regression on the recruitment rate over time.

Retention rates varied by age class ($F_{7, 96} = 121, P < 0.001$) but the change in retention over time did not ($F_{7, 96} = 0.42, P = 0.89$). On average, retention was highest within the older age classes and lowest within the younger age classes.

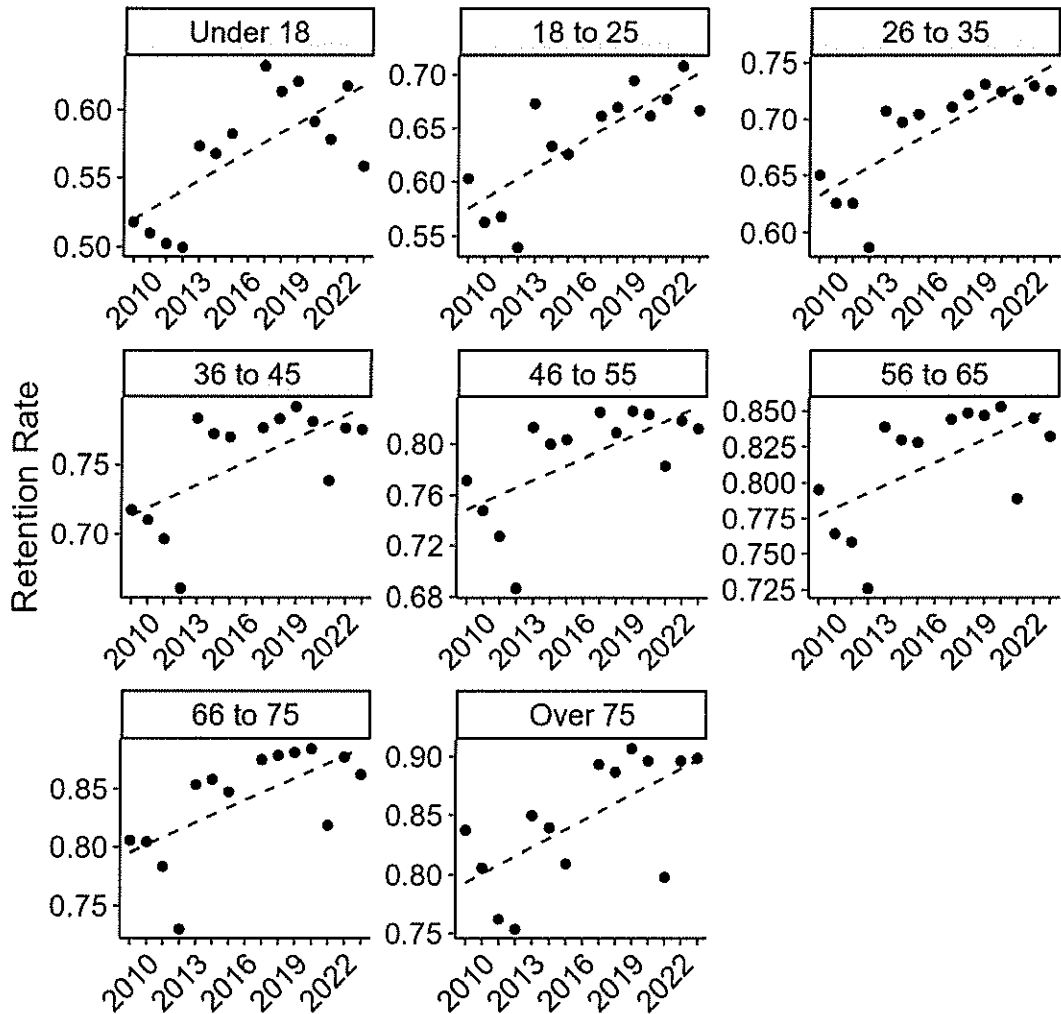


Figure 38. The retention rate for New Zealand Fish & Game licence holders from the 2009 through the 2023 hunting seasons by age group. The dashed line represents a simple linear regression on the retention rate over time.

Reactivation rates varied by age class ($F_{7, 96} = 17.5, P < 0.001$), but the change in reactivation over time did not ($F_{7, 96} = 1.1, P = 0.37$). On average, reactivation was highest within the 18-35 age groups and lowest within the under 18, 66-75, and over 75 age groups.

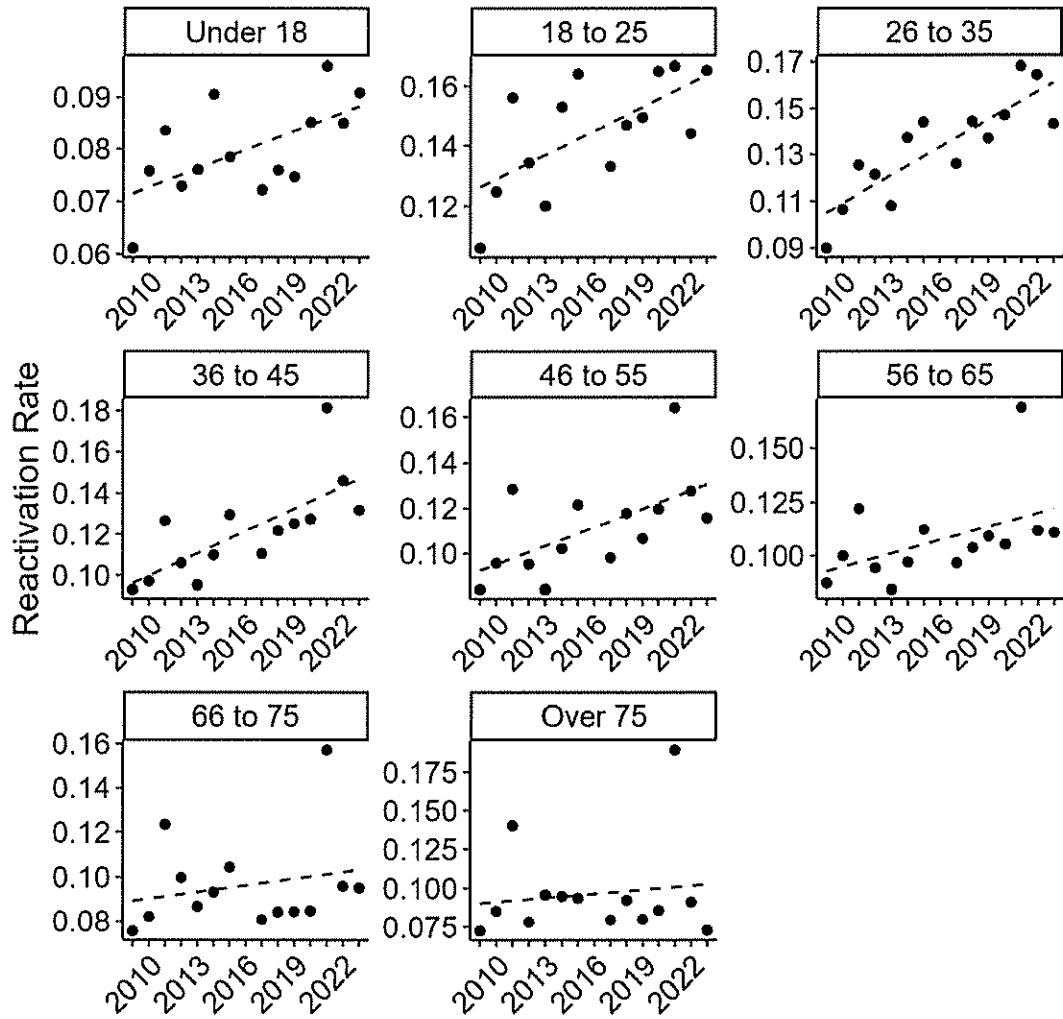


Figure 39. The reactivation rate for New Zealand Fish & Game game bird licence holders from the 2009 through the 2023 hunting seasons by age group. The dashed line represents a simple linear regression on the reactivation rate over time.



Both rate of churn and the change in rate of churn over time varied by age class ($F_{7, 72} = 110, P < 0.001$; $F_{7, 72} = 3.6, P = 0.002$). On average, rate of churn was highest within the 18-35 age range and lowest within the older age classes and the under 18 age class. The under 18 and 18 to 25 age classes had exhibited declining trends in rate of churn, while the other age classes exhibited no evident trend. Differences in the length of time spent in churn varied between age classes by a small, but statistically significant amount ($F_{7, 130,668} = 195, P < 0.001$).

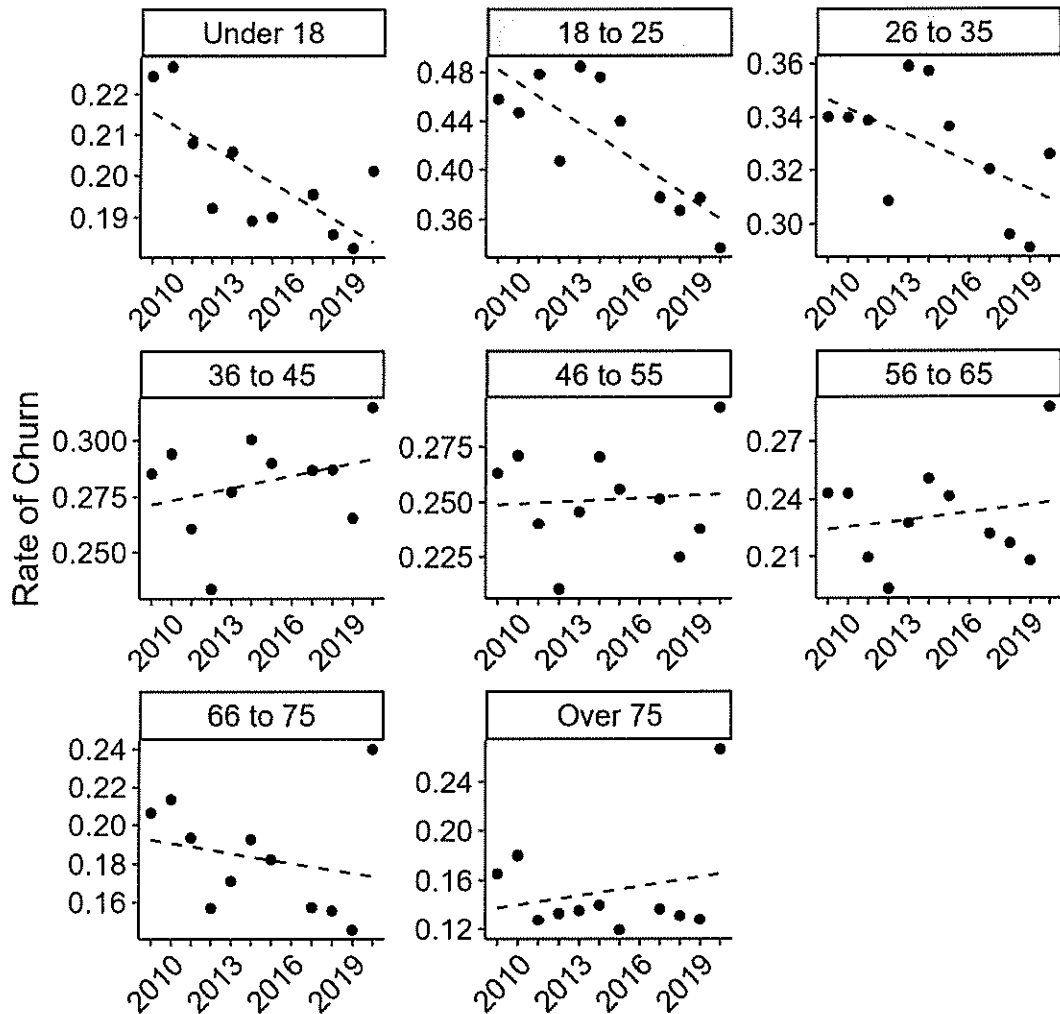


Figure 40. The rate of churn for New Zealand Fish & Game game bird licence holders from the 2009 through the 2020 hunting seasons by age group. The dashed line represents a simple linear regression on the rate of churn over time.



Table 4. The mean number of years spent in-churn and standard error by age group for New Zealand Fish & Game game bird licence holders from the 2009 through the 2023 hunting seasons.

Age Group	Years In-Churn
Under 18	1.9 ± 0.01
18 to 25	2.5 ± 0.01
26 to 35	2.7 ± 0.01
36 to 45	2.6 ± 0.01
46 to 55	2.6 ± 0.01
56 to 65	2.7 ± 0.02
66 to 75	2.6 ± 0.03
Over 75	2.5 ± 0.07

Both rate of loss and the change in rate of loss over time varied by age class ($F_{7, 88} = 71.9, P < 0.001$; $F_{7, 88} = 2.8, P = 0.011$). On average, rate of loss was highest within age classes up to 25 years old and over 75 years old. Age classes between 26-55 years old all exhibited increasing trends of loss over time, while the age classes under 18 and over 56 years old exhibited no evident trend.

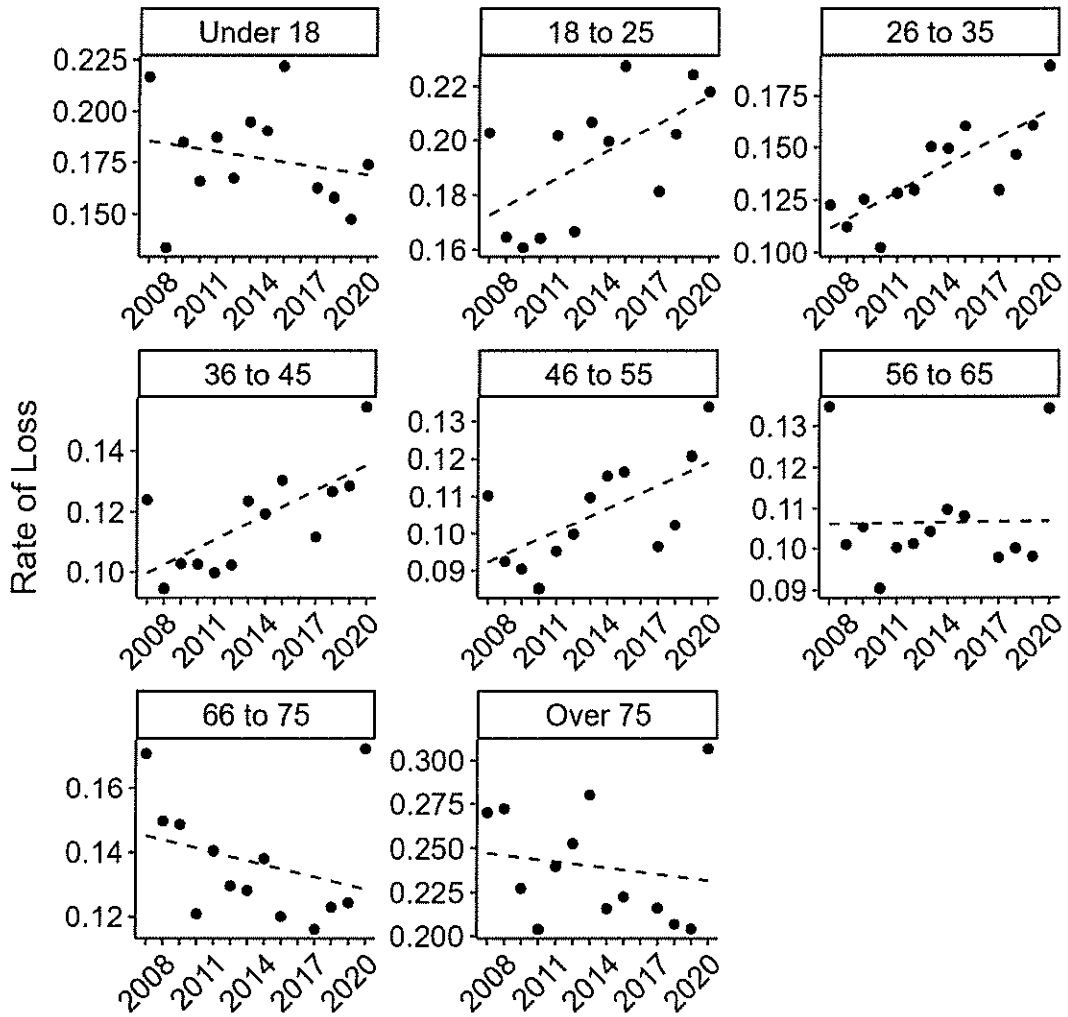


Figure 41. The rate of loss for New Zealand Fish & Game game bird licence holders from the 2007 through the 2020 hunting seasons by age group. The dashed line represents a simple linear regression on the rate of loss over time.



Non-Residents

Since the 2006 hunting season, non-residents from 46 countries have purchased game bird licences from New Zealand Fish & Game. On average, 14.8% ($\pm 2.2\%$) of licences purchased by non-residents are day licences. The number of non-resident licence holders varied between 150 and 204 in the years prior to the COVID 19 pandemic. In 2023, the number of game bird licences purchased by non-residents returned to the pre-pandemic norm, peaking at 205 licence holders. In 2023, non-residents purchased 215 game bird licences, equating to a value of \$18,172 NZD.

The majority of non-resident hunters have been from Australia (53.4%) followed by the United States (31.3%) and the UK (3.4%).

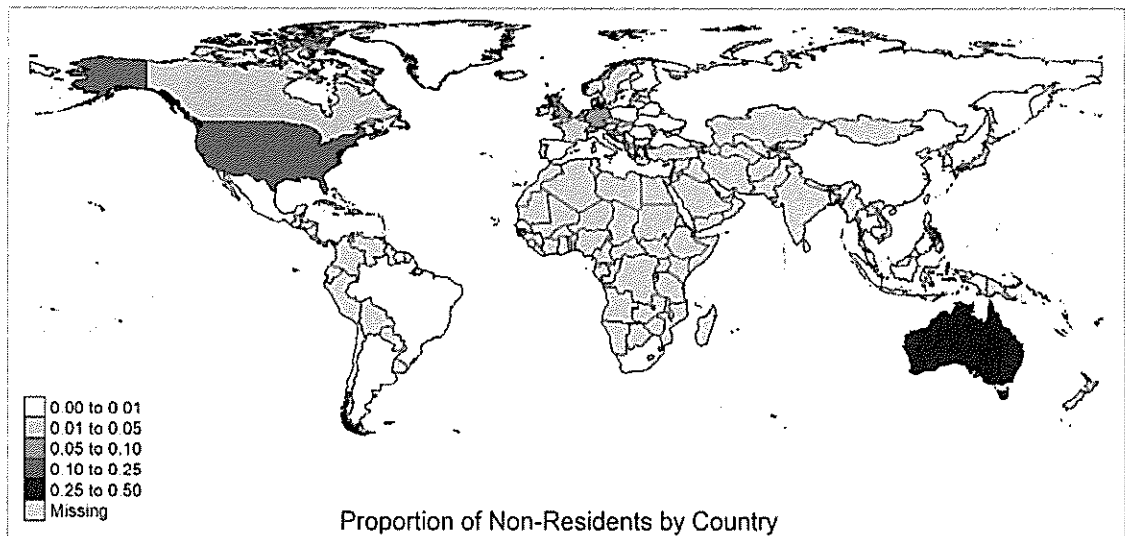


Figure 42. The proportion of New Zealand Fish & Game non-resident game bird licence holders from the 2006 through the 2023 hunting seasons by reported country of residence.



7(e) Ranger Compliance Update

New Zealand Fish and Game Council Meeting 168 – 19 & 20 April 2024

Prepared by: Richard Cosgrove, NZ Fish and Game Council

Kōrero taunaki - Summary of considerations

Purpose

This report is an update on ranger compliance coordination work and ongoing projects.

Financial Considerations

Nil Budgetary provision Unbudgeted

Risk

Low Medium High Extreme

Ngā taunaki - Staff Recommendations

NZC Staff recommend that NZC:

Send the attached policies to the regional Fish & Game Councils for their feedback before being reviewed by NZC at an upcoming NZC council meeting.

Note the work carried out to date, including the ongoing work and progress.

Takenga mai - Background

A brief update follows on compliance-related matters pertinent to national coordination and compliance operations.

Kōrerorero - Discussion

Managers feedback

Following the last NZC meeting, the attached policies were sent to Regional Managers for consultation as part of their regular manager's meeting process.

The manager's feedback was generally supportive, though the Nelson Marlborough manager was concerned that the additional extra training requirements may be too onerous on the honorary Rangers.

However, most other regions have more frequent training obligations on their Honorary Rangers; therefore, standardising the training requirements will, in my mind, only serve to show that we, as an organisation, value the work of the honorary rangers and are prepared to make the investment in them. Hence, they are comfortable in undertaking compliance work.

To recap, the National Compliance Coordinator, Anthony van Dorp, has comprehensively reviewed all the policies and SOPs under which our ranging teams operate. Under the Conservation Act 1987, NZC has the role of developing these policies as per section 26(HA).

There are two policy papers under which all our rangers operate: The National Compliance Policy and The National Prosecutions Policy, both of which are attached in the appendix for Councillors' information. These policies are extensive and detailed and cover the situations that staff and honorary Rangers face.

There are also 11 SOPs attached in the appendix covering the following situations: Ranger recruitment; Ranger Applications; Fit and Proper declarations; Ranger Code of Conduct; Training of Rangers; Ranging Operations; Operations Orders; Prosecution file handling and three SOPs relating to firearms handling.

Anthony has done extensive work over the last few years managing and creating these policies, and SOPS has enabled Fish & Game Compliance Teams to have a solid, consistent basis from which to work no matter where they are in the country. His work and dedication have led to a lifting in the professionalism of our ranging teams.

The key factor for our Compliance Teams is the adherence to the National Policies and SOPs, as failure to follow these policies and SOPs will only undermine the credibility that Fish & Game has built up with other enforcement agencies such as NZ Police, MPI Fisheries, Immigration NZ and DOC.

The next phase in ratifying these policies and SOP's is to seek feedback from the regional Fish & Game councils., so the NZC can review that before implementation. Ngā mahinga e whai ake nei - Next Actions

Send out the Compliance Policies and Ranger SOPs for regional feedback, and collate that feedback for NZC.

ELANA GEDDIS LLB(Hons), LLM (Harvard)

BARRISTER

Corina Jordan Chief Executive New Zealand Fish and Game Council
WELLINGTON
By email: cjordan@fishandgame.org.nz

Dear Corina,
APPOINTMENT OF FISH AND GAME RANGERS
AND COORDINATION OF COMPLIANCE ACTIVITIES

1. You have asked for my legal advice on a number of questions regarding your power to appoint Fish and Game rangers and associated abilities to coordinate compliance activities across Fish and Game. These include:

- a. Your ability to develop and implement national policy to coordinate Fish and Game compliance functions and whether consultation with the regional Fish and Game Councils would be required;
- b. Your ability to step in and stop a compliance activity (e.g., if a regional Fish and Game Council were planning to undertake compliance activities but you had significant concerns around the safety and appropriate training, coordination, and/or supervision of the exercise); and
- c. Your ability to remove rangers' warrants and under what grounds.

2. In summary, my advice is that:

- a. Your power to appoint Fish and Game rangers includes the power to set reasonable conditions on rangers' activities and to cancel a ranger's warrant if they fail to comply with those conditions.
- b. The New Zealand Fish and Game Council can adopt a national policy on coordination of compliance using its power in s 26C(1)(a) Conservation Act 1987. That policy could address issues such as enforcement priorities, training requirements, and health and safety requirements. It could also set out the respective roles and responsibilities of each of the relevant actors: you as Chief

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Executive of the New Zealand Council, regional managers, and the New Zealand and regional Fish and Game Councils.

- c. Consultation with the regional Fish and Game Councils is required in the development of any national policy. The New Zealand Council must give genuine consideration to the regional Councils' views. But the regional Councils do not have a right of veto over the policy.
 - d. You can intervene to stop compliance activities where either you or the New Zealand Council has safety concerns about a proposed activity. If a regional Fish and Game Council is also involved in the proposed activity, you should consult with the relevant regional Council and cooperate on the management of health and safety risks.
3. I explain the reasons for these conclusions in further detail below, together with some general advice on health and safety obligations relevant to the New Zealand Council, regional Fish and Game Councils, you in your capacity as Chief Executive, and council members in their capacity as officers under health and safety legislation.

Power to appoint rangers includes powers to set conditions on appointments

4. Section 26FA of the Conservation Act 1987 authorises you as Chief Executive of the New Zealand Council to appoint Fish and Game rangers.¹

¹ Conservation Act 1987, s 26FA(1) and (2).

² See the authorities in M Smith *New Zealand Judicial Review Handbook* (2nd ed, Thomson Reuters, Wellington, 2016) at [15.3.6]. See also s 26FB Conservation Act 1987 which provides that a ranger's powers may be limited by the terms of their warrant of appointment.

5. This includes the power to set reasonable conditions on the appointment.² Reasonable conditions could include requirements for a ranger to:

- a. Comply with the provisions of the Conservation Act 1987, the Wildlife Act 1953 and any regulations made under those Acts.
- b. Comply with the national policy on compliance and law enforcement policy approved by the Minister under s 26HA Conservation Act 1987.
- c. Comply with any other national policy on the coordination of compliance activities adopted by the New Zealand Council (as discussed further in paragraphs 11 to 17 below).
- d. Take reasonable care for their own health and safety and to ensure that their acts or omissions do not adversely affect the health and safety of others.
- e. Comply with any written directive relating to the exercise of their compliance and law enforcement powers issued by you as Chief Executive.

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6. As a matter of good practice, any conditions should be set out in writing. It would be preferable for the conditions to be communicated to rangers at the time of their appointment (or reappointment). But there is nothing to prevent you from writing to rangers now to do this.

7. There is no statutory requirement for you to consult with regional Fish and Game Councils when determining these conditions. But it would be advisable to do so from both a legal and a relationship management perspective.

Removal of Fish and Game rangers

8. Your power to appoint Fish and Game rangers also includes the power to remove or suspend a ranger by cancelling their warrant.³

³ Legislation Act 2019, s 45(a).

⁴ Conservation Act 1987, s 26FA(3).

⁵ *Id.*

⁶ The power to remove a person from office in s 45(a) Legislation Act 2019 reflects the common law power of the Crown to dismiss its servants at its pleasure, see: *Statutory Interpretation* (online, Thomson Reuters) at [LE 45.01]. Note, however, that this power only extends to the power to remove the person's warrant as a Fish and Game ranger. The person could only be removed from their employment with Fish and Game following an ordinary employment process.

⁷ Regional Fish and Game Councils are required to implement national policies in relation to planning, see: Conservation Act 1987, s 26Q(1)(e)(v).

⁸ Conservation Act 1987, s 26HA(1).

⁹ Your power to remove an honorary ranger is limited to the grounds of incapacity, neglect of duty or misconduct.⁴ These must be proved to your satisfaction.⁵ Failure to comply with conditions of appointment could constitute "misconduct". To avoid dispute, this should be clearly communicated to rangers in writing at the time that any conditions are put in place.

¹⁰ The statute does not set out any specific grounds for the removal of a ranger who is employed by either the New Zealand Council or a regional Council. You are accordingly able to remove or suspend these rangers as you see fit.⁶ In practice, it would be advisable to have reasonable grounds for the removal. These could include failure to comply with conditions of appointment. As above, to avoid dispute this should be clearly communicated to rangers in writing at the time that any conditions are put in place.

National policy to coordinate compliance activities

¹¹ Your power to set reasonable conditions on a ranger's appointment is complemented by the New Zealand Council's ability to adopt a national policy on the coordination of compliance activities across Fish and Game. The advantage of a national policy is that it would apply to the regional Fish and Game Councils as well as to individual rangers.⁷

¹² Section 26HA of the Conservation Act 1987 empowers the New Zealand Council to develop a national Fish and Game compliance and law enforcement policy that relates to:⁸

a. The authorisation of rangers to issue infringement notices;

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b. The issuing of infringement notices by those rangers; and

c. The exercise by rangers of other powers to enforce or ensure compliance with the Conservation Act or Wildlife Act and any regulations made under those Acts.

¹³ Any national policy adopted under s 26HA must be prepared in consultation with the regional Fish and Game Councils,⁹ approved by the Minister, and published in the Gazette.¹⁰

⁹ Conservation Act 1987, ss 26HA(1) and 26C(1)(a).

¹⁰ Conservation Act 1987, s 26HA (2).

¹¹ Letter to Corina Jordan (14 June 2022); see also letter from Minister of Conservation to CEO New Zealand Council of 25 September 2002.

¹² Conservation Act 1987, 26C(1)(a).

¹³ Conservation Act 1987, s 26R(2A).

¹⁴ It is questionable whether s 26HA permits the New Zealand Council to adopt a national policy addressing the coordination of compliance activities more widely. However, it is not

necessary to resolve that question because the power in s 26HA supplements the New Zealand Council's general power to develop national policies in s 26C(1)(a) of the Conservation Act 1987. As discussed in my separate advice regarding the adoption of a national policy on remuneration, the New Zealand Council may use the power in s 26C(1)(a) to "develop any relevant national policies to achieve its coordination purpose".¹¹

¹⁵ The New Zealand Council can accordingly use its power in s 26C(1)(a) to adopt a national policy for the coordination of compliance activities across Fish and Game to address issues beyond those specifically covered by s 26HA. This could include matters such as enforcement priorities, training requirements, and health and safety requirements. It could also set out the respective roles and responsibilities of each of the relevant actors – you as Chief Executive, regional managers, and the New Zealand and regional Fish and Game Councils and their members.

¹⁶ Any national policy adopted under s 26C(1)(a) must be prepared in consultation with regional Fish and Game Councils.¹² As I have advised before, consultation requires the New Zealand Council to genuinely consider the views expressed by the regional Councils. But it does not give the regional Councils a right of veto over the policy. Unlike the policy in s 26HA, a national policy adopted under s 26C(1)(a) does not have to be approved by the Minister.¹³

¹⁷ I consider that there are clear practical and legal advantages to addressing the coordination of compliance issues across Fish and Game through a national policy which is separate from the compliance and law enforcement policy. The need for a coordinated policy is heightened because of the overlapping health and safety obligations of the New Zealand Council, the regional Fish and Game Councils, individual Council members and managers.

Health and safety obligations

18. The New Zealand Council and the regional Fish and Game Councils, "officers" of those bodies, and individual rangers all have obligations under the Health and Safety at Work Act 2015. These obligations need to be considered alongside the statutory functions and responsibilities set out in the Conservation Act.¹⁴

14 This is reinforced by ss 26G and 26T of the Conservation Act which, through the application of s 73(3)(b) of the Public Service Act 2020, require the New Zealand Council and regional councils respectively to operate employment policies that comply with the principle of being a good employer including to ensure "good and safe working conditions."

15 Health and Safety at Work Act 2015, s 17(1)(a).

16 Health and Safety at Work Act 2015, s 36(1)(a) and (b).

17 Health and Safety at Work Act 2015, s 19(3).

18 *Id.*

19 Health and Safety at Work Act 2015, s 36(3)(f); Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, r 9.

Councils' obligations as PCBUs

19. Both the New Zealand Council and regional Fish and Game Councils are "persons conducting a business or undertaking" (PCBUs) under the Health and Safety at Work Act.¹⁵

20. PCBUs must, so far as is reasonably practicable, ensure the health and safety of both: workers who work for them; and workers whose activities at work are influenced or directed by them.¹⁶

21. From the New Zealand Council's perspective, this will include: ¹⁷

- a. Any rangers that are employed by the New Zealand Council; and
- b. Any rangers that are employed by a regional Fish and Game Council, and any honorary rangers, whose activities are influenced or directed by the New Zealand Council (e.g., through national policy).

22. From the regional Fish and Game Councils' perspective, this will include:¹⁸

- a. Any rangers that are employed by the regional Council; and
- b. Any rangers that are employed by the New Zealand Council, and any honorary rangers, who are engaged in compliance activities influenced or directed by the regional Council.

23. The duty to ensure the health and safety of workers specifically includes a duty to provide training and supervision to protect people from risks to their health and safety arising from work carried out as part of the PCBU's activities.¹⁹ This would include risks arising from Fish and Game's compliance and enforcement activities.

24. In addition to the central duty to ensure the health and safety of workers, the Health and Safety Act also requires that:

- a. PCBUs must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk by their activities. This includes anglers, hunters and other members of the public.²⁰

20 Health and Safety at Work Act 2015, s 36(2).

21 Health and Safety at Work Act 2015, s 34(1).

22 Health and Safety at Work Act 2015, s 17(1)(b)(iv).

23 Conservation Act 1987, ss 26DA and 26ZB.

24 See my advice on the scope of ss 26DA and 26ZB Conservation Act 1987 of 27 February 2023. In addition, the Health and Safety at Work Act 2015 takes a strict view on arrangements that exclude liability for breach under that Act. Section 29 prohibits insurance against fines. Section 52(2) identifies a limited group of officers

b. PCBUs must consult, cooperate, and coordinate when their health and safety duties overlap.²¹ This duty will come into play whenever a ranger who is employed by a regional Council is carrying out compliance functions under the national policy set by the New Zealand Council. Or where a ranger who is employed by the New Zealand Council is carrying out a compliance operation organised by a regional Council. The duty to cooperate reinforces the value of a single national policy on the coordination of compliance activities that addresses health and safety requirements and accompanying responsibilities as discussed above.

Officers' duties under health and safety legislation

25. "Officers" of PCBUs owe due diligence obligations as individuals.²² "Officers" include Council members, Chief Executives, senior managers, and anyone else in a position of significant influence over the PCBU's activities. As Chief Executive you will be considered to be an "officer" of the New Zealand Council.

26. Officers' due diligence obligations are different from, and additional to, the PCBUs' obligations. The specific due diligence obligations are listed in Appendix One to this letter. In essence, they require officers to be aware of health and safety risks and to actively ensure that steps are in place to manage these risks. These due diligence obligations again reinforce the value of a single coordinated national policy on compliance that addresses health and safety requirements and accompanying responsibilities.

27. The Conservation Act 1987 contains indemnity provisions that provide that Council members shall not be personally liable for any good faith default made by the Council or any Council member during the course of its operations.²³ But these provisions:

- a. Do not exempt Council members from their due diligence obligations as "officers"; and
- b. May not prevent a Council member from facing individual liability for a fine if they are found to have breached their due diligence obligations.²⁴

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who cannot be held liable for failure to comply with due diligence obligation. That group does not include members of either the New Zealand Council or regional Fish and Game Councils.

25 Health and Safety at Work Act 2015, s 45.

26 The hierarchy of risk management under s 30 Health and Safety at Work Act 2015 requires: a. first, that a risk to health and safety be eliminated; and b. if it is not reasonably practicable to eliminate the risk, then steps to minimise the risk should be implemented.

Workers' duties under health and safety legislation

28. In addition to the obligations of PCBUs and officers, workers themselves are required to:

- a. Take reasonable care for their own health and safety;
- b. Take reasonable care to ensure that their acts or omissions do not adversely affect the health and safety of others;
- c. Comply with any reasonable instruction given to them by the PCBU, so far as they are able to; and
- d. Cooperate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to them.

29. A ranger's ability to meet their duties as a "worker" will depend to a large extent on the training and resources provided to them by the New Zealand Council and the regional Fish and Game Councils.

Can you step in and stop compliance activities if you have health and safety concerns?

30. The question of whether you can step in and stop compliance activities has two elements:

- a. Do you have any legal authority to stop a ranger from carrying out a compliance activity?
- b. In what circumstances should you step in?

Legal authority to stop compliance activities for health and safety concerns

31. As discussed above, you have the legal authority to set conditions on a ranger's appointment, including conditions regarding health and safety. Ultimately you can cancel a ranger's warrant if they do not comply with those conditions. This provides the legal "backstop" that gives you the authority to stop a ranger from carrying out a compliance activity if you have reasonable health and safety concerns. In practical terms, this would be achieved by issuing a directive to the rangers involved that the activity should be stopped or suspended until steps can be taken to address the identified health and safety risk.²⁶

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When should you step in?

32. It is difficult to advise generally on this type of situation without specific details, but factors to consider when determining whether it is necessary for you to step in include:

- a. Your due diligence obligations as an "officer" of the New Zealand Council.
- b. The necessity of the proposed activity, the potential risk it poses, and the potential harm resulting from that risk. WorkSafe New Zealand takes a robust view on this point, typically advocating the position that the necessity of a particular activity will rarely outweigh clear health and safety risk.
- c. Whether there has been consultation or cooperation with the relevant regional Fish and Game Council about the management of the health and safety risks of the proposed activity.
- d. Which workers are involved, their training and expertise, and whether a risk assessment or job safety analysis has been completed.
- e. Whether similar risks or hazards have arisen previously and how they have been eliminated or minimised.

33. As already emphasised, it would be preferable for these matters to be spelled out in a national coordination policy that clearly defines health and safety requirements for compliance activities and accompanying roles and responsibilities.

Recommendations

34. On the basis of this advice, I recommend that:

- a. You should write to all Fish and Game rangers setting out the conditions of their appointment. Those conditions should include conditions relating to the management of health and safety.
- b. The New Zealand Council should develop a national policy to coordinate roles and responsibilities for compliance and enforcement across Fish and Game. This policy should address the management of health and safety risks. It should be prepared in consultation with the regional Fish and Game Councils.

35. Alison Gordon, who assisted in the preparation of this opinion, would be able to help you with implementing these recommendations.

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36. I hope that this advice is helpful. Please get in touch if you have any queries or you would like to discuss any aspect of this advice further.

Yours sincerely,
Elana Geddis Alison Gordon
Barrister Barrister

APPENDIX ONE: OFFICERS' DUE DILIGENCE OBLIGATIONS UNDER HEALTH AND SAFETY AT WORK LEGISLATION

Officers are required by the Health and Safety at Work Act to take reasonable steps to:

- a. Acquire and keep up to date knowledge of work health and safety matters;
- b. Understand the nature of the operations of the New Zealand or regional council (as applicable) and generally understand the hazards and risks associated with the operations;
- c. Ensure the New Zealand or regional council (as applicable) has available and uses resources and processes to eliminate or minimise risks to health and safety from work carried out;
- d. Ensure the New Zealand or regional council (as applicable) has appropriate processes to receive and consider information about hazards, incidents, and risks, and to respond in a timely way to that information;
- e. Ensure that the New Zealand or regional council (as applicable) has and implements processes to comply with its obligations as a PCBU; and
- f. To verify the provision and use of the resources referred to in paragraphs (c)-(e) above.

There are various approaches to ensure that you meet and demonstrate that you have complied with the due diligence obligations. One option (among many) is to ensure that health and safety is included as a standing agenda item at each Council meeting and require periodic updates or reports on management of health and safety risks from operational staff at those meetings. It is also prudent to factor the management of health and safety risk into financial decision-making.

Draft 2023 revision

Fish and Game New Zealand Compliance Policy



September 2023

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1. Introduction

The 'Fish and Game New Zealand Policy for Compliance' is a national policy framework that outlines best practice and standard operating procedures for Fish & Game Regions to carry out compliance and law enforcement functions pursuant to the Conservation Act 1987, the Wildlife Act 1953, the Freshwater Fisheries Regulations 1983, and Wildlife Regulations 1955.

The policy objective to achieve and maintain a high level of compliance with the requirements as set out in the afore mentioned legislation. It includes all compliance issues including the recruiting, training and appointment of rangers.

The statutory mandate for compliance is outlined in Section 26 Q (1) of the Conservation Act 1987, which states that one of the functions of each Fish and Game Council is to:

“manage, maintain and enhance the sports fish and game resource in the recreational interest of anglers and hunters.”

and in particular, - Section 26 Q (1) (b) (iv)

“by ensuring that there are sufficient resources to enforce fishing and hunting season conditions.”

Although many Fish and Game Rangers are volunteers, they have a wide range of powers. Fish and Game New Zealand must ensure that Rangers are capable of using these powers in a responsible way. This means that rangers must be selected carefully and that it is ensured that they have the training and skills necessary.

Purpose and scope of the Policy

The policy applies to volunteer rangers appointed by the Director under Section 26 FA(2). It also applies, when appropriate, to Fish & Game staff appointed as rangers by the Director under Section 26FA(1).

Other warranted officers include those appointed by the Director-General of Conservation under Section 59 of the Conservation Act 1987 and members of the Police, who are deemed to be Fish & Game Rangers.

2. The Objectives For Fish and Game Compliance.

- A. To Protect the Fish and Game Resource.
- B. To Protect Fish and Game Licence Income.
- C. To Protect the Quality of the Fish and Game Experience.
- D. To Enhance the Public Image of Fish and Game.

2.1 Means to Achieve These Compliance Goals.

2.1.1 Sufficient Ranging Resources will be provided to enforce Fish and Game legal requirements and season regulations.

2.1.2 Fish and Game Rangers will be well trained, organised, equipped and motivated.

2.1.3 Fish and Game Rangers will be encouraged to act in a positive and professional manner towards licence holders and the general public on behalf of Fish and Game New Zealand.

2.1.4 People found in non-compliance with legal requirements and/or season regulations will as a general course of action be held to account for their actions which may include prosecution action.

2.1.5 . Regions will report the compliance activities undertaken in annual reports, to the New Zealand Council.

2.2 Measurement of the Compliance Goals.

A minimum of 95 % of sports fish anglers and game bird hunters interviewed by Rangers will comply with legal requirements and season regulations.

Regions will have an objective to contact 10% of licence holders annually.

3.1.1 Fish and Game compliance work is to be planned and reported on for each financial year (1 September – 31 August).

3.1.2 Fish & Game Rangers include staff rangers appointed pursuant to Section 26 FA(1), whose appointment remains for the duration of their employment with Fish & Game, and volunteer Honorary Rangers. Under Section 26FA (4) of the Conservation Act 1987, Fish and Game Honorary Rangers shall be appointed for a term not exceeding 3 years, but may be reappointed. Appointments made by the Director will be until the next general expiry date. When honorary rangers are initially appointed their warrants shall be for a term of no more than 12 months as a probationary period, but at the conclusion of that period they may be appointed for the remainder of the existing 3 year warrant period.

3.2.1 Section 26FA (3)(a) of the Conservation Act 1987 allows appointments to be either:

- Fish and Game region specific or,
- area specific or,
- areas specific or,
- for all of New Zealand.
- Unless a reason exists otherwise, rangers will be appointed for all of New Zealand.

3.2.2 Section 26FA (3)(b) of the Conservation Act 1987 allows appointments to be either:

- For a particular purpose or,
- For a general purpose
- Unless a reason exists otherwise appointments will be general purpose, so that rangers warrants enable them to exercise powers of a ranger under the complete legislation of the Conservation and Wildlife Acts.

3.3

3.3.1

Recruiting

and Appointment of Fish and Game Rangers:

- (i) Section 26FA (1) of the Conservation Act 1987 allocates the function of the appointment of employees of Fish and Game Councils as Fish and Game Rangers to the Director of the New Zealand Fish and Game Council.

- (ii) Section 26FA (2) of the Conservation Act 1987 allocates the function of the appointment of other suitable persons to be Fish and Game Rangers in an honorary capacity, to the Director of the New Zealand Fish and Game Council.²
- (iii) *Section 26FA (9) of the Conservation Act 1987 states that all Police are deemed to be Fish and Game Rangers.*

- (i) The Director of the New Zealand Fish and Game Council may appoint suitable people as Fish and Game Rangers.
- (ii) The Regional Fish and Game Council Manager will take responsibility for the assessment and recommendation of suitable people within their region as Fish and Game Rangers.

Criteria for Appointment of new honorary Fish and Game Rangers.

When a Fish and Game Council Manger or Chief Executive recommends to the Director a person to be a Fish and Game Ranger (i.e. they are considered 'suitable') they must forward an application for appointment to the Director. Persons considered for appointment must meet the following criteria:

- (a) Is someone who is a minimum of 18 years old.
- (b) Is generally no older than 65 years old for initial appointments – exceptions to be considered on a case by case basis.
- (c) Is preferably a current sports fish or game bird licence holder.
- (d) Has been vetted by the New Zealand Police and does not have relevant criminal convictions.
- (e) Has applied in writing outlining why they want to become a Ranger.
- (f) Has supplied two referees.
- (g) Is literate (able to write clearly and to a reasonable standard),
- (h) Is well spoken and relates well to people.
- (i) Is reasonably fit and mobile.
- (j) Has been interviewed by the Regional Compliance Officer and deemed to be a 'fit and proper' person who will represent Fish & Game well to anglers and hunters, and the general public.
- (k) Has received initial training which includes having completed training in law, field practice and processes, and has completed mandatory training in situational safety and tactical communications.
- (l) Has completed a 'fit and proper person' declaration.
- (m) Has agreed to and signed the Rangers Agreement and Code of Conduct.

Criteria for Reappointment of Existing Fish and Game Rangers

When a Fish and Game Council Manger recommends to the Director a person to be reappointed as a Fish and Game Ranger they must record and forward to the Director information confirming that this person meets the following criteria:

- (i) Has attended training events.
- (ii) Has satisfactorily complied with the regional performance requirements.
- (iii) Has honoured the Ranger Agreement and Code of Conduct.
- (iv) Has been Police vetted again prior to application.
- (v) Has completed a new 'fit and proper person' declaration.
- (vi) Has signed a new Rangers Agreement and Code of Conduct.

Ranger Agreement

A Fish and Game Ranger will be required to sign an Agreement and Code of Conduct before they are issued with a warrant. A copy of this is appended to this document. In the Agreement and Code of Conduct a Ranger will agree to:

- (i) the terms and requirements and restrictions on ranging as set out by Director and the Regional Fish and Game Manager.
- (ii) be a positive ambassador for Fish and Game New Zealand.
- (iii) at all times present Fish and Game in a positive light and voice any concerns in the first instance to their Compliance Officer.³
- (iv) not undertake any activities at any time that will bring Fish and Game New Zealand into disrepute.

3.3.2 Fish and Game Ranger Training and Skill Maintenance

The Fish and Game Ranger Trainee Scheme

The Fish and Game Ranger Trainee Scheme requires applicants to

- attend Ranger Training Days.
- Complete situational safety and tactical communication training.
- have field experience of ranging with a warranted Fish and Game Ranger.
- check licence holders under supervision.
- get a positive assessment by the experienced Ranger.
- pass a Fish and Game Ranger examination or assessment of competency.

General Training

- (i) Appointed Fish and Game Rangers must attend a minimum of one regional Ranger training session each year.
 - (ii) Fish and Game Ranger training material will be developed by the New Zealand Fish and Game Council for use training sessions.
 - (iii) Rangers will be notified of relevant information which may include legislation updates, matters of significance and interest, and regional ranging activities, in newsletters compiled and distributed by Fish & Game nationally.
 - (iv) Council reports should be provided to Rangers. Because Fish and Game Rangers are ambassadors for Fish and Game this will ensure they are more knowledgeable when encountering licence holders and the general public.
-

- (v) It shall be the responsibility of the Regional Compliance Officer to keep training records of each ranger and to ensure rangers meet training standards.

Training Provision and Reporting

- Regions are required to provide at least 1 organised training day per year for all rangers to attend for updates on law, field practice and processes, and skill maintenance. This training will include a component of Health and Safety and basics of the Situational Safety and Tactical Communications training, and is provided and delivered internally by Fish & Game staff.
- All rangers are required to attend refresher training on Situational Safety and Tactical Communications on at least a 2 yearly basis. This training will include a component of law, field practice and processes and will be provided and delivered by an external training provider, and also may include assistance from Fish & Game staff in delivering certain aspects of content.
- To ensure consistency of training that is provided internally by Fish & Game staff will be delivered by trained and approved staff who can deliver the training to a high standard.
- All training must be reported to the NZ Council Chief Executive who will maintain records of ranger training to ensure that all rangers are well trained, and able to carry out functions of a ranger competently and safely.

Training Rotations

To streamline ranger training and achieve maximum attendance at training with minimal inconvenience to rangers the following training system shall apply:

- The 2 types of training being internally and externally provided, with different emphasis' will rotate on a 2 yearly cycle.
- Year 1 will be internally provided training.
- Year 2 will be externally provided training.

Non Attendance at Training.

In the event that rangers fail or are unable to attend training as required the following shall apply:

- Regional Compliance Coordinators will arrange for remedial action to be undertaken as soon as possible to ensure the ranger is brought up to date with training requirements.
- A time frame of 3 months for remedial training will apply.
- If rangers are not up to date within the required time the rangers warrant shall be suspended until training is up to date.

Pre-season briefings and refresher training

Prior to the game season and the fishing season openings rangers shall be briefed by regional compliance staff and training refreshers and reminders given along with notifications of new season regulation changes and any other pertinent information, along with Health and Safety briefings.

National Coordination.

The New Zealand Council of Fish & Game will maintain the position of a National Compliance Coordinator who will have oversight of compliance nationally, and this role will include the following functions:

- Assisting with maintaining an up to date list of rangers.
- Assist with coordination of training which is externally provided.
- Ensure training material is prepared and distributed for internally provided training.
- Ensure that documentation and forms for ranger recruitment and appointments are prepared and maintained.
- Ensure that the Rangers Guide and Health and Safety Manual is regularly reviewed and updated as that is required, and distributed to regions for use by staff and honorary rangers.
- Ensure preparation and distribution twice yearly of a rangers newsletter; 1 of which is focused on the game season and 1 which is focused on fishery matters. This newsletter is to also pass on new information and legislative changes which effects rangers.
- Provide advice to regions and New Zealand Council on compliance matters.
- Assist with preparation of submissions on law changes which effect Fish & Games compliance and enforcement functions.
- Give support to regional compliance coordinators.
- Give advice to the New Zealand Council Chief Executive on compliance and enforcement matters.
- Liaise with external agencies on compliance and enforcement matters.

3.3.3

Termination of Ranger warrant

Termination

Fish and Game Rangers are often the only public contact anglers, hunters, and the general public have with the Fish & Game organisation. As such they are ambassadors for our public awareness

campaign. Inappropriate behaviour by a Ranger while on or off duty can have far-reaching negative impacts on the image of Fish and Game New Zealand.

Section 26FA (5) of the Conservation Act 1987 states that any Fish and Game Ranger may at any time be removed by the Director for:

- Incapacity
- Neglect of duty
- Misconduct

Provided that it is proven to the satisfaction of the Director.

These criteria are set out in the Ranger Agreement and Code of Conduct and agreed to by the Ranger applicant when they are appointed.

Process:

Under Section 26FC (2) of the Conservation Act 1987 the Director may in writing delegate to regional Fish and Game Managers the Director's power under this Act for the dismissal of Rangers based on the following:

1. Misconduct

- (i) All complaints against Rangers must be put in writing and signed by the complainant.
- (ii) Rangers must be informed of the substance of the complaint and given the opportunity to explain their actions in person.
- (iii) The Regional Manager may recommend to the Director that a Ranger is dismissed if after an interview, it is found that the Ranger is guilty of misconduct.
- (iv) The Regional Manager may carry out the dismissal of the Ranger on the Directors behalf.
- (v) The reasons for dismissal must be clearly outlined and explained to the Ranger in writing.

2. Neglect of Duty

- (i) *Compliance Officers will review Rangers performance annually..*
- (ii) *Inactive or non-performing rangers should be identified and reasons for this identified.*
- (iii) *Inactivity or non-performance should be discussed with the ranger and where appropriate remedial measures put in place.*
- (iv) *Where after a reasonable time the ranger is still not performing to the required standard, the ranger may be considered for dismissal.*
- (v) *If dismissed the rangers warrant and equipment must be returned.⁴*

Resignation of Rangers

- i. Section 26FA (5) of the Conservation Act 1987 states that an honorary Ranger may at any time resign office by writing to the Director. Under Section 26FC (2) of the Conservation Act 1987 the Director will in
-

writing delegate to regional Fish and Game Managers the Director's power under this Act to allow Rangers to resign by writing to their Fish and Game Region Manager.

- ii. Regional Compliance Officers will notify the New Zealand Council Office of any Ranger resignations to enable the maintenance of a current database of Fish and Game Rangers.
- iii. Section 26FA (6) of the Conservation Act 1987 states that once a Ranger resigns or is dismissed they will return their warrant and uniform to the Director. Under Section 26FC (2) of the Conservation Act 1987 the Director will in writing delegate to regional Fish and Game Managers the Director's power under this Act to allow Fish and Game Region Managers to collect a Rangers warrant and uniform when they resign.
- iv. **Specified Ranger equipment, warrants and uniform will be supplied free of charge to Fish and Game Rangers. Rangers will wear uniform in accordance with any national policy. The equipment, warrants and uniform will be returned when the Ranger Agreement is terminated.**
- v. Responsibility for the return of the warrant and uniform will lie with the regional Fish and Game Manager.

3.4

Ranger

numbers

Regional Fish and Game Councils will aim to have sufficient Rangers to enforce fishing and hunting season conditions. Factors which will influence ranger numbers and locations will include but not limited to:

The numbers of rangers required by a region to carry out compliance functions will vary according to various factors including but not limited to:

- (i) Geographical factors
- (ii) Fish & Game resources which need compliance monitoring
- (iii) Availability of suitable rangers

It is preferable to maintain a smaller team of well trained and higher performing rangers than a larger team of rangers who are not performing well.

3.5.1

Reimburse

ment of Expenses

- (i) Section 26FA (10) of the Conservation Act 1987 states that Fish and Game Councils can reimburse actual or reasonable expenses incurred when ranging if the Director has given prior authorisation and has subsequently approved the amount of the expenses. Under Section 26FC (2) of the Conservation Act 1987 the Director will in writing delegate to regional Fish and Game Managers the Director's power under this Act to allow Fish and Game Region Managers to reimburse actual or reasonable expenses incurred by Rangers when ranging.
- (ii) Directed mileage (such as on Opening Weekend of the Game bird season) will be reimbursed at the Government Service rate or at a rate otherwise specified by the New Zealand Council, or as agreed with the ranger beforehand.
- (iii) *Rangers will not receive free fishing or hunting licences or other valuable consideration as a reward for being a Ranger. They are Honorary Rangers, and providing licences or valuable consideration can lead to encouraging people to apply for the role who may not be suitable and give undesirable incentives to be part of the ranger scheme.*

3.5.2 Health and Safety

Section 26FA (7) of the Conservation Act 1987 states that Fish and Game Rangers are not to be regarded as employees by reason only of appointment as a Fish And Game Ranger. While Fish and Game Rangers appointed under Section 26FA(2) are honorary, the Health and Safety at Work Act 2015 defines that they are for the purposes of Health and Safety to be regarded as though they are employees. All rangers regardless of whether they are stipendiary or honorary rangers must act at all times in ways that will not cause hazards or dangers to themselves or others through any act or omission.

Health and Safety briefings must be carried out prior to any ranging operation, and hazards and actions to mitigate recorded. All rangers must comply with provisions and requirements of any Health and Safety policies which are in force at any time, and comply with all training requirements and operational directives as are applicable including those set out in the Rangers Guide and Health and Safety Manual.

Equipment

- (i) The provision of equipment will comply with the national brand.
- (ii) Rangers will wear nationally approved branded Ranger clothing where provided and will only wear it while on duty and acting as a ranger.

Standard Issue

- Ranger cap.
- Ranger vest
- Ranger warrant and holder.
- Ranger notebook.
- Ranger offence notice book.
- Ranger language cards (as required)
- Ranger guide and health and safety manual
- Rangers will be provided with electronic forms such as offence reports, and activity reporting sheets.

3.6

Accountab

ility

- (i) All Fish and Game Rangers shall carry a valid warrant of appointment. The warrant is standard throughout the country.
- (ii) Rangers are accountable to their regional Fish and Game Council Manager via the regional compliance coordinator for their activities, and reporting.
- (iii) Rangers will report monthly to regional compliance coordinators their activities including details of ranging carried out, and contacts made with anglers and hunters.
- (iv) Any offences dealt with by rangers will be reported to regional compliance staff promptly and within 5 days in any event.
- (v) Seized gear will not be retained by rangers but will be as soon as possible pass to the custody of Fish & Game compliance staff.
- (vi) Rangers will act in a professional manner and not undertake any activities when on duty or otherwise that will bring Fish and Game NZ into disrepute.
- (vii) While technically a rangers warrant is valid within the Taupo Fishery area, as this area is managed by the Department of Conservation, rangers should avoid acting within that area wherever possible but report any matters of concern they may become aware of to the Department of Conservation as soon as possible.

4. Ranging

Duties and Functions of Rangers

- (i) Rangers will be allocated performance objectives by regions which will specify ranging efforts and locations to be aimed for annually.
- (ii) Rangers may carry out independent fishery ranging.
- (iii) Game hunter ranging will be carried out under the direction and instructions of regional compliance staff, and may be restricted to rangers assisting staff in the field, with this being a regional operational decision as to how this applies.
- (iv) Rangers are expected to whenever possible make themselves available to assist with organised ranging events, at least either the game or fishing season opening operations.
- (v) Rangers will carry out all lawful instructions of staff when engaged in ranging operations.
- (vi) Rangers will deal with, and document offences as required by training.
- (vii) Rangers will give evidence in court as and when required.
- (viii) Rangers will comply with all regional instructions and restrictions on ranging as advised by regional compliance staff.
- (ix) If a ranger wishes to range in another region than that they are appointed to, they will seek permission from the other regions compliance staff or regional manager to do so and will also advise their own compliance coordinator of that.
- (x) Duties of rangers may include at the region's discretion non-compliance roles such as public relations events, and assisting with other duties carried out by staff.

Ranging Strategies

Ranging will be organised in order to achieve a high level of compliance through means of:

- Achieving a high level of deterrence.
- Acting to detect and apprehend offenders.
- Holding those found committing offences to account for their actions.

Deterrence

Deterrence will be achieved by:

- Consistent ranging operations in areas where there are known issues of non-compliance.
- Consistent ranging operations across Fish & Game Regions in areas popular for angling and hunting, to reinforce the deterrent message that ranging can occur anywhere at any time.
- Game season ranging will include operations on both public and private land and operations from year to year should be strategically planned and carried out to ensure maximum coverage of ranging efforts across regions to achieve a deterrent effect. All areas of known high use by hunters should receive ranging visits which should be on a random basis.
- Ranging operations should be in most cases highly visible and provide a deterrent to those who may offend.
- In some cases ranging operations may be covert particularly when the objective is to apprehend offenders where offending is known to be occurring or is likely to be occurring.
- In some cases, compliance operations carried out by Fish & Game staff may include use of covert camera's as appropriate. All use of surveillance devices must comply with the Search and Surveillance Act 2012.

Media

- Publication of results of ranging operations and prosecutions acts as a deterrent and should be done whenever able and as appropriate.

Cooperation with other enforcement agencies.

- Ranging operations may include joint operations with other agencies such as Police or Department of Conservation staff. Joint operations with Police during the game season can be particularly useful for both agencies, especially where there is known or anticipated prevalence of offending.
- A MOU (memorandum of understanding) with Police regarding joint operations should be if possible be put in place and maintained to enhance cooperation between both agencies.

4.3

Reporting of Compliance Activities

Reporting and collation by regions

- Regions will collect monthly (or at other specified times) activity reports from rangers and record that in a regional database.
- Regions will maintain a record of all offenders and offences dealt with.
- All exercise of powers of entry to land and powers of search must be reported by rangers to regional compliance coordinators.
- Regions will collate annually a summary of powers of entry and of search.

Annual Reporting by Regions

- (i) At the end of the financial year an annual report will be submitted to the regional and New Zealand Fish and Game Councils analysing the regions ranging effort in that year.
- (ii) The annual report will also include reporting as required by the Search and Surveillance Act 2012 on the number of occasions search and entry powers have been exercised during the year. This includes the number of times private property has been entered for compliance duty pursuant to the Conservation Act and Wildlife Act.
- (iii) The Regional Fish and Game Manager in association with the Regional Compliance Officer will also:
 - Direct rangers and approve expenses – if any.
 - Respond to deficiencies or over-emphasis of ranger effort identified in the analysis of the annual ranging effort.
 - Ensure sufficient rangers to maintain compliance targets.
 - Monitor regional compliance targets.

National Compliance Database.

- A National Compliance Database will be maintained, with access to selected staff in regions.
- Details of all offenders and offences dealt with will be entered into the National Compliance Database by regional compliance staff. This entry is to be done as soon as possible after the offender has been dealt with, and no more than on a monthly basis.
- This database will be checked when dealing with offenders and used in decision making processes which include ascertaining if the offender has come to notice of Fish & Game in the past for any offences.
- The database will be maintained and administered by a designated administrator who will maintain the integrity and security of the database to ensure it and access to it complies with the requirements of the Privacy Act 2020.

4.7

Performance of Fish and Game Rangers

The performance of ranging effort can be measured by analysing ranging outcomes. Rangers are given targets to:

--

5. Prosecutions

--

- 5.1.1 Any incidents or offences shall be reported to the Regional Compliance Officer by the ranger involved as soon as possible.
- 5.1.2 Processes in regard to dealing with offences which includes resolution processes and outcomes are detailed in the National Policy on Prosecutions, and that policy shall be referred to in regard to this, and followed in order to ensure prosecution matters are dealt with consistently across regions.
- 5.1.6 The Regional Compliance Officer shall report to the Regional Manager at the conclusion of the prosecution.
- 5.1.7 Where a prosecution has national significance the Director of New Zealand Fish and Game shall be informed of the matter, and of outcomes.

5.2

Prosecutio

n Reporting

- 5.2.1 All offences dealt with including prosecutions will be reported in National Compliance Database. The database will record action taken and outcomes.
- 5.2.2 Compliance Officers will report on prosecution work in their staff reports in the Council Agenda.

The annual report prepared by regions will include a summary of the types of offences dealt with and the types of outcomes such as warnings, prosecutions, diversions and so forth.

- 5.2.3 Fish & Game councils are legally entitled to a proportion of fines imposed for certain prosecutions. This includes prosecutions for Conservation Act offences, pursuant to Section 46(7A)(b) of the Conservation Act 1987 and Section 73(2) of the Public Finance Act 1989, and equates to 90% of fines that are imposed by courts in prosecutions. Fish & Game Councils should check that they do receive fines from the Ministry of Justice, when they are entitled to such monies following prosecutions.

- (i) Individually check a minimum number of licences per annum. Each Regional Compliance Officer will set a figure based on the goal of checking 10 % of their licence holders annually.
- (ii) If at all possible range at locations and times as directed by the Regional Compliance Officer.
- (iii) Submit a activity reports on individual ranging effort (days ranged, licences checked, areas visited). as required by regions.
- (iv) Supply a detailed Rangers Report to the local Fish and Game Office within 5 days of dealing with any offence.

6. Compliance Policy Review.

- (i) New Zealand Fish & Game Council will review this document 2 yearly to ensure that it remains up to date.

Appendix 1

Fish and Game Rangers Agreement.

(Insert up to date Ranger agreement and Code of Conduct).

Appendix 2

Fish and Game Rangers Appointment.

I (name of director of NZ Fish & Game) of Wellington being the Director of the New Zealand Fish and Game Council acting pursuant to the provisions of Section 26FA(2) of the Conservation Act 1987 DO HEREBY APPOINT _____ of _____, (*occupation*) as a Fish and Game ranger in an honorary capacity. Such appointment shall be from and inclusive of the ___ day of _____ (dates of issue and expiry of warrant)

Signed _____ at Wellington this ___ day of _____

Appendix 3



Attach:

1. Rangers agreement and Code of Conduct.
2. Application forms
3. Guide to ranger recruitment and training.
4. (Other docs?)

GUIDE TO RECRUITMENT AND TRAINING OF

FISH & GAME RANGERS



Recruiting Processes

- 1. Initial assessment of applicant-**
Usually via the applicant expressing an interest and contacting Fish & Game. Sometimes unsuitable persons can be identified at this stage saving any further enquiries.
- 2. Applicant completes:**
 - Honorary Ranger Application form - includes nominating referees.
 - Applicant consents to a Police check (complete & sign form).
 - Applicant completes a fit and proper person declaration form.
- 3. Initial interview with applicant.**
Use interview form to gain relevant information and determine why the applicant wishes to become a Fish & Game ranger. Assess suitability and impressions of the applicant. Look at background, experience, and qualifications.
- 4. Referee interviews.** Use the Ranger applicant referee questions form as a guide when speaking to the referees.
- 5. If suitable at this point, submit Police vetting form to Police vetting services.**
This can be done via the National CLE coordinator if a region does not have access to Police vetting services.
- 6. Field assessment and training.**
If considered suitable thus far, and Police check reveals no issues, have the applicant spend time with Fish & Game staff. This is an opportunity to assess them in terms of temperament, and overall suitability for the role of a Fish & Game ranger.
- 7. Issue with Fish & Game Ranger guide & Health and Safety Manual,** and have them begin to familiarise with law and procedures, particularly the powers of rangers to check licences, seize gear, and land entry powers.
- 8. Use written 'ranger exercises'** to test the applicants' knowledge of law and procedures, particularly powers of rangers.
- 9. Have the ranger applicant complete Cert Training.** By doing the online modules followed by attending a CERT refresher day to qualify. Or attendance at an initial 2-day course. Contact CERT Systems LTD to get the applicant access to the online modules.
- 10. When satisfied suitable** and after having completed the initial CERT training consider issue of an initial ranger warrant (which is for a 1-year period).
- 11. Have the new ranger** sign the ranger's agreement and Code of Conduct, agree to regional performance standards and targets, and sign these documents. Forward a copy of the signed Rangers agreement and Code of Conduct to NZC along with the warrant application form. The Rangers warrant will then be issued if all requirements are met and forwarded to the region.
- 12. Issue the new Ranger with their Rangers warrant and with gear** and equipment including at least a ranger vest, cap, offence book, notice of land entry book (if applicable), land entry information leaflets, field notebook, and any other gear regionally issued.
- 13. Continue to mentor** the new Ranger, provide advice and feedback, and encouragement. If possible have them spend time with staff or other experienced rangers.
- 14. After 1 year** if satisfactory performance consider reissue of warrant for the remainder of the existing three-year warrant period.

Criteria for Ranger applicants

Age limits for new applicants and rangers.

There is no hard and fast rule, but as a guide a new applicant should be at least 18 to 20 years old. And generally, no older than about 65 years old.

However individual cases should be assessed on their merits. Note that rangers should be considered for retirement from the ranger scheme when their warrant expires after turning 70 years old, but this should be assessed on a case-by-case basis, as if a ranger is fit, and healthy, and active they may be considered to continue as a ranger.

Health and fitness.

Applicants should have a reasonable standard of health and fitness suitable for outdoor activity, which can at times be strenuous.

Other criteria.

- Have good people skills and an ability to effectively communicate.
- Have a reasonable standard of literacy.
- They are interested in the role for the right reasons: In that they show a good attitude towards the role, and the public, and not simply be “seeking the badge”.
- Have no criminal convictions, or if they do have any convictions those are historic, irrelevant to the role of ranger, and are not for dishonesty or for violence. (If any convictions discuss with Regional Manager/C.E, or National coordinator).
- Are willing to attend training as required.
- Training requirements include initial CERT ranger safety training and then refresher CERT training at intervals no more than 3 yearly.
- Attend annual Regional in-house training which includes law changes, field processes and practice, and an in-house ranger safety refresher based on the CERT training already received.
- Must be prepared to assist with organized ranging events, e.g., opening days.
- Must be prepared to attend Court if required to give evidence.
- Must agree to and abide by the Rangers Agreement and Code of Conduct, and any other directions as given by Fish & Game.

Fish & Game responsibilities to Rangers

- Provide a high standard of training to rangers including CERT ranger safety training initially and thereafter at intervals of no more than 3 yearly refresher day.
- Provide regional in-house training at least annually, covering law changes, field processes and practices, and including health and safety matters including an in-house refresher of ranger safety based on the syllabus taught in CERT training.
- Adequately resource with gear and equipment, including as applicable Ranger uniform including caps, vests, stationary and other required equipment as is regionally issued.
- Provide mentoring and support to rangers including feedback on performance.
- Maintain regular contact with Rangers.

Q. A person who wants to be a ranger isn't suitable – how do I deal with this?

- A. It can be hard to tell a keen person that they are not suitable. Be respectful, polite, and considerate.

Assess if there are other opportunities for them to be involved or to assist.



HONORARY RANGER APPLICATION

1. Personal Details:

Surname: _____ First Names: _____

Date of Birth: _____ Occupation: _____

Residential Address: _____

Telephone:
Home: _____ Business: _____ Mobile: _____

Email: _____

Firearms Licence: Do you hold a firearm licence? Yes/No.

Firearms Licence No: _____ Expiry Date: _____

- Attach a copy of your firearms licence.

Note rangers are required to deal with persons who are in possession of firearms who may be committing offences. Are you comfortable to deal with this type of person/incident involving handling firearms?

Yes/No.

2. Contacts:

Next of Kin (Name): _____ Relationship: _____

Phone numbers: _____

Address: _____

3. Medical- must have a reasonable standard of health suitable for outdoor strenuous activity.

Allergies:

Medical Conditions:

Medication prescribed:

Any other Physical Conditions:

4. Education History:

Please describe education level and list any qualifications held or part held:

5. Employment History:

Present Occupation:

Length of service:

List previous Employment:

6. Transport:

Do you own your own vehicle: Yes/ No

Drivers licence Number: Classes held:

-Attach a copy of your drivers licence

7. Sports and Leisure:

List:

Sports

Hobbies

Club memberships

8. Fitness: Describe your level of fitness (must have and maintain a reasonable standard of fitness suitable for strenuous outdoor activity).

9. General:

(i) What are your reasons for applying to be a Fish & Game ranger?

(ii) Have you previously applied to be a ranger. (If yes state when and where).

(iii) Describe why you consider you would be suitable as a ranger. (Give details of any relevant previous experience including dealing with public, law enforcement and compliance, public relations).

(iv) Do you know any current Fish & Game staff or honorary rangers? If yes, who and where?

(v) Are you involved in any way as a fishing or hunting guide? If yes, how and where?

(vi) Do you hold a current Fish & Game NZ fishing or game hunting licence?

Sport fish / Game (circle one or both).

10. PREVIOUS CONVICTIONS

Do you have any convictions for any offences. **Yes / No** (circle as applicable)

If 'Yes' what for, and when? (Describe):

Note: A requirement of applying to become an honorary ranger for Fish & Game NZ is consenting to a Police vetting check- a separate form for this is attached- if you decline to consent to a Police check your application will not be considered by Fish & Game NZ.

* Attach and return to Fish & Game with the vetting consent form proof of identity.

1. Primary ID : e.g. Copy of passport, original birth certificate, etc
2. And a second form of ID e.g. drivers licence, firearms licence etc.

(Note 1 of these forms of ID must be photographic).

11. REFEREES

Please provide two referees. They may be spoken to regarding your application.

Name _____

Address _____

Phone Number _____

Name _____

Address _____

Phone Number _____

12. If considered for the ranger scheme you are required to undergo a period of initial familiarization, assessment, and training with Fish & Game staff. Additionally all you must:

- i. Familiarise yourself with the appropriate Act and Regulations.

- ii. Attend at least one training course per year.
- iii. Actively range and assist staff during organised compliance operations.
- iv. Complete activity sheets as required.
- v. Complete written ranger reports on any detected breaches of the relevant Regulations and/or Acts.
- vi. Give evidence in court if required.
- vii. Deal with anglers and hunters in a professional and friendly manner at all times.
- viii. Maintain a reasonable standard of fitness.
- (ix) Agree to performance standards set by Fish & Game NZ.

By submitting this application you agree to these conditions and requirements.

Signature _____ Date _____

Check that on return of this application and vetting consent to Fish & Game:

- Attached copy of firearms licence (if applicable)
- Attached copy of drivers licence.
- Attached copies of other identity required by the Police vetting consent (e.g. passport/birth certificate etc)

- That you have signed this application
- Police vetting form completed as required and applicable and is signed

Note if your application to become a Fish & Game ranger is unsuccessful copies of personal identification (passport/birth certificate/drivers licence/firearms licence) will be destroyed. We will retain this application form however for our records.



Declaration – Fish & Game Ranger- Fit and Proper person to possess firearms

I, (name) _____

Staff / Honorary ranger at (_____ F&G region)

Hold a current firearms licence (licence number) _____ (copy attached)

Or: I do not hold a current firearms licence. (delete as applicable).

I declare that I am not subject to any of the following prohibiting me from possessing firearms:

1/ A Police Safety Order.

2/ A Protection order.

3/ Any other prohibition from obtaining, possession or use of firearms.

I agree that:

1/If at any time while a Fish and Game ranger I become subject to any prohibition from obtaining, possession or use of firearms, or;

2/ If at any time I am charged with any offence

That I will notify my Fish & Game region immediately and will not act as a ranger until I am authorised to do so by Fish & Game.

Name: _____

Signature: _____

Date: _____



**Fish & Game Honorary Ranger Agreement
and Code of Conduct**

Having been appointed pursuant to the Conservation Act 1987 Section 26FA(2), to the position of Fish & Game Honorary Ranger, I

Full Name

Of (address)

.....

Agree that when acting in the capacity of Honorary Ranger I will:

- 1 Not put myself or others at risk, and if finding myself or others at risk, take steps to eliminate or minimise the risks involved.

- 2 Notify an appropriate responsible person of my intentions and inform them of my return. (That person must have been instructed on the action to take if you do not return or check in. Your regional Compliance Co-ordinator must be advised in the event you fail to return or check in).

- 3 Comply with all operational Fish & Game policies, operating guidelines and safety procedures in force at the time, these include:
 - Independent ranging only to be carried out during daylight hours unless approved by a Fish & Game Officer, or the Regional Fish & Game manager or CEO.
 - All game bird ranging to be done in pairs.
 - Rangers must not be in possession of firearms while ranging unless in possession of a seized gun – i.e. hunting and ranging at the same time is not permitted.

- Ranging outside of your region only permitted with consent of that other regions CLE coordinator or manager.
 - Ensure that ranging intentions are left with a responsible person and that procedures are in place if overdue.
- 4 Follow any operating and health and safety instructions given to me by my Co-ordinator or other Fish & Game Officers, as that may arise.
 - 5 Respect the individual's privacy and not reveal or use any information gained except for Fish & Game compliance activities.
 - 6 Never bring myself or Fish & Game into disrepute by my actions, dress, language or behaviour, nor make any statements to any person or any media releases relating to compliance activities unless authorized to do so by my Fish & Game Region's Manager.
 - 7 Only promote the interests of Fish & Game New Zealand and not allow my position to be used as a platform for private beliefs on issues such as religion, politics, or self-interest activities. If I suspect a conflict of interests I will discuss this with my co-ordinator.
 - 8 Present myself in a tidy manner and not lend or give any uniform to a non Fish & Game compliance person.
 - 9 Look after Fish & Game supplied uniform or equipment and return it when I am no longer a Fish & Game ranger.
 - 10 Respect cultural differences and not engage in any discrimination or harassment of anglers and hunters because of their sex, age, marital status, ethnic origin, sexual orientation, disability, religious or ethical beliefs.
 - 11 Not consume any alcohol or non-prescription drugs during or immediately before any duty, except for normal pain relief drugs. Not to carry out any duty while under the influence of alcohol or drug.

- 12 Ensure any vehicle used in relation to Fish & Game purposes meets legal requirements, and is maintained in a safe condition, and is operated in accordance with the law and safe practice.
- 13 Comply with requirements around use of boats and watercraft, in that only powered vessels operated by Fish & Game NZ under Maritime NZ survey, and operated by trained and approved skippers can be used for ranging.
- 14 Ensure any vessel used in relation to Fish & Game purposes meets any legal requirements and is operated in accordance with the law and safe practice, including wearing of life jackets or vests at all times when on any vessel. Note that a 'non powered' vessel- i.e. kayak or rowboat may be used for ranging purposes.
- 15 Carry my own personal vessel and/or personal vehicle and/or vessel insurance if using these for Fish & Game business.
- 16 Attend training courses and work to achieve performance standards required by my Fish & Game Region's Compliance Co-ordinator.
- 17 Other than for the purposes of the Health and Safety at Work Act 2015, I acknowledge that there exists no employer/employee relationship between the Manager or CEO - Fish & Game New Zealand – (.....) Region, and myself, and that I indemnify the Manager or CEO - Fish & Game New Zealand – (.....) Region against all claims whatsoever.
- 18 Acknowledge that I may retire or resign from being a Fish & Game Honorary Ranger at any time.

I acknowledge that in return Fish & Game New ZealandRegion,
will provide me with:

- As safe a working environment as possible.
- A Ranger Manual and Health and Safety Guide which includes procedures for identifying hazards I might face while carrying out ranging duties.
- A regional support person who will encourage my efforts and provide feedback on my performance.
- The training required to carry out my duties to the required level.
- Identification for my particular role.
- Regular information on laws and other matters that relate to my duties as a ranger.
- Reimbursement for any **approved** expenditure.

Signed *Ranger*

Date ___/___/___

Signed *Manager / CEO*
Fish & Game New
Zealand.....Region.

Initial Training.

- As outlined in the Ranger recruitment and training guide.
- To ensure all new rangers receive training in law, processes, procedures, and Health and Safety including the CERT delivered training before being appointed and warranted.

On-Going Training.

- 2 yearly rotations of training comprising internally and externally led training.
- Internally led and delivered focusing on rangers' powers, procedures, processes including dealing with offences and offenders, evidence gathering, land entry processes and requirements and Health and Safety processes and requirements.
- Externally led training focusing on Situation Safety and Tactical Communications. Currently delivered by CERT Systems LTD and called CERT training. This will also have a component on powers and interviewing techniques, which may be led by a qualified Fish & Game staff member.
- Not all regions will be on the same rotation to ensure opportunity across all training subjects and content.
- Additional courses may be put on to ensure adequate coverage of training to meet requirements.
- Development of training and refresher videos, focusing on different aspects of compliance work. Each video to be short and specific to 1 subject.
- Videos to be developed by the National Compliance Coordinator in conjunction with other key staff and used for training and refresher purposes.
- Use short specific knowledge quizzes to test rangers skill levels.
- Other communications with rangers to include newsletters (2 per year – 1 game season focused, and 1 angling focused).
- Other communications as required to ensure rangers are kept up to date with relevant matters including legislation changes and similar.
- Regions will deliver pre- season briefings and training refreshers as is relevant.
- The Rangers Guide and Health and Safety manual will be maintained and updated as required and distributed to all staff and honorary rangers.

Trainers

- A team of Fish & Game 'trainers will be 'developed and receive 'train the trainers courses. This team will deliver in-house internal led training for all regions, to ensure consistency of training delivery across all regions.
- Training material to be developed annually by the National Compliance Coordinator in conjunction with trainers to ensure best practice in material and content.

Records

- Regions will retain records of training delivered and to whom.
- This will be available to NZC – National Compliance Coordination role and the C.E.

- Externally led training course reports will be distributed to the host regions and to NZC compliance coordination.

Review

- Training will be reviewed annually to ensure it meets the needs of the organization.
- Reviews as required may include an external assessor to ensure that best practice is being met.

Background

Fish & Game NZ regional organized ranging operations usually occur for reasons of:

- Season openings – Game and Fish seasons.
- Responding to incidents and reports of alleged offending.
- Maintenance of deterrence against offending.

Honorary Rangers will also carry out ranging individually usually regarding sports fish, and this is ranging which is usually incidental to the rangers own recreational activities rather than being primarily a ranging exercise. Honorary Rangers do work in support of staff, and they are asked to make themselves available to assist as able with season opening events.

Honorary Rangers are bound by the requirements and restrictions of the Rangers Agreement and Code of Conduct which places various restrictions on how they may range especially regarding game season and nighttime ranging. This is for Health and Safety reasons and to mitigate risk.

- Rangers must comply with the Rangers Guide and Health and Safety Manual requirements.
- Rangers must comply with the Rangers Agreement and Code of Conduct in all ranging operations carried out.
- Rangers must comply with any regional restrictions placed on rangers.
- Rangers must recognize the public relations role they carry out regardless of compliance aspects of operations.

Organised Ranging Operations

Game Season.

Game season opening operations are the most significant ranging events carried out across all regions at the same time. The game opening carries the highest level of risk to rangers due to interaction with hunters and firearms. Historically there is an extremely low rate of incidences involving game bird hunters and firearms however if an incident were to occur the potential for harm and injury is high. Preparation for game season ranging should include:

- Commence regional planning in January / February each year, so all planning and coordination is completed well before the game season opening on the first weekend of May.
- If considering joint operations with Police begin this with an approach to Police by the end of February at the latest to allow time for planning and coordination processes.
- Consider areas for ranging operations based on factors including high use locations, history of non-compliance, information which indicates areas of concern, and an approach to achieve a general deterrence and thus compliance.
- Ranging should include both public and private land and water.
- Operations should support the premise that rangers can and will check hunters ‘anywhere, anyplace, anytime’.

- Honorary rangers are not to carry out ad-hoc game season ranging – all honorary rangers must be coordinated and under the control and direction of a staff member with importance to ensure compliance with the Best Practice as set out in the Rangers Guide and Health and Safety Manual, and Rangers Agreement and Code of Conduct, particularly that no ranging occurs while in possession of firearms other than seized guns, and that rangers comply with Maritime NZ rules regarding use of motorized boats (only Fish & Game in survey boats skippered by authorized staff are to be used while ranging).

Resources and allocation

Ranging will include staff and honorary rangers. Planning of ranging teams should consider how to best maximize the use of available rangers and staff.

- Teams should comprise, when possible, staff rangers, working with honorary rangers.
- Where there are limited staff available experienced rangers if deemed suitable will lead teams and supervise less experienced rangers.
- All ranging teams to be under the coordination and control of staff rangers, even if not physically present with those teams.
- All ranging teams must include at least 1 member who is familiar with firearms particularly shotguns, and preferably a ranger who holds a firearms Licence, even though a firearms Licence is not necessary for rangers to seize and possess firearms incidental to seizure under the Wildlife Act 1953.

Health and Safety

A pre-season Health and Safety risk assessment must be completed and mitigation measures to risks put in place. This must be a part of the planning process and included in the operational planning and tasking documentation.

- Consider if appropriate to request Police assistance for any specific high-risk locations if not already working in a joint agency operation.
- All Rangers are to comply with tactical communications and situational awareness training (CERT Training) practices, as trained.

Planning and tasking rangers

All planning and tasking should be set out and recorded in a written planning document, using a format such as the SMEAC template, or a similar style which sets out the objectives of the ranging operation, where it will take place, who is involved, the taskings to each ranging team, and health and safety assessments and mitigations. This document as applicable will also include private land entry requirements and processes.

Firearms

Firearms represent the greatest risk to rangers. Risks include deliberate use against rangers, accidental discharge, and risk is highest when hunters are nervous about a ranging visit or are under the influence of substances such as alcohol or drugs, or when dogs are present and may get in the way of or knock firearms. To mitigate risk the following must be followed by rangers:

- Carry out an assessment prior to contacting hunters looking for signs of possible non-compliance, alcohol or drug use, dogs that are not under control.
- Assess and plan a safe route to contact hunters from the non-shooting sector, along with an exit route if that is required.
- Make identification as rangers prior to contacting hunters so rangers are not 'face to face' unannounced to hunters. (Subject to any operational considerations around evidence gathering as may be appropriate).
- After brief introduction hunters are to be required to make guns safe and place them in a safe location.
- Guns are to be unloaded following the Gun unloading Standard operating procedure. (See attached document).
- Some rangers who are issued with stab resistant body armour (SRBA) may choose to wear this as it will be in some way resistant to shot in any incident of accidental discharge.
- The primary mitigation against accidental shooting is however a careful risk assessment and planning process and following best practice gun unloading procedures at every hunter contact.
- Unattended firearms located by rangers are to be dealt with in accordance with the Standard operating procedure for dealing with unattended firearms.
- Seized firearms must be transported and stored in accordance with the Arms Regulations in force.

Pre-Ranging Operational Briefings

Pre operation briefings must be held with all rangers and any other agencies involved and to include:

- Going through the Operational planning and tasking document, and pay particular attention to taskings and health and safety risk assessments and mitigations.
- A refresher on field processes and procedures including rangers powers, land entry procedures, and other operational requirements.
- Rangers should sign off on Health and Safety briefings on a 'Tail gate' form or similar Health and Safety sign off document.

Sports Fish season operations

While sports fish ranging operations do not carry the same risk as game season ranging planning and coordination processes as still required to ensure ranging objectives are met, and rangers are planned and coordinated.

Honorary Rangers self-initiated ranging operations

While most honorary rangers will carry out fishery ranging incidental to their own recreation, on occasions some rangers may carry out designated ranging trips.

For Health and Safety purposes regions must carry out a risk assessment of all known risks within their region and as appropriate place restrictions on rangers' activities which may include:

- No go areas due to excessive risk (unless authorized and directed by staff).

- Restrictions on types of ranging in specified areas. This may include no sole / 1-up ranging in certain areas at some times of year (e.g., targeted ranging in closed waters areas) where there is a higher probability of encountering deliberate offending.
- Areas where rangers must advise Fish & Game intentions prior to ranging and confirm approval to range (e.g., to avoid conflicting with staff operations).
- Rangers should be encouraged to spend time working alongside staff in a support role.

Intentions

- As set out in the Rangers Agreement and Code of Conduct. Rangers must ensure that they leave intentions notice with a responsible person prior to ranging and advise of their return.
- Intentions must include instructions to be followed if they are overdue. Which includes notification to their Fish & Game contact, and to Police if further action to locate them is required.

Communication and Distress Signal devices

- Rangers should be encouraged to carry a means of communication especially if in distress.
- Options include cell phones, Personal Locator Beacons, InReach devices and similar.

Review

This SOP will be reviewed annually to ensure it remains current and relevant.



XXXXX Region

Title (e.g, Opening Weekend Ranging Operation)

Situation:

The weekend of (DD/MM/YY) is the opening of the game bird hunting / trout fishing season. (Outline the season, it's length and other relevant information).

Mission:

(Outline the goal of the compliance operation).

Execution:

General outline.

(Outline the areas of operation and generally who is involved, if outside agencies are part of the operation)

(Outline the laws and regulations to be enforced, along with any angler or hunter surveys to be done)

(Outline any special considerations, such as public relations, areas of special interest or other issues)

Taskings.

Date:

(Complete information in the headings below)

Team One.

(Who is in this team).

Locations: (Where)

Intel: (Any information or intelligence to convey to this team, e.g., history of non-compliance etc).

(Repeat for all teams as required for all days of the operation)

Operational Procedures

(Outline requirements particular to the operation, and this may include land entry procedures, and aspects around interacting with hunters or anglers)

Offences.

(Outline common offences likely to be encountered)

Outline expectations for dealing with offences:

E.G, expectations around seizure of equipment, dealing with excess bag limit, and so on.

Firearms Security.

During game ranging, outline the current legal aspects around firearms security and storage, including leaving firearms in a vehicle.

Health and Safety Risk analysis:

Outline aspects around risk analysis.

Risks identified:

List risks identified and mitigation measures.

Administration & Logistics:

Timings.

Outline timings and hours of duty.

Dress and equipment.

Outline attire/uniform and required equipment.

Ranger Reports and Offence Notices.

Outline procedures relating to issuing and processing offences.

Meals.

Outline if rangers to supply own meals or if supplied.

Vehicles.

Outline vehicle allocation.

Command & Communications:

Detail who is in charge of the operation.

Communications

Detail how rangers will communicate – cell phones, radio, and emergency communications devices as applicable.

Phone List

Outline phone numbers of rangers.

Police In the event of an emergency phone 111 - Otherwise Phone 105

Prepared by: (who prepared this document)

Additional.

Include as an attachment, as necessary, any relevant legislation, especially rangers powers around entry to property and search and seizure.



National Policy on Prosecutions January 2022

Purpose

1. The purpose of this Policy is to set out principles and guidelines that Fish and Game Councils will follow in making the decision to initiate criminal proceedings, including infringement notice processes, and when considering appeals against Court decisions arising from prosecutions. This policy should be read together with:
 - a. *The Solicitor-General's Prosecution Guidelines 2013;*
 - b. *The Solicitor-General's Guidelines for Diversion Schemes 2021;* and
 - c. *The Solicitor-Generals Guidelines for the Use of Warnings 2021.*

Accountability

2. This Policy must be adhered to by all Fish & Game New Zealand staff involved in the preparation and conduct of all prosecutions, including infringement notice processes. It applies in conjunction with the Fish & Game New Zealand Infringement Notice Compliance and Enforcement Policy.

Scope

3. This Policy applies to all prosecutions and potential prosecutions arising from enforcement action and investigations by Fish and Game Councils under legislation, including regulations, anglers' notices and game bird season notices applicable to Fish & Game New Zealand, and / or that Fish and Game Councils may deal with breaches of, or consider acting in relation to.

Conflicts of Interest

4. Fish and Game Councils and staff with duties or accountability under this Policy must act fairly, promptly, without any actual or potential conflict of interest and in accordance with the law.

5. Any person involved in the investigation, preparation or conduct of a prosecution who may have any actual or potential conflict of interest whatsoever must disclose the matter of concern immediately to their Regional Manager or Chief Executive.

Prosecution Decisions

6. The decision to prosecute – or not to prosecute- will be based on the following factors:
 - a. The Solicitor - General’s Prosecution Guidelines. This Policy adopts the Solicitor – General’s Guidelines and it must be read in conjunction with those guidelines;¹
 - b. The purpose of the legislation which Fish and Game Councils are seeking to enforce by a proposed prosecution;
 - c. The resources available to Fish and Game Councils relative to the public interest in a prosecution proceeding; and
 - d. Whether another prosecuting agency has or will bring criminal proceedings in relation to the same subject matter and the potential Fish & Game New Zealand prosecution.

Test for Prosecution

7. Prosecutions, including infringement notice processes, will be initiated only if both requirements set out in the Solicitor - General’s Prosecution Guidelines can be met, these are:
 - a. The evidence that can be adduced in court is sufficient to provide a reasonable prospect of conviction – the Evidential Test; **and**
 - b. Prosecution is required in the public interest - the Public Interest Test.¹
8. Staff with accountabilities under this Policy must separately consider and be satisfied that each aspect of the above test is met before a decision to prosecute or if applicable, to issue an infringement notice, is made. The evidential sufficiency of a proposed prosecution must first be satisfied before the public interest is considered.

¹ See Appendix 1 – The ‘Public Interest’ test

All the evidence and information available must be analysed and evaluated in a thorough and critical manner. The evidence available must be capable of reaching the standard of proof required, i.e., beyond reasonable doubt.

9. If the conclusion is reached that there is insufficient evidence or that it is not in the public interest to prosecute (which includes issue an infringement notice), a decision of “no prosecution” will be taken. A decision of “no prosecution” does not preclude any further consideration of a case, if new and additional evidence becomes available, or a review of the original decision is required.

Decision Making Procedures

10. Decisions to prosecute must be made in accordance with the Solicitor - General’s Prosecution Guidelines. The ability to commence prosecutions comes from the Criminal Procedure Act 2011, which applies to all charges and provides that:
 - a. “Any person may commence a proceeding”;² and
 - b. A criminal proceeding in respect of an offence is commenced by filing a charging document in the District Court.³

Section 26S(7) of the Conservation Act 1987 provides an authority for Fish & Game Councils to appear before courts in relation to matters affecting the Councils functions.

11. A recommendation by a region’s Compliance Coordinator or other person dealing with a matter, to commence a prosecution, or take an alternative course of action, must be approved by the Regional Manager or Chief Executive. To achieve this, the following procedures must be followed:

² Section 15 of the Criminal Procedure Act 2011.

³ Section 14(1) of the Criminal Procedure Act 2011.

Recommendation to prosecute/not prosecute

12. When rangers / Fish and Game Officers investigate a suspected breach of any Act, including the Conservation and Wildlife Acts, Regulation, Angler Notice, or Game Bird hunting Notice, a file must be produced containing:
 - a. All relevant evidence; and
 - b. A covering report, including a recommendation as to what action, if any, maybe appropriate.

13. The person within each region responsible for prosecutions must forward the file to the Regional Manager or Chief Executive for review and for consideration as to how the matter is progressed and / or resolved.

14. Resolution for any alleged offences may include the following:
 - a. No action;
 - b. Warning letter;
 - c. Youth warning with parental follow up;
 - d. Issuing an Infringement Notice; or
 - e. Prosecution (with or without diversion as appropriate).

15. The Regional Manager or Chief Executive receiving the file, report, and accompanying recommendation must promptly assess and consider the matter in accordance with this policy **and** in accordance with the processes outlined within the Fish & Game New Zealand Infringement Notice Compliance and Enforcement Policy.

16. The decision as to how to proceed; whether to take no action, issue a written warning, issue an infringement notice, or commence a prosecution, will be made by the Regional Manager in consultation with the Region Compliance Coordinator, with input from the Compliance Decision Group, as appropriate, particularly in more complex or technical matters. The processes involved are outlined in the Infringement Notice Compliance and Enforcement Policy.

17. The Regional Manager or Chief Executive may consider seeking legal advice and/ or refer the matter back to the Compliance Coordinator and / or investigating officer for further enquiries or to ensure the file is to a satisfactory standard.
18. The Regional Manager or Chief Executive reviewing the file must in accordance with this policy assess the appropriate level of action to be taken in relation to the file.
19. The following must be reviewed in relation to each file:
 - a. Thoroughly assess any proposed prosecution or infringement notice action in accordance with this policy, the Infringement Notice Compliance and Enforcement Policy, and the Solicitor - General's Prosecution guidelines.
 - b. Request any necessary further enquires or investigations, if further information is required, or the file is not to a satisfactory standard.
 - c. Check the offenders previous conviction history and any previous history of Fish & Game offending.
 - d. Authorise if prosecution is to proceed and note the file with reasons for this.
 - e. If authorising prosecution determine the number and nature of charges to be filed in Court.
 - f. In complex or technical matters refer the file to the Compliance Decision Group for assessment and decision.
 - g. If prosecution is authorised assess if diversion of charge(s) is appropriate as a resolution option. In making this assessment the factors outlined in the section titled 'Diversion' must be considered.

When Prosecution is authorised

20. When prosecution is authorised:
 - a. Refer the file to a prosecuting staff member of Fish and Game; or
 - b. If an external solicitor is to be engaged with conducting the prosecution, forward the file to that solicitor with a request to conduct prosecution, and reasons for this.

When Prosecution with diversion is authorised

21. Ensure that the processes set out in the section titled 'Diversion' are followed.

22. If the Regional Manager or Chief Executive or Fish and Game prosecutor or solicitor engaged to conduct a prosecution does not endorse the proposed prosecution, the following procedure is to apply:
 - a. The matter shall be referred to the Compliance Decision Group (CDG) for further consideration.
 - b. The Compliance Decision Group shall take all steps to resolve the matter, which may include seeking legal and / or other expert advice.
 - c. A decision must be in accordance with the Solicitor - General's Prosecution Guidelines.

Responsibility of Prosecutors

23. Once a decision to prosecute is made, accountability for the legal issues in connection with the prosecution passes to the Fish and Game staff member responsible to act as prosecutor, or to the external solicitor engaged to conduct the prosecution for Fish and Game. This includes:
 - a. Determining correct charges and wordings;
 - b. Ensuring the prosecution file is prepared to an appropriate standard;
 - c. Preparing a summary of facts;
 - d. Compliance with the Criminal Procedure Act 2011 and the Criminal Disclosure Act 2008;
 - e. The Prosecutor representing Fish & Game New Zealand with competency and to the ethical standards expected of prosecutors and by the Solicitor – General;
 - f. Consulting with the regional manager or chief executive and staff about any developments that may affect the conduct of the prosecution; and
 - g. Advising the Regional Manager or Chief Executive about any media interest in a prosecution.

Use of diversion

24. Diversion is a prosecution process where an offender charged with offence(s), is summonsed, and appears in Court, but the prosecution makes available to the defendant a means to remedy the wrong by an alternative resolution, and when that is completed the charge(s) are dismissed by the Court. Therefore, the defendant does not receive a conviction and is not subject to a Court imposed penalty. The intent is, however, to still address the public interest factors leading to the decision to prosecute.
25. Diversion can involve the offender paying a donation to Fish & Game along with a contribution to the prosecutions costs or could be another outcome, such as volunteer work.
26. If the defendant does not complete – or rejects- the diversion offer or conditions, the Court process continues, and the Court will deal with the matter as any other Court prosecution.
27. Diversion is a process recognised by the Criminal Procedure Act 2011⁴ and is used routinely by most prosecuting agencies. The purposes of diversion are typically to:
 - a. Address offending behaviour that has resulted in charge(s);
 - b. Balance the needs of victims, the offender and their communities;
 - c. Give an offender an opportunity to avoid conviction; and
 - d. Reduce re-offending.
28. If a decision is made to prosecute an offender rather than issue an infringement notice, that does not mean that the offender cannot be considered for diversion.
29. Diversion must only be offered to a defendant, after the prosecution decision has been made and once a charge is filed. The reason for this is that prosecution instead of issuing an infringement notice must be for reasons around the seriousness and circumstances of the offence, **and** the need for judicial intervention. Having an

⁴ See sections 147 and 148 of the Criminal Procedure Act 2011.

offender appear in Court reinforces the seriousness of the offending and the unsuitability of resolving it by an out of Court action by way of infringement notice.

Diversion eligibility

30. To be eligible for consideration to be offered diversion an offender:
- a. Should have no previous convictions or history of Fish & Game offences, including written warnings for offences against the Conservation and Wildlife Acts and / or any notices / regulations made under those Acts; and
 - b. If the offender has previous convictions or history of Fish & Game offences that those matters are either not recent, or the convictions or previous offence history is not relevant to the current offending and charge(s).

Approach to diversion

29. The following principles apply to operation of the diversion scheme:
- a. The existence of the diversion scheme must not be mentioned to potential defendants during an active investigation to avoid it becoming a factor in the decision to prosecute;
 - b. The existence of the diversion scheme (or any other resolution options) must not be taken into consideration until a decision to prosecute has been made;
 - c. The diversion decision maker must be distinct from the person who investigated the offence and who recommended a prosecution – this provides the necessary independence and detachment for the decision; and
 - d. Reasons for making an offer of diversion must be recorded in writing by the diversion decision maker.

Diversion processes

30. The processes involved in operating diversion are set out in the attached appendix 2 titled 'Diversion Guidelines'. This sets out the processes to follow in running a diversion process and in then notifying the court when diversion is complete and having the charge(s) dismissed.

Diversion conditions: donations

31. When a condition of diversion is a donation to Fish & Game within a reasonable time period, the level of donation should be set at a level consistent with an infringement fee for the same or similar offence. If the offence being diverted is not an infringement offence, a decision as to fee level should be made considering infringement offences fee levels, and the overall circumstances of the offending.

Diversion conditions: contribution to costs of prosecutions

32. When a condition of diversion is a contribution to the prosecutions costs, this should be set at a level which is fair, reasonable, transparent, and consistent with other similar matters and in consideration of the circumstances of the matter and the actual costs incurred by Fish & Game.

Use of warnings

33. The public interest test of the test for prosecution recognises that not all behaviour that may amount to criminal conduct requires a prosecution response. Whether a warning is appropriate depends on the circumstances of the case, including the behaviour, the intended purpose of the warning and the evidence available to support the warning.
34. The warning decision maker must be distinct from the person who investigated the offence and who recommended a warning – this provides the necessary independence and detachment for the decision.
35. Reasons for issuing a warning must be recorded in writing by the warning decision maker.

Sufficiency of evidence when issuing warnings

36. Warnings should only be issued where the alternative is to prosecute and there is credible evidence that meets the evidential test of the test for prosecution.

Range of behaviour for warning

37. A warning may be issued for a range of behaviour where it is supported by the evidence. Whether a warning is appropriate depends on the circumstances of the

case, including an assessment of the public interest considerations against prosecution – see paragraph 4 of Appendix 1. It is intended that warnings will be issued as a one-off response rather than repeatedly.

Content of warning

38. A warning should be issued in writing and include the following matters:
- a. The context for issuing the warning, including:
 - i. Accurately setting out the key facts leading to the issuing of the warning, including any explanation, response or admission provided by the person; and
 - ii. The reasons for issuing the warning.
 - b. The consequences related to the warning, including:
 - i. Where the warning will be held and for how long;
 - ii. How the warning will be used; and
 - iii. Any consequences if, in the future, the person engages in similar behaviour.
 - c. The person's rights in relation to the warning, e.g., the right to have the warning reviewed within a certain period.
 - d. Any response of the person to the proposed warning.

Appeals

39. Any Fish and Game prosecution, which results in consideration for an appeal will be:
- a. Discussed by the Regional Manager or Chief Executive with the prosecutor involved, and any other relevant staff; and
 - b. Discussed with the NZ Fish and Game Council CEO.

Any appeal to be lodged will require:

- a. A legal opinion assessing the matter and suitability for appeal; and
- b. The Solicitor - General's approval obtained in accordance with the Criminal Procedure Act 2011.

Appendix 1 - The 'Public interest' test⁵

1. Once a prosecutor is satisfied that there is sufficient evidence to provide a reasonable prospect of conviction, the next consideration is whether the public interest requires a prosecution. The Solicitor - General's Guidelines in relation to the public interest test should be referred to in conjunction with this appendix.
2. The following section lists some public interest considerations for prosecution which may be relevant and require consideration by staff when determining where the public interest lies in any case. The following list is illustrative only.

Public interest considerations for prosecution:

- a. The predominant consideration is the seriousness of the offence. The gravity of the maximum sentence and the anticipated penalty is likely to be a strong factor in determining the seriousness of the offence;
- b. Whether the offence involved violence;
- c. Where there are grounds for believing that the offence is likely to be continued or repeated, for example, where there is a history of recurring conduct;
- d. Whether the defendant has relevant previous offending . Check for previous convictions, diversions and / or cautions / warnings;
- e. Where the offence is prevalent;
- f. Where the offender was a ringleader or an organiser of the offence;
- g. Where the offence was premeditated;
- h. Where the offence was carried out by a group;
- i. Where the offender has created a serious risk of harm;
- j. Where the offence has resulted in financial loss to Fish and Game;
- k. Where the offence was committed against a person carrying out a statutory function, for example a Fish and Game ranger;
- l. Where there is an element of false or misleading behaviour / conduct.

⁵ Solicitor – General's Prosecution Guidelines – As at 1 July 2013:
http://www.crownlaw.govt.nz/uploads/prosecution_guidelines_2013.pdf

3 For example, regional Fish and Game Councils decided to initiate prosecutions in the following cases:

- a. An honorary Fish and Game ranger approached and spoke to two lake shore anglers, who were both found to be spin fishing without current fishing licences. As the ranger spoke to the two unlicensed anglers a licenced companion of theirs approached the ranger and acted in an obstructive manner, threatened to physically injure the ranger, refused to provide the ranger with his name and details, displayed his bare buttocks at the ranger and threw stones at the ranger's boat as he retreated following the exchange. In response to the principal offender's behaviour, one of the unlicensed anglers refused to provide the ranger with his name and address or surrender his fishing equipment for seizure and displayed his bare buttocks at the ranger as he retreated. As a result of the incident the ranger seriously considered surrendering his warrant as an honorary Fish and Game ranger; and
- b. An angler was found by a Fish and Game ranger fishing on a lake trolling for trout without a current fishing licence. The angler had been convicted in the District Court approximately 3 months earlier for fishing without a licence during the same season.

4. The following section lists some public interest considerations against prosecution which may be relevant and require consideration when determining where the public interest lies in any case. The following list is illustrative only. Again, the Solicitor - General's Guidelines should be referred to.

Public interest considerations against prosecution:

- a. Where the Court is likely to impose a very small or nominal penalty;
- b. Where the loss or harm can be described as minor and was the result of a single incident, particularly if it was caused by an error of judgement or genuine mistake;

- c. Where the offence is not of any test of a serious nature, and is unlikely to be repeated;
 - d. Where there has been a long passage of time between an offence taking place and the likely date of hearing such as to give rise to undue delay or an abuse of process unless:
 - i. the offence is serious; or
 - ii. delay has been caused in part by the offender; or
 - iii. the offence has only recently become known; or
 - iv. the complexity of the offence has resulted in a lengthy investigation.
 - e. Where a prosecution is likely to have a detrimental effect on the physical or mental health of a victim or witness;
 - f. Where the offender is elderly;
 - g. Where the offender is a youth;
 - h. Where the offender has no previous convictions;
 - i. Where the offender was at the time of the offence or hearing suffering from significant mental or physical ill-health;
 - j. Where the offender has rectified the loss or harm that was caused (although defendants should not be allowed to avoid prosecution simply because they pay reparation / compensation);
 - k. Where any proper alternatives to prosecution are available
5. For example, regional Fish and Game Councils decided to not initiate a prosecution in the following cases:
- a. An honorary Fish and Game ranger found a middle-aged male spin fishing for trout on a local river. The angler claimed to be employed and have recently brought a fishing licence from a local licence agent, which he could not find in his fishing bag. The ranger issued the angler with a failure to produce notification requiring him to produce his fishing licence, none was forthcoming. Initial enquiries by Fish and Game revealed that the angler did not have a current fishing licence as claimed. Prima facie evidence was available of the offender fishing without a licence (a strict liability offence, which meant that there was no need to prove the offender intended to

commit the offence) and providing the ranger with false / misleading information.

Subsequent enquiries by Fish and Game revealed that:

- i. The offender had a diagnosed intellectual disability, which meant that he could not read or write, had limited insight into his actions and was inclined to make things up; and
- ii. The offender received on-going assistance from community support services and worked in a local workshop for people with intellectual disabilities. Evidence was provided to Fish and Game by the offenders' support worker with respect to the nature and severity of the offender's intellectual disability.

In addition, after speaking with the ranger the offender's support worker assisted the offender with purchasing a fishing licence for the remainder of the season. Accordingly, a decision was made to explain to the offender the relevant rules and regulations and need for a fishing licence rather than prosecute.

- b. In another case a regional Fish and Game Council decided not to prosecute two middle aged males who were found by a ranger fishing without licences. The facts of the case were that the two were residents of a drug and alcohol rehabilitation facility and had been sent off trout fishing for the day to occupy them. It was evident that neither knew they had to have a trout fishing licence and were new to fishing, having borrowed spin rods. Enquiries found one of the two had suicidal tendencies when stressed, and their care giver had overlooked the fact that licences were required. Accordingly, a decision was made to explain to the offenders, and their carers the relevant rules and regulations and need for fishing licences for any future excursions.

Another (hypothetical) situation also illustrates this point. A person is found walking in a trout spawning stream and in so doing disturbing the spawning grounds of freshwater fish, during the spawning season. The person claims to be there to gather

watercress and is found in possession of freshly picked water cress and there is no evidence whatsoever that they are there to take trout. There is prima facie evidence of an offence against Section 26ZJ of the Conservation Act 1987, in that the ingredients or elements of the offence can be made out, and the offence is strict liability in that the prosecution does not need to prove that the defendant intended to commit the offence.

In considering the first part of the Solicitor - General's Prosecution Guidelines requirements – the Evidential Test, the evidential test may well be fulfilled, in that all elements of a charge are met. However, in considering the second part, the Public Interest Test, an examination of the matter may well result in the public interest test not being met. Particularly if any harm was minor, caused by an error of judgement or genuine mistake, and unlikely to be repeated. In such a case a decision can correctly be made of 'no prosecution.' Conversely in the same scenario, if the person can be shown to be reckless, caused much damage, and had no remorse, i.e., is likely to repeat the offence, then public interest may well dictate a prosecution is justified.

6. These considerations are not comprehensive or exhaustive. The public interest considerations which may properly be considered when deciding whether the public interest requires prosecution will vary from case to case. In Fish and Game prosecutions, which are often of a regulatory nature, relevant considerations will include:
 - a. Fish and Game's statutory objectives and enforcement priorities;
 - b. The effect of a decision not to prosecute on public opinion;
 - c. The obsolescence or obscurity of the law; and
 - d. The prevalence of the alleged offence and the need for deterrence.

7. Cost is also a relevant factor when making an overall assessment of the public interest.

8. None of the above factors are necessarily determinative in themselves; all relevant and applicable public interest factors must be weighed.

9. A decision whether or not to prosecute must not be influenced by:
 - a. The race, ethnic or national origins, sex, marital status, religious, ethical, or political beliefs of the offender; or
 - b. The prosecutor's personal views regarding the victim or the offender; or
 - c. Possible political advantage or disadvantage to Fish and Game; or
 - d. The possible effect on the personal or professional reputation or prospects of those responsible for the prosecution decision.

Appendix 2 - Diversion

How to use diversion as a process.

1. Offence meets the criteria for prosecution, i.e., meets prosecution guidelines tests for evidential sufficiency **and** prosecution is in the public interest.
2. Obtain an up-to-date criminal history for the defendant.
3. Check defendant is eligible for diversion – no previous relevant convictions (note that the point of diversion is generally to prevent a person getting a first conviction, although if previous convictions are old, or unrelated to the current offence, diversion may still be considered).
4. File charging document(s) in Court as per usual commencement of a prosecution in accordance with the Criminal Procedure Act 2011. Summons in accordance with Criminal Procedure Rules 2012 and initial disclosure package in accordance with Criminal Disclosure Act 2008 is served on the defendant.
5. The diversion offer can only be offered once the defendant has appeared in Court at first appearance which is usually in Registrars List in the District Court. This can have the advantage of the process being seen to have more judicial oversight. Having an offender appear in Court reinforces the seriousness of the offending and the unsuitability of resolving it by an out of court action, including by way of an infringement notice(s).
6. When diversion is offered at first court appearance the matter would be remanded off to another date to allow the defendant and prosecution to arrange diversion conditions and to allow time for the defendant to complete them.
7. Diversion conditions should include:
 - a. A contribution to summons service and prosecution costs. This should be set at a level which is fair, reasonable, transparent, and consistent with other

similar matters and in consideration of the circumstances of the matter and the actual costs incurred by Fish & Game.

- b. The diversion agreement conditions do not have to be negotiable; the offer and conditions can be put to the defendant, although overall circumstances of the offending and the offender should be considered.
 - c. A donation to an identifiable cause. For example, junior angler and hunter programmes, angler / hunter access, wetland development programmes. The level of donation should be set at a level consistent with an infringement fee for the same or similar offence. If the offence being diverted is not an infringement offence, a decision to fee level should be made considering infringement offences fee levels, and the overall circumstances of the offending.
 - d. Diversion can include surrender of gear for disposal, e.g., ammunition / fishing gear where there is good reason for this to happen.
 - e. A written apology may be required to demonstrate the defendant's acceptance of responsibility and remorse.
 - f. In some cases, diversion can include a donation to another external charity.
8. When the diversion conditions are met, the prosecution must ensure that the court is advised in writing that diversion is completed, and request the Court dismisses the charge(s). This is a requirement of Section 148 of the Criminal Procedure Act 2011. This can be done by the prosecutor at the next court date, or administratively by written application to the Court. For sake of transparency the court can be advised in this application what the diversion conditions were, although this is not a requirement. When advising the Court that diversion is complete an application should be also made for the charge(s) to be dismissed pursuant to Section 147 of the Criminal Procedure Act 2011.
9. If diversion is not completed by the agreed date the prosecution will proceed as per any other non-diversion prosecution, or an extension of time could be granted by the Court to complete diversion if the prosecution seeks an extension.

10. When diversion is completed, the defendant can be advised that they do not need to appear in Court at the next Court date, as the matter is being dismissed. If represented by a lawyer, the Criminal Procedure Act does not require the defendant to appear in court if they have already been excused.

Prosecutions only to be initiated or continued if the test for prosecution is met

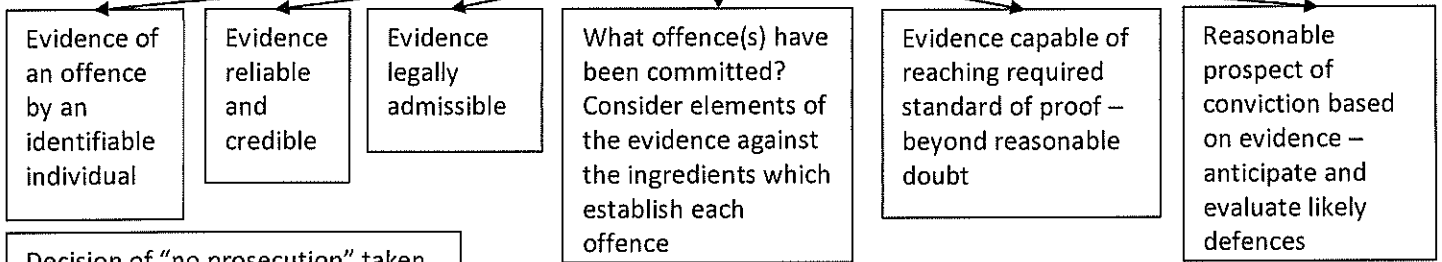
Test for prosecution met if:

1. Evidence which can be adduced in Court is sufficient to provide a reasonable prospect of conviction – the **Evidential Test**; **and**
2. Prosecution is required in the public interest – the **Public Interest Test**.

Each aspect of test must be considered separately and satisfied before a decision to prosecute is made. Evidential test must be satisfied before public interest test is considered.

The Evidential test – Step 1

Reasonable prospect of conviction exists if there is reliable and admissible evidence which prosecution can adduce before a Court and an impartial Judge or jury could reasonably be expected to be satisfied beyond reasonable doubt that individual prosecuted has committed an offence – Consider each of the following elements:



Decision of “no prosecution” taken if evidential test not met. Does not preclude further consideration of case if new and additional evidence becomes available, or a review of original decision is required (rare step)

Is the evidential test satisfied?

No
Yes – also consider the public interest test

The public interest test – Step 2
Does the public interest require a prosecution?

No
Yes

Decision of “no prosecution” taken. Does not preclude consideration of alternatives to a prosecution if evidential test met., e.g., warning letter, youth warning with parental follow up.

Decision of “prosecution” taken – Charging document(s) laid within statutory timeframe. File should be reviewed regularly.

- Public interest considerations for prosecution (list is illustrative only):
- Seriousness of the offence – predominant consideration;
 - Violence / threats involved;
 - Prevalence of offence and need for deterrence;
 - Defendant has relevant previous convictions and / or reparation / warnings for similar offences;
 - Offence premeditated or carried out by a group;
 - Defendant ringleader or organiser of offence;
 - Offence resulted in financial loss / risk of harm;
 - Offence committed against a Ranger serving the public;
 - Offence involved false or misleading behaviour;
 - Effect decision not to prosecute.

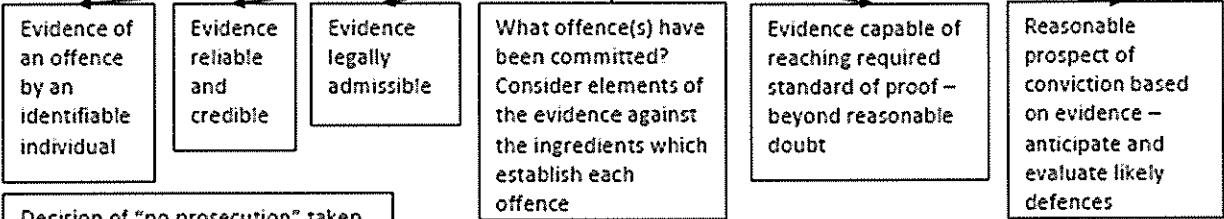
- Public interest considerations against prosecution (list is illustrative only):
- Court likely to impose small / nominal penalty;
 - Offence minor and unlikely to be repeated
 - Loss or harm minor and result of a single incident, especially if judgment error or genuine mistake;
 - Obscurity of the law;
 - Age – youth / elderly;
 - Physical / mental health of offender;
 - No previous convictions;
 - Offender rectified loss / harm caused – but shouldn’t be able to buy way out of prosecution;
 - Proper alternatives to prosecution available;
 - Cost of prosecution.

Prosecutions only to be initiated or continued if the test for prosecution is met
Test for prosecution met if:

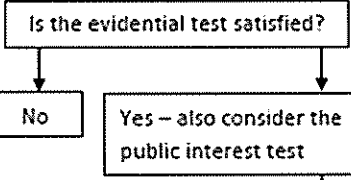
1. Evidence which can be adduced in Court is sufficient to provide a reasonable prospect of conviction – the Evidential Test; and
2. Prosecution is required in the public interest – the Public Interest Test.

Each aspect of test must be considered separately and satisfied before a decision to prosecute is made. Evidential test must be satisfied before public interest test is considered.

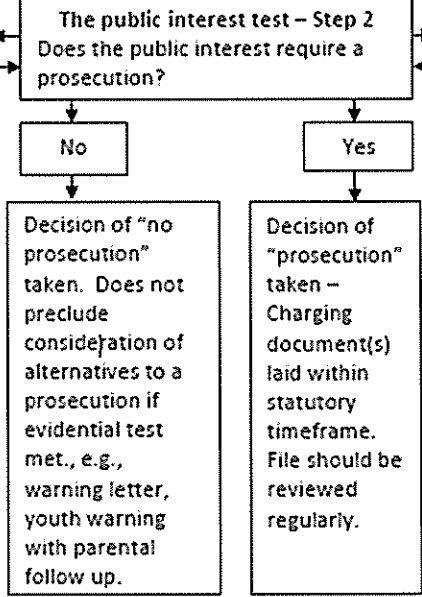
The Evidential test – Step 1
 Reasonable prospect of conviction exists if there is reliable and admissible evidence which prosecution can adduce before a Court and an impartial Judge or jury could reasonably be expected to be satisfied beyond reasonable doubt that individual prosecuted has committed an offence – Consider each of the following elements:



Decision of “no prosecution” taken if evidential test not met. Does not preclude further consideration of case if new and additional evidence becomes available, or a review of original decision is required (rare step)

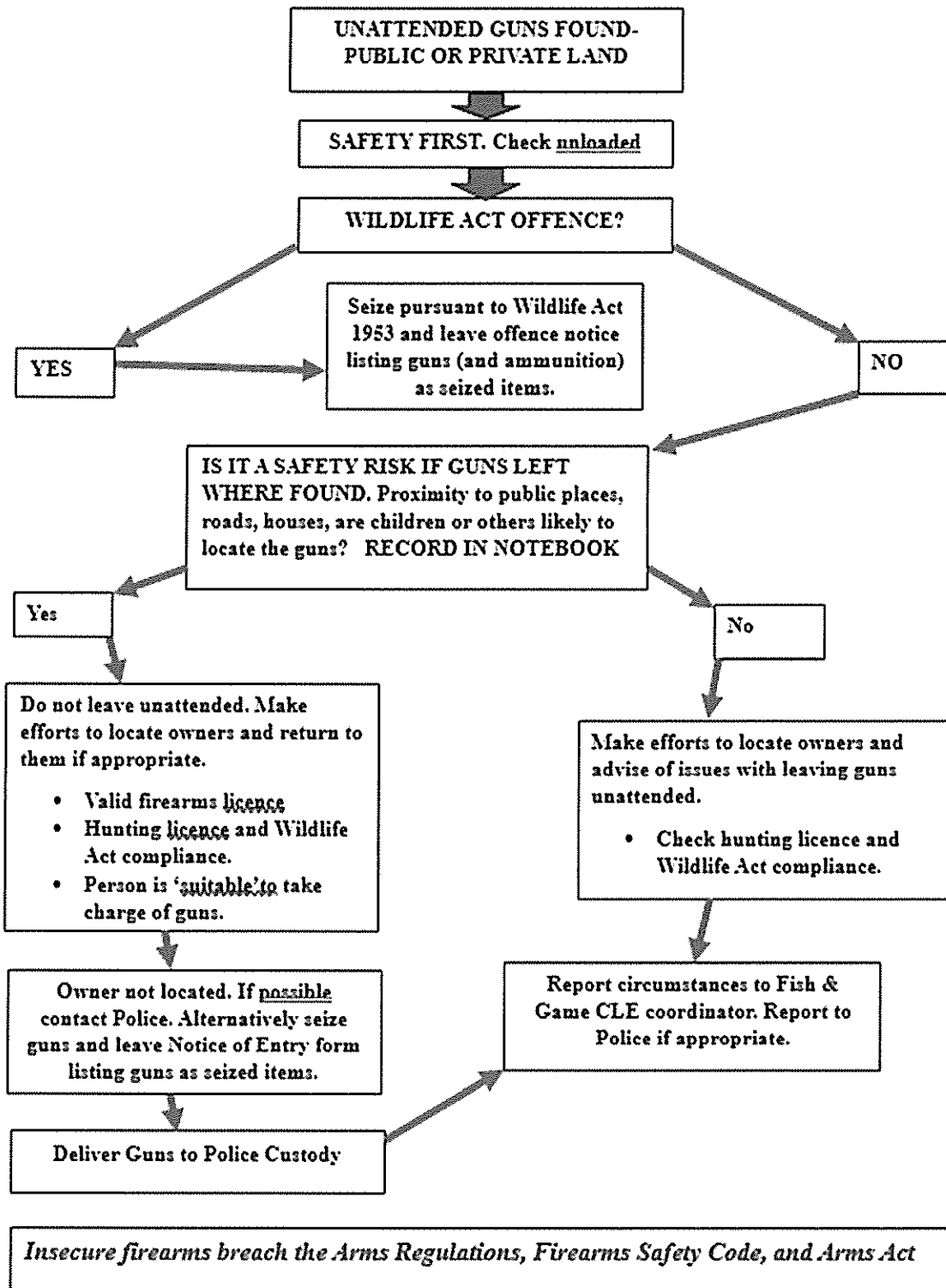


- Public interest considerations for prosecution (list is illustrative only):**
- Seriousness of the offence – predominant consideration;
 - Violence / threats involved;
 - Prevalence of offence and need for deterrence;
 - Defendant has relevant previous convictions and / or reparation / warnings for similar offences;
 - Offence premeditated or carried out by a group;
 - Defendant ringleader or organiser of offence;
 - Offence resulted in financial loss / risk of harm;
 - Offence committed against a Ranger serving the public;
 - Offence involved false or misleading behaviour;
 - Effect decision not to prosecute.



- Public interest considerations against prosecution (list is illustrative only):**
- Court likely to impose small / nominal penalty;
 - Offence minor and unlikely to be repeated
 - Loss or harm minor and result of a single incident, especially if judgment error or genuine mistake;
 - Obscurity of the law;
 - Age – youth / elderly;
 - Physical / mental health of offender;
 - No previous convictions;
 - Offender rectified loss / harm caused – but shouldn't be able to buy way out of prosecution;
 - Proper alternatives to prosecution available;
 - Cost of prosecution.

Unattended Firearms located while ranging



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14 June 2023

Corina Jordan
Chief Executive
New Zealand Fish and Game Council
WELLINGTON

By email: cjordan@fishandgame.org.nz

Dear Corina,

**APPOINTMENT OF FISH AND GAME RANGERS
AND COORDINATION OF COMPLIANCE ACTIVITIES**

1. You have asked for my legal advice on a number of questions regarding your power to appoint Fish and Game rangers and associated abilities to coordinate compliance activities across Fish and Game. These include:
 - a. Your ability to develop and implement national policy to coordinate Fish and Game compliance functions and whether consultation with the regional Fish and Game Councils would be required;
 - b. Your ability to step in and stop a compliance activity (e.g., if a regional Fish and Game Council were planning to undertake compliance activities but you had significant concerns around the safety and appropriate training, coordination, and/or supervision of the exercise); and
 - c. Your ability to remove rangers' warrants and under what grounds.
2. In summary, my advice is that:
 - a. Your power to appoint Fish and Game rangers includes the power to set reasonable conditions on rangers' activities and to cancel a ranger's warrant if they fail to comply with those conditions.
 - b. The New Zealand Fish and Game Council can adopt a national policy on coordination of compliance using its power in s 26C(1)(a) Conservation Act 1987. That policy could address issues such as enforcement priorities, training requirements, and health and safety requirements. It could also set out the respective roles and responsibilities of each of the relevant actors: you as Chief

Executive of the New Zealand Council, regional managers, and the New Zealand and regional Fish and Game Councils.

c. Consultation with the regional Fish and Game Councils is required in the development of any national policy. The New Zealand Council must give genuine consideration to the regional Councils' views. But the regional Councils do not have a right of veto over the policy.

d. You can intervene to stop compliance activities where either you or the New Zealand Council has safety concerns about a proposed activity. If a regional Fish and Game Council is also involved in the proposed activity, you should consult with the relevant regional Council and cooperate on the management of health and safety risks.

3. I explain the reasons for these conclusions in further detail below, together with some general advice on health and safety obligations relevant to the New Zealand Council, regional Fish and Game Councils, you in your capacity as Chief Executive, and council members in their capacity as officers under health and safety legislation.

Power to appoint rangers includes powers to set conditions on appointments

4. Section 26FA of the Conservation Act 1987 authorises you as Chief Executive of the New Zealand Council to appoint Fish and Game rangers.¹

¹ Conservation Act 1987, s 26FA(1) and (2).

² See the authorities in M Smith *New Zealand Judicial Review Handbook* (2nd ed, Thomson Reuters, Wellington, 2016) at [15.3.6]. See also s 26FB Conservation Act 1987 which provides that a ranger's powers may be limited by the terms of their warrant of appointment.

5. This includes the power to set reasonable conditions on the appointment.² Reasonable conditions could include requirements for a ranger to:

a. Comply with the provisions of the Conservation Act 1987, the Wildlife Act 1953 and any regulations made under those Acts.

b. Comply with the national policy on compliance and law enforcement policy approved by the Minister under s 26HA Conservation Act 1987.

c. Comply with any other national policy on the coordination of compliance activities adopted by the New Zealand Council (as discussed further in paragraphs 11 to 17 below).

d. Take reasonable care for their own health and safety and to ensure that their acts or omissions do not adversely affect the health and safety of others.

e. Comply with any written directive relating to the exercise of their compliance and law enforcement powers issued by you as Chief Executive.

6. As a matter of good practice, any conditions should be set out in writing. It would be preferable for the conditions to be communicated to rangers at the time of their appointment (or reappointment). But there is nothing to prevent you from writing to rangers now to do this.
7. There is no statutory requirement for you to consult with regional Fish and Game Councils when determining these conditions. But it would be advisable to do so from both a legal and a relationship management perspective.

Removal of Fish and Game rangers

8. Your power to appoint Fish and Game rangers also includes the power to remove or suspend a ranger by cancelling their warrant.³
9. Your power to remove an honorary ranger is limited to the grounds of incapacity, neglect of duty or misconduct.⁴ These must be proved to your satisfaction.⁵ Failure to comply with conditions of appointment could constitute "misconduct". To avoid dispute, this should be clearly communicated to rangers in writing at the time that any conditions are put in place.
10. The statute does not set out any specific grounds for the removal of a ranger who is employed by either the New Zealand Council or a regional Council. You are accordingly able to remove or suspend these rangers as you see fit.⁶ In practice, it would be advisable to have reasonable grounds for the removal. These could include failure to comply with conditions of appointment. As above, to avoid dispute this should be clearly communicated to rangers in writing at the time that any conditions are put in place.

National policy to coordinate compliance activities

11. Your power to set reasonable conditions on a ranger's appointment is complemented by the New Zealand Council's ability to adopt a national policy on the coordination of compliance activities across Fish and Game. The advantage of a national policy is that it would apply to the regional Fish and Game Councils as well as to individual rangers.⁷
12. Section 26HA of the Conservation Act 1987 empowers the New Zealand Council to develop a national Fish and Game compliance and law enforcement policy that relates to:⁸
 - a. The authorisation of rangers to issue infringement notices;

³ Legislation Act 2019, s 45(a).

⁴ Conservation Act 1987, s 26FA(3).

⁵ *Id.*

⁶ The power to remove a person from office in s 45(a) Legislation Act 2019 reflects the common law power of the Crown to dismiss its servants at its pleasure, see: *Statutory Interpretation* (online, Thomson Reuters) at [LE 45.01]. Note, however, that this power only extends to the power to remove the person's warrant as a Fish and Game ranger. The person could only be removed from their employment with Fish and Game following an ordinary employment process.

⁷ Regional Fish and Game Councils are required to implement national policies in relation to planning, see: Conservation Act 1987, s 26Q(1)(e)(v).

⁸ Conservation Act 1987, s 26HA(1).

- b. The issuing of infringement notices by those rangers; and
 - c. The exercise by rangers of other powers to enforce or ensure compliance with the Conservation Act or Wildlife Act and any regulations made under those Acts.
13. Any national policy adopted under s 26HA must be prepared in consultation with the regional Fish and Game Councils,⁹ approved by the Minister, and published in the Gazette.¹⁰
 14. It is questionable whether s 26HA permits the New Zealand Council to adopt a national policy addressing the coordination of compliance activities more widely. However, it is not necessary to resolve that question because the power in s 26HA supplements the New Zealand Council's general power to develop national policies in s 26C(1)(a) of the Conservation Act 1987. As discussed in my separate advice regarding the adoption of a national policy on remuneration, the New Zealand Council may use the power in s 26C(1)(a) to "develop any relevant national policies to achieve its coordination purpose".¹¹
 15. The New Zealand Council can accordingly use its power in s 26C(1)(a) to adopt a national policy for the coordination of compliance activities across Fish and Game to address issues beyond those specifically covered by s 26HA. This could include matters such as enforcement priorities, training requirements, and health and safety requirements. It could also set out the respective roles and responsibilities of each of the relevant actors – you as Chief Executive, regional managers, and the New Zealand and regional Fish and Game Councils and their members.
 16. Any national policy adopted under s 26C(1)(a) must be prepared in consultation with regional Fish and Game Councils.¹² As I have advised before, consultation requires the New Zealand Council to genuinely consider the views expressed by the regional Councils. But it does not give the regional Councils a right of veto over the policy. Unlike the policy in s 26HA, a national policy adopted under s 26C(1)(a) does not have to be approved by the Minister.¹³
 17. I consider that there are clear practical and legal advantages to addressing the coordination of compliance issues across Fish and Game through a national policy which is separate from the compliance and law enforcement policy. The need for a coordinated policy is heightened because of the overlapping health and safety obligations of the New Zealand Council, the regional Fish and Game Councils, individual Council members and managers.

⁹ Conservation Act 1987, ss 26HA(1) and 26C(1)(a).

¹⁰ Conservation Act 1987, s 26HA (2).

¹¹ Letter to Corina Jordan (14 June 2022); see also letter from Minister of Conservation to CEO New Zealand Council of 25 September 2002.

¹² Conservation Act 1987, 26C(1)(a).

¹³ Conservation Act 1987, s 26R(2A).

Health and safety obligations

18. The New Zealand Council and the regional Fish and Game Councils, “officers” of those bodies, and individual rangers all have obligations under the Health and Safety at Work Act 2015. These obligations need to be considered alongside the statutory functions and responsibilities set out in the Conservation Act.¹⁴

Councils’ obligations as PCBUs

19. Both the New Zealand Council and regional Fish and Game Councils are “persons conducting a business or undertaking” (PCBUs) under the Health and Safety at Work Act.¹⁵
20. PCBUs must, so far as is reasonably practicable, ensure the health and safety of both: workers who work for them; and workers whose activities at work are influenced or directed by them.¹⁶
21. From the New Zealand Council’s perspective, this will include:¹⁷
 - a. Any rangers that are employed by the New Zealand Council; and
 - b. Any rangers that are employed by a regional Fish and Game Council, and any honorary rangers, whose activities are influenced or directed by the New Zealand Council (e.g., through national policy).
22. From the regional Fish and Game Councils’ perspective, this will include:¹⁸
 - a. Any rangers that are employed by the regional Council; and
 - b. Any rangers that are employed by the New Zealand Council, and any honorary rangers, who are engaged in compliance activities influenced or directed by the regional Council.
23. The duty to ensure the health and safety of workers specifically includes a duty to provide training and supervision to protect people from risks to their health and safety arising from work carried out as part of the PCBU’s activities.¹⁹ This would include risks arising from Fish and Game’s compliance and enforcement activities.

¹⁴ This is reinforced by ss 26G and 26T of the Conservation Act which, through the application of s 73(3)(b) of the Public Service Act 2020, require the New Zealand Council and regional councils respectively to operate employment policies that comply with the principle of being a good employer including to ensure “good and safe working conditions.”

¹⁵ Health and Safety at Work Act 2015, s 17(1)(a).

¹⁶ Health and Safety at Work Act 2015, s 36(1)(a) and (b).

¹⁷ Health and Safety at Work Act 2015, s 19(3).

¹⁸ *Id.*

¹⁹ Health and Safety at Work Act 2015, s 36(3)(f); Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, r 9.

24. In addition to the central duty to ensure the health and safety of workers, the Health and Safety Act also requires that:
- a. PCBUs must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk by their activities. This includes anglers, hunters and other members of the public.²⁰
 - b. PCBUs must consult, cooperate, and coordinate when their health and safety duties overlap.²¹ This duty will come into play whenever a ranger who is employed by a regional Council is carrying out compliance functions under the national policy set by the New Zealand Council. Or where a ranger who is employed by the New Zealand Council is carrying out a compliance operation organised by a regional Council. The duty to cooperate reinforces the value of a single national policy on the coordination of compliance activities that addresses health and safety requirements and accompanying responsibilities as discussed above.

Officers' duties under health and safety legislation

25. "Officers" of PCBUs owe due diligence obligations as individuals.²² "Officers" include Council members, Chief Executives, senior managers, and anyone else in a position of significant influence over the PCBU's activities. As Chief Executive you will be considered to be an "officer" of the New Zealand Council.
26. Officers' due diligence obligations are different from, and additional to, the PCBUs' obligations. The specific due diligence obligations are listed in Appendix One to this letter. In essence, they require officers to be aware of health and safety risks and to actively ensure that steps are in place to manage these risks. These due diligence obligations again reinforce the value of a single coordinated national policy on compliance that addresses health and safety requirements and accompanying responsibilities.
27. The Conservation Act 1987 contains indemnity provisions that provide that Council members shall not be personally liable for any good faith default made by the Council or any Council member during the course of its operations.²³ But these provisions:
- a. Do not exempt Council members from their due diligence obligations as "officers"; and
 - b. May not prevent a Council member from facing individual liability for a fine if they are found to have breached their due diligence obligations.²⁴

²⁰ Health and Safety at Work Act 2015, s 36(2).

²¹ Health and Safety at Work Act 2015, s 34(1).

²² Health and Safety at Work Act 2015, s 17(1)(b)(iv).

²³ Conservation Act 1987, ss 26DA and 26ZB.

²⁴ See my advice on the scope of ss 26DA and 26ZB Conservation Act 1987 of 27 February 2023. In addition, the Health and Safety at Work Act 2015 takes a strict view on arrangements that exclude liability for breach under that Act. Section 29 prohibits insurance against fines. Section 52(2) identifies a limited group of officers

Workers' duties under health and safety legislation

28. In addition to the obligations of PCBUs and officers, workers themselves are required to:²⁵
- a. Take reasonable care for their own health and safety;
 - b. Take reasonable care to ensure that their acts or omissions do not adversely affect the health and safety of others;
 - c. Comply with any reasonable instruction given to them by the PCBU, so far as they are able to; and
 - d. Cooperate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to them.
29. A ranger's ability to meet their duties as a "worker" will depend to a large extent on the training and resources provided to them by the New Zealand Council and the regional Fish and Game Councils.

Can you step in and stop compliance activities if you have health and safety concerns?

30. The question of whether you can step in and stop compliance activities has two elements:
- a. Do you have any legal authority to stop a ranger from carrying out a compliance activity?
 - b. In what circumstances should you step in?

Legal authority to stop compliance activities for health and safety concerns

31. As discussed above, you have the legal authority to set conditions on a ranger's appointment, including conditions regarding health and safety. Ultimately you can cancel a ranger's warrant if they do not comply with those conditions. This provides the legal "backstop" that gives you the authority to stop a ranger from carrying out a compliance activity if you have reasonable health and safety concerns. In practical terms, this would be achieved by issuing a directive to the rangers involved that the activity should be stopped or suspended until steps can be taken to address the identified health and safety risk.²⁶

who cannot be held liable for failure to comply with due diligence obligation. That group does not include members of either the New Zealand Council or regional Fish and Game Councils.

²⁵ Health and Safety at Work Act 2015, s 45.

²⁶ The hierarchy of risk management under s 30 Health and Safety at Work Act 2015 requires: a. first, that a risk to health and safety be eliminated; and b. if it is not reasonably practicable to eliminate the risk, then steps to minimise the risk should be implemented.

When should you step in?

32. It is difficult to advise generally on this type of situation without specific details, but factors to consider when determining whether it is necessary for you to step in include:

- a. Your due diligence obligations as an "officer" of the New Zealand Council.
- b. The necessity of the proposed activity, the potential risk it poses, and the potential harm resulting from that risk. WorkSafe New Zealand takes a robust view on this point, typically advocating the position that the necessity of a particular activity will rarely outweigh clear health and safety risk.
- c. Whether there has been consultation or cooperation with the relevant regional Fish and Game Council about the management of the health and safety risks of the proposed activity.
- d. Which workers are involved, their training and expertise, and whether a risk assessment or job safety analysis has been completed.
- e. Whether similar risks or hazards have arisen previously and how they have been eliminated or minimised.

33. As already emphasised, it would be preferable for these matters to be spelled out in a national coordination policy that clearly defines health and safety requirements for compliance activities and accompanying roles and responsibilities.

Recommendations

34. On the basis of this advice, I recommend that:

- a. You should write to all Fish and Game rangers setting out the conditions of their appointment. Those conditions should include conditions relating to the management of health and safety.
- b. The New Zealand Council should develop a national policy to coordinate roles and responsibilities for compliance and enforcement across Fish and Game. This policy should address the management of health and safety risks. It should be prepared in consultation with the regional Fish and Game Councils.

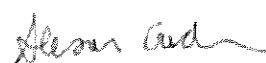
35. Alison Gordon, who assisted in the preparation of this opinion, would be able to help you with implementing these recommendations.

36. I hope that this advice is helpful. Please get in touch if you have any queries or you would like to discuss any aspect of this advice further.

Yours sincerely,



Elana Geddis
Barrister



Alison Gordon
Barrister

APPENDIX ONE: OFFICERS' DUE DILIGENCE OBLIGATIONS UNDER HEALTH AND SAFETY AT WORK LEGISLATION

Officers are required by the Health and Safety at Work Act to take reasonable steps to:

- a. Acquire and keep up to date knowledge of work health and safety matters;
- b. Understand the nature of the operations of the New Zealand or regional council (as applicable) and generally understand the hazards and risks associated with the operations;
- c. Ensure the New Zealand or regional council (as applicable) has available and uses resources and processes to eliminate or minimise risks to health and safety from work carried out;
- d. Ensure the New Zealand or regional council (as applicable) has appropriate processes to receive and consider information about hazards, incidents, and risks, and to respond in a timely way to that information;
- e. Ensure that the New Zealand or regional council (as applicable) has and implements processes to comply with its obligations as a PCBU; and
- f. To verify the provision and use of the resources referred to in paragraphs (c)-(e) above.

There are various approaches to ensure that you meet and demonstrate that you have complied with the due diligence obligations. One option (among many) is to ensure that health and safety is included as a standing agenda item at each Council meeting and require periodic updates or reports on management of health and safety risks from operational staff at those meetings. It is also prudent to factor the management of health and safety risk into financial decision-making.

Recommendation

That HBFGC accept the Compliance policy papers and draft policies & SOPs.

8 ANGLERS NOTICE REVIEW

1. Purpose

To review the 2024/22 Anglers Notice and identify any changes to the current regulations that might be warranted in the 2024/25 season.

2. Background

The Anglers Notice review provides an opportunity to amend regional sport fishing regulations. Licence holders and the public can submit on issues they may have identified with the current regulations for consideration by Council.

3. Submissions Received

Submissions on proposal to introduce bait fishing to 2024/25 Fishing regulations

To whomever it may concern,

I strongly oppose the introduction of any bait fishing in any of our local rivers. The potential mess left in and on the rivers from empty bait bags and discarded nylon is and should be a major concern particularly when fish and game have been promoting an environmental approach. You only need to look at the recent boom in saltwater fishing in the region and the huge increase in rubbish that has been left behind discarded nylon, empty bottles and unused bait etc littering the beach.

Does this not pose a potential problem?

RODENTS, FERRETS, STOUTS and FERAL CATS and the potential for further degradation of water quality.

Does this not put the limited river accesses at risk by increased litter.

How do Fish and Game propose to police this do you plan to employ or have a greater presence on the water? or will it just become a free for all.

Fish and Game have been unwilling to do trout releases into the local rivers for fear of infection and disease. Does introduction of bait fishing not pose a potential risk?

I strongly believe our rivers and the ability to fish them by way of fly or artificial lure is something quite special enjoyed by many generations and hopefully many more to come. All anglers I know that enjoy this pastime in this manner think of themselves as custodians of the rivers and are some of the best supporters of being environmentally friendly most practising catch and release ensuring trout will continue to be a wonderful sport and food source for future generations.

Yours Sincerely

Paula Burden

Our club members don't agree with the idea of allowing bait fishing for trout. There are plenty of options such as soft-baits and baitcasting (Australian style) that are under-utilised and could be promoted. Most of us started with spinning rods and gravitated to flyfishing because it was more effective and enjoyable, but some of our members still use spinners when the occasion suits. The use of synthetic worms is highly effective; probably more effective than bait. We are mystified at the logic of allowing inappropriate methods for trout fishing when the rest of the trout fishing world is moving toward harming fish less with barbless hooks.

We simply don't buy the argument that bait fishing is an entry point for new anglers. My wife teaches at Tikokino School where fishing is regarded as an important component of outdoor activity. These youngsters are super-enthused by opportunities to throw a spinner at fish on the Mohaka, or bait fish for kahawai or yellow eyed mullet in harbours. The thing that attracts young anglers is catching fish - restricted methods are not a barrier. If you want to encourage more youngsters into trout-fishing, I suggest putting resources into schools.

A risk that we have recognised is reasonably skilled and motivated people coming in from overseas (as dairy workers for example). We know of people who catch a lot of trout purely as a food source. Rivers such as the Mangaonuku and Tukipo can't sustain this sort of pressure. Allowing bait fishing in the middle and upper reaches could backfire seriously.

Greg Frater (for the CHB Anglers Club)

Tom Ward tuitimes@xtra.co.nz

If bait is to be permitted it should only be allowed with CIRCLE HOOKS which hook in the mouth. Other hooks will be swallowed and mean certain death to any fish hooked.

simon I highfieldlopdell@hotmail.com

Reading the part of removing restrictions on fishing methods and allow bait to be used by all anglers in Hawkes Bay.

Is this a joke!

What baits are to be used, is it like live insect baits or am I going in the wrong direction?

Having these restrictions in place makes it more challenging to catch a fish. I learnt how to catch trout and yes, I sometimes go home empty handed but thats part of learning to trout fishing.

I didn't renew my trout Fishing liscence post the cyclone as as I am waiting for the trout to return to the Tutikuri & Ngaroro - I intend to renew in the near future & will try the Tukituki.

I am 82 & have been trout fishing since age 7 when my grandfather Jack Duncan & my father Andrew Duncan introduced me to the sport.

I went to Wtgn at age 24 to further my career & worked to age 68. Most of my fishing was spread between Wtgn, Wairapa & Taupo - the 5yrs pre cyclone have been in Taupo.

I am a member of the HB Freshwater Anglers Club.

The purpose of my email is to request that the proposed amendment to allow bait fishing be removed. I think it would detract from the historical feature of our fly/ spin fishing sport and reduce it to a mear food collection activity. Currently it is a sport that requires technique & patience.

The proposed change will I expect be abhotant to the real sportsmen.

Kind regards

Brian Duncan

88/25 Ulyatt Road,

Meeanee, Napier.

NAPIER FRESHWATER ANGLERS' CLUB INCORP

(Formerly Scinde Anglers' Club Incorp)

7 Tiffen Place, Greenmeadows, Napier 4112

10 April 2024

Attention:

Kerry Meehan,

Hawkes Bay Fish and Game Council

SUBMISSION HAWKES BAY SPORTS FISHING REGULATIONS – 2024-2025

The Club discussed these proposed changes at our recent meeting.

The club is opposed to the Hawkes Bay Fish and Game Council introducing bait fishing in all waters, which are proposed in the Email dated 25 March 2024.

The proposed bait fishing areas have been severely impacted by silt inundation and are an already damaged environment from Cyclone Gabrielle.

Beginning anglers will not benefit from this, and it is likely to lead to widespread abuse with carcasses etc being dumped in the river to facilitate catches.

The club is disappointed that following our submission last year, bait fishing is now permitted downstream of the Expressway Bridge of the Tutaekuri River and downstream of the Red Bridge of the Tukituki River now.

You are requested to record our opposition to bait fishing in all forms in all areas.
The club does support the bag limit being raised to two fish per day.

Yours sincerely,

Elaine Hebblerley,

Secretary,

Website administrator and newsletter publisher.

Napier Freshwater Anglers' Club

nfac.media@gmail.com

<http://www.sporty.co.nz/nfac/Home>

Facebook: Napier Freshwater Anglers' Club

4. Recommendations

4.1 That the council considers and approves the Anglers notice for the 2024-25 year

HAWKE'S BAY FISH AND GAME REGION

Reference to description: *New Zealand Gazette*, No. 83, 24 May 1990, page 1861

1. DEFINITIONS

See First Schedule

2. OPEN SEASON, PERMITTED METHODS, DAILY BAG LIMITS

<i>Lakes / Rivers</i>	<i>Open Season</i>	<i>Permitted Methods</i>	<i>Daily Bag Limits</i>
All other waters not listed below <i>Refer to clause 6 for this region (no minimum size limit)</i>	1 Oct – 30 Jun	Artificial fly/spinner	1
Larger of Twin Lakes, Kuripapango	All year	Artificial fly/spinner	No limit
Lake Hawkston <i>Refer to clause 7 (hours of fishing)</i>	1 Nov – 31 Mar	Artificial fly/spinner	2
All other lakes of the region (except the larger of Twin Lakes & Lake Hawkston above) <i>Refer to clause 6 for this region (350mm minimum)</i>	All year	Artificial fly/spinner	2
Aropaoanui River downstream of the landmark opposite Wareham Road	All year	Artificial fly/spinner	1
Esk River upstream of Waipunga Road Bridge and all tributaries <i>Refer to clause 6 for this region (550 maximum)</i>	1 Oct – 30 Jun	Artificial fly/spinner	1
Esk River downstream of Waipunga Road Bridge	All year	Artificial fly/spinner	1
Karamu Stream, excluding tributaries	All year	Artificial fly/spinner/bait	2
Maraetotara Stream <i>Refer to clause 6 for this region (350 maximum)</i>	All year	Artificial fly/spinner	1
Mohaka River downstream of confluence with the Mangatainoka River to State Highway 5, excluding tributaries	All year	Artificial fly/spinner	1

Mohaka River downstream of State Highway 5 Bridge	All year	Artificial fly/spinner	2
Mohaka River tributaries excluding Waipunga	1 Oct – 30 Jun	Artificial fly/spinner	1
Ngaruroro River upstream of Kiwi Creek confluence and tributaries	1 Oct – 30 Jun	Artificial fly/spinner	1
<i>Refer to clause 6 for this region (550 maximum)</i>			
Ngaruroro River from Kiwi Creek to Whanawhana cable, excluding tributaries	All year	Artificial fly/spinner	1
<i>Refer to clause 6 for this region (550 maximum)</i>			
Ngaruroro River downstream of Whanawhana cable, excluding tributaries	All year	Artificial fly/spinner	2
Ngaruroro River tributaries downstream of Whanawhana cable	1 Oct – 30 Jun	Artificial fly/spinner	1
Porangahau River downstream of confluence with the Mangawhero Stream, excluding tributaries	All year	Artificial fly/spinner/bait	1
Tuki Tuki River upstream of State Highway 50 road bridge, excluding tributaries	1 Oct – 30 Jun	Artificial fly/spinner	2
Tuki Tuki River downstream of State Highway 50 road bridge, excluding tributaries	All year	Artificial fly/spinner	2
Tuki Tuki River downstream of Red Bridge	All year	Artificial fly/spinner/ bait	2
Tutaekuri River downstream of confluence with the Mangaone Stream, excluding tributaries	All year	Artificial fly/spinner	2
Tutaekuri River downstream of Expressway Bridge	All year	Artificial fly/spinner/ Bait	2
Waipawa River downstream of State Highway 50 road bridge, excluding tributaries	All year	Artificial fly/spinner	2
Waipawa River upstream of State Highway 50 road bridge, excluding tributaries	1 Oct – 30 Jun	Artificial fly/spinner	2
Waipunga River downstream of the falls, excluding tributaries	All year	Artificial fly/spinner	1

3. CLOSED WATERS

No restrictions.

4. COARSE FISHING WATERS

There are no defined coarse fishing waters in the Hawke's Bay Region.

5. USE OF BOATS

No motorised craft permitted on Lake Waikopiro.

Similarly, except with the prior written authority of the Director-General of Conservation and subject to compliance with any conditions that the Director-General may impose, no person shall use any boat in Lake Tutira that is propelled by any means other than sails, oars, or paddles.

6. FISH LENGTH

Esk River above the Waipunga Road Bridge, including tributaries	550mm maximum
Maraetotara Stream	350mm maximum
Ngaruroro River upstream of Whanawhana cable, including tributaries	550mm maximum

Lakes Tutira and Waikopiro
All other waters

350mm minimum
No minimum or maximum
size limit

HOURS OF FISHING

Fishing is permitted only in daylight hours at Lake Hawkston. Walk in access only.
Please note this lake can only be fished between 1 Nov – 31 Mar.
Please phone Dave McPhee 0275 422 665 prior to access of lake.

10: OPERATIONS REPORTS

10(a) Managers Report

10(b) Operational Work Plan

Species Management

1111 River Fisheries Investigations.

John spent time recently on the Tutaekuri from Lawrence Road assessing river conditions, levels of trout & invertebrates present and were pleased to report that trout are present, invertebrate life is returning and water quality was good. Signs of damage are still evident and the mass of water that passed through has caused significant changes to the river beds.

Drift dive training was undertaken in early March for Davey with Steve Smith on the Tutituki river. No fish were sighted during the exercise as the level of silt in the river caused issues with visibility.

John will also be undertaking training with Steve in the coming weeks with plans to conduct drift dives on the Mohaka & Ngaruroro rivers in the next few weeks if conditions are suitable.

1121 River fisheries creel surveys

The second perceptions survey from Humphrey Walker was sent to licence holders via email and promoted through Facebook and has seen a great response with over 250 submissions made so far. Humphrey will work through the response and the survey will close at the end of May. Results should be available at the next meeting.

Online Anglers Diary. 46 anglers have made entries into the online diary. Anglers are reporting the rivers are looking in good condition but very low after a prolonged dry period, with good return of invertebrates. Varying reports of Trout being seen or caught but other species are present.

1121 Game bird hunter survey

Staff have begun the hunter survey assessing the harvest & satisfaction of hunters over opening weekend.

1160 Liberations

Plans are under way to release 150 yearlings into Lake Hawkeston that are being held at the game farm. Staff were reluctant to relocate fish until cooler weather so as not to stress the fish.

1181 Game Bird Control

YTD 29 permits have been issued to disturb. 25 for Pūkeko & 4 for Paradise shelduck

Habitat protection

1121 RMA Planning

Helen Brosnan from NZC has been reviewing the Tranche 2 appeal and putting together a response for HBFNG also working with Forest & Bird

1212 Consent Applications

Helen & John will be working through a suitable operating system in relation to gravel extraction work and our response to operators in the region.

1231 Maintain & enhance game bird habitat

Kerry & John visited Ben Wilsons wetland in Waipukurau to do a referee sign off on his latest wetland for the GBHT

1232 Shade House

Volunteers have been working to propagate seed & seedlings of wetland plants to grow stock levels in the nursery that will be offered to local landowners developing wetlands & for use in the Game Farm grounds. The irrigation system is showing signs of wear & tear and volunteers have requested an upgrade to a better system.

Angler & Hunter Participation

1311 Maintain & Enhance Access

Staff have been out checking access points with some still being too damaged to access by vehicle. Signs have been replaced where necessary.

1312 Signage

Staff have been installing signs around major pathways to warn public of game bird hunters being present in the area as game bird season approaches.

1331 Reel life & Both Barrels

Monthly Reel life emails have been sent to anglers.

1352 Angler/Hunter Training

A beginner one day event was held at the Game Farm on 6th April featuring 4 workshops for anglers to participate in. H&F Napier and a range of volunteers assisted on the day. 37 people attended, most of whom had little to no fishing experience.

A 4 week women's fishing course is being run through May with 15 students on Sunday afternoons with a member of the Napier anglers club.

A students class is also being run through May on Tuesday afternoons with 12 students which is being run by an experienced young angler.

Staff are looking into the possibility of running a womens shooting event near the end of the season if a suitable wetland is available.

1361 Fish & Game Club Communications

Corina met with members of the Hastings Anglers club recently to talk through concerns and plans HBFG have going forward. Plans are being made to meet with Napier Anglers club.

1354 Fishing Competitions

HB Sports fishing have approached us with a proposal to run a trout fishing competition at the beginning of next season as a lot of their members are also trout anglers. They have a supplier for the pvc measuring tape. Participants would just have to photograph their catch on the measuring tape and submit online to enter. Sponsors would be sought for prizes.

Public Interface

1451 Education

Staff have been developing promotional material to be provided to schools and other relevant groups to showcase what the educational programme has to offer. Groups that visit have a variety of options to engage with including fishing, water studies, environmental activities, studying & learning about eels, planting and maintenance of the grounds etc. A newly established relationship with a local group Menzshed will now also include options for building birdhouses, weta/bug hotels etc. They will be installing benches into one of the old aviaries and providing a tutor to help on days groups visit.

We have recently had multiple Fairhaven visits with smaller groups, Greendale & Havelock Nth Scouts groups, Hastings boys high and Arthur Millar are booked for 2 day visits with 120 students on the 15/16 May.

Groups visits will now incur a \$10/student cost for the hosted program or they are able to use the facility free of charge if they wish to use independently.

1452 Game Farm Operations

Water take for March was 31959m³ and April was 34174m³. Max consent is 76360m³/month

1453 Game Farm Maintenance

Weedspraying & weed eating the gardens is a time consuming and necessary task to keep the grounds looking presentable. Moth plant is being found extensively through the grounds and is difficult to control but will be very detrimental to plants if not kept in check.

1454 Game Farm Development

An area to the right of the large lake has been sprayed off and ready to be planted with wetland plants once we start having more reliable rain. This area becomes very boggy over winter and is not suitable to be used as a grassed area. A path though will also be developed around the planting. Volunteers or schools will be used to assist with the planting with plants from the nursery being used.

The Menzshed volunteers will also be working on various projects around the site including an accessible maimāi on the top pond that will be wheelchair accessible, bench seating around the gardens, renovating the old front office to be a learning space etc. They are a very enthusiastic bunch & happy to help out where needed.

New paths have been developed through the bush areas along the fenceline for student to explore and will see the addition of fairy houses and bug hotels for students to find.

Hawkes Bay Region

Game Bird Hunting Season 2024

Opening Weekend Ranging Operation

04 May 2024

Ranging report – John Lumsden

Hawkes Bay Region:

Saturday 4 May 2024.

Team One.

1x Fish & Game Ranger, 1x Staff member and two Police Officers

Locations:

Crownthorpe, Whanawhana & Sherenden

Team Two.

2x F&G Rangers & three Police Officers.

Locations:

Te Awanga & Havelock North

Briefing: Pre-season briefing at Hawkes Bay Fish and Game Office 6pm, Wed 1st May.

Pre- Season Visibility

Signage was installed on many access points to regional cycle ways throughout the region, Separate recognisance days were spent in the areas to be ranged in the days leading up to opening weekend. Visits to agents, which included some "interesting discussions" with shooters who had been ranged previous seasons, the assurance that we could be anywhere in Hawkes Bay over the opening weekend; coupled with the cautionary articles in the Game Season Special Issue Magazine and social media posts appear to have had a significant positive impact on compliance and license sales.

Weather – 4/05/24 – Clear and calm , minimal moon, very dry – most dams receding.

Team 1

Started Shanley Road, Ohiti area, up Matapiro road to Whanawhana, then Crownthorpe road out onto Taihape road then back to office.

Total contacts – 14 – No major offenses.

2 anglers, 2 Pheasant shooters, 10 duck hunters.

Summary on findings – Generally found it hard to actually find the hunters in river bed / public areas, cyclone damage or low water had reduced opportunities for some traditional areas. Several very impressive dams/ lakes that appeared to have minimal shooter activity.

2x Anglers about to fish Ngaruroro at Whanawhana – one not able to produce license but had photo on cell phone.

Several vehicles parked with shooting attire visible in vehicle – couldn't find occupants.

2x Pheasant shooters – father and son.

Duck shooters – many were land owners – 3 weren't actually on dams at time of meeting them, but back at sheds/ house. 2x had been hunting with minimal success, 3rd was planning to hunt the evening.

One group of 4, father and son landowner, 2 guests- found to have 2 too many Paradise ducks in their combined bag; much to their surprise and embarrassment. Discussed within team and with Anthony – agreed to issue a warning and take an educational approach.

One pond found where shooters had been, but had left by the time we arrived – a few fresh empty 12 gauge and 20 gauge lead cartridges found, but predominately steel appeared to have been being used. To follow up with shooters and take an educational approach.

All those we engaged with were very pleasant, pleased to see rangers out and about, but disappointed with the low numbers of mallards coming in on opening morning. A couple of land owners commented that they had high mallard numbers – some hundreds a week or 2 prior to season but they had disappeared by opening day.

Team 2

Started at Black Bridge on the Tuki Tuki and after many contacts through out their day ended up at lake Pokawa.

Total contacts – 78 – No offences.

Black Bridge - 2x contacts in Maimai, 1x walking river

Tenants Road – 1x contact.

Moore road - 2x contact.

Ponds behind Clifton Cricket Club at Te Awanga – Many contacts approximately 30.

Craggy Range Road – 8 contacts all dressed in traditional English shooting attire and enjoying the occasion.

Rochford and Mackenzie Road – No contacts

Elsthorpe – Mid TukiTuki - 2x Anglers – father and son enjoying the "great fishing weather"

Tamamu Bridge area Tuki Tuki - 6 x contacts.

Returned via Otane to lake Poukawa – 9 contacts.

Several vehicles parked with shooting attire visible in vehicle – couldn't find occupants.

Summary.

Was a great result with a very high number of contacts, what was even better was all were compliant and generally very helpful with advice on how to access where shooters were, several commented that it was great to see the ranging team.

Generally low numbers of birds harvested by river based shooters, many pond/ lake shooters were doing well with good duck numbers; particularly paradise ducks, with some swan harvested on larger ponds/ lake.

10(c) Finance Report

Ref: 8.03.01

3 May 2024

1. Purpose

To inform the Council of the year-to-date financial position and approve payments for the months of February and March 2024.

Tables within this report:

Table 1	Other Income February and March 2024
Table 2	Profit and Loss to 31 March 2024
Table 3	Balance Sheet as at 31 March 2024

Table 4	Variance Report to 31 March 2024
Tables 5 & 6	Bank Transactions February and March 2024
Tables 7 & 8	Credit Card Transactions February and March 2024

2. YTD Profit and Loss

The Profit & Loss statement for the period ending 31 March is provided in Table 2. This report documents the income and expenditure for the period.

Summary

With licence revenue continuing to be greater than expenditure a net profit of \$86,292 is reported YTD.

Income

Licence Sales

Fish licence revenue YTD is \$297,045 compared to an annual budget of \$249,956, a surplus on budget of \$47,089 is reported YTD. *Note: The budget for fish licence sales was reduced by 805 LEQ's to compensate for the possible loss of revenue from cyclone Gabrielle.* Game licence sales reporting here to the end of March total \$16,218 compared with the annual target of 179,937. Obviously, most of the Game licence sales have occurred in April and early May, therefore a more up to date picture of licence sales performance YTD can be found within the licence sales report.

Other Income

Other income YTD is \$36,486 YTD (*Table 1*)

Table 1: Other Income	Total Budget	YTD Actual
Diversion – Jnr Hunter/Angler Programmes		\$700
Wetland Plants		\$1,035
Diversion – Legal & Expense recovery		\$174
Advertising	\$500	\$0
Glen Falls Hut	\$1,500	\$844
Game Farm & Promotional Income		\$1,098
Donations		\$68
Sundry Income		\$3,687
Meeting Room Hire	\$2,000	\$461
Rental Income	\$10,400	\$14,400
Interest Income	\$29,522	\$16,019
Total	\$43,922	\$38,486

Other Income cont....

Sundry income was significant in the period and relates to the sale of two compostable toilets in February (\$3478).

Expenditure

Expenditure to 31 March 2024 was \$265,457, being 53% of budgeted total expenditure for the 2023-24 financial year which was 58% complete as at 31 March 2024.

Depreciation

YTD Depreciation is \$14,887 and is in line with budget.

Species Management

Population monitoring expenses for the period related to aircraft hire for the Hawke's Bay trend counts which were carried out by Eastern Fish & Game staff, and the purchase of 1500 1+ rainbow trout from Eastern Fish & Game.

Species Management spending YTD to 31 March was \$14,910 against a total budget of \$9,800. The Species Management output is overspent by \$5,110 YTD and this is due to the purchase of trout which were ordered and not budgeted for.

Habitat

A small expense is reported within the Works & Management output relating to a discharge permit for Lake Wanstead and water permit for Ohiti Road. Assisted Habitat expenditure related to the purchase of potting mix and bags for the shade house. Habitat spending YTD \$2,562 – total budget \$7,800.

Participation

Access spending for the period related to wages for Ngaruroro River investigations. Gift vouchers for promotional giveaways and the Gamebird hunter survey were purchased through the Satisfaction Survey budget, and the costs to email the survey and newsletter are reported within the Newsletters budget. The cost of two complimentary family fishing licences were transferred to the Take Me Fishing Programme again being related to promotions.

Public Interface

A gift voucher was purchased for the maimai building promotion. Annual water meter monitoring and discharge permit for the Burness Road site are reported within the Game Farm Operations budget. Game farm maintenance expenditure over the period included mowing, weed removal, wasp killer, chainsaw maintenance, dumps fees, fuel, and paint for graffiti fence repairs.

Public Interface spending YTD to 31 March was \$31,222 against a total budget for the year of \$21,500. The funding of the School Curriculum (\$10,000) was to be paid in the 2022-23 financial year and as a result has contributed to the above budget variance.

Compliance

No Compliance spending for the period. Spending YTD \$21, total budget \$4,000.

Licensing

The Commission budget includes agent commissions and the fees associated with the Public Online and 0800 sales. \$11,337 YTD is in line with sales reported for the period.

Council

Expenses are reported within the Council budgets relating to catering for the March meeting of Council.

Council spending YTD to 31 March was \$2,426 against a budget of \$3,300.

Planning

No Planning expenses for the period. Spending YTD \$2,111, total budget of \$8,200.

Administration

Salaries - YTD \$118,027, Total Budget 252,490. Spending includes contract services for Eastern Fish & Game and an accrual for NZ Fish & Game.

Staff Expenses - included staff accommodation and meal expenses for staff visiting Eastern Region, meal expenses for Eastern staff undertaking trend counts, and drift dive lunches.

Staff Houses – spending relates to curtains for the rental.

Office Premises – the usual expenditure related to electricity and cleaning were incurred. YTD costs total \$7,505 against an annual budget of \$8600.

Office Equipment – spending relates to the photocopier lease.

Communications/Consumables – spending includes photocopying, phones and internet, xero licence, docking stations for laptops, and Post Box renewal.

General - expenses include bank fees, Facebook and istock subscriptions, A & P Society membership, and staffroom and cleaning supplies.

General equipment - expenses related to the purchase of a garden fork and headlamp. The ride on lawn mower was serviced.

Vehicle expenditure relates to fuel, RUC's and reimbursement of travel for the acting manager. One vehicle and one trailer were registered during the period and the monthly SmartTrack fee is recorded each month.

NZ F & G Levy

Total levy \$29,861 – 50% of budget.

3. Balance Sheet

The Balance Sheet as at 31 March 2024 is shown in Table 3 and compares the year to date position with the end of the prior year balance sheet as at 31 August 2023.

Cash Position: As at 31 March 2024

\$ 234,203	Cash & Call accounts (includes \$70,277 Donations)
<u>\$ 544,059</u>	Investments
\$ 778,262	Total

Debtors: Outstanding Debtors \$58,405 as at 31 March 2024 (\$43 194 as at 31 March 2023).

4. Variance Report

The variance report is shown in Table 4. The figures in the “Variance Report” are taken from the Profit and Loss (Table 2), however, this report includes a comparison of staff hours against budget. Overhead costs are allocated against each project based on hours worked on the project giving an internal cost and a total project cost.

YTD actual staff hours are entered for each project to provide Council with an overview of the staff time component of the Operational Work Plan.

Table 3: Balance Sheet

Hawke's Bay Fish and Game Council As at 31 March 2024

	31 MAR 2024	31 AUG 2023
Assets		
Bank		
Westpac Call Account	83,890	82,580
Westpac Current Account	79,942	56,894
Donation Account	70,277	68,305
Petty Cash	94	353
Total Bank	234,203	208,132
Current Assets		
Debtors & prepayments		
Accounts Receivable	58,405	14,464
Interest Accrued & Prepayments	-	10,120
GST	-	9,729
Total Debtors & prepayments	58,405	34,314
Investments	544,059	527,413
Farmlands Shares	1,835	1,835
Total Current Assets	604,299	563,562
Fixed Assets	391,145	394,719
Total Assets	1,229,647	1,166,412
Liabilities		
Current Liabilities		
Creditors and accrued expenses		
Accounts Payable	6,044	26,002
Accrued Expenses	12,568	8,512
Income in Advance	24,132	35,419
GST	4,533	-
Game Bird Habitat Trust	975	-
Westpac Credit cards	-	66
Westpac Mastercard - CN	91	353
Westpac Mastercard K Meehan	181	-
Total Creditors and accrued expenses	48,525	70,352
Employee costs payable	9,033	11,793
Rounding	-	-
Designated Waters Clearing	1,495	-
Salmon Card	33	-
Total Current Liabilities	59,087	82,145
Total Liabilities	59,087	82,145
Net Assets	1,170,560	1,084,268

Table 3: Balance Sheet

	31 MAR 2024	31 AUG 2023
Equity		
Accumulated Funds		
Accumulated Funds	887,531	872,103
Current Year Earnings	86,292	34,535
Transfer To/From Reserves	-	(19,107)
Total Accumulated Funds	973,823	887,531
Dedicated Reserves		
Asset Replacement Reserve	41,636	41,636
Back Country Fisheries Reserve	86,492	86,492
Hawke's Bay Pheasants Unlimited	1,647	1,647
River/Water Quality Donations	66,962	66,962
Total Dedicated Reserves	196,737	196,737
Total Equity	1,170,560	1,084,268

Table 2 Profit and Loss

Hawke's Bay Fish and Game Council For the 2 months ended 31 March 2024

	FEB 2024	MAR 2024	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
Income						
Licence Income						
Fish Licence Income	25,191	22,631	297,045	249,956	47,089	19
Game Licence Income	-	16,218	16,218	179,937	(163,719)	(91)
Total Licence Income	25,191	38,850	313,263	429,893	(116,630)	(27)
Other Income	12,607	8,280	38,486	43,922	(5,436)	(12)
Total Income	37,799	47,130	351,749	473,815	(122,066)	(26)
Operating Expenses						
Depreciation	2,136	2,135	14,887	23,593	(8,706)	(37)
1100 SPECIES MANAGEMENT						
1110 Population Monitoring	-	3,985	6,738	6,800	(62)	(1)
1160 Releases	6,003	-	8,172	3,000	5,172	172
Total 1100 SPECIES MANAGEMENT	6,003	3,985	14,910	9,800	5,110	52
1200 HABITAT PROTECTION MANAGEMENT						
1210 Resource Management Act	-	-	-	2,500	(2,500)	(100)
1220 Works & Management	-	240	453	1,300	(847)	(65)
1230 Assisted Habitat	487	119	2,109	4,000	(1,891)	(47)
Total 1200 HABITAT PROTECTION MANAGEMENT	487	359	2,562	7,800	(5,238)	(67)
1300 PARTICIPATION						
1310 Access	224	-	224	2,200	(1,976)	(90)
1320 Satisfaction Survey	435	-	435	500	(65)	(13)
1330 Newsletters	85	85	575	1,500	(925)	(62)
1340 Informational Publications	-	-	-	500	(500)	(100)
1350 Angler & Hunter Training	-	344	344	6,500	(6,156)	(95)
1360 Club Relations	-	-	-	100	(100)	(100)
1370 Fish & Game Huts	-	-	54	2,000	(1,946)	(97)
Total 1300 PARTICIPATION	744	429	1,633	13,300	(11,667)	(88)
1400 PUBLIC INTERFACE						
1440 Public Promotions	-	87	87	-	87	-
1450 Visitor Facility	2,151	315	31,135	21,500	9,635	45
Total 1400 PUBLIC INTERFACE	2,151	402	31,222	21,500	9,722	45
1500 COMPLIANCE						
1510 Ranging	-	-	-	1,500	(1,500)	(100)
1520 Ranger Training	-	-	-	1,000	(1,000)	(100)
1530 Compliance/Prosecutions	-	-	21	1,500	(1,479)	(99)
Total 1500 COMPLIANCE	-	-	21	4,000	(3,979)	(99)
1600 LICENSING						

Table 2 Profit and Loss

	FEB 2024	MAR 2024	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
1610 Licence Production	-	-	3,735	5,652	(1,917)	(34)
1620 Agent Servicing	-	-	-	300	(300)	(100)
1630 Commission	1,359	1,504	11,337	19,345	(8,008)	(41)
Total 1600 LICENSING	1,359	1,504	15,071	25,297	(10,226)	(40)
1700 COUNCILS						
1710 Council Elections	-	-	-	1,000	(1,000)	(100)
1720 Council Meetings	-	108	2,426	2,300	126	5
Total 1700 COUNCILS	-	108	2,426	3,300	(874)	(26)
1800 PLANNING/REPORTING						
1830 Reporting/Audit	-	-	2,111	8,000	(5,889)	(74)
1840 National Liaison	-	-	-	200	(200)	(100)
Total 1800 PLANNING/REPORTING	-	-	2,111	8,200	(6,089)	(74)
1900 ADMINISTRATION						
1910 Salaries	16,469	24,427	118,027	252,490	(134,463)	(53)
1920 Staff Expenses	510	55	3,045	9,500	(6,455)	(68)
1930 Staff Houses	-	1,667	5,296	7,700	(2,404)	(31)
1940 Office Premises	685	489	7,505	8,600	(1,095)	(13)
1950 Office Equipment	106	106	1,050	2,900	(1,850)	(64)
1960 Communications/Consumables	1,083	433	4,732	11,700	(6,968)	(60)
1970 General	40	211	2,853	6,600	(3,747)	(57)
1980 General Equipment	145	332	1,902	2,800	(898)	(32)
1990 Vehicles	1,411	1,747	6,343	13,400	(7,057)	(53)
Total 1900 ADMINISTRATION	20,449	29,468	150,753	315,690	(164,937)	(52)
NZ F&G Levy	-	-	29,861	59,722	(29,861)	(50)
Total Operating Expenses	33,328	38,391	265,457	492,202	(226,745)	(46)
Net Profit	4,471	8,739	86,292	(18,387)	104,679	(569)

Table 4 2023/2024 REPORT OF VARIANCES BETWEEN TOTAL BUDGET AND YEAR TO DATE ACTUAL EXPENDITURE AND INCOME

as at 31 March 2024

Schedule B Code	Project	EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST	Variance	%
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			
1110	Species Monitoring	\$ 6,800	\$ 6,738	796	126	\$ 45,709	\$ 7,984	\$ -	\$ -	\$ 52,509	\$ 14,722	\$ 37,787	\$ 37,787	28.0
1120	Harvest Assessment	\$ -	\$ -	30	12	\$ 1,725	\$ 760	\$ -	\$ -	\$ 1,725	\$ 760	\$ 964	\$ 964	44.1
1140	Hatchery Operations	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1160	Releases	\$ 3,000	\$ 8,172	110	0	\$ 6,325	\$ -	\$ -	\$ -	\$ 9,325	\$ 8,172	\$ 1,153	\$ 1,153	87.8
1170	Regulations	\$ -	\$ -	30	23	\$ 1,725	\$ 1,457	\$ -	\$ -	\$ 1,725	\$ 1,457	\$ 267	\$ 267	84.5
1180	Control	\$ -	\$ -	0	11	\$ -	\$ 697	\$ -	\$ -	\$ -	\$ 697	\$ (697)	\$ (697)	#DIV/0!
	TOTAL - SPECIES MANAGEMENT	\$ 9,800	\$ 14,910	965	172	\$ 55,483	\$ 10,899	\$ -	\$ -	\$ 65,283	\$ 25,909	\$ 39,475	\$ 39,475	39.5
1210	Resource Management Act	\$ 2,500	\$ -	150	7	\$ 8,624	\$ 444	\$ -	\$ -	\$ 11,124	\$ 444	\$ 10,681	\$ 10,681	4.0
1220	Works & Management	\$ 1,300	\$ 453	45	5	\$ 2,587	\$ 317	\$ -	\$ -	\$ 3,887	\$ 770	\$ 3,117	\$ 3,117	19.8
1230	Assisted Habitat	\$ 4,000	\$ 2,109	180	14	\$ 10,349	\$ 887	\$ -	\$ 1,035	\$ 14,349	\$ 1,961	\$ 12,388	\$ 12,388	13.7
1240	Assess & Monitor	\$ -	\$ -	20	4	\$ 1,150	\$ 253	\$ -	\$ -	\$ 1,150	\$ 253	\$ 896	\$ 896	22.0
	TOTAL - HABITAT PROTECTION & M	\$ 7,800	\$ 2,562	395	30	\$ 22,711	\$ 1,901	\$ -	\$ 1,035	\$ 30,511	\$ 3,428	\$ 27,083	\$ 27,083	11.2
1310	Access	\$ 2,200	\$ 224	90	32	\$ 5,175	\$ 2,028	\$ -	\$ -	\$ 7,375	\$ 2,252	\$ 5,123	\$ 5,123	30.5
1320	Satisfaction Survey	\$ 500	\$ 435	30	8	\$ 1,725	\$ 507	\$ -	\$ -	\$ 2,225	\$ 942	\$ 1,283	\$ 1,283	42.3
1330	Newsletters/Information	\$ 1,500	\$ 575	350	107	\$ 20,124	\$ 6,780	\$ 500	\$ -	\$ 21,124	\$ 7,355	\$ 13,768	\$ 13,768	34.8
1340	Other Publications	\$ 500	\$ -	20	0	\$ 1,150	\$ -	\$ -	\$ -	\$ 1,650	\$ -	\$ 1,650	\$ 1,650	0.0
1350	Training	\$ 6,500	\$ 344	740	53	\$ 42,547	\$ 3,358	\$ -	\$ 700	\$ 49,047	\$ 3,002	\$ 46,045	\$ 46,045	6.1
1360	Club Relations	\$ 100	\$ -	20	2	\$ 1,150	\$ 127	\$ -	\$ -	\$ 1,250	\$ 127	\$ 1,123	\$ 1,123	10.1
1370	Huts	\$ 2,000	\$ 55	50	13	\$ 2,875	\$ 824	\$ 1,500	\$ 843	\$ 3,375	\$ 36	\$ 3,339	\$ 3,339	1.1
	TOTAL - ANGLER & HUNTER PARTIC	\$ 13,300	\$ 1,633	1,300	215	\$ 74,744	\$ 13,623	\$ 2,000	\$ 1,543	\$ 86,044	\$ 13,713	\$ 72,331	\$ 72,331	15.9
1410	Liaison	\$ -	\$ -	50	0	\$ 2,875	\$ -	\$ -	\$ -	\$ 2,875	\$ -	\$ 2,875	\$ 2,875	0.0
1420	Communication	\$ -	\$ -	75	6	\$ 4,312	\$ 380	\$ -	\$ -	\$ 4,312	\$ 380	\$ 3,932	\$ 3,932	8.8
1430	Advocacy	\$ -	\$ -	70	35	\$ 4,025	\$ 2,218	\$ -	\$ -	\$ 4,025	\$ 2,218	\$ 1,807	\$ 1,807	55.1
1440	Public Promotions	\$ -	\$ -	50	0	\$ 2,875	\$ -	\$ -	\$ -	\$ 2,875	\$ -	\$ 2,875	\$ 2,875	0.0
1450	Visitor Facilities/Education	\$ 21,500	\$ 31,222	1,500	1,193	\$ 86,244	\$ 75,584	\$ -	\$ -	\$ 107,744	\$ 108,816	\$ 928	\$ 928	99.1
	TOTAL - PUBLIC INTERFACE	\$ 21,500	\$ 31,222	1,745	1,234	\$ 100,330	\$ 78,192	\$ -	\$ -	\$ 121,830	\$ 109,414	\$ 12,416	\$ 12,416	89.8
1510	Ranging	\$ 1,500	\$ -	100	50	\$ 5,750	\$ 3,168	\$ -	\$ -	\$ 7,250	\$ 3,168	\$ 4,081	\$ 4,081	43.7
1520	Ranger Training	\$ 1,000	\$ -	60	0	\$ 3,450	\$ -	\$ -	\$ -	\$ 4,450	\$ -	\$ 4,450	\$ 4,450	0.0
1530	Compliance Prosecutions	\$ 1,500	\$ 21	55	14	\$ 3,182	\$ 887	\$ -	\$ 174	\$ 4,662	\$ 734	\$ 3,928	\$ 3,928	15.7
	TOTAL - COMPLIANCE	\$ 4,000	\$ 21	215	64	\$ 12,362	\$ 4,055	\$ -	\$ 174	\$ 16,362	\$ 3,902	\$ 12,459	\$ 12,459	23.9
1610	Licensing	\$ 5,652	\$ 3,735	120	14	\$ 6,899	\$ 887	\$ -	\$ -	\$ 12,551	\$ 4,622	\$ 7,929	\$ 7,929	36.8
1620	Agent Servicing	\$ 300	\$ -	70	20	\$ 4,025	\$ 1,267	\$ -	\$ -	\$ 4,325	\$ 1,267	\$ 3,057	\$ 3,057	29.3
	TOTAL - LICENSING	\$ 5,952	\$ 3,735	190	34	\$ 10,924	\$ 2,154	\$ -	\$ -	\$ 16,876	\$ 5,889	\$ 10,987	\$ 10,987	34.9
1710	Council Elections	\$ 1,000	\$ -	20	0	\$ 1,150	\$ -	\$ -	\$ -	\$ 1,150	\$ -	\$ 1,150	\$ 1,150	0.0
1720	Council Meetings	\$ 2,300	\$ 2,426	150	90	\$ 8,624	\$ 5,703	\$ -	\$ -	\$ 10,924	\$ 8,129	\$ 2,796	\$ 2,796	74.4
	TOTAL - COUNCILS	\$ 3,300	\$ 2,426	170	90	\$ 9,774	\$ 5,703	\$ -	\$ -	\$ 13,074	\$ 8,129	\$ 4,945	\$ 4,945	62.2
1810	Management Planning	\$ -	\$ -	5	4	\$ 287	\$ 253	\$ -	\$ -	\$ 287	\$ 253	\$ 34	\$ 34	88.2
1820	Annual Planning	\$ 7,700	\$ 2,111	125	32	\$ 7,187	\$ 2,028	\$ -	\$ -	\$ 14,887	\$ 4,139	\$ 10,748	\$ 10,748	27.8
1830	Reporting/Audit	\$ 300	\$ -	90	177	\$ 5,175	\$ 11,216	\$ -	\$ -	\$ 5,475	\$ 11,216	\$ (5,741)	\$ (5,741)	204.9
1840	National Liaison	\$ 200	\$ -	75	16	\$ 4,312	\$ 1,014	\$ -	\$ -	\$ 4,512	\$ 1,014	\$ 3,498	\$ 3,498	22.5
	TOTAL - PLANNING/REPORTING	\$ 8,200	\$ 2,111	295	229	\$ 16,961	\$ 14,510	\$ -	\$ -	\$ 25,161	\$ 16,621	\$ 8,540	\$ 8,540	56.1
	TOTAL	\$ 73,852	\$ 58,620	5,275	2,068	\$ 303,290	\$ 131,038	\$ 2,000	\$ 2,752	\$ 375,142	\$ 186,906	\$ 188,236	\$ 188,236	49.8

Table 4 Cont...	EXTERNAL COSTS		NETABLE INCOME		NET COST		NET COST	Variance	%
	Budget	Actual	Budget	Actual	Budget	Actual			
OVERHEADS									
1910 Salaries	\$ 252,490	\$ 118,027	\$ -	\$ -	\$ 252,490	\$ 118,027	\$ 134,463	\$ 134,463	46.7
1920 Staff Expenses	\$ 9,500	\$ 3,045	\$ -	\$ -	\$ 9,500	\$ 3,045	\$ 6,455	\$ 6,455	32.1
1930 Staff Houses	\$ 5,700	\$ 5,296	\$ 10,400	\$ 14,400	\$ (4,700)	\$ (9,104)	\$ 4,404	\$ 4,404	193.7
1940 Office Permits	\$ 15,400	\$ 7,797	\$ 2,000	\$ 461	\$ 13,400	\$ 7,336	\$ 6,064	\$ 6,064	54.7
1950 Office Equipment	\$ 2,900	\$ 1,050	\$ -	\$ -	\$ 2,900	\$ 1,050	\$ 1,850	\$ 1,850	36.2
1960 Communications/Consumables	\$ 11,700	\$ 4,732	\$ -	\$ -	\$ 11,700	\$ 4,732	\$ 6,968	\$ 6,968	40.4
1970 General	\$ 1,800	\$ 2,560	\$ -	\$ 4,853	\$ 1,800	\$ (2,293)	\$ 4,093	\$ 4,093	-127.4
1980 General Equipment	\$ 2,800	\$ 1,902	\$ -	\$ -	\$ 2,800	\$ 1,902	\$ 898	\$ 898	67.9
1990 Vehicles	\$ 13,400	\$ 6,343	\$ -	\$ -	\$ 13,400	\$ 6,343	\$ 7,057	\$ 7,057	47.3
Administration	\$ 315,690	\$ 150,753	\$ 12,400	\$ 19,715	\$ 303,290	\$ 131,038	\$ 172,252	\$ 172,252	43.2
Total Overhead Net Cost			\$	\$	\$ 303,290	\$ 131,038			
Total Outputs Staff Hours					5,275	2,068			
Internal Cost Per Hour					57.50	63.36			

2023/2024 REPORT OF VARIANCES BETWEEN TOTAL BUDGET AND YEAR TO DATE ACTUAL EXPENDITURE AND INCOME

Schedule C	Code	Output	EXTERNAL COSTS		HOURS	INTERNAL COST		NETABLE INCOME		NET COST		NET COST	Variance	%
			Budget	Actual		Budget	Actual	Budget	Actual	Budget	Actual			
	1	Species Management	\$ 9,800	\$ 14,910	965	\$ 172	\$ 55,483	\$ 10,899	\$ -	\$ 65,283	\$ 25,809	\$ 39,475	\$ 39,475	39.5
	2	Habitat Protection & Management	\$ 7,800	\$ 2,582	395	\$ 30	\$ 22,711	\$ 1,901	\$ 1,035	\$ 30,511	\$ 3,428	\$ 27,083	\$ 27,083	11.2
	3	Angler & Hunter Participation	\$ 13,300	\$ 1,633	1,300	\$ 215	\$ 74,744	\$ 13,623	\$ 2,000	\$ 86,044	\$ 13,713	\$ 72,331	\$ 72,331	15.9
	4	Public Interface	\$ 21,500	\$ 31,222	1,745	\$ 1,234	\$ 100,330	\$ 78,192	\$ -	\$ 121,830	\$ 109,414	\$ 12,416	\$ 12,416	89.8
	5	Compliance	\$ 4,000	\$ 21	215	\$ 64	\$ 12,362	\$ 4,055	\$ 174	\$ 16,362	\$ 3,902	\$ 12,459	\$ 12,459	23.9
	6	Licensing	\$ 5,952	\$ 3,735	190	\$ 34	\$ 10,924	\$ 2,154	\$ -	\$ 16,876	\$ 5,889	\$ 10,987	\$ 10,987	34.9
	7	Councils	\$ 3,300	\$ 2,426	170	\$ 90	\$ 9,774	\$ 5,703	\$ -	\$ 13,074	\$ 8,129	\$ 4,945	\$ 4,945	62.2
	8	Planning, Reporting	\$ 8,200	\$ 2,111	295	\$ 229	\$ 16,961	\$ 14,510	\$ -	\$ 25,161	\$ 16,621	\$ 8,540	\$ 8,540	66.1
	9	Administration			0	\$ 616								
		Total Overhead Staff Hours												
		TOTAL BUDGET	\$ 73,852	\$ 58,620	5,275	2,684	\$ 303,290	\$ 131,038	\$ 2,000	\$ 375,142	\$ 186,906	\$ 188,236	\$ 188,236	
		Licence Income 2023-2024												
		2023-2024 Fish Licence Income	\$ 249,956	\$ 297,045										
		Less Commission	\$ -	\$ 11,248										
		Net Fish Licence Income	\$ 238,708	\$ 285,797										
		2024 Game Licence Income	\$ 179,937	\$ 16,218										
		Less Commission	\$ -	\$ 8,097										
		Net Game Licence Income	\$ 171,840	\$ 8,121										
		Total Licence Income	\$ 429,893	\$ 313,263										
		Total Commission	\$ -	\$ 19,345										
		Total Net 2023-24 Licence Revenue	\$ 410,548	\$ 301,926										

EXTERNAL COSTS		INTERNAL COST		NETABLE INCOME		NET COST	
Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
\$ 249,956	\$ 297,045	\$ 303,290	\$ 131,038	\$ 2,000	\$ 2,752	\$ 375,142	\$ 186,906
\$ -	\$ 11,248					\$ 58%	\$ 50%
\$ 238,708	\$ 285,797					\$ 375,142	\$ 186,906
\$ 179,937	\$ 16,218					\$ (29,522)	\$ (16,019)
\$ -	\$ 8,097					\$ 59,722	\$ 29,861
\$ 171,840	\$ 8,121					\$ (429,893)	\$ (313,263)
\$ 429,893	\$ 313,263					\$ 19,345	\$ 11,337
\$ -	\$ 19,345					\$ -	\$ -
\$ 410,548	\$ 301,926					\$ 23,593	\$ 14,887
						\$ 18,387	\$ (86,292)

EXTERNAL COSTS		INTERNAL COST		NETABLE INCOME		NET COST	
Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
\$ 249,956	\$ 297,045	\$ 303,290	\$ 131,038	\$ 2,000	\$ 2,752	\$ 375,142	\$ 186,906
\$ -	\$ 11,248					\$ 58%	\$ 50%
\$ 238,708	\$ 285,797					\$ 375,142	\$ 186,906
\$ 179,937	\$ 16,218					\$ (29,522)	\$ (16,019)
\$ -	\$ 8,097					\$ 59,722	\$ 29,861
\$ 171,840	\$ 8,121					\$ (429,893)	\$ (313,263)
\$ 429,893	\$ 313,263					\$ 19,345	\$ 11,337
\$ -	\$ 19,345					\$ -	\$ -
\$ 410,548	\$ 301,926					\$ 23,593	\$ 14,887
						\$ 18,387	\$ (86,292)

5. Bank Transactions

Bank and credit card transactions for the period 1 February to 31 March are shown on Tables 5 through 8.

Table 5: Westpac Current Account Transactions			
Hawke's Bay Fish and Game Council			
For the period 1 February 2024 to 29 February 2024			
Date	Payee	DC Batch	Amount
07 Feb 2024	Cardlink Systems DD		10.36
09 Feb 2024	Davy Jones	80.00	
09 Feb 2024	Graham Marshall	448.00	
09 Feb 2024	Immaculate Cleaning	255.00	783.00
11 Feb 2024	One New Zealand Group DD		369.18
12 Feb 2024	Generated by Xero Payroll		4,485.60
19 Feb 2024	Brimar Vegetation Services Limited	868.25	
19 Feb 2024	Eastern Fish and Game Council	56.96	
19 Feb 2024	Eastern Fish and Game Council	82.14	
19 Feb 2024	Farmlands	28.75	
19 Feb 2024	FujiFilm DD	141.96	
19 Feb 2024	Grocom Landscape Supplies	132.00	
19 Feb 2024	Harvest Alarms Ltd	1,242.00	
19 Feb 2024	Immaculate Cleaning	340.00	
19 Feb 2024	Jobey Plumbing Partnership	431.65	
19 Feb 2024	Mitre10 Mega	22.61	
19 Feb 2024	Mitre10 Mega	21.31	
19 Feb 2024	Mitre10 Mega	136.74	
19 Feb 2024	Mitre10 Mega	138.99	
19 Feb 2024	Mitre10 Mega	107.06	
19 Feb 2024	Mitre10 Mega	36.98	
19 Feb 2024	Wellington Fish and Game Council	2,554.09	
19 Feb 2024	Smartrak Limited DD	105.39	
19 Feb 2024	Smartrak Limited DD	105.39	
19 Feb 2024	Smartrak Limited DD	105.39	
19 Feb 2024	Smartrak Limited DD	105.39	
19 Feb 2024	Smartrak Limited DD	105.39	
19 Feb 2024	Smartrak Limited	105.39	
19 Feb 2024	New Zealand Fish and Game Council	17,170.12	24,143.95
19 Feb 2024	Inland Revenue Department		6,785.89
20 Feb 2024	Frank Energy DD		447.54
20 Feb 2024	FujiFilm DD		141.96
21 Feb 2024	Napier City Council DD		1,120.24
20 Feb 2024	Hawkes Bay Regional Council DD	244.83	
20 Feb 2024	Graham Marshall	560.00	804.83
26 Feb 2024	Generated by Xero Payroll		4,356.62
26 Feb 2024	Design Cuisine Limited	225.40	
26 Feb 2024	Peter Frehner	300.00	525.40
29 Feb 2024	BOL Monthly Charges		4.56
Total			43,979.13

Table 6: Westpac Current Account Transactions

Hawke's Bay Fish and Game Council

For the period 1 March 2024 to 31 March 2024

Date	Payee	<i>DC Batch</i>	Amount
07 Mar 2024	Biomar Pty Ltd		2,494.01
11 Mar 2024	Cardlink Systems DD		385.10
11 Mar 2024	Generated by Xero Payroll		4,431.28
13 Mar 2024	One New Zealand Group DD		364.84
20 Mar 2024	Eastern Fish and Game Council	4,582.64	
20 Mar 2024	Eastern Fish and Game Council	80.33	
20 Mar 2024	Eastern Fish and Game Council	65.50	
20 Mar 2024	Eastern Fish and Game Council	6,903.48	
20 Mar 2024	Graham Marshall	308.00	
20 Mar 2024	Grocom Landscape Supplies	132.00	
20 Mar 2024	Hawkes Bay Regional Council DD	368.00	
20 Mar 2024	Immaculate Cleaning	255.00	
20 Mar 2024	Owen McLeod & Co Ltd	10,939.79	
20 Mar 2024	Te Ngahere	<u>1,667.00</u>	25,301.74
20 Mar 2024	Frank Energy DD		307.63
20 Mar 2024	FujiFilm DD		164.74
20 Mar 2024	Inland Revenue Department		4,627.09
20 Mar 2024	Inland Revenue Department		1,784.04
26 Mar 2024	Generated by Xero Payroll		4,431.28
28 Mar 2024	BOL Monthly Charges		7.09
Total			44,298.84

Table 7: Westpac Mastercard - KM

Hawke's Bay Fish and Game Council

For the period 1 February 2024 to 31 March 2024

Date	Payee	Amount
01 Feb 2024	NZ Post Limited	24.00
02 Feb 2024	Jaycar	478.00
05 Feb 2024	Mailchimp	97.75
08 Feb 2024	Subway	21.70
08 Feb 2024	Executive on Fenton	398.52
09 Feb 2024	Guidoughs	11.28
09 Feb 2024	Crispy Kebabs	19.00
10 Feb 2024	BP Fuel	7.50
10 Feb 2024	Executive on Fenton	6.00
16 Feb 2024	NZTA	36.84
16 Feb 2024	NZ Transport Agency	207.83
22 Feb 2024	Guns & Tackle	500.00
01 Mar 2024	Egmont Commercial	427.80
02 Mar 2024	NZTA	632.88
05 Mar 2024	Mailchimp	97.74
05 Mar 2024	iStock.com	40.25
07 Mar 2024	Napier City Council DD	2.00
09 Mar 2024	New World Greenmeadows	45.80
09 Mar 2024	New World Greenmeadows	15.70
13 Mar 2024	New World Greenmeadows	124.08
19 Mar 2024	Rivers to Ranges Limited	100.00
21 Mar 2024	Napier City Council DD	32.60
27 Mar 2024	New World Greenmeadows	22.43
Total		3,349.70

Table 8: Westpac Mastercard - CN

Hawke's Bay Fish and Game Council

For the period 1 February 2024 to 31 March 2024

Date	Payee	Amount
05 Feb 2024	iStock.com	40.25
13 Feb 2024	BP Fuel	37.13
12 Mar 2024	FACEBK ERJJXSB4W2	91.37
Total		168.75

6. Recommendation

6.1 That the payments for 1 February to 31 March totalling 91,796.42 be approved.

Current Account – February 2024	\$43,979.13
Current Account – March 2024	\$44,298.84
Credit Card (CN) – February - March 2024	\$168.75
Credit Card (KM) – February - March 2024	\$3,349.70
Total	<u>\$91,796.42</u>

10(D)LICENCE SALES REPORT

6 May 2024

1. 2023-2024 Fish Licence Sales

- 1.1 Fish licence sales for the 2023-24 season compared with the 2022-23 season to 5 May are summarised in Table One.
- 1.2 Fish licence sales are reporting to be 4.3% (105 LEQ's) below the 2022-23 season results for the same period.
- 1.3 The annual sales target has been exceeded at 124.6% YTD (note: target reduced due to cyclone Gabrielle)

Table One: Fish Licence Sales 2023-24 vs 2022-23 YTD results to 5 May 2024

Licence Category	Agency Online	Public Online & Call Centre	Total YTD 2022-23	Agency Online	Public Online & Call Centre	Total YTD 2023-24	Inc/Dec on prior Season
Fish Adult							
Family Season	150	227	377	101	204	305	-72
Season Non-Resident	427	505	932	361	497	858	-74
Loyal Senior	67	175	242	80	136	216	-26
Local Area Adult	136	99	235	127	92	219	-16
Winter Adult	90	62	152	61	74	135	-17
Long Break Adult	13	25	38	32	56	88	50
Short Break Adult	4	11	15	2	6	8	-7
Day	28	64	92	24	142	166	74
Day Non-Resident	90	277	367	116	418	534	167
Total Adult	279	227	506	338	346	684	178
Fish Junior							
Season	72	95	167	70	155	225	58
Season Non-Resident	1	2	3	1	7	8	5
Day	7	40	47	20	90	110	63
Day Non-Resident	4	4	8	7	2	9	1
Total Junior	84	141	225	98	254	352	127
Fish Child							
Season Non-Resident	0	6	6	0	1	1	-5
Day Non-Resident	0	4	4	2	1	3	-1
Total Child	0	10	10	2	2	4	-6
Total Fish	1,368	1,823	3,191	1,342	2,227	3,569	378
Whole Season Equivalent (LEQ)			2,445			2,340	-105
Variance between Seasons							-4.3%
\$ (excl GST)			\$308,315			\$311,368	\$3,053

Summary 2023-2024 Season YTD Actual vs Total Budget

2023-24 Annual Budgeted FISH LEQs	1,879	100.0%	\$249,956
2023-24 Actual	2,340	124.6%	\$311,368
Variance to budget	461	24.6%	\$61,412

2. 2024 Game Licence Sales

- 2.1 Game licence sales for the 2024 season compared with the 2023 season to 5 May are summarised in Table Two.
- 2.2 Game licence sales are reporting to be 6.7% (112 LEQ's) ahead of the 2023 season results for the same period.
- 2.3 93.2% of the annual sales target has been met YTD.

Table Two: Game Licence Sales 2023-24 vs 2022-23 YTD results to 5 May 2024

Licence Category	Agency Online	Public Online & Call Centre	Total YTD 2022-23	Agency Online	Public Online & Call Centre	Total YTD 2023-24	Inc/Dec on prior Season
Game							
Adult Season	1,268	374	1,642	1,411	337	1,748	106
Adult Day	0	0	0	0	0	0	0
Junior Season	93	66	159	118	72	190	31
Junior Day	0	0	0	0	0	0	0
Child Season	28	24	52	47	20	67	15
Total Game	1,389	464	1,853	1,576	429	2,005	152
Whole Season Equivalent (LEQ)			1,673			1,785	112
Variance between Seasons							6.7%
\$ (excl GST)			\$148,429			\$167,659	\$19,229

Summary 2023-2024 Season YTD Actual vs Total Budget

2023-24 Annual Budgeted Game LEQs	1,916	100.0%	\$179,937
2023-24 Actual	1,785	93.2%	\$167,659
Variance to budget	-131	-6.8%	-\$12,278

Summary 2023-2024 Season YTD Actual vs Total Budget

2023-24 Annual Budgeted Game LEQs	1,916	100.0%	\$179,937
2023-24 Actual	1,785	93.2%	\$167,659
Variance to budget	-131	-6.8%	-\$12,278

13 Public Excluded Session

14 Meeting Closes

