

**One hundred and fifty fifth meeting
to be held in Wellington 4 December 2021**

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Meeting close

Welcome by Acting CE

New Zealand Fish and Game Council Meeting December 2021

Standing Orders requires at the inaugural meeting of a new Council:

- *The Chief Executive (or nominee of that officer) must chair the initial meeting until a chairperson has been appointed by the council.*
- *The business to be conducted at the inaugural meeting must include:*
 - *the appointment of the chairperson*
 - *the appointment of the Executive Committee with the NZ Council chairperson as its chair*
 - *a general explanation, given or arranged by the chief executive (or nominee of that officer) of:*
 - *the Local Government Official Information and Meetings Act 1987; and*
 - *other laws affecting members, including - the appropriate provisions of the Conservation Act 1987; Part 6 of the Crimes Act 1961; and the Secret Commissions Act 1910*
- *the fixing of the date and time of the first meeting of the council, or the adoption of a schedule of meetings.*

**CE overview of governance and legislation as required by
standing order 1.3.8 (c)**

New Zealand Fish and Game Council Meeting December 2021

The Acting Chief Executive of the NZ Council will provide the required briefing

Apologies

New Zealand Fish and Game Council Meeting December 2021

Recommendation

1. **Agree** that apologies from ... be received.

Declaration of Interest

New Zealand Fish and Game Council Meeting December 2022

Councilors are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

As this is the first meeting of the NZ Council following the recent elections, a conflicts form will be emailed to all Councilors. These standing conflicts will be recording on this agenda going forward.

Recommendation

1. ***Note any conflicts***

Election of Chairperson

New Zealand Fish and Game Council Meeting December 2021

Council is required to elect a Chair at the first meeting of Council. Standing orders provides that this shall be:

3.9 *When appointing people to positions such as the following:*

- *the chairperson or*
- *the appointment of members of a council committee;*

the council (or a committee making the appointment) must decide by resolution to use one of the following voting systems.

System A

1.3.10 *The candidate will be appointed if he or she receives the votes of a majority of the members of the council or committee who are present and voting. This system has the following characteristics:*

- a. *there is a first round of voting for all candidates*
- b. *if no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded*
- c. *if no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.*

1.3.11 *In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.*

System B

1.3.12 *The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:*

- *there is only one round of voting. If two or more candidates tie for the most votes, the tie is resolved by lot.*

According to standing orders, the Chairperson's role at meetings is:

Chairperson to preside at meetings

- 3.3.1 *The chairperson of the council must act as the chairperson at council meetings unless he or she vacates the chair for a particular part, or all, of a meeting. If the chair is absent from a meeting the deputy chair must act as chairperson. If the deputy chair is also absent, or has not been appointed, the council members who are present must elect a member to be chairperson at that meeting. This person may exercise the responsibilities, duties and powers of the chair.*

[Sch. 7 Cl. 26(1), (5) & (6) LGA]

[S.26J CA]

Addressing the chairperson

- 3.3.3 *Members will address the chairperson in a way that reflects his or her statutory office.*

Chairperson's rulings

- 3.3.4 *The chairperson will decide all procedural questions where these standing orders make no or insufficient provision and all points of order. Any member who refuses to obey a chairperson's ruling or order must be held to be in contempt.*

Member's right to speak

- 3.3.5 *Members are entitled to speak in accordance with these standing orders. Members must address the chairperson when speaking. They may not leave their place while speaking, unless they have the leave of the chairperson.*

Chairperson may prioritise speakers

- 3.3.6 *When two or more members want to speak, the chairperson will name the member who may speak first, with the proviso that the other members who wanted to speak must have precedence when they intend to:*
- a. *raise a point of order, including a request to obtain a time extension for the previous speaker, and/or*
 - b. *move a motion to terminate or adjourn the debate, and/or*
 - c. *make a point of explanation, and/or*
 - d. *request the chair to permit the member a special request.*

Chairperson's Report

- 3.3.7 *The chairperson shall, by report, have the right to direct the attention of the council to any matter or subject within the role or function of the council.*

Chairperson's recommendations

- 3.3.8 *The chairperson of any meeting may include on the agenda or the draft resolutions for that meeting a chairperson's recommendation regarding any item brought before the meeting.*

Decision of chairperson on point of order to be final

- 3.3.9 *The chairperson may decide on any point of order immediately after it has been raised by any member, or may first hear further argument before deciding. The*

ruling of the chairperson upon any point of order shall not be open to any discussion and shall be final.

Chairperson to have determining vote

3.3.10 The chairperson, or other person acting as chairperson, at any meeting shall have a deliberative vote and in the case of equality of votes, shall also have the casting vote.

[s.26K(5) CA]

Recommendation:

Agree that XXX be elected Chairperson of the New Zealand Fish and Game Council

Appointment of the Executive Committee

New Zealand Fish and Game Council Meeting December 2021

Standing Orders and Governance Policies require that the first meeting of NZ Council includes the appointment of an Executive Committee. The Governance Policies sets the functions of the Executive Committee as follows:

An Executive Committee, consisting of not less than three members shall be charged with the following:

- *To carry out the functions of a Committee of the New Zealand Council in a manner consistent with the Council's Governance Policies and Standing Orders.*
- *To assist and advise the Chief Executive in the consideration and action of matters of urgency, confidentiality and sensitivity and inform the New Zealand Council in a manner deemed appropriate whilst ensuring adherence to the Council's high standards of ethics, corporate behaviour and transparency.*
- *To provide advice, guidance and support to the Chief Executive on an as requested basis but without impinging on the Chief Executive's delegated powers.*
- *At the Chairperson's discretion, the Executive Committee may collectively assume the Chairperson's representation and communication role outside of New Zealand Council meetings as prescribed in Governance Policy 1.5 The Role of the Chairperson and specifically as regards policies 1.5, a. a.3 and 1.5, a. a.4.*
- *To temporarily act in the place of the Chairperson in the event of the Chairperson's unavoidable or unexpected absence or unavailability in any period prior to the next New Zealand Council meeting.*
- *To replace the Audit and Risk Committee and the Remuneration Committee and complete all functions previously delegated to those committees.*
- *Attend to the preparation and completion of the Chief Executive's annual performance appraisal.*
- *Report to New Zealand Council on its activities.*
- *To assume such other responsibilities as New Zealand Council deems appropriate.*

Policies also require that the following in terms of risk management:

The Council is ultimately accountable for risk management of its affairs and will therefore require, review and approve through the Executive Committee an annual risk management plan presented and prepared by the Chief Executive. It can request that the plan be redone or otherwise improved if it is not satisfied that it sufficiently addresses all issues. The plan shall include, but not be limited to:

- *Identification of risks (including business, financial, compliance, operational and staff succession);*
- *Prioritisation of risks;*
- *A risk management plan (including accountabilities, the control strategy, residual risks and warning mechanisms); and*
- *Implementation and monitoring*

Recommendations:

1. ***Agree*** that XXX XXX XXX be appointed to the Executive Committee
2. ***Agree*** the fourth member of the Executive Committee be appointed in February 2022 NZ Council meeting.

Subcommittees of Council

To	Councillors
From	Di Taylor

1 Purpose

To outline all current subcommittees of NZC and make recommendations as to the continuation of these committees.

2 The Council is asked to:

Note the current NZC subcommittees are deemed to be discharged on the coming into office of the members of the council at, or following, the triennial election of members.

Note that the chairperson is a member of every committee of the council

Agree to re-establish the National Remuneration Sub-Committee

Approve the Terms of Reference for the National Remuneration Sub-committee

Agree to appoint NZ Councillors XXX to the National Remuneration Sub-committee and XXX as co-opted members

Agree to consider further subcommittees of the NZ Council in the February 2022 NZ Council meeting and invite the Acting Chief Executive to present a proposal of subcommittee options for Council consideration.

3 Background

NZC currently has three subcommittees (exclusive of the Executive Committee):

- The Remuneration Committee
- The Standing Finance Committee
- The National Sea Run Salmon Committee

4 Appendices

Terms of Reference for the National Remuneration Sub-committee

SUBCOMMITTEES OF COUNCIL

New Zealand Fish and Game Council Meeting 4 December 2021

Prepared by: Di Taylor, Acting Chief Executive, NZ Fish and Game Council

Purpose

- 1 To outline all current committees of NZ Council and make recommendations as to the continuation of these committees.

Background

- 2 The NZ Council Standing Orders and Governance Policies provides for the establishment of subcommittees.
- 3 Standing Orders state:

1.4 MEMBERSHIP OF COMMITTEES

1.4.1 The members of a committee may, but need not be, elected members of the council, and a council may appoint to a committee a person who is not a member of the council if, in the opinion of the council, that person has the skills, attributes, or knowledge that will assist the work of the committee.

1.4.2 Despite 1.3.8 above, at least 1 member of a committee must be an elected member of the council; and an employee of a council acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee.

1.4.3 The minimum number of members is 3 for a committee; and 2 for a subcommittee.

1.4.4 The chairperson is a member of every committee of the council. Any member of the council may attend any meeting of any committee. They may put a question to the chairperson and may take part in the meeting's discussions. However, if the member of the council is not a member of the committee, they may not vote on any matter before the committee.

1.4.5 Prior committees or subcommittees are, unless the council resolves otherwise, deemed to be discharged on the coming into office of the members of the council at, or following, the triennial election of members.

- 4 According to the Governance Policies:
 - *Council committees will be formed only when it is efficient or necessary to facilitate efficient decision-making.*

- *Council committees will observe the same rules of conduct and procedure as the Council unless the Council determines otherwise.*
- *Council committees will only speak or act for the Council when so authorised.*
- *All committees, either standing or ad hoc, will be formally constituted by Council resolution and have well defined terms of reference.*

Previous Subcommittees of the NZ Council

Remuneration Committee

- 5 Historically the National Council had agreed and formed a Remuneration Subcommittee. In the August 2019 meeting it was agreed that this committee would consist of then NZ Councillors Bill O’Leary, Colin Weatherall and regional councillor Ken Cochrane. Operational assistance was provided by Andy Garrick and Phil Teal.
- 6 The purpose of the subcommittee was to gather all salary and employment conditions information from all regions to help build a more consistent approach over time and ideally create career pathways for staff to progress within Fish and Game.
- 7 Due to the challenges last year surrounding the change of Council Chair and Chief Executive departure the Committee was formally disbanded in August 2020.
- 8 In August 2021 the committee was formally reinstated comprising Colin Weatherall, Phil Teal, Andy Garrick and Di Taylor.

Standing Finance Committee

- 9 The Standing Finance subcommittee was established in April 2020 in response to the financial implications of COVID-19. Committee membership initially composed Paul Shortis (then NZC Chair), Ray Grubb, Dan Isbister and Richard O’Keefe (North Canterbury Councillor) with support provided by NZC and regional staff. In February 2021 membership was revised to Debbie Oakley, Dave Harris, with Richard O’Keefe co-opted on.
- 10 Significant work was undertaken around the budgeting in response to COVID-19 but since this was actioned the Committee has been in abeyance.

National Sea Run Salmon Committee

- 11 The National Sea Run Salmon subcommittee was formed in 2018 following the Sea Run Salmon Symposium. Membership composed appointees from each of the South Island regions with salmon fisheries, as well as salmon angling associations and the NZ Council Chief Executive.

- 12 In 2019, the NZ Council Chief Executive was replaced as Chair of National Sea Run Salmon Committee by an NZ Councillor.
- 13 The primary purpose of this committee was to undertake nationally consistent policy work on the salmon fishery. Work undertaken included:
 - 13.1.1 Commercial origin stocking policy
 - 13.1.2 Season bag limit.
 - 13.1.3 Fish screen policy (to be brought to NZC in February/April).
- 14 The committee has not met regularly for the past year, since the then chair Cr Knight resigned from NZ Council.
- 15 This prompted CSI to write to NZC earlier this year recommending that this committee be disbanded and the work reverted to regions to undertake. This was sent out with regions for consultation.
- 16 So far all salmon regions (Otago, CSI, North Canterbury, West Coast and Nelson Marlborough) have communicated their support for the National Sea Run Salmon Committee to be disbanded. Regions without salmon fisheries have typically expressed no view.
- 17 For that reason, it is not recommended that this subcommittee is continued.

Committees for the new term of NZC

Remuneration Committee

- 18 The Remuneration Committee's role is seen as particularly significant in light of the implementation of the Review.
- 19 Working with the Implementation Steering Group to understand what the potential changes to the Regions may look like over the next couple of years, this creates uncertainty within our teams and ensuring they see a potential career pathway and pay equity is a great way of keeping them engagement through a prolonged period of change.
- 20 It is recommended that is Committee be re-established under the existing Terms of Reference with the membership of Colin Weatherall, Phil Teal, Andy Garrick and Di Taylor.
- 21 NZ Council needs to consider the inclusion of NZ Council members on the committee in keeping with the terms of reference (appended).

Other subcommittees

- 22 In the February 2022 NZ Council meeting, Councillors will be undertaking strategic planning.

- 23 It is recommended that Councillors hold off on establishing or re-establishing any further subcommittees until the February 2022 NZ Council meeting.
- 24 In February 2022, the NZ Council Acting Chief Executive will present a proposal of subcommittee options for Council consideration.

Financial Implications

- 25 Select subcommittees receive minor funding to undertake in person meetings, although the majority of this is done by zoom these days.
- 26 Accordingly, financial implications are minor outside of staff time allocated to these committees.

Legislative Implications

- 27 No legislative implications.

Section 4 Treaty Obligations

- 28 Subcommittees, like NZC, must have regard to s4 of the Conservation Act, which stipulates that the Conservation Act must be interpreted and administered to give effect to the principles of the Treaty of Waitangi.

Policy Implications

- 29 All subcommittees are established in line with NZC Governance Policies and Standing Orders.

Consultation

- 30 Consultation has been undertaken with regional Fish and Game Councils on the National Sea Run Salmon Committee as set out above.

Recommendations

- 1 **Note** the current NZC subcommittees are deemed to be discharged on the coming into office of the members of the council at, or following, the triennial election of members.
- 2 **Note** that the chairperson is a member of every committee of the council
- 3 **Agree** to re-establish the National Remuneration Sub-Committee
- 4 **Approve** the Terms of Reference for the National Remuneration Sub-committee
- 5 **Agree** to appoint NZ Councillors XXX to the National Remuneration Sub-committee and XXX as co-opted members

- 6 *Agree to consider further subcommittees of the NZ Council in the February 2022 NZ Council meeting and invite the Acting Chief Executive to present a proposal of subcommittee options for Council consideration.*

Terms of Reference for the National Remuneration Sub-committee

1. The name of the committee shall be the National Remuneration Sub-committee.
2. The purpose of the committee is to develop and recommend to the New Zealand Fish and Game Council and the twelve regional Councils a National Remuneration Policy for Fish and Game.
3. The terms of reference for the committee are a living document and can be changed as agreed with the New Zealand Fish and Game Council.
4. The committee shall be a sub-committee of the New Zealand Fish and Game Council and shall be chaired by one of the two New Zealand Fish and Game Councilors.
5. The committee has the ability to appoint any person required for advice, assistance and support and engage any expert agency to develop the policy subject to agreement with New Zealand Fish and Game Council.
6. The committee will consist of two New Zealand Fish and Game Council councilors, and two suitably qualified persons to represent the views of the twelve regional Councils.
7. The sub-committee will be supported by and can have input from NZC staff.
8. The committee shall report to the New Zealand Fish and Game Council and shall be bound by the Governance Policies of the New Zealand Fish and Game Council.
9. The committee shall be funded by the National Budget as agreed by the New Zealand Fish and Game Council.
10. The committee shall, for membership, draw on the voluntary contribution of governors and regional Managers within Fish and Game who have the appropriate expertise and experience to carry out the functions of the committee. Normal expenses incurred in the course of the committee's activities will be reimbursed from the National Budget.
11. The committee shall seek remuneration information from regional Councils in discharging its purpose.
12. The committee recognizes the legislative autonomy of individual regional Councils and shall maintain strictest confidentiality with respect to information on remuneration and supporting terms of employment that is supplied to the committee.
13. The committee shall report on activities to the New Zealand Fish and Game Council and the twelve regional Councils periodically and aligned with the meeting schedule of the New Zealand Fish and Game Council.
14. All deliberations of the committee shall remain confidential to Fish and Game.

Health and Safety Report

New Zealand Fish and Game Council Meeting December 2021

As part of its commitment to Health and Safety and providing a safe workplace, the New Zealand Fish and Game Council requires a report at each meeting.

1.	Implementation and adherence to the Health & Safety policy/manual
	Yes.
2.	Risk Management (identification and treatment)
	Continued protocols in place for covid-19 track and trace.
3.	Training and awareness raising
	Fire Drill in Office on 18 August.
4.	H&S incidents
	First Aid kit could not be located after office move. This has been fixed.
5.	Near misses and/or injuries
	No injuries reported.

Approve Minutes for Meeting #154

New Zealand Fish and Game Council Meeting December 2021

Recommendation:

1. ***Agree that the minutes of meeting #154 be approved.***

One hundred and fifty fourth meeting of the
New Zealand Fish and Game Council
27th and 28th August 2021
By Zoom

PRESENT

NZ Councillors:

Ray Grubb (Chair), Debbie Oakley, Noel Birchall, Andy Harris, Dan Isbister, Nigel Juby, Dave Harris, Richard McIntyre, Dave Coll, Gerard Karalus, Greg Duley, Bill O'Leary.

NZC Staff:

Di Taylor, Acting Chief Executive, Carmel Veitch CFO, Brian Anderton GM, Jack Kós Senior Policy Advisor, Richard Cosgrove Senior Media and Communicators Advisor, Steve Doughty Marketing and Communications Manager

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1. Welcome and Chairperson's Introduction

- Meeting started 8:35am
- Chair welcomed councillors and specifically thanked those councillors that are not standing for re-election.
 - Cr. O'Leary: Looking forward to going fishing, duck shooting and deer stalking. The time commitment with these roles is greater than people realise and requires the support of your whole family. It's time for me to reappraise my commitments and focus on myself and my family. Appreciated the opportunity to work with you all. Thank you.
 - Cr. Birchall: Been on acclimatisation societies and Fish & Game councils for 54 years. I'd like to have some more time for myself and I'm a little concerned at the direction we're heading. Thanks to you all and I appreciate your efforts for the organisation.
 - Cr. Isbister: Twelve years with fish and game now, and done enough time. I went fishing once last year and I'm trying to simplify my life. Looking forward to a lot more time to go fishing and hunting. I'm a little concerned at where the organisation is going. The quality of councillors could be a symptom of the social media era – previously the people were there to do their bit for the betterment of the organisation and sport. I wish the organisation all the best but think it's in for a rocky time. I don't plan on ending my involvement with Fish and Game, but I think I can give more volunteering in other capacities.
- Chair thanked these councillors for their support and their contribution as members of the exec.
- Chair spoke to the past three years of this council. Believe we have made huge progress in the past 15 months.
- Chair gave thanks to the staff and the huge commitment that they are giving. Particular thanks given to Steve for the incredible workload he has

2. Apologies received

- Cr. McIntyre apologised for late arrival.
- Moved:** Crs. D Harris & Coll

Carried

3. Conflicts of Interest

- Chair added director of NZ Landcare Trust.

3a. Extraordinary Business

- AW Letter on Pheasant Preserves
- Angus and Associates Displacement Research
- Confidentiality around elections (PE) 18a
- Update on Staff Resource Stocktake (PE) 18b

Moved: Crs. Grubb & McIntyre

Carried

4. Health and Safety Report

Moved: Crs. Karalus & Harris

Carried

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5. Approve Minutes 152

- Question over action list and correspondence register. Confirmed this will be reinstated moving forwards.

Recommendation:

2. *That these minutes be approved.*

Moved: Crs. O’Leary & Oakley

Carried

6. Approve Minutes 153

Recommendation:

1. *That these minutes be approved.*

Moved: Crs. Isbister/Birchall

Carried

7. Fish & Game Review

This paper introduced communication from the Minister of Conservation on the Fish and Game Review and discussed the establishment of a group to review the amalgamation of regions.

- Chair opened for discussion.
- Cr. Birchall: Few points – when will we see TOR for amalgamations?
 - Drafting occurring currently with people nominated to work on review. Received feedback last night. Can try redraft and present tomorrow?
- Cr. Birchall: Doesn’t have to be tomorrow.
- Chair: Detailed proposed composition. General proposal is blank page review looking at what should be ideal structure. TOR would be socialised with NZC and regions, working towards prelim report feb and final report March prior to budget cycle.
- Cr. Juby: Concern on whose authority this is set up? Have IG – if RG as chair of NZC took it upon himself to set up I have an issue – if IG set up and

directing Fish & Game matters I have issue with that. Think 3 person team is inadequate. Who set this up and on what basis?

- IG asked by F&G to do this, and that is what they're doing.
- Cr. Juby: Don't think asked to do this. Just that an analysis needed to be done. Could be confused by powers of IG. Surprised that IG feels it can direct F&G staff without approval of NZC or employers of those staff.
- Chair: Chairs of WC & Wel approached to release managers for this. IG won't be involved in this – whole process done by F&G.
- Cr. Juby: Don't think IG or RG as Chair of NZC should be setting up system to investigate. At least go through NZC if not wider organisation.
- Chair: How else to do?
- Cr. Juby: Start with NZC and ask what is supported.
- Cr. Oakley: Remember at NZC meeting in workshop that we would discuss approach to review and recommended we get buyin by asking regional managers to be involved
- Chair: and that's what we're doing
- Cr. Karalus: Preference is that we do it as its unfolding otherwise get parochial arguments coming through.
- Cr. D. Harris: Agree with Nigel. Too much happening that we don't know about.

Meeting adjourned at 9am for guest speaker, Minister of Conservation Kiritapu Allan

Meeting resumed 10:15am.

8. Reserves top-up determination

This paper sought to confirm what financial years the reserves top up was to be applied to and that reserve top ups will be considered in the following year's CF bid process.

- If licence sales same as this financial year we won't need to do any top ups at all as far as I can see. Budgeted same income as last financial year with higher income than expected.

Recommendations

1 That the NZC agrees that the top up of reserves to the 20% level of budget was intended to be for the

1.1 2019/20-year end; and

1.2 2020/21-year end; and

1.3 Due to the request for regions to use reserves again in the 2021/22 year the NZC agrees to top up reserves to the 20% level in the 2021/22-year end subject to there being no unapproved spending from reserves.

Moved: Crs. Oakley/McIntyre

Carried.

From later in meeting:

1.4 Any top up of reserves required to the 20% level will be considered in the following year contestable funding pool.

Moved: Crs. Grubb/D. Harris

Carried.

9. Ratification of decisions

This paper sought to ratify decisions of NZC made by email.

Recommendation:

1. That NZC formally ratifies the following decisions made by email:

a. That NZC agree for NZC staff to seek the approval of the Minister for a Sea Run Salmon Licence Category for 2021.

AND

2. That NZC agrees for the Acting CE to contract with ESL for the administrative side of the sea run salmon licence.

Moved: Crs. Coll/Birchall

Carried

10. Legal/RMA Applications

This paper recommended the reallocation of funds regarding the Lindis appeal, requested that Southland put in an application to use their reserves and put forward a Legal/RMA fund bid application from Otago.

- Clarification that there are two separate processes: the lindis appeal and the future RPS.
- Cr. Birchall: What is the process for approving expenditure in excess of the grant application? Danger to approve a grant application for \$100k and it swelling to \$200k.
 - Chair: Lindis case raised huge questions. Overspent whole way through. Working on at NZC to develop peer review of any decision to take any legal action and to provide advice to the region concerned. Haven't had that legal peer review process in the past.
- Cr. Juby: Clarification that there was money approved but it has overrun – have Otago applied for the overspend?
- CFO: Confirmed that it was a case taken by NZC because of the national priority. This has come out of the NZC reserves. So NZC needs to say what fund it is coming out of. Case now closed. So no further funds required. Simply determining where the costs are allocated to.
- Cr. Juby: Is it an option to ask for Otago to fund it out of their reserves?
- Chair: NZC supported this appeal at the time and this is the result. Have to fund from 2021 RMA budget.
- CFO clarified that \$52k is overspend from appeal case. Second recommendation – Southland using reserves and have requested to use \$84k

but spent \$152k. Can't forecast what their reserves are if haven't approved to spend from reserves. Final recommendation is a legal/rma funding bid for Otago for \$60,000 for RPS process.

- Carmel and Di to flag comment from Minister about support for funding.

Recommendations:

1. NZC allocate \$52,000 from:
 - a. the 2021/22 RMA Budget for the overrun in the NZC/Otago High Court Lindis appeal
2. NZC request that Southland put in an application to use their reserves for the over budgeted SWALP and anticipated costs going forward.
3. NZC approve Otago \$60,000 funding from the 2021/22 RMA legal fund for the RPS Land and Water.

Moved: Crs. Grubb/Birchall

Carried

11. 2020/21 Financial Report Process and Sign Off

This paper sought to confirm the Chair's signing delegation for the 2020/21 performance report.

- Chair detailed that this is a routine process that happens each year.

Recommendations

1 That, subject to the audited annual accounts being circulated to the Council members for approval and any queries satisfactorily explained, the Chairperson be authorised to sign the 2020/21 Performance Report on behalf of the Council.

Moved: Crs. Coll/Oakley

Carried

12. Annual Meeting and Budget Timetable 2021/22

This paper proposed meeting dates and a budget timetable for the 2021/22 year.

- Chair commented that we could relate better to Governors. Think it is key we get all chairs together first thing next council cycle to discuss changes to governance, strategic planning process etc. Create environment we are not only talking to managers.

Recommendation:

That NZC:

1. Agree that the proposed NZC meeting dates for 2021/22 become:

- December 4th 2021 in Wellington
- February 18th and 20th 2022 in Wellington
- April 29th and 30th 2022 in Wellington
- June 16th 2022 by zoom at 7.00-9.00pm

- August 23rd & 25th 2022 by zoom at 7.00pm- 9.00pm
- November 25th & 26th 2022 in Wellington

2. Agree that a Governors forum be held:

- February 19th in Wellington – (NZC & Chairs)

3. Agree that that managers meeting be held:

- 28th April 2022 with joint meeting Friday 29th

4. Note: These dates may be subject to change due to the Review.

5. Agree to consult with the regions on the proposed dates.

Moved: Crs. Birchall/D. Harris

Carried

13. Staff Development Grant Reserve

This paper proposed the establishment of a staff development grant reserve.

- Cr. Birchall: Not in favour of creating another reserve fund that ties up F&G's funds. Believe the staff development grant should be one that's there to be used and if not used it should not carry forward.
- Cr. Isbister: Agree.
- CFO detailed the reasons why it could be important to have this as a dedicated reserve because of the number of cancelled/rescheduled trips etc. Reserve could be capped at \$30k?
- Cr. Coll: Agree with cap.
- Chair: Cap at \$20k incentivises it to be used.
- Debate around cap size – support for \$30k.
- Cr. Isbister: Do individual regions have staff development funds?
- Chair: Yes, but no necessarily explicit.
- Cr. Isbister: Does this have to be in the interest of the national organisation?
- CFO: Yes, and report back to NZC.

Recommendations

1 That NZC create a Dedicated Reserve capped at \$30k for the Staff Development Grant

Reserve as at 31 August 2021; and

2 That the refunded \$4,128 from the 19/20 year be transferred to the new dedicated reserve as at 31 August 2021; and

3 In future any unallocated funds from the \$10,000 budgeted will be transferred to the Reserve to a cap of \$30k.

Moved: Crs. Karalus/McIntyre

Carried

14. Approval of NZC/National 2021/22 Financial Budget

This paper set out the NZC/National Financial Budgets for approval.

- Chair detailed that this year the budgets are split into NZC budget and National budget. Question around the vehicle purchase?
- Clarified it is an ARF fund and was deferred from last year because of Covid.
- Cr. Birchall: Clarified year is wrong in recommendation. Also don't believe we need to approve ARF for existing assets.
- CFO confirmed this is for an auditing perspective to just cover matters off as they are above delegation.
- Clarified that ARF and depreciation within \$100 so didn't note.

Recommendations

1. That NZC approve the Financial Budget presented in the Statement of Financial Performance for the year ended 31 August 2022 of \$143,785 Deficit; and

2. That NZC approve Capital Purchases for the year of \$43,500

Moved: Crs. D. Harris/Oakley
Carried

Meeting adjourned at 11:10am.
Meeting recommenced at 9:00am

Chair briefly outlined NZC work program, particularly in advocacy.

15. North Canterbury Exceptional Funding Application

This paper put forward an exceptional funding application for North Canterbury for salmon monitoring.

- Chair thanked the North Canterbury councillors for the work that they have undertaken in aligning North Canterbury's budget with the remainder of the country.
- CSI appointee supported this initiative and suggested there could be cost savings for both regions through a shared monitoring.
- NC appointee spoke to this and said they wished to keep costs as low as possible in order to minimise spending from reserves.
- Confirmed this will not cause North Canterbury to drop below 20% reserves.
- Cr. D. Harris: Concerns around the cost and the changing of methods.
- Chair noted that this is an operational matter and we should not be getting involved in operational methodology

Recommendations

1 That NZC approves the exceptional funding application for \$45,373 for monitoring salmon spawning on a one-off basis from North Canterbury reserves.

2 NZC write to CSI and North Canterbury, regarding the formulation of an interregional monitoring plan for the 2022/23 years and beyond.

3 NZC request a new contestable funding application for the 2022/23 budget round.

Moved: Crs. Grubb/Juby

Carried.

16. Exclusion of the Public

That the New Zealand Fish and Game Council:

(a) pursuant to the provisions of the Local Government Official Information and Meetings Act 1987 exclude the public from the following part of the proceedings of this meeting, namely:

GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
Confirm Public Excluded minutes for meeting 152 & 153	Section 9(2)(i) OIA The withholding of information is necessary to enable a Minister of the Crown or any department or organisation holding the information to carry out,	Section 48(1)(a)(ii) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Confidentiality of Elections	without prejudice or disadvantage, commercial activities. Section 9(2)(h) OIA The withholding of information is necessary to maintain legal professional privilege.	
Update on Staff Resource		

Stocktake	Section 9(2)(f)(iv) OIA The withholding of information is necessary to protect the confidentiality of advice tendered by Ministers and officials	Section 48(1)(a)(ii) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
	Section 9(2)(i) OIA The withholding of information is necessary to enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(ii) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
	Section 9(2)(i) OIA The withholding of information is necessary to enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage,	Section 48(1)(a)(ii) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

	commercial activities.	
	Section 9(2)(f)(iv) OIA The withholding of information is necessary to maintain the constitutional conventions which protect the confidentiality of advice tendered by Ministers of the Crown and officials.	Section 48(1)(a)(ii) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
	Section 9(2)(f)(iv) OIA The withholding of information is necessary to maintain the constitutional conventions which protect the confidentiality of advice tendered by Ministers of the Crown and officials.	Section 48(1)(a)(ii) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
	Section 9(2)(i) OIA The withholding of	Section 48(1)(a)(ii) That the public conduct of the whole or the relevant

	information is necessary to enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.	part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
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(b) And that staff remain to provide advice to the Council on all items.

Moved: Crs. Juby/Oakley

Carried

Motions from Public Excluded:

1. *That the Remuneration committee be re-established comprising Colin Weatherall, Andy Garrick, Phil Teal and Di Taylor.*

Moved: Crs. Oakley/McIntyre

Carried

1. *That in their review of the 2021 elections Electionz.com include in the review a discussion around:*

- a. *One returning officer.*
- b. *Residential qualifications (standing in area you live)*
- c. *Fit and proper test*
- d. *Not publishing names.*

Moved: Crs. McIntyre/Grubb

Carried.

1. *That these minutes be approved.*

Moved: Crs. McIntyre/Duley

Carried

1. *That these minutes be approved subject to the above amendment.*

Moved: Crs. Birchall/Coll

Carried

17. Chair's Report

- Chair spoke to CE's delegations and outlined the limits and reporting process. Ask for resolution that we confirm the delegations and reporting by line item?
- Cr. Birchall: Delegations covered in governance policies and this is already covered in this policy.

- Chair: Yes, but there is scope to review and this should be reconfirmed with the appointment of a new CE.
- CE clarified that all this is seeking to do is make any large spending within budget transparent. This is not a change of permissions or delegation limits, just a change of reporting process.

1. *That the spending delegations of the CE are confirmed.*

Moved: Crs. Coll/Juby

Carried.

- Like a resolution to congratulate Nigel Paragreen and Jack Kos for their work on the NBEA.
1. *That NZC congratulate Nigel Paragreen and Jack Kos for their work on the NBEA submission*

Moved: Crs. Grubb/Karalus

Carried

- Discussion around catchment groups and their merits. Noted that there is a substantial variation amongst catchment groups and their alignment with F&G. F&G needs a presence.
- Chair: Should we perform a more catalytic role in stimulating catchment groups, perhaps through jobs for nature fund? Does anyone have an objection to that to go back to regions on?
- Cr. Isbister: This could be a role NZC could play.
- Cr. McIntyre: If catchment groups successful money could be pulled from legal/rma. F&G place in catchment group will depend on how they involve themselves.
- Cr. Juby: Have we worked with DOC closely on – a lot of our wetlands are on DOC land – the NPS/NES? For example, maimais and walkways and control of weeds.
- Chair: Wetland regs up for debate and we have Mischa coordinating a response from FG. Locally we work with DOC ok. But it's absolutely clear that DOC have dropped ball on freshwater advocacy – has come to a head of Manuherikia where DOC not a supporter on Ngāi Tahu paper.

1. *That the report be received.*

Moved: Grubb/Juby

Carried.

18. CEO Operations Report

- Paper accepted as read.

19. NZC Finance Report

- Paper taken as read.

Recommendations

1 *The NZC Finance Report for July 2021 be accepted.*

Moved: Crs. Birchall/Duley

Carried.

20. National Finance Report

- CFO spoke to paper. Only slight outlier is NZC and that is explained in report. Other regions working within budget and no discrepancies.

Recommendations

1 The National Finance Report for July 2021 be accepted.

Moved: Crs. Oakley/Coll

Carried.

21. RMA/Legal Update

- Paper taken as read

Recommendations

1. That the report be received.

Moved: Crs. Grubb/Isbister

Carried.

22. Research Fund Update

- Clarified what the structure of the research committee was.
- Cr. Juby: Preferable to have some governance representation on the committee and should get an update on this with every council meeting.
- Chair: Like to recommend that CE prepares a proposal on how to best organise a research group with clear objectives and reporting processes and a membership including governance.

Recommendation

1. That CE prepares a proposal on how to best organise a research group with clear objectives and reporting processes and a membership including governance.

Moved: Crs. Grubb/D. Harris

Carried.

23. Licence Sales Update

- Telling how significant spin fishing was and we need to take that in to consideration.

24. Action List:

- No comments

25. Consultation Register

- Requested for councils to cc Jack in to all correspondence.

26. AW Letter on pheasant preserves

Extraordinary business discussion based on communication from Auckland/Waikato seeking to recommend to the Minister that no new commercial game preserves be established without agreement from the relevant Fish and Game Council.

- Paper in summary recommends that all regions recommend to the Minister on the game preserves in their regions and that these can only be established with the agreement of regional fish and game councils.
- Cr. Isbister: Fair request, but this could mean a preserve established with a permissive council, council changes and could want to shut it down.
- Cr. Juby: Intent is just around new preserves.

- Cr. D. Harris: How does someone go about setting up a pheasant preserve how do they go about it?
- S6 Notice between DOC and Minister.
- Clarified that there is scope to advise the Minister but the weight of the advice differs from now.
- Cr. McIntyre: Discussion around 'new' makes a big difference.
- Say we support recommendation by AW and that this advice is given to the Minister for new pheasant preserves

Recommendation

1. *That NZC support the approach by AWFGC and offers advice to the Minister that new commercial pheasant preserves should only be established with agreement from the appropriate Fish and Game Council.*

Moved: Crs. McIntyre/Karalus

Carried. (one abstention – Cr. Juby).

27. Angus and Associates Research

Extraordinary business discussion based on a research proposal for assessing angler displacement.

- Cr. D. Harris: Had a look and there has already been a lot of research on this and going on with Southland/Otago. Detailed the Oreti survey work that has been undertaken in Southland. Don't need to do more research to know that anglers are being displaced. There are issues with aspects of this proposal that would have huge bearing on tourism industry. Won't come up with any new answers and is very expensive.
- Cr. Oakley: Know this has been discussed at length and we were thinking of limiting 10 day fishing duration only in sensitive areas.
- Chair: It isn't just about sensitive areas – this is real social impact research. It has been suggested to me that a lot of this can be solved through the guides licence but that isn't accurate. Need research to back that up
- Cr. Isbister: Would the first step be compiling research already done in the regions? Southland have done study, CSI have done study.
- Cr. D. Harris: You said about doing research – Otago and southland have also done research on attitudes. There has been research done.
- Cr. Juby: Think Dave has a lot of good points. Personally I don't think I'm at the point of making a decision on this. I'd like to see this come back to NZC with advice from research committee and regions.
- Cr. Birchall: We've set up a research group with the responsibility to see what research Fish and Game require and whether the research is appropriate – then it should come back to the NZC to approve spending. This hasn't been through research group and need more advice as to whether it's needed or appropriate or can be obtained through some other means.
- Chair: First of all need to reconstitute research group with Di chairing. What you would like to do is get research group to analyse whether there is a need for social impact research on psf and international anglers and guides. Also to test out different regimes etc.

- Cr. D. Harris: and take into account research already carried out by regions.

Recommendation

1. *That this be referred to the reconstituted research group to undertake an analysis of the material available and bring back a research proposal that accomplishes those answers.*

Moved: Crs. Grubb/D. Harris.

Carried.

Chair thanked all NZC for their contribution over the past 3 years and wished those well who are standing in the election. Thanks given for the willingness to challenge the status quo.

Looked at dates after meeting yesterday and proposed dates (if required) – Thursday 7 Oct 7-9pm Zoom. To be circulated by email.

Returning to Agenda Item 8

Everyone agreed, but point of order in how reserve top ups generally work – if a region below that threshold they apply for it in the next CF round for their reserves to be topped up. Problem with that is it draws from NZC reserves without being part of their budget round. Wish to add 1.4:

- a. 1.4 Any top up of reserves required to the 20% level will be considered in the following year contestable funding pool.

Moved: Crs. Grubb/D. Harris

Carried.

Meeting closed at 11:30am.

Performance Report for the New Zealand Fish and Game Council

To	Councillors
From	Carmel Veitch - CFO

1. Purpose

To present for approval to the Council the Audited Performance report of the New Zealand Fish and Game Council for the year ended 31 August 2021.

2. The Council is asked to

Approve the Audited Performance Report of the New Zealand Fish and Game Council for the year ended 31 August 2021.

3. Background

The Performance Report has been prepared by Staff of the NZ Council and has been Audited by Grant Thornton. At the time of writing this agenda item the report had not been signed off by the Auditor, hence a draft is included for your information.

4. Appendices (see attached)

Performance Report for the New Zealand Fish and Game Council

New Zealand Fish and Game Council Meeting December 2021

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

Purpose

- 1 To present for approval to the Council the Audited Performance report of the New Zealand Fish and Game Council for the year ended 31 August 2021.

Background

- 2 The Performance Report has been prepared by Staff of the NZ Council and has been Audited by Grant Thornton. At the time of writing this agenda item the report had not been signed off by the Auditor, hence a draft is included for your information.

Analysis

- 3 The Annual report includes the following Statements:
 - 3.1 Statement of Comprehensive Revenue and Expense (Profit & Loss).
 - 3.2 Statement of Financial position (Balance Sheet)
 - 3.3 Statement of Cashflow
 - 3.4 Statement of Service Performance (the goals and outputs for the year)

Financial Implications

- 4 A summary of the results are detailed:
 - 4.1 The Statement of Comprehensive Revenue and Expense shows a deficit of \$436,265 against an original budget deficit of \$483,938. Although the Council has worked within the budget deficit there are a number of areas that need to be drawn to your attention.
 - 4.1.1 Revenue is ahead of the original Budget by \$252k. The majority of this is additional revenue gained from Doubtful Debt from NCFGC being reversed (147K) the magazine contributions of \$74k . Interest and Sundry Income (contract income) is also above budget.

- 4.1.2 Angler and Hunter Participation – mainly the National magazine is over budget by \$41k – this is due to ever increasing postage costs – However, the additional income from the magazine contributions (74K) as per above compensates for this increase
- 4.1.3 Licencing costs are \$41k over budget. The reason behind this relates solely to the improved licence sales the Regions had in the 20/21 season. This unfortunately increases the cost for production of the licences and the postage – a cost to the National Budget. Likewise, the Licence Contract has a per transaction fee – so higher sales equals additional costs to the National budget.
- 4.1.4 Within Co-ordination and Planning the total costs are \$88k below budget. The majority of this relates to the Website development costs that had not been incurred at balance date. These costs will be incurred in the 2021-22 year.
- 4.1.5 An additional \$218k was Distributed to Regional Budgets over and above the Budget – refer to Note 3 on page 17 of the Performance Report – The additional Grants related to the top up of reserves for the NCFGC and the transfer of the Loan to a grant for NCFGC.
- 4.1.6 Personal costs for the year were \$104k above budget. This was a combination of Personnel changes within the period and costs associated with that.
- 4.2 Statement of Financial Position – this is the Balance Sheet and gives us a snapshot of our Assets and Liabilities as at 31 August 2021. Our financial position has been impacted by the Deficit of \$436K The reserves are split into Dedicated and Restricted. Restricted reserves are \$652k (RMA legal commitments \$391k, Research Commitments \$84k and the new reserve for the National Angers Survey \$176k)
- 4.3 Statement of Cashflow outlines where cash has been earned and spent in the period. The statement shows an outflow of cash from the beginning of the year to the end of the year of \$205,428. The cashflow statement is split in to 3 areas:
 - 4.3.1 Cashflow from operating Activities – This showed and outflow of \$281k.
 - 4.3.2 Cashflow from Investing Activities - this showed an net inflow of cash for investing in term deposits (\$86k) and purchase of Fixed Assets (\$10k)
 - 4.3.3 Cashflow from Financing Activities – nil

- 4.4 The Statement of Service Performance describes each of the three goals, key activities and associated performance measures and results achieved. The objectives are per our annual plan.

Legislative Implications

- 5 The annual report is presented in pursuant to Section 26I of the Conservation Act 1987, Section 45M of the Public Finance Amendment Act 2004, and Section 154 of the Crown Entities Act 2004

Section 4 Treaty Obligations

- 6 n/a

Policy Implications

- 7 n/a

Consultation

- 8 n/a.

Recommendations

- 1 **Agree** that Council approve the Audited Performance Report of the New Zealand Fish and Game Council for the year ended 31 August 2021.



PERFORMANCE REPORT OF THE

**NEW ZEALAND FISH AND GAME
COUNCIL**

**FOR THE YEAR ENDED
31 August 2021**

22 November 2021

Hon Kiritapu Allan
Minita Mō Te Papa Atawhai
Pāremata
Te Whanganui-a-Tara

Tēnā koe Minita,

I have the honour to submit, pursuant to Section 26I of the Conservation Act 1987, Section 45M of the Public Finance Amendment Act 2004, and Section 154 of the Crown Entities Act 2004, the Performance Report of the New Zealand Fish and Game Council, for the period ended 31 August 2021.

Nāku itinoa, nā

A handwritten signature in black ink, appearing to read 'R. Grubb', with a long horizontal stroke extending to the right.

Rainsford Grubb
Chair

NEW ZEALAND FISH AND GAME COUNCIL

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ENTITY INFORMATION

Council

Noel Birchall	<i>Northland Fish and Game Council</i>
Nigel Juby	<i>Auckland/Waikato Fish and Game Council</i>
Lindsay Lyons – (<i>Chairperson until April 2020, member until November 2020</i>) Debbie Oakley (<i>commenced December 2020</i>)	<i>Eastern Fish and Game Council</i>
Greg Duley	<i>Hawke’s Bay Fish and Game Council</i>
Paul Blewman – (<i>Member until November 2020</i>) Gerard Karalus – (<i>Commenced December 2020</i>)	<i>Taranaki Fish and Game Council</i>
Paul Shortis (<i>Chairperson April 2020 to November 2020 and member until February 2021</i>) Richard McIntyre (<i>Commenced February 2021</i>)	<i>Wellington Fish and Game Council</i>
Bill O’Leary	<i>Nelson/Marlborough Fish and Game Council</i>
Roy Knight (<i>Member until August 2020</i>) Phillip Musson (<i>Member November 2020</i>) Dave Coll (<i>Commenced December 2020</i>)	<i>North Canterbury Fish and Game Council</i>
Andy Harris	<i>West Coast Fish and Game Council</i>
Daniel Isbister	<i>Central South Island Fish and Game Council</i>
Rainsford Grubb (<i>Chair from November 2020</i>)	<i>Otago Fish and Game Council</i>
Dave Harris	<i>Southland Fish and Game Council</i>

Staff

Martin Taylor (Finished 17 December 2020)	<i>Chief Executive</i>
Paul Shortis (From 1 March 2021 to 5 July 2021)	<i>Acting Chief Executive</i>
Dianna Taylor (From 5 July 2021)	<i>Acting Chief Executive</i>
Debbie Mair (Finished 30 April 2021)	<i>Policy Advisor</i>
Dr Jack Kós	<i>Senior Policy Advisor</i>
Steve Doughty	<i>Marketing and Communications Manager</i>
Richard Cosgrove	<i>Senior Media and Communications Advisor</i>
Brian Anderton	<i>General Manager, Governance, Corporate Service, Strategic Engagement</i>
Carmel Veitch	<i>Chief Financial Officer</i>
Ann Kingsbury (From 30 August 2021)	<i>Accounts and Office Administrator</i>

Council Office

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Tel: (04) 499 4767

Email: NZCouncil@fishandgame.org.nz

Website: www.fishandgame.org.nz

VISION

Fish and Game Determines the terrain for Anglers and Hunters.

PURPOSE

To represent nationally the interests of anglers and hunters and co-ordinate the management, enhancement and maintenance of sports Fish and Game birds as a recreational resource.

CHAIR'S REPORT

For the year ended 31 August 2021

The New Zealand Fish and Game Council (NZ Council), established under the Conservation Act 1987, is comprised of one appointee from each of the twelve regional councils. Under the Act its functions are set out in Section 26C which are broadly, in consultation with the regional councils, to develop national policies, advise the Minister of Conservation, oversee the electoral system and coordinate the national interests of the organisation including the distribution of licence fee income (virtually the only source of income for Fish and Game). The 12 regional councils operate autonomously once annual budgets have been set through a collaborative process that is coordinated by NZ Council.

I am the eighth chairperson of the NZ Council and was elected to the position on 21 November 2020.

The past year has been dominated by three factors; managing our financial resources in the face of Covid limits on international travel, integrating our Regions with our National Office in advocating on the Government's reforms of freshwater management and environmental legislation, and responding to the Ministerial Review of Fish and Game.

Dealing first with the unknowns of the Covid induced limits on travel and potentially on licence revenue we have seen a major and thoroughly encouraging upsurge in New Zealanders taking up or returning to the sport. There has been research done on the motivators for this and further study will be undertaken in the new year including a focus on our high use fisheries and the impact of international anglers on local licence holders' access to their sport. Angling and hunting game birds has been a recreational activity in New Zealand for 150 years and this year has been a stark and satisfying illustration of the value placed on it by so many.

The deterioration in freshwater water quality and quantity, and the loss of wetlands, over the last 30 years has been devastating and has only recently been fully understood and documented even though the causes, intensification of industry and agriculture, are well known. Much of the resource is under stress, much has been lost or is at tipping point. Public opinion has now swung behind protection and restoration and, encouragingly, agriculture and industry recognise this need and are adopting appropriate management policies. The Government is taking a lead with important changes in the National Policy Statement on Freshwater 2020 and National Environment Statements setting new standards. The introduction of Te Mana O te Wai and its focus on the mauri of water is leading the changes and its significance is yet to be fully understood. The debate on the precise nature of the new environmental standards is intense and the protest response in some areas demonstrates how inappropriate much current practice is and the need for improvement.

Fish and Game has harnessed the outstanding skills and knowledge of its regional staff in submitting to Government but in some key regions for our sport we continue to see poor management and enforcement of environmental standards by Regional Councils dominated by agricultural interests. However, overall Fish and Game has been heartened by the leadership shown by central Government and by Ministers, where we now have excellent relationships, by the support from and integration with the ENGO network, and the responsible approach by farming organisations. The shift on the part of the latter has allowed

Fish and Game to undertake a major policy review, supported by its national and regional Councils, in initiating direct negotiations with industry bodies on habitat policy issues and real progress is evident.

The Ministerial Review Report into Fish and Game, released in April, focusses on Governance and effective administration in a modern context, is the first such review for 30 years and is widely agreed to have been overdue. Its recommendations have caused significant debate.

Many are immediately accepted such as the formal integration of Iwi into our administration nationwide rather than the informal arrangements currently existing, and the need for improved management of such as conflict of interest. Others which recommend a streamlining of administration and appointment of independent professionals to Councils are controversial. An implementation group has been established by the Minister, chaired by Fish and Game to provide the essential protection of our licence holders interests. Consultation with our regional councils and directly with licence holders, following on from the intensive consultation undertaken by the review panel, has been significant and a collated response from Fish and Game has been put to the Minister. Fish and Game is unique as a body constituted under an Act of Parliament (effectively since 1867) yet entirely self-funding. The principle of licence holder management of the sport has been strongly supported throughout this process. I am confident it will be retained in any statutory amendments while Fish and Game adapts to become a modern, professionally governed, adaptable and flexible Organisation. As with any significant change the process is not always easy but we are well advanced and the Organisation as a whole has recognised the need for change.

The above summary illustrates a complex and challenging year for a very competent NZ Council which has indulged in robust debate on a significant range of new issues and new directions. As Chair I can attest that licence holders are well served by their voluntary unpaid representatives who sacrifice much for their sport. For a few this year has made it a full-time job. The demands of this year and changes of direction have caused a restructure in National Office administration where capable staff have responded readily after a change in Chief Executive and our financial management and administrative performance has continued to be at a high level.

This report is written as the triennial elections take place for regional councils. Game bird hunters and anglers can be certain they will continue to be represented by people who are passionate about their sport and advocate for its protection. I sincerely thank all those volunteers for their many hours and our dedicated regional and national staff for their contribution to one of the most demanding years we may ever see.



Rainsford Grubb

Chair

NZ Fish and Game Council

NEW ZEALAND FISH AND GAME COUNCIL
STATEMENT OF RESPONSIBILITY
for the year ended 31 August 2021

22 November 2021

The Council and management of the New Zealand Fish and Game Council accept responsibility for the accuracy of any judgements used in the preparations of the following financial statements of performance.

We are responsible for the end of year performance information provided by New Zealand Fish and Game Council under section 19A of the Public Finance Act 1989.

We have the responsibility for establishing and maintaining a system of internal control designed to provide reasonable assurances as to the integrity and reliability of financial reporting.

In our opinion, these financial statements and statements of performance fairly reflect the financial position and operations of the New Zealand Fish and Game Council for the year ended 31 August 2021.

Signed on behalf of the Council



Rainsford Grubb
Chair
New Zealand Fish and Game Council



Dianna Taylor
Acting CEO
New Zealand Fish and Game Council

NEW ZEALAND FISH AND GAME COUNCIL
CONSOLIDATED STATEMENT OF COMPREHENSIVE
REVENUE AND EXPENSE
for the year ended 31 August 2021

	Note	Actual 2021 Group \$	Budget 2021 Group \$	Actual 2020 Group \$
REVENUE FROM NON-EXCHANGE TRANSACTIONS				
Levies		2,767,958	2,767,958	3,866,123
Other Revenue	2	153,900	-	3,051
		2,921,858	2,767,958	3,869,174
REVENUE FROM EXCHANGE TRANSACTIONS				
Interest		20,518	11,099	31,186
Magazine Contributions		184,094	110,000	178,068
Regulations Revenue		28,897	30,500	29,014
Sundry Income		22,892	6,000	35,151
		256,401	157,599	273,419
Total Revenue		3,178,259	2,925,557	4,142,593
EXPENSES				
Species Management	3	72,370	72,000	121,920
Habitat Protection & Management	3	338,553	374,000	180,485
Angler & Hunter Participation	3	240,612	199,500	221,551
Public Awareness	3	114,984	124,140	132,092
Compliance	3	24,048	32,500	17,391
Licensing	3	484,542	443,500	707,518
Council	3	94,327	77,000	94,397
Co-ordination and Reporting	3	240,776	329,000	133,610
Research		2,217	70,000	51,424
Distribution to Regional Budgets	3	943,050	724,799	956,992
Personnel Costs	3	933,664	829,190	821,977
Depreciation	10	16,544	16,770	13,166
Other Expenses	5	108,837	120,096	256,319
Total Expenditure		3,614,524	3,412,495	3,708,842
Net Surplus/(Deficit)		(436,265)	(486,938)	433,751
Total comprehensive revenue and expense		(436,265)	(486,938)	433,751

NEW ZEALAND FISH AND GAME COUNCIL

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at 31 August 2021

	Note	2021 Group \$	2020 Group \$
ASSETS			
Current Assets			
Cash & Cash Equivalents	6	973,906	1,179,334
Receivables - Exchange	7	143,759	29,543
Receivables - Non Exchange	7	138,207	138,579
Other Financial Assets	8	1,445,252	1,361,704
Prepayments		5,531	-
Accrued Income		-	97,500
Total Current Assets		2,706,655	2,806,660
Non-Current Assets			
Funds Advanced to NCFGC	9	-	-
Term Deposits		-	170,000
Property, Plant & Equipment	10	44,015	50,395
Total Non-Current Assets		44,015	220,395
TOTAL ASSETS		2,750,670	3,027,055
LIABILITIES			
Current Liabilities			
Payables	11	637,124	500,994
Employee Entitlements	12	79,579	66,623
NZ Game Bird Habitat Trust	13	144,132	133,337
Total Current Liabilities		860,835	700,954
TOTAL LIABILITES		860,835	700,954
NET ASSETS		1,889,836	2,326,102
EQUITY			
Accumulated Funds	14	1,214,447	1,539,316
Dedicated Reserves	14	23,321	24,139
Restricted Reserves	14	652,068	762,647
EQUITY		1,889,836	2,326,102

NEW ZEALAND FISH AND GAME COUNCIL
CONSOLIDATED STATEMENT OF CHANGES IN EQUITY
For the year ended 31 August 2021

	Note	2021 \$	2020 \$
Equity			
Balance as at 1 September		2,326,102	1,892,351
Comprehensive Revenue and expense for the year			
Net Surplus (Deficit)		(436,265)	433,751
Total comprehensive revenue and expense for the year		(436,265)	433,751
Balance as at 31 August	14	1,889,836	2,326,102

NEW ZEALAND FISH AND GAME COUNCIL
CONSOLIDATED CASH FLOWS STATEMENT

For the year ended 31 August 2021

	Note	2021 \$	2020 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash was received from:			
Levies		2,767,958	3,866,123
Other revenue		227,608	269,984
Interest received		19,322	36,080
GST (Net)		-	14,600
Cash was applied to:			
Payments to suppliers		2,331,329	2,656,175
Payments to employees		920,708	812,762
GST (Net)		44,567	-
Net Cash Flows from Operating Activities		(281,716)	717,850
CASHFLOW FROM INVESTING ACTIVITIES			
Cash was received from:			
Net amount received from investments		86,452	-
Cash was applied to:			
Net amount paid to investments		-	697,922
Purchase of property, plant and equipment		10,164	24,157
Net Cash Flows from Investing Activities		76,288	(722,079)
CASHFLOW FROM FINANCING ACTIVITIES			
Cash was received from:			
Repayment of Loan		-	-
Cash was applied to:			
Long term Loan to NCFGFC		-	147,025
Net Cash Flows from Financing Activities		-	(147,025)
Net Increase / (Decrease) in Cash		(205,428)	(151,254)
Opening Cash		1,179,334	1,330,588
Closing Cash		973,906	1,179,334
This is represented by:			
Cash & cash equivalents	6	973,906	1,179,334

NEW ZEALAND FISH AND GAME COUNCIL
NOTES TO THE CONSOLIDATED FINANCIAL
STATEMENTS

For the year ended 31 August 2021

Note 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

REPORTING ENTITY

New Zealand Fish and Game Council Group is a Public Entity under the Public Finance Act 1989 (Schedule 4). The Council was established on 4 May 1991 with the passing of the Conservation Law Reform Act 1990. These financial statements have been prepared in accordance with Section 153-6 of the Crown Entities Act 2004. The Council has a wholly owned subsidiary, Fish and Game Publishing Limited, with the same balance date, which holds the Fish and Game magazine intellectual property. This entity has been consolidated in these financial statements.

New Zealand Fish and Game Council Group is a Public Benefit Entity (PBE) for financial reporting purposes. These statements were authorised to issue on the 22nd November 2021 by the Council. No other party has the power to amend these financial statements.

BASIS OF PREPARATION

The consolidated financial statements have been prepared on a going concern basis, and the accounting policies have been applied consistently throughout the period. The financial statements have been recognised on a historical cost basis.

Statement of Compliance

The consolidated financial statements have been prepared in accordance with the requirements of the Crown Entities Act 2004, which includes the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP).

The consolidated financial statements have been prepared in accordance with Tier 2 Public Benefit International Public Sector Accounting Standard – RDR (reduced disclosure) as annual expenditure is between \$2,000,000 and \$30,000,000.

Changes in Accounting Policy

There have been no changes in accounting policy in the accounts for the year.

Presentation of Currency

The financial statements are presented in New Zealand dollars and are rounded to the nearest whole dollar.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Consolidated Accounting Policy

The group financial statements are prepared by combining the financial statements of all the entities that comprise the Group, on a line-by-line basis. In preparing the Group financial statements, all inter-entity balances and transactions are eliminated in full.

Revenue Recognition

New Zealand Fish and Game Council Group derives revenue from Fish and Game Councils levies, interest on interest-bearing deposits and miscellaneous income. Any amounts collected as an agent or on behalf of the other third parties (for example the Game Bird Habitat Stamp Levy) is not considered an economic benefit and therefore is not revenue.

Revenue from Non-exchange Transactions

Levies

New Zealand Fish and Game Council is primarily funded from the levies payable by Fish and Game Councils, in accordance with 26C(f) of the Conservation Act 1987. These levies are used for the administration of the New Zealand Fish and Game Council, and for redistribution between Fish and Game Councils, and advocacy and research. Levies are recognised when the invoice is issued.

Revenue from Exchange Transactions

Interest Revenue

Interest revenue is recognised as it accrues, using the effective interest method.

Magazine Contribution

Income generated from the advertising within the Fish and Game magazine is recognised in the period that the magazine is distributed.

RMA Legal Revenue

RMA Legal revenue is recognised when the invoice is issued following awarding costs.

Operating Leases

Leases that do not transfer substantially all risks and rewards incidental to ownership of an asset to the Council are classified as operating leases. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the term of the lease in the Statement of Comprehensive Revenue and Expense.

Distribution to Fish and Game Councils

The New Zealand Fish and Game Council makes distributions to Fish and Game Councils in the form of Grants to support regions; and reimbursement for RMA/legal funding; and Research projects.

FINANCIAL ASSETS

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, bank balances, deposits held at call with the bank, and other short term highly liquid investments with original maturities of three months or less which are subject to an insignificant risk of changes in value.

Receivables

Short term receivables are recorded at their face value, less any provision for impairment. A receivable is considered impaired when there is evidence that the Council will not be able to collect the amount due. The amount of the impairment is the difference between the carrying amount of the receivable and the present value of the amounts expected to be collected.

Other Financial Assets

Short term deposits have maturities between three months and one year. Investments in deposits are measured at amortised cost using effective interest method. At reporting date, the Council assesses whether there is any objective evidence that an investment is impaired. Any impairment loss is recorded as an expense in the Statement of Comprehensive Revenue and expense.

FINANCIAL LIABILITIES

Payables

Payables represent liabilities for goods and services provided to the Council prior to the end of the financial year which is unpaid. Payables are recorded at the amount of cash required to settle those liabilities. The amounts are unsecured and are usually paid within 30 days of recognition.

Employee Entitlements

Short-term employee entitlements

Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date and annual leave earned but not yet taken

Long-term employee entitlements

Employee benefits that are due to be settled beyond 12 months after the period in which the employee renders the related service, such as long service leave and retirement gratuities. The calculations are based on:

- Likely future entitlements accruing to staff, based in years of service, years of entitlement, and likelihood of that staff will reach the point of entitlement, and the contractual entitlement in formation; and
- The present value of the estimated cash flows.

Property, plant and equipment

Property, plant and equipment is recorded at cost, less accumulated depreciation and impairment losses.

Significant donated assets are recognised upon receipt at valuation. Significant donated assets for which current values are not readily obtainable are not recognised.

Depreciation is charged on all property, plant and equipment, so as to spread the cost of the asset over its useful life.

Property, plant and equipment with a cost over the \$1,000 are capitalised

Superannuation Schemes

Defined Superannuation Schemes

Obligations for the contribution to KiwiSaver are accounted for as defined contribution superannuation schemes and recognised as an expense in the surplus or deficit as incurred.

Equity

Equity is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into the following components:

- Accumulated Funds - Surplus/(Deficit)
- Dedicated Reserves
- Restricted Reserves

Dedicated & Restricted reserves are those reserves subject to specified conditions accepted as binding by the Council; and which may not be revised by the Council without reference to specific purposes or when certain specific conditions are met.

Asset Replacement Reserve

The asset replacement reserve is a reserve set up to enable the Council to replace plant & equipment.

Staff Development Grant Reserve

A reserve set up in August 2021 to ensure the \$10,000 budgeted each year fully allocated to approved staff development projects. Any unspent moneys will be accumulated for use in future years. The Fund is capped at \$30,000.

Research Reserve

A reserve has been maintained to undertake research projects approved by the Council.

National Anglers Survey Reserve

A reserve has been maintained to undertake the 7 yearly National Anglers Survey.

Legal Fund Reserve

A reserve set up to undertake legal cases approved by the NZ Council.

Goods and Services Tax

Revenue, expenses and assets are recognised net of GST, with the exception of receivables and payables which are stated GST inclusive.

The net amount of GST recoverable from, or payable to the IRD is included as part of receivables or payables in the statement of financial position.

The Statement of Cash Flows is presented on a gross basis, and any GST component in the investing or financing activities are incorporated into the operating cash flows.

Commitments and contingencies are disclosed exclusive of GST.

Income Tax

New Zealand Fish and Game Council is a public authority and consequently is exempt from the payment of income tax. No income tax provision has been made.

Budget

The budget figures are derived from the Council budget that was approved at the November 2020 Council meeting.

New Zealand Game Bird Habitat Stamp Fee

New Zealand Fish and Game Council collects from each Fish and Game Council the Game Bird Habitat stamp fee on behalf of the New Zealand Game Bird Habitat Trust. The fee is (\$4) from the sale of every Game Bird licence sold for the most recently completed financial year. This fee has no economic benefit to New Zealand Fish and Game Council and is not treated as revenue. Likewise, any outgoings on behalf of the New Zealand Game Bird Habitat Trust are not recognised as expenditure in the New Zealand Fish and Game Council Financial Statements. Refer Note 13.

Accounting for Estimates and Assumptions

In preparing these financial statements the Council has made estimates and assumptions concerning the future in regard to asset lives and impairment of assets. None of these estimates and assumptions are considered material to the Council.

Comparative Figures

Certain comparative figures have been reclassified for presentation purposes.

Note 2 : OTHER INCOME	Actual 2021 \$	Budget 2021 \$	Actual 2020 \$
Reversal of Provision for Doubtful Debts	147,025	-	-
Donations	6,481	-	3,051
Gain on Sale	394	-	-
Total	153,900	-	3,051

The Reversal of the Provision for Doubtful Debts relates Loan to NCFGC from the previous year being reclassified as a Grant in the current year as per agreed by the NZC in meeting 152 held in June 2021.

Note 3 : ANALYSIS OF EXPENSES	Actual 2021 \$	Budget 2021 \$	Actual 2020 \$
Species Management			
Regulations	72,370	72,000	110,417
Sea Run Salmon Committee	-	-	11,503
Total	72,370	72,000	121,920

Habitat Protection & Management			
Resource Management	286,131	314,000	124,087
Advocacy	52,422	60,000	47,459
Water Conservation Orders	-	-	8,939
Total	338,553	374,000	180,485

Angler & Hunter Participation			
Access	-	-	-
National Magazine	240,612	199,500	221,551
General	-	-	-
Total	240,612	199,500	221,551

Public Awareness			
Advocacy	5,290	7,500	6,874
Communication	45,439	40,640	58,517
Education	6,037	7,000	6,241
Public Promotions	58,218	69,000	60,460
Total	114,984	124,140	132,092

Note 3 : ANALYSIS OF EXPENSES continued	Actual 2021 \$	Budget 2021 \$	Actual 2020 \$
Compliance			
Ranger Co-ordination	23,096	27,500	16,394
Compliance	952	5,000	997
Total	24,048	32,500	17,391
Licensing			
Licence Production and Distribution	206,530	182,500	190,949
Licence Projects	14,083	10,000	27,914
Licence Audit	6,000	6,000	6,000
Licence Contract	257,929	245,000	482,655
Total	484,542	443,500	707,518
Council			
Council Meetings & Sub-Committees	46,808	45,000	70,239
Governance and Performance Review	47,519	32,000	24,158
Total	94,327	77,000	94,397
Co-ordination and Reporting			
Management/Strategic Planning	9,233	12,000	13,994
Annual Planning/IT & Website	172,800	246,000	50,531
Assurance Services	1,816	2,000	4,116
Elections	45,000	45,000	45,000
Financial Audit Fee	13,992	14,000	14,001
Regional Audits	-	10,000	2,500
Staff Scholarship	(2,065)	-	3,468
Total	240,776	329,000	133,610
Distribution to Regional Budget			
Grants to Regions	724,799	724,799	891,308
Grant to North Canterbury Fish and Game Council- transfer for Provision of Doubtful Debt to Grant	147,025	-	-
Grant to North Canterbury Fish and Game Council- top up of Reserves/Assistance	71,226	-	65,684
Total	943,050	724,799	956,992

Note 4 : PERSONNEL COSTS	Actual 2021 \$	Budget 2021 \$	Actual 2020 \$
Salaries and Wages	857,907	796,280	788,806
Recruitment and Welfare	53,108	11,110	11,668
KiwiSaver Contributions	21,651	20,000	20,619
ACC Levies	998	1,800	884
Total	933,664	829,190	821,977

Note 5: OTHER EXPENSES	Actual 2021 \$	Budget 2021 \$	Actual 2020 \$
Communications	8,452	10,000	10,330
Loss On Sale of Disposal of Assets	116	-	126
Occupancy Expenses	67,019	74,560	70,193
Purchases Under \$2,000	11,866	11,832	6,056
Stationery, Postage and Couriers	8,184	9,404	7,945
Storage & Insurance of Art	-	-	2,544
Subscriptions	3,129	4,200	4,330
Vehicle Expenses	9,569	9,000	6,682
Doubtful Debt	-	-	147,025
Sundry Expenses	502	1,100	1,088
Total	108,837	120,096	256,319

Note 6 : CASH & CASH EQUIVALENTS

	2021	2020
	\$	\$
Cash at bank and on hand	973,906	1,179,334
Term Deposits with maturities less than 3 months	-	-
Total	973,906	1,179,334

The Council has a Credit Facility with ANZ of \$18,000.

Note 7: RECEIVABLES

	2021	2020
	\$	\$
Receivables (gross)	276,748	164,098
Interest Receivable	5,218	4,024
Total Receivables	281,966	168,122

Total Receivables comprises:

Receivables from exchange revenue	143,759	29,543
Recoverables from non-exchange revenue	138,207	138,579
Total	281,966	168,122

Note 8: OTHER FINANCIAL ASSETS

	2021	2020
	\$	\$
Current portion		
Term Deposits	1,445,252	1,361,704
Total Other Financial Assets	1,445,252	1,361,704

Note 9: FUNDS ADVANCED TO NCFGC

	2021	2020
	\$	\$
Funds advanced to NCFGC	-	147,025
Less Provision for Doubtful Debt	-	(147,025)
Total Funds Advanced to NCFGC	-	-

Note 10: PROPERTY PLANT & EQUIPMENT*Movement for each class of property, plant and equipment as follows:*

	Motor Vehicle	Office Equipment	Furniture & Fittings	Total
Cost or Valuation				
Balance At 1 Sept 2019	37,594	68,455	7,815	113,864
Additions	-	24,157	-	24,157
Disposals	-	(5,924)	-	(5,924)
Balance At 31 Aug 2020	37,594	86,688	7,815	132,097
Balance At 1 Sept 2020	37,594	86,688	7,815	132,097
Additions	-	10,575	-	10,575
Disposals	-	(412)	-	(412)
Balance At 31 Aug 2021	37,594	96,851	7,815	142,260
Accumulated Depreciation and Impairment losses				
Balance at 1 Sept 2019	6,579	61,449	6,307	74,335
Depreciation Expense	3,759	9,179	227	13,165
Eliminate on Disposal	-	(5,799)	-	(5,799)
Balance At 31 Aug 2020	10,338	64,829	6,534	81,701
Balance at 1 Sept 2020	10,338	64,829	6,534	81,701
Depreciation Expense	3,759	12,592	193	16,544
Eliminate on Disposal	-	-	-	-
Balance At 31 Aug 2021	14,097	77,421	6,727	98,245
	Motor Vehicle	Office Equipment	Furniture & Fittings	Total
Carrying Amounts				
At 31 Aug and 1 Sept 2020	27,256	21,858	1,281	50,395
At 31 Aug 2021	23,497	19,430	1,088	44,015

Note 11: PAYABLES

	2021	2020
	\$	\$
<i>Payables under exchange transactions</i>		
Creditors	461,757	304,937
Income In Advance	-	-
Accrued Expenses	154,085	130,208
	615,842	435,145
<hr/>		
GST payable	21,282	65,849
	21,282	65,849
<hr/>		
Total	637,124	500,994

Note 12: EMPLOYEE ENTITLEMENTS

	2021	2020
	\$	\$
Annual Leave	63,352	63,882
Accrued Wages	16,227	2,741
Total	79,579	66,623

Note 13: NZ GAME BIRD HABITAT TRUST

	2021	2020
	\$	\$
<i>Income</i>		
Game Bird Habitat Stamps sold with licences	128,598	120,263
General sales	14,848	14,019
Total Income	143,446	134,282
<i>Less Expenses</i>		
Product Production	18,114	18,306
Meeting Costs	-	-
Programme Administration	-	-
Total Expenses	18,114	18,306
<hr/>		
Net payable to NZ Game Bird Habitat Trust Board	125,332	115,976
<hr/>		
GST Applied	18,800	17,361
Gross payable at Reporting date	144,132	133,337

Note 14: EQUITY	2021	2020
	Group \$	Group \$
<u>Accumulated Funds</u>		
Balance as at 1 September	1,539,316	1,442,295
Surplus/(Deficit)	(436,265)	433,751
Transfer to Reserves	(347,983)	(715,002)
Transfer from Reserves	459,379	378,272
Total Accumulated Funds	1,214,447	1,539,316
<u>Dedicated Reserves</u>		
Asset Replacement Reserve		
Balance as at 1 September	24,139	29,085
Transfer from Accumulated Funds	37,002	37,002
Transfer to Accumulated Funds	(41,948)	(41,948)
Balance at 31 August	19,193	24,139
Staff Development Grant		
Balance as at 1 September	-	-
Transfer from Accumulated Funds	4,128	-
Transfer to Accumulated Funds	-	-
Balance at 31 August	4,128	-
Total Dedicated Reserves	23,321	24,139
<u>Restricted Reserves</u>		
Research Reserve		
Balance as at 1 September	200,937	202,861
Transfer from Accumulated Funds	70,000	70,000
Transfer to Accumulated Funds	(186,300)	(71,924)
Balance at 31 August	84,637	200,937
National Anglers Survey Reserve		
Balance as at 1 September	-	-
Transfer from Accumulated/Research Funds	176,000	-
Transfer to Accumulated Funds	-	-
Balance at 31 August	176,000	-
Legal Fund Reserve		
Balance as at 1 September	561,710	218,110
Transfer from Accumulated Funds	60,852	608,000
Transfer to Accumulated Funds - spent /withdrawn	(231,131)	(264,400)
Balance at 31 August	391,431	561,710
Total Restricted Reserves	652,068	762,647
Total Equity	1,889,836	2,326,102

Note 15: COMMITMENTS	Actual 2021	Actual 2020
	\$	\$
Commitment to:		
Eyede Solutions Limited	520,000	650,000
Research Projects approved to Regions	84,637	200,937
National Anglers Survey	176,000	-
Website Development	70,000	-
RMA Legal funding to Regions	391,431	562,643
Total	1,242,068	1,413,580

The above contracts have been approved by the Council and will be recognised in the Statement of Comprehensive Revenue and Expense when the contract service conditions have been met by the third party or when a constructive obligation exists. In the next 12 months the commitment to Eyede is \$130,000 and to the Website development \$70,000. All other commitments will occur in the following 2 to 3 years.

Operating Leases:

Photocopier Rental

Within 1 year	1,901	1,901
1-2 years	1,901	1,901
3-5 years	3,643	3,485
Total Photocopier	7,445	7,287

Premises Rental

Within 1 year	49,033	46,475
1-2 years	49,033	-
3-5 years	40,861	-
Total Premises	138,927	46,475

Total Operating Leases

Within 1 year	50,934	48,376
1-2 years	50,934	1,901
3-5 years	44,504	3,485
Total Operating Leases	146,373	53,762

Note 16: CONTINGENCIES

During the year the Council agreed to top up any region that has a reduction in Reserves below 20%. As at 31 August 2021, the financial impact cannot be accurately determined as it is contingent on the financial result of each regional council (2020: nil).

Note 17: CATEGORIES FOR FINANCIAL ASSETS AND LIABILITIES

	Actual 2021 \$	Actual 2020 \$
Financial Assets		
Cash and cash equivalents	973,906	1,179,334
Receivables	281,966	1,183,358
Accrued Income	-	97,500
Term Deposits	1,445,252	1,531,704
Total Financial Assets	2,701,124	3,991,896
Financial Liabilities - at amortised cost		
Trade and other payables	615,842	435,145
Employee Entitlements	79,579	66,623
NZ Game Bird Habitat Trust	144,132	17,361
Total Financial Liabilities	839,553	519,129

Note 18: RELATED PARTY TRANSACTIONS

Related Entities

New Zealand Fish and Game Council manage the stamp programme activities on behalf of the New Zealand Game Bird Habitat Trust Board. Income is collected from the Fish and Game Councils and New Zealand Post. The net income after associated expenditure is transferred to the New Zealand Game Bird Habitat Trust Board. Refer to note 13.

Related party transactions

New Zealand Fish and Game Council receives levies from the Fish and Game Councils. Levies from Fish and Game Councils are legislated by the Conservation Law Reform Act 1990. Transactions with Fish and Game Councils are not disclosed as related party transaction when they are consistent with normal terms and conditions for such transactions.

There is a total of \$126,322 outstanding from Fish and Game Councils as at 31 August 2021 – this relates to the Game Bird Habitat Trust levy (2020 \$152,451)

Levies Schedule	Actual 2021	Actual 2020
Auckland/Waikato	117,976	131,779
Eastern	172,709	215,407
Hawke's Bay	30,579	39,570
Nelson Marlborough	-	33,533
North Canterbury	569,629	771,910
Central South Island	668,622	961,860
Otago	711,804	1,011,764
Southland	496,639	700,300
Total Levies	2,767,958	3,866,123

Grants Schedule		
Northland	302,470	358,144
Taranaki	171,862	224,259
Wellington	137,819	204,275
Nelson Marlborough	2,343	-
North Canterbury	218,251	65,684
West Coast	110,305	104,630
Total Grants	943,050	956,992

Key Management Personnel compensation

	Actual 2021	Actual 2020
Key management personnel compensation		
Remuneration	\$605,093	\$435,043
Full time equivalent	4.07	3.3
<i>Note remuneration includes holiday pay and long service leave paid out to Key Personnel during the year.</i>		

Note 19: COVID RESPONSE

Covid-19 has had a financial impact on New Zealand Fish and Game Council.

New Zealand Fish & Game Council reduced their budget for the 2020-2021 financial year as the projection of licence income was reduced, due to border closures.

Within the budgeting process the New Zealand Fish & Game Council agreed to use reserves to cover any shortfalls forecast in the 2020-21 year.

The New Zealand Fish and Game Council has established a policy to support all Fish & Game

Councils to ensure liquidity and to ensure that all Fish & Game Councils remain a going concern.

Note 20: MINISTERIAL REVIEW

In April 2021 the Minister of Conservation, presented the review for Governance of Fish and Game New Zealand and the Regional Fish and Game Councils. This report sets out 36 recommendations for the future of Fish and Game.

A review Implementation Steering Group has been set up which includes Rainsford Grubb, Brian Anderton and one Department of Conservation representative.

Many of the recommendations require legislative change. It is expected that public consultation will be underway in 2022.

One of the recommendations is the amalgamation of Regional Councils. This recommendation is currently being investigated by a Review Amalgamation Project Team. The team is tasked to recommend the makeup of any combined Regional Councils. This report is due to report back in early 2022.

At this stage there is there is no material impact to the New Zealand Council.

Note 21: EVENTS AFTER BALANCE DATE

Other than Note 20: Ministerial Review, there have been no significant events after balance date. (2020: nil)

NEW ZEALAND FISH AND GAME COUNCIL

STATEMENT OF SERVICE PERFORMANCE

For the Year ended 31 August 2021

INTRODUCTION

The New Zealand Fish and Game Council (NZ Council) was established “to represent nationally the interests of anglers and hunters and provide co-ordination of the management, enhancement and maintenance of sports fish and game” (section 26B (1) of the Conservation Act 1987).

The proposed projects and activities of the NZ Council for the year ended 31 August are set out in its Strategic Plan. This Statement of Service Performance describes each of the three goals, key activities and associated performance measures, results achieved, and total output expenses incurred for the year.

Goal 1: To Influence change at national level that affects licence holders		
Objectives	Outputs	Effects/outcomes
We are seen as a powerful advocate for Anglers and Hunters.	Advocate for the protection and enhancement of sports fish and game bird habitats.	<p><i>Advocated for positive outcomes for: Anglers and hunters with advocacy on the High-Country Advisory Group, Natural and Built Environments Act.</i></p> <p><i>Represented Fish & Game interests on Department of Conservation working groups, NPS-FM implementation group, New Zealand Landcare Trust, at meetings of environmental NGOs.</i></p> <p><i>Presented and submitted to Environment Select Committee on the Natural and Built Environments Act and submitted on regulation amendments under the RMA.</i></p>
	Increase public awareness and support for sports fish and game birds and associated fishing and hunting	<i>Regular comms, social media, magazine advertising, marketing and press releases.</i>

Goal 1: To Influence change at national level that affects licence holders		
Objectives	Outputs	Effects/outcomes
		<i>Engaged with hunting sector groups – Federated Farmers, Game Animal Council, New Zealand Deerstalkers Association, Wapiti Foundation, New Zealand Professional Hunting Guides Association</i>
		<i>Highlighted negative impacts of winter-break feeding and bad freshwater practices.</i> <i>Ran photo competition to select a winning image for the 2021/22 fishing licence and the 2021 and 2022 Habitat Stamp and game bird licence.</i>
The public support what we do and what we say.	Promote public opinion Survey Public Opinion	<i>Distributed 48 press releases.</i> <i>Monitored public references to Fish and Game in media.</i> <i>As part of our website redevelopment, we engaged Hothouse Creative to undertake surveys of licence holders and general public on what Fish & Game does, what people want to know about and opinion on how well we do that.</i>
To protect environmental resources that affect Anglers and Hunters.	Advocate generally Fish & Game interests in management of sports fish and game and habitats	<i>Advocated for positive outcomes for: Anglers and hunters with advocacy on the High-Country Advisory Group, Natural and Built Environments Act.</i> <i>Represented Fish & Game interests on Department of Conservation working groups, NPS-FM implementation group, New Zealand Landcare Trust, at meetings of environmental NGOs.</i>

Goal 1: To Influence change at national level that affects licence holders		
Objectives	Outputs	Effects/outcomes
		<p><i>Presented and submitted to Environment Select Committee on the Natural and Built Environments Act and submitted on regulation amendments under the RMA.</i></p> <p><i>Maintained social media presence on Facebook and Instagram.</i></p>
	Utilise the Resource Management Group for technical input	<p><i>Re-established coordinated RMA group.</i></p> <p><i>Organised meetings of Resource Management Group to consider Fish & Game's submission on the Natural and Built Environments Act and several regulatory amendments made under the RMA.</i></p>
	Secure RMA legal aid	<p><i>Financially supporting regions with approved funding for 2021/22 to represent the interests and aspirations of anglers and hunters.</i></p> <p><i>Financially supported the recruitment of a national RMA coordination role for the 2021/22 financial year and beyond.</i></p> <p><i>The NZC approved funds for 2021/22 from the RMA/Legal fund on the following basis:</i></p> <p><i>North Canterbury \$8,000</i> <i>NZC/Otago High Court</i> <i>Lindis appeal \$52,000</i> <i>Otago \$60,000</i></p>
To promote improved and enduring public access for all Anglers and Hunters.	Advocate for securing access points	<i>Worked with High Country Advisory Group to advocate for the inclusion of heightened access provisions in the Crown Pastoral Lands Reform Bill.</i>

Goal 1: To Influence change at national level that affects licence holders		
Objectives	Outputs	Effects/outcomes
We build strategic alliances with groups who share common goals	Work with environmental NGOs on shared issues	<i>Participated with Environmental NGOs – Greenpeace, Forest & Bird, Environmental Defence Society & WWF. Met with the Minister for the Environment and Minister of Conservation, plus Labour, NZ First and National’s Environment spokespeople.</i>
	Identify other strategic partners	<i>Engaged with hunting related sector groups – Federated Farmers, Game Animal Council, New Zealand Deerstalkers, Mountain Safety Council Association, Wapiti Foundation, New Zealand Professional Hunting Guides Association, Safari Club International. NZ Professional Fishing Guides Association with proposed Guide Licence. Building stronger relationships with agricultural industry bodies including Dairy NZ, Federated Farmers and Beef and Lamb.</i>
	Maintain working relationship with DOC	<i>Working relationship at multiple levels within DOC and involved with DOC stakeholder forums. Providing information for the review of Fish & Game and implementation of the review’s recommendations. Participated in ENGO meetings with DOC Director General. Relationship with DOC Taupo ongoing and attended meeting of Taupō Fishery Advisory Committee.</i>

Goal 1: To Influence change at national level that affects licence holders		
Objectives	Outputs	Effects/outcomes
		<i>Work with DOC on various matters such as salmon season bag limit, guides licence and ministerial replies and written parliamentary questions.</i>
Grow strategic alliances with Maori	Co-opt a Māori appointee to the NZ Council	<i>Deferred due to review.</i>
Our research and knowledge is respected and used by others.	Secure commitment from the scientific community	<i>Contracted with NIWA for National Anglers Survey. Increased research funding to \$100k/annum.</i>
	Mine Licence data for management benefits	<i>Analysed database for marketing, promotional and R3 purposes.</i>

Goal 2: To ensure NZC is a robust entity		
Objectives	Outputs	Effects/outcomes
We are seen by the 12 regional F&G councils as leading and coordinating the organisation	Set national policies in three areas	<p><i>Set policy on commercial game preserves.</i></p> <p><i>Continued review of New Zealand Council policies, both internal and organisation wide.</i></p> <p><i>Amended Non-Resident Levy Policy to go out for consultation.</i></p> <p><i>Substantive policy work deferred due to review.</i></p>
	Adhere to sound governance and meeting practices	<p><i>Ensured compliance with Local Government Official Information and Meetings Act as amended by Covid-19.</i></p> <p><i>Assisted with a review of Fish & Game by Minister of Conservation.</i></p> <p><i>Meeting for Chairs and NZC planned for April 2021, however, this meeting was cancelled due to the review being delayed. Zoom meetings were held by the Chair and the CEO.</i></p> <p><i>Updated conflict of interest process for councillors.</i></p> <p><i>Inducted two new chairs.</i></p>
	Promote new opportunities for costs savings & efficiencies across the organisation	<p><i>Continued with introduction of a R3 customer-oriented focus to Fish & Game activity.</i></p> <p><i>Undertook a Request for Proposals to introduce a new website and magazine provider.</i></p>

Goal 2: To ensure NZC is a robust entity		
Objectives	Outputs	Effects/outcomes
We attract and retain high quality board and members of staff	Attract councillors	<i>Inducted five new councillors to the NZC.</i>
	Support executive	<i>NZC maintained executive committee.</i> <i>Two acting Chief Executives appointed by executive committee on fixed term contracts.</i>
	Maintain a staff development programme	<i>No staff development grant approved due to reduced budgets because of Covid-19.</i>
We have a sustainable budgeting cycle	Have a robust finance management and reporting system	<i>12 regions utilising Xero.</i> <i>Standing finance committee continued to consider Fish & Game's long-term financial position and implications of Covid for Fish & Game.</i>
	Manage costs	<i>Co-ordinated with regions to reduce costs because of implications of Covid.</i> <i>The Council operated to Covid-reduced budget for the year.</i>
	Financial statements and service performance accepted in annual audit	<i>Financial statements readable and transparent.</i>
The NZ Council co-ordinates and implements national policy across the entire organisation	Prepare for the overview of Fish and Game Council Elections	<i>Contracted with Electionz.com to undertake the 2021 Fish and Game Elections.</i> <i>Worked with Electionz.com to provide information and advice on the Elections.</i>
		<i>Provided advice to regional Fish and Game Councils on the Elections and the legislative requirements for meetings following election.</i>
	Recommend the fee, form and sale of Game Bird Habitat Stamp & Associated products	<i>Recommended to Minister of Conservation and approved 25th June 2021.</i>

Goal 2: To ensure NZC is a robust entity		
Objectives	Outputs	Effects/outcomes
	Maintain co-ordination and review of operational policies with regional managers	<p><i>Weekly Managers Meetings established with NZC CEO and regional Managers via zoom.</i></p> <p><i>Formal Mangers meeting held twice via zoom and one face to face in April 2021.</i></p>

Goal 3: To ensure Fish and Game as a National Body is unified and robust

Objectives	Outputs	Effects/outcomes
Increased Angler and Hunter satisfaction.	Retain active angling and hunting participants at all levels	<p><i>Continued to reinforce R3 principles across regions and support regional activities.</i></p> <p><i>Website RFP undertaken and awarded to develop new website and improve the user experience.</i></p> <p><i>Work undertaken to improve the user experience of the online licence purchase system.</i></p> <p><i>Regular information and marketing messages promoted through email, Facebook, Instagram.</i></p>
	Initiate campaigns and support other initiatives to grow Angler & Hunter participation.	<p><i>Fishing participation the subject of a major campaign to promote the sport over summer with considerable growth in licence sales.</i></p> <p><i>This was followed with a survey of all new and reactivated anglers which supplied data for a new campaign for the following season.</i></p> <p><i>Registration of trademark for “Take me fishing” and “Take me hunting” completed in preparation for launch of that brand for recruiting new anglers and hunters.</i></p>
	Promote new angling and hunting opportunities	<i>Promotions completed include development of Park & Cast for easy fishing access, Every Bridge You Cross email and digital campaign to encourage fishing participation.</i>
	Reactivate lapsed anglers and hunters and maintain their participation	<i>Lapsed anglers were targeted in our Park & Cast and Every Bridge You Cross campaigns using website, email and paid social media.</i>

Goal 3: To ensure Fish and Game as a National Body is unified and robust

Objectives	Outputs	Effects/outcomes
There is parity of budgets and staff salaries across the organisation	NZ Council will audit the activities of Fish and Game Councils	Audit of the Fish and Game Asset replacement model has been recommended by NZC.
There is majority support for decisions across the organisation	Coordinate the recommendation for Minister's approval of all Notices	<i>Anglers Notice approved 19th July 2021.</i> <i>Open Season for Game Notice approved 17th February 2021.</i> <i>Licences, Fees and Forms Notices secured for both fish and game seasons.</i>
	Strive for policy consistency across all Councils	<i>Reinstated RMA group and sought unified national submissions.</i>
The organisation has a sustainable income base and budgeting cycle	Recommend appropriate licence fees to the Minister after having regard to views of Fish and Game Councils	<i>Licence fees and categories submitted to Minister of Conservation and approved 25th June 2021.</i>
	Determine, in consultation with Fish and Game Councils, the amount of levy for administration of the NZ Council, redistribution between councils, advocacy and research	<i>Levy amounts determined and agreed at budget setting meeting in June 2020 (via zoom).</i>
	Maintain an effective compliance and law enforcement programme	<i>105 honorary rangers appointed or renewed, and 15 staff rangers renewed.</i> <i>National Ranger Register updated.</i> <i>CERT training for new rangers and refresher courses provided across several Fish & Game councils.</i>

AUDIT OPINION

New Zealand Fish and Game Council Group

Audit findings report to the Council
for the year ended 31 August 2021



The Council Members

New Zealand Fish and Game Council
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Wellington 6146

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22 November 2021

Dear Council Members

Audit findings report for the year ended 31 August 2021

We are pleased to advise that our audit of the financial statements of New Zealand Fish and Game Council (the "Council"), and its subsidiaries (together the "Group"), for the year ended 31 August 2021 is substantially complete. There have been no significant changes to our audit plan and strategy.

We expect to issue an unqualified audit report on the consolidated financial statements, subject to the completion of the following outstanding matters detailed on page 3.

We take this opportunity to extend our appreciation to Carmel Veitch and the finance team for their assistance and cooperation during the audit.

The report highlights the significant findings arising during our audit, in accordance with the requirements of ISA (NZ) 260 *Communication with Those Charged with Governance*. The report should be read in conjunction with our audit engagement letter and any other formal correspondence addressed to the Council regarding this year's audit.

We strive for a high level of client satisfaction, and our business is built around maintaining high quality and effective, open relationships with our clients. We want to hear feedback from our clients, both positive and negative, to ensure the services we provide exceed expectations. If you receive our Client Voice Engagement Survey, we would appreciate you taking the time to provide your feedback.

We trust that you find this report informative. If you have any queries, or wish to discuss any issues further, do not hesitate to contact me.

Yours faithfully,

Grant Thornton New Zealand Audit Limited

Brent Kennerley

Partner, Audit

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Summary of our audit findings

Audit status

We have substantially completed our audit work for the audit of New Zealand Fish and Game Council Group (the “Group”) for the year ended 31 August 2021.

We expect to issue an unqualified audit report subject to the following outstanding matters:

Actions to resolve	Responsibility
Receipt of the signed management representation letter	Management
Receipt of the signed financial statements	Management
Reading of the other information of the annual report for consistency check	Grant Thornton

Audit adjustments

There were no uncorrected misstatements identified during the audit.

Control deficiencies and recommendations

During our audit process we may identify recommendations. These include control weaknesses highlighted for our consideration, and opportunities for future efficiencies and strengthening of controls.

Control deficiencies and recommendations identified during our audit are detailed on page 6.

Recommendations	Number
Prior year recommendations	0
Recommendations resolved during the current year	(0)
Current year recommendations	1
Total recommendations	1

Areas of audit focus

The areas of audit focus discussed represent areas we specifically considered during our audit of the Group. The table below summaries our work and conclusions in these areas, with detail of each area provided on subsequent pages.

Areas of audit focus	 Risk *	 Management judgement or estimate	 Audit adjustments	 Control deficiency or recommendation	 Pending matters
Management override of controls	Significant risk	Yes	No	No	No

Notes: * Risk refers to Significant risk or Other risk, as defined by International Standard on Auditing (NZ) 315 *Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and its Environment*.

Significant risks are those risks that have a higher risk of material misstatement.

Management override of controls

Summary

Account balance	All
Risk	Significant risk
Amount	N/A
Management judgement or estimate	Yes

Our understanding

The level of risk of management override of controls may vary from entity to entity, but the risk is always present. Due to the unpredictable way in which such override could occur, it is a risk of material misstatement due to fraud and thus a significant risk.

International Standard on Auditing (NZ) 240 *The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements* requires us to presume a significant risk of management override of control during our audit procedures.

Our conclusion

During our audit we gained an understanding of management's assessment of the risk and the overall control environment in place, and completed appropriate audit work over accounting estimates, judgements and decisions made by management.

We did not identify any areas of concern to report to the Council.

Internal control deficiencies and recommendations

Internal controls

We considered internal controls to determine our auditing procedures for the purpose of expressing our opinion on the financial statements.

Our audit approach focused predominantly on detailed substantive testing rather than relying on the validation of the operation of internal controls due to the nature of the entity, as well as the inherent control limitations. We did obtain an understanding of and evaluate the control environment. Where appropriate we undertook some limited testing of controls.

The purpose of our consideration of internal controls is not to provide assurance over internal controls. Therefore, our consideration of internal controls would not necessarily disclose all matters that a more detailed special examination might reveal.

Below we provide our observations in respect to identified control weaknesses, opportunities for future efficiencies and strengthening of controls identified during the audit, and updates on recommendations provided in prior years.

Control deficiencies and recommendations

Control deficiencies and recommendations identified during our audit are detailed below.

Recommendations	Number
Prior year recommendations	0
Recommendations resolved during the current year	(0)
Current year recommendations	1
Total recommendations	1

Current year recommendations

1. User Bank Access

Issue

During our audit we noted that one ex-employee remains on the bank user access.

Our recommendation

We recommend that users who have left the organisation have their user access completely removed in a timely manner.

In addition, we also recommend management to perform formal review, specifically around changes in bank, changes in employees and changes in supplier, at least on a quarterly basis to ensure any irregularities and/or issues are identified and addressed in a timely manner.

Management response

An ex-Employee (Acting CEO Paul Shortis) was still on the User list for the NZC, however, his status was "Suspended" so He was unable to access the Bank Accounts for NZC. Also, to note his last access to the Bank was June 2021 which was before Paul resigned from his position. Paul Shortis has now been deleted as a user.

Audit adjustments

Uncorrected audit differences

There were no uncorrected misstatements identified during the audit.

Uncorrected financial statement disclosures

No material disclosure deficiencies were noted in our audit of the financial statements.

Corrected audit differences

Corrected misstatements identified during our audit work are detailed below.

Adjustments	Statement of Financial Position			Statement of Comprehensive Income	
	Assets (\$)	Liabilities (\$)	Equity (\$)	P&L (\$)	OCI (\$)
DR Receivables - Exchange	20,473				
CR Receivables – Non Exchange	(20,473)				
<i>Being the reclassification of receivables between non exchange and exchange</i>					

Corrected financial statement disclosures

The following financial statement disclosures were identified and corrected during the course of the audit:

- Related Party Transactions – Disclosure of transactions to each specific region
- Commitments – Disclosure of website development commitments of \$70,000

Other matters

Covid-19 pandemic

We expect the impact of the current global Covid-19 pandemic on the operations of [abbreviated name] to be low. However, the pandemic has created economic challenges that might impact the entity in operating as a going concern. During our audit we gained an understanding of any transactions relating to the Covid-19 pandemic, such as the receipt of subsidies and review management's going concern forecast.

No issues were identified during our audit which we consider be brought to the attention of the Council.

Statement of Service Performance

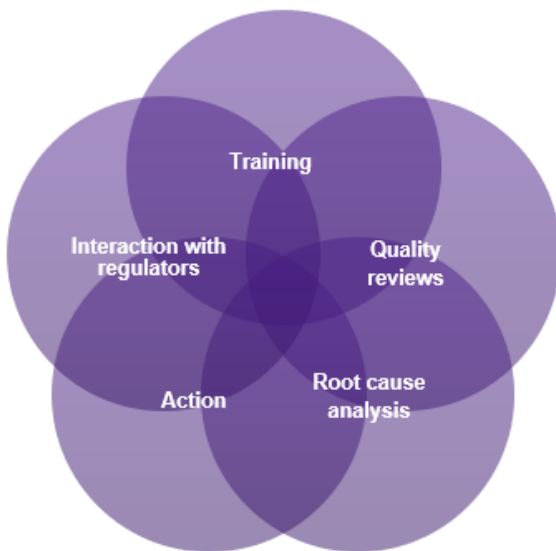
During our review of the Statement of Service Performance, we noted that the information disclosed within are mainly qualitative, lengthy and some information being incomparable with prior year. Under the new standard of PBE FRS-48: Service Reporting, the requirements include that the information presented to the users of the financial statements shall be comparable to the prior period and consistently reported.

We recommend that management and the Council reassess how the Statement of Service Performance is to be presented. An approach could be to reassess the outcomes/deliverables reported in a way that is more direct and comparable for users to analyse achievement against prior years.

Our audit quality

We achieve our goal of a quality audit by ensuring we understand our opportunities for continuous improvement.

Our quality control system



We proactively identify emerging risks and identify opportunities to enhance audit quality and provide insights.

These processes include:

- internal and external monitoring;
- client feedback;
- monitoring of complaints; and
- interaction with regulators.

How we monitor our system of quality control

Annually, we conduct a comprehensive internal inspection program to assess whether our system of quality control is operating effectively.

The thematic findings of our internal inspections for 2021 and the themes identified by the FMA's inspections, are generally consistent.

Financial Markets Authority review

The Financial Markets Authority (the "FMA") completed a review of Grant Thornton in June 2021. There were no material findings that require communication. In their conclusion the FMA noted that Grant Thornton continued with its focus on improving audit quality as a result of outcomes from our previous reviews as well those from CA ANZ and the Auditor-General.

Fraud risk

Fraud risk is the risk that financial statements include undetected material misstatements.

Responsibilities of the Council and management

The Council and management are responsible for the internal control environment of the Group. The internal control system should be developed to prevent or detect material misstatements to the financial statements arising from instances of fraud.

Our responsibilities

The International Standard on Auditing (NZ) 240 *The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements* sets out that during our audit we are required to:

- identify and assess the risks of material misstatement of the financial statements due to fraud;
- obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- respond appropriately to fraud or suspected fraud identified during the audit.

Our audit









To address the risk of fraud, during our audit we:







- considered conditions present that increase the risk of fraud;
- conducted planning discussions with management regarding the risk or existence of fraud, policies and procedures in place to prevent and detect fraud;
- planned the nature and extent of our audit tests having regard to the risk of fraud, noting revenue recognition is required to be an assumed fraud risk;
- reviewed accounting estimates for management bias;
- evaluated the business rationale for unusual transactions;
- maintained professional scepticism throughout the audit;
- reviewed the appropriateness of journal entries and year-end accounting adjustments;
- evaluated if any identified audit misstatements are indicative of fraud; and
- incorporated unpredictable audit procedures into our audit plan and testing.

From our work performed, we have not been put on notice of any instances of fraud within the entity.

Communications to the Council

Auditing standards require us to communicate several matters (if material) to the Council.

Communication	Status	Response
Auditor's responsibility under Generally Accepted Auditing Standards		<p>We are responsible for the completion of our audit in accordance with the International Standards on Auditing (New Zealand) ("ISAs NZ"), and for forming and expressing an opinion on the financial statements that have been prepared by management with the oversight of those charged with governance.</p> <p>The ISAs (NZ) do not require us to design procedures for the purpose of identifying supplementary matters to communicate with those charged with governance.</p> <p>The audit of the financial statements does not relieve management or those charged with governance of their responsibilities.</p>
Irregularities and illegal acts		We have not become aware of any irregularities or illegal acts during the audit.
Significant risk – management override of controls		There were no significant matters that arose during the audit related to management override of controls.
Non-compliance with laws and regulations		We did not identify any non-compliance with laws and regulations during the audit.
Significant difficulties		No significant difficulties were encountered during the audit.
Accounting practices		We reviewed the appropriateness of the accounting policies, accounting estimates and accounting judgements. We did not note any instances where we considered the accounting practices to be inappropriate.
Related Parties		There were no significant matters for reporting to those charged with governance arising in connection with the entity's related parties.
Going concern		<p>No material uncertainties over going concern were noted.</p> <p>The use of the going concern assumption is appropriate in the preparation and presentation of the financial statements.</p>

Communication	Status	Response
Disagreements with management and scope limitations		We did not have any disagreements with management, and no scope limitations were imposed in regard to completing the audit.
Significant control deficiencies		There were no significant control deficiencies identified during our audit. Other recommendations noted are set out above
Matters affecting governance of the Council		There were no matters to report that arose during the audit, which in our professional judgement, are significant to the oversight of the financial reporting process.
Independence of the auditor		No relationships have been identified between our firm and yourself that, in our professional judgement, may reasonably be thought to impair our independence.
Draft Management Representation Letter		We have not requested any specific representations in addition to those areas covered by our standard representation letter.
Expected modifications to the audit report		No modification of the audit report is required; an unmodified audit report will be issued

Important notice

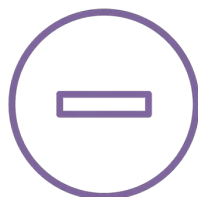


Purpose of this report

This report has been prepared in connection to our audit of the Group's financial statements.

This report has been prepared for those charged with governance, whom we consider to be the Council, to communicate such matters required by the International Standards on Auditing (New Zealand), including ISA 260 (NZ) (Revised) *Communication with those charged with Governance*, and for no other purpose.

This report summarises the key issues identified during the audit but does not repeat matters we have previously communicated to you. In particular, we draw your attention to our audit planning memorandum, which summarised our respective responsibilities, the results of our risk assessment and certain information regarding our audit strategy and audit planning.



Limitations

This report is separate from our audit report and does not provide an additional opinion on the entity's financial statements, nor does it add to or extend or alter our duties and responsibilities as auditors.

We have not designed or performed procedures outside those required of us as auditors for the purpose of identifying or communicating any of the matters covered by this report, accordingly it will not necessarily disclose all matters that the Council may be interested in or those that a more detailed special examination might reveal.

The matters reported are based on the knowledge gained as a result of being your auditors. We have not verified the accuracy or completeness of any such information other than in connection with and to the extent required for the purposes of our audit.



Restriction on use

This report has been prepared for the Council and management of the Group only. It should not be quoted or referred to, in whole or part, without our prior written consent. No warranty is given to, and no liability will be accepted from, any party other than the Group.

This report should be read in conjunction with our audit engagement letter and any other formal correspondence addressed to the Council regarding this year's audit.

Annual meeting and budget timetable 2021-22

To	Councillors
From	Carmel Veitch - CFO

1. Purpose

To approve the meeting dates for the New Zealand Council for the 2021-22 year.

2. The Council is asked to

Approve the following dates for meetings for the 2021-22 year:

- **December 4th 2021 in Wellington**
- **February 18th and 20th 2022 in Wellington**
- **April 29th and 30th 2022 in Wellington**
- **June 16th 2022 by Zoom at 7.00-9.00pm**
- **August 23rd & 25th 2022 by Zoom at 7.00pm- 9.00pm**
- **November 25th & 26th 2022 in Wellington**

Agree that a Governors forum be held: February 19th in Wellington – (NZC & Chairs)

Note that a managers meeting will be held 28th April 2022

Agree to a joint meeting with Managers Friday 29th April

Note these dates may be subject to change due to the Review.

3. Background

The Fish and Game budgeting cycle is connected to the dates required to submit the fee submission to DoC and the Minister of Conservation. Within the process the New Zealand Council must consult with regions on the licence fee, budgets and levy's. The meeting timetable must take into consideration the time needed to consult with Regions.

4. Appendices see 2021-22 Annual Budget & Meeting Timetable - FINAL

Annual meeting and budget timetable 2021-22

New Zealand Fish and Game Council Meeting December 2021

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

Purpose

- 1 To approve the meeting dates for the New Zealand Council for the 2021-22 year.

Background

- 2 The Fish and Game budgeting cycle is connected to the dates required to submit the fee submission to DoC and the Minister of Conservation. Within the process the New Zealand Council must consult with regions on the licence fee, budgets and levy's. The meeting timetable must take into consideration the time needed to consult with Regions.

At the 154th meeting of the New Zealand (August 2021) the Council was presented with the Draft meeting dates for the 2021-22 year. At this meeting the Council:

At the 154th meeting of the New Zealand Council the following decision was made.
That NZC:

1. Agree that the proposed NZC meeting dates for 2021-22 become:

- *December 4th 2021 in Wellington*
- *February 18th and 20th 2022 in Wellington*
- *April 29th and 30th 2022 in Wellington*
- *June 16th 2022 by zoom at 7.00-9.00pm*
- *August 23rd & 25th 2022 by zoom at 7.00pm- 9.00pm*
- *November 25th & 26th 2022 in Wellington*

2. Agree that a Governors forum be held:

- *February 19th in Wellington – (NZC & Chairs)*

3. Agree that that managers meeting be held:

- *28th April 2022 with joint meeting Friday 29th*

4. Agree to consult with the regions on the proposed dates.

Note: These dates may be subject to change due to the Review.

Financial Implications

- 3 There is currently a budget of \$45,000 for Council meetings. Traditionally each meeting costs between \$12-15k, hence there is adequate budget to cover these 3 meetings. (note the November 2022 meeting falls in to the following financial year)

There is a further \$12,000 set aside for Governor's forum (meeting of all regional council chairs with NZC).

The managers meeting has a \$12,000 budget.

Legislative Implications

- 4 S 26C of the Conservation Act - Functions of the New Zealand Fish and Game Council (1)(ba), (ea) 7 (f).

S 26K Conservation Act – (1) Meetings of the New Zealand Fish and Game council shall be held at least twice a year.

S26 of the Fish and Game Elections Regulations 1990 Regional Fish and Game councils need to hold a meeting within 3 weeks of the date members come into office, and must appoint an appointee to the NZC at this first meeting.

Section 4 Treaty Obligations

- 5 n/a

Policy Implications

- 6 n/a

Consultation

- 7 Consultation has been undertaken. A Consultation letter was emailed to all Regional Chairs and Managers on the 2nd September 2021.
- 8 Responses have been received from 8 Regions.
- 9 All Regions accepted the timetable as it stands.
- 10 Two Regions have this in their Agenda for their next meeting so missed the cut off for consultation.

Recommendations

1. **Approve** the following dates for meetings for the 2021-22 year:

December 4th 2021 in Wellington

February 18th and 20th 2022 in Wellington

April 29th and 30th 2022 in Wellington

June 16th 2022 by Zoom at 7.00-9.00pm

August 23rd & 25th 2022 by Zoom at 7.00pm- 9.00pm

November 25th & 26th 2022 in Wellington

2. **Agree** that a Governors forum be held: February 19th in Wellington
– (NZC & Chairs)
3. **Note** that a managers meeting will be held 28th April 2022
4. **Agree** to a joint meeting with Managers Friday 29th April
5. **Note** these dates may be subject to change due to the Review.

2021 -22 Annual Budget & Meeting Timetable – FINAL

16th November 2021

Colour Key:

	Public Holidays
	NZ Council Meetings
	Meetings of Managers
	NZGBHT Board
	Governors Meetings

Month	Date & Day	Subject
September 2021	1st Wednesday	New Financial Year for Fish & Game
October 2021	1st Friday	Sport Fishing Opening
	7th or 14th Thursday	NZ Council meeting by ZOOM 7-9pm (if required)
	25th Monday	Labour Day
	26th Tuesday	New Councillors take office
November 2021	1st Monday	High country sports fishing opening (Otago)
	6th Saturday	High country sports fishing opening (North Canterbury and CSI)
	16th Tuesday	Last day to have new Council meeting
December 2021	4th Saturday	NZ Council meeting in Wellington – 1st meeting of the new Council
	16th Thursday	Managers meeting 10-12.30 by Zoom
	25th Saturday	Christmas Day
	26th Sunday	Boxing Day
	27th Monday	Christmas Day observed
	28th Tuesday	Boxing day observed
	31st Friday	All Annual meetings must be completed
	31st Friday	All Variance report and Reserves Schedules to CV - Finance
January 2022	1st Saturday	New Year's Day
	3rd Monday	New Year's Day observed
	4th Tuesday	Day after New Year's Day
	21 nd Friday	CV to return summary of Variance Reports to Managers with queries
	28 th Friday	Final Day for regulation details from Fish & Game Councils for Game Notice
February 2022	2 nd Wednesday	World Wetland Day, release of 2022 Habitat Stamp
	3 rd Thursday	Managers meeting 10-12.30 by ZOOM
	4 th Friday	Final circulation of Variance Reports to Managers
	4 th Friday	Draft Game Notice submission to DOC officials
	7th Monday	Waitangi Day – observed
	18th to 20th Friday & Sunday	NZ Council meeting in Wellington
	19th Saturday	Governors – NZC and Chairs. Planning morning and Governance training afternoon
	15 th Tuesday	Adjust submission following consultation with DOC & submit to MOC
	25 th Friday OR following week	Publish Game Notice in NZ Gazette
March		

Month	Date & Day	Subject
2022	10 th Thursday	Game Bird hunting licences go on sale
	14 th Monday	Magazine Out (Game)
	23 th Wednesday	Final date for receipt of draft budgets and contestable fund applications
April 2022	8 th Friday	Circulation of budgets, contestable funding applications and budget summaries
	10 th Sunday	Mark-up or Pegging Day
	15 th Friday	Good Friday
	17 th Sunday	Easter Sunday
	18 th Monday	Easter Monday
	25 th Monday	Anzac Day observed
	28 th Thursday	Meeting of Managers in Wellington
	29 th Friday	Joint NZ Council & Managers Meeting in Wellington
	30 th Saturday	NZ Council Meeting in Wellington
May 2022	7 th Saturday	Game Bird Season Opening
June 2022	6 th Monday	Queen's Birthday
	15 th Wednesday	Final date for receipt of Fish & Game regional responses to licence fee proposals
	16 th Thursday evening	NZ Council Meeting – ZOOM 7pm to 9pm
	20 th Monday	Draft licence fee submission to DOC officials
	24 th Friday	Final Day for regulation details from Fish & Game Councils for Anglers Notice
	24 th Friday	Matariki
	30 th Tuesday	Final Day for submissions for NZGBHT Grant applications
July 2022	1 st Friday	Draft Anglers Notice submission to DOC officials
	7 th Thursday	Managers meeting 10-12.30pm by ZOOM
	8 th Friday	Adjust Anglers Notice submission following DOC consultation & submit to MOC
	12 th Tuesday	Send out grant submissions to GBHT Board members
	20 th Wednesday	GBHT Board Zoom 11am
	26 th Tuesday	Publish Anglers Notice in NZ Gazette
	4 th Thursday	Managers meeting 10-12.30pm ZOOM
August 2022	18 th Thursday	Sports Fishing Licences go on sale
	26 th Monday	Magazine out (Fish)
	23 rd & 25 th Tuesday & Thursday	NZ Council Meeting by Zoom 7pm to 9pm
	31 st Monday	End of Financial Year Fish & Game
	8 th Thursday	Managers meeting 10-12.30pm by ZOOM
September 2022	23 rd Friday & 24 th Saturday	GBHT Board Meeting in Christchurch – followed by a field trip on Saturday
	1 st Saturday	Sport Fishing Opening
October 2022	24 th Monday	Labour Day
November 2022	1 st Tuesday	Back country sports fishing opening (Otago)
	5 th Saturday	Back country sports fishing opening (North Canterbury and CSI)
	25 th & 26 th Friday - Saturday	NZ Council Meeting – Wellington

Advocacy update

To	Councillors
From	Brian Anderton

1. Purpose

To update Council on advocacy matters.

2. The Council is asked to

Note the contents of this report

Agree to support the EDS advocacy proposal

OR

Agree not to support the EDS advocacy proposal

Agree to support the Native Forest Coalition proposal

OR

Agree not to support the Native Forest Coalition proposal

3. Background

NZC has the responsibility under the Conservation Act to advocate generally the interests of the New Zealand Fish and Game Council. Traditionally advocacy has been the responsibility of the NZC Chief Executive. However, in light of the Acting Chief Executives being part-time, the NZC Chair has filled the gap and undertaken advocacy on behalf of NZC, with staff support. This report updates on Cr Ray Grubb's advocacy in the three months since the last NZC meeting.

4. Appendices

Two proposal papers

Advocacy update

New Zealand Fish and Game Council Meeting 4 December 2021

Prepared by: Brian Anderton, GM, NZ Fish and Game Council

Purpose

1. To update Council on advocacy matters.

Background

2. NZC has the responsibility under the Conservation Act to advocate generally the interests of the New Zealand Fish and Game Council. Traditionally advocacy has been the responsibility of the NZC Chief Executive. However, considering the Acting Chief Executives have been part-time, Cr Ray Grubb has undertaken advocacy on behalf of NZC, with staff support. This report updates on Cr Grubb's advocacy since the last NZC meeting and offers an overview of submissions coordinated by NZC since the last NZC meeting.

Representation

Freshwater Implementation Group (FIG)

3. Cr Ray Grubb represents F&G and the ENGO network. This is a group of industry (Dairy NZ, Beef+Lamb), Fish & Game, ENGOs (EDS and Choose Clean Water), IWI and regional Councils chaired by MfE. The group makes recommendations on the implementation of the Government's freshwater reforms.

Current Issues:

- Intensive Winter Grazing; monitoring current practice, negotiating on future controls
- Wetlands; negotiating on NES provisions
- Stock exclusion; negotiating NES rules, advocating to delete the 500m rule
- Development of Te Mana o te Wai
- Freshwater standards; DIN and DRP vs MCI and look-up tables
- Farm Plan development
- Separately negotiating for the use of LIDAR for all farm planning as the superior mapping tool (shows critical source areas etc better than any other)

Landcare Trust

4. Established in 1996, NZ Landcare Trust is an independent charitable organisation. It is one of the only national, non-government organisations

working with the land user community to encourage and support sustainable land and water management. The Board is made up of seven trustees organisations, including: Rural Women New Zealand; Federated Farmers of New Zealand; Fish & Game NZ; Ecologic Foundation; Federated Mountain Clubs; Royal Forest & Bird Protection Society of NZ; and Federation of Maori Authorities.

5. Particular focus in recent months has been on advocating for increased spread of catchment groups, longer terms results measures, and specific freshwater quality outcomes

High Country Advisory Group

6. The High Country Advisory Group (HCAG) was established in 2018 to enable a range of stakeholders, representing farming, environmental and iwi interests, to provide advice to LINZ and the Commissioner of Crown Lands on the management of Crown pastoral land in the South Island high country.
7. Cr Grubb was appointed by Minister O'Connor but representing F&G interests
8. Recommended a supplementary Order Paper to the Crown Pastoral Lease amendment (CPLA) Bill, which would state that "access should not be unreasonably denied."
9. Minister O'Connor agreed with the intent, Cr Grubb is now negotiating directly with the High Country Accord, also with Select Committee members. Cr Grubb and Brian Anderton have met with National's Land Information spokesperson Chris Luxon to discuss. Future meetings are planned with other parties.

DOC Advocacy Policy

10. DOC's advocacy policy has excluded freshwater advocacy as a priority (and most regions will have noted the result is lack of support). We have undertaken a process with the Minister and DOC officials to try to change this.

Natural and Built Environment Bill

11. Meeting with the Environment Select Committee members to make a case for "environment first" and the recognition of Valued Introduced Species in the Bill.

EDS Conference

12. Cr Grubb was a guest panellist on the High Country and on Freshwater ambitions. Brian Anderton and Jack Kós also attended the conference. There was strong representation from Fish & Game regions.

ENGO Network

13. Regular meetings have taken place with the environmental NGO network and with the Conservation and Environment Ministers, Director-General of DOC, and Secretary for the Environment from MfE

DairyNZ and Beef Lamb meetings

14. Brian Anderton and Cr Grubb held meetings with the Chief Executives of Beef+Lamb and DairyNZ to explore issues in common with farm plans, wetlands and future working relationships. The meetings were highly successful, and Beck Reed is continuing to discuss matters with their policy teams.

Meeting with National Party

15. Cr Grubb met with the National Party Conservation Spokesperson Hon Jacqui Dean.

The Milford Opportunities Project

16. The Milford Opportunities Project (MOP) Masterplan follows four years work by cross-agency representatives, iwi, commercial interests and the wider community. It was released in July 2021. The plan is designed to address visitor pressures and safety. Cr Grubb is working with Federated Mountain Clubs, the New Zealand Alpine Club and the Aotearoa Climbing Access Trust to lobby for getting a stronger recreational presence in the MOP.

Submissions

17. A summary of the recent submissions by Fish and Game is provided below. Full copies of these submissions can be provided on request.

NBEA exposure draft and final draft from Select Committee (4 August):

18. Fish and Game support the development of legislation to replace the RMA and to halt environmental degradation and restore the natural environment. The exposure draft (subsequently referred to as the draft bill) takes steps towards this outcome. However, there are areas where the draft bill fails to adequately address the environmental impacts or provide a consistent framework for resource management planning. Nor does it adequately represent Valued Introduced Species and the environmental advocacy associated with them.
19. The implementation of the National Policy Statement for Freshwater Management 2020 (NPS-FM 2020) has signalled a paradigm shift in the management of freshwater which will ultimately lead to halting the decline in freshwater quality and its restoration. Priority was given to promoting greater protection for the natural environment, inclusion of valued introduced species when considering the environment, need for clear wording and measurable outcomes.

20. The final draft released from the Select Committee following national submissions indicated some of the points made in the submission were incorporated, although not all. Further input in the process is planned.

Stock Exclusion regulations – Proposed changes to the low slope map (7 October)

21. Fish and Game supported development of the current national regulations to exclude stock from water bodies. The adverse effects of livestock on aquatic habitat and water quality are well recognised in scientific literature.
22. Fish and Game supports abandoning the 'land parcel' mapping methodology to determine low slope land and adoption of 'moving average' mapping methodology. Fish and Game does not support the additional suite of amendments. Omitting small and intermittent streams from the national stock exclusion regulations makes it impossible to wholly address the issues associated with stock access to water ways.

Submission on the 'managing our wetlands': discussion document on proposed changes to the wetlands regulations (26 October):

23. Fish and Game supported the overarching intent of the NES-F, which is to regulate activities that pose risks to freshwater and freshwater ecosystems; and the inclusion of standards in the NES-F that are designed to protect and restore natural wetlands.
24. Of particular concern are the proposed changes to provide a consenting pathway for damaging extractive activities such as quarrying and mining in and around wetlands, making the drainage of wetlands much easier for developers.
25. Minimal changes had been proposed to better provide for wetland maintenance and restoration, meaning substantial barriers remain to do such meaningful work. Fish and Game's ability to carry out wetland maintenance and restoration projects on its own wetlands continue to be very much constrained.

Joint submission on Intensive Winter Grazing (7 October):

26. Joint submission on proposed changes to the intensive winter grazing regulations was provided to Ministry for the Environment by Fish & Game, Forest and Bird, and the Environmental Defence Society.
27. Intensive winter grazing poses high environmental risks to both water quality and soil health as well as risks to animal welfare. We continue to support the intent of the NES-FW to regulate poor practice intensive winter grazing. In the process, national environmental standards cannot permit an activity that has significant adverse effects on the environment. Supported maximum allowable slope concept rather than mean threshold, as well as the addition of 'critical source areas'.

Submission on APP204199 for Hazardous Substances and New Organism applications (8 November):

28. This submission addressed the EPA's reassessment of the extension of the phase-out period for organophosphate insecticides Diazinon, Fenamiphos, and Methamidophos. Fish and Game does not support the extension of the current date of expiry for the time limited approvals for substances containing diazinon, fenamiphos, and methamidophos. The adverse effects of organophosphate pesticides including diazinon on waterfowl, aquatic habitat and aquatic species are well recognised in scientific literature.

29. Use of diazinon and other organophosphate insecticides within agricultural lands that have freshwater habitat receiving environments, or are within likely resting or feeding sites for waterfowl, creates a high risk of exposure to non-target species and a higher risk of wider environmental contamination and impacts.

Joint Supplementary submission to "Managing our wetlands" with DairyNZ (1 November)

30. The New Zealand Fish and Game Council, and DairyNZ welcomed the opportunity to provide jointly agreed comments on the Ministry for the Environment's discussion document seeking feedback on proposed changes to the Resource Management (National Environmental Standards for Freshwater) Regulations 2020 ('NES-F') specifically regarding managing wetlands.

31. The joint supplementary submission followed the independent submissions made by both organisations and was intended to reflect the areas where our positions and feedback are aligned for wetland management.

The Long -Term Insights Briefing (12 November):

32. A response to key questions in contribution to the consultation was submitted to support the Department of Conservation Te Papa Atawhai (DOC) and Toitū Te Whenua Land Information New Zealand (Toitū Te Whenua) shape the future of Aotearoa New Zealand's biodiversity work through the development of their Long-Term Insights Briefing process.

33. Replies to the consultation questions based on the overarching theme of "How can innovation in the way we use information and emerging technology help biodiversity thrive?" focussed on integration of latest technologies and techniques in assess environment and biodiversity.

Submission development

34. These submissions define our policy position on each matter and therefore go through a rigorous process before endorsement.

35. Fish & Game has a highly skilled regional environmental team. We would like to thank the team, in particular Emily, Jacob, Nigel and Mischa, for all their work and support on these submissions.

EDS Advocacy Proposal

36. Environmental Defence Society (EDS) have approached NZC about supporting a research project that will have a spotlight on the role of Fish & Game in a reformed RMA system. This would comprise focused examination of how Fish & Game's role as an advocate could be enhanced both within its present statutory mandate and if the existing legal framework was adjusted to reflect any new likely obligations.
37. It would examine Fish & Game's roles at both a national and local level as well as potential synergies with the ENGO sector. The spotlight is timely given the prospective review of conservation law and Fish & Game's legislative framework.
38. EDS is an influential group in the development of the Government's environmental policy agenda. Their research reports are often an important starting block for Government work. The benefit of undertaking this research is it will likely highlight to decision-makers the importance of the ENGO sector and in particular Fish & Game.
39. EDS's preliminary review of conservation law reform, *Conserving Nature*, did not portray Fish and Game or our interests in the most positive light. Fish and Game were consulted on a draft of this document but were not formally involved in its development.
40. The ongoing review and replacement of the RMA will remove 7(h) of the RMA, which provided for Fish & Game to advocate of habitat for trout and salmon. We have the full support of the ENGO network, including EDS, to maintain our advocacy position, reflecting our role under the Conservation Act. This proposal is intended to put before the government the key role Fish & Game has held in holding the line against water degradation for the past 30 years as the leading advocate for freshwater
41. The ENGO network regard Fish & Game as the leader in freshwater environmental protection, and we need to secure this position with Government while legislative changes are underway
42. This project will put the spotlight on Fish & Game role the freshwater environmental advocacy structure.
43. The proposal is attached.
44. If NZC was to support this proposal, it would cost \$25,000 which will be funded from our advocacy budget.

The Native Forest Coalition

45. The Native Forest Coalition consists of EDS, Pure Advantage, Rod Macdonald Trust, Tindall Foundation and individuals including Dame Anne Salmond and Dr

Adam Forbes. This group is concerned at the implications of the rapid proliferation of pine plantations driven by rising carbon prices and short-term policy settings. They want the Government to immediately prioritize native forestry over offshore carbon sinks.

46. They state that native forestry will accelerate efforts to scale-up our most viable long-term carbon sinks, reverse biodiversity loss, create local jobs and enhance adaptation resilience.

47. The proposal is attached. It is recommended that NZC support the campaign.

Recommendations

1 **Note the contents of this report**

2 **Agree**

2.1 *to support the EDS advocacy proposal*

OR

2.2 *not to support the EDS advocacy proposal*

3 **Agree**

3.1 *to support the Native Forest Coalition proposal*

OR

3.2 *not to support the Native Forest Coalition proposal*



Environmental Advocacy within the new Resource Management System Project Proposal by the Environmental Defence Society for New Zealand Fish and Game Council

Context

The Environmental Defence Society (EDS) has been funded by the Ministry for the Environment (MfE) to undertake a fresh examination of the role of advocacy in the reformed resource management system. The underlying proposition is that, notwithstanding a likely emphasis on collaboration in the new regime, there will be a need for statutory advocacy in support of good environmental outcomes. So given the overall system is currently being reformed, it's timely to assess how advocacy might need reform as well. This project proposal looks at how a dedicated spotlight on the role of Fish & Game might complement the wider EDS project.

The Wider Project

Environmental NGOs in Aotearoa New Zealand currently play a critical role in public interest advocacy, in the absence of any formalised body such as a Public Defenders Office or similar. Current and proposed changes to the resource management system are significantly increasing the volume of matters that environmental NGOs need to become involved with, in order to represent the broader public interest in a healthy environment.

Most immediately, the implementation of freshwater reforms is requiring new freshwater plans to be prepared and notified for each region. There will be a large number of such plans over the next 3-4 years that environmental NGOs will need to submit on to ensure freshwater reforms deliver on expectations. This workload will be split between Fish & Game, Forest and Bird and EDS as well as some local groups. In addition to engagement in formal submission and hearing processes, it is expected that there will be a need for participation in pre-statutory engagement processes run by regional councils.

These will be followed by new Regional Spatial Strategies and Natural and Built Environment Plans rolling out during the next decade for the entire country, including the marine area, under the Strategic Planning Act and Natural and Built Environments Act respectively. There is also likely to be significant changes and additions to national direction, in the form of an integrated National Planning Framework. These will collectively set the direction for environmental management for the next generation of New Zealanders and their importance cannot be underestimated. Engagement in those processes will require input from public interest representative groups and entities.

In addition, there are new policy instruments in train at present under the current law which will likely be contested by development interests. These may include the expected National Policy Statement on Indigenous Biodiversity, which councils will likely have to give effect to as soon as practicable.

Further relevant context is the need to incorporate Te Ao Māori into the planning regimes. This will require specialist input from entities qualified to advocate such matters. The community of individuals and entities available for that work is limited and already stretched in terms of capacity. We note that ideas relating to input here are a matter largely for consideration by iwi, hapū and other Māori interests.

The country's small community of Environmental NGOs will almost certainly be completely overwhelmed by the public interest advocacy required for all these new documents. This is in the context of there currently being only a small governmental advocacy function (exercised by the Department of Conservation (DOC)) and an Environmental Legal Assistance Fund which is arguably grossly inadequate in terms of the scope and quantum of resourcing. Expanded statutory advocacy by MfE, the Environmental Protection Authority and the Parliamentary Commissioner for the Environment have all been discussed but no immediate changes are in prospect.

Given the anticipated volume of new policy and planning instruments under both existing and proposed new legal frameworks, it is timely to review how public interest environmental advocacy is structured and resourced and ways in which it could be strengthened for the future. EDS is proposing a project that would undertake this work.

The wider project will involve the following components:

- Review of international best practice in environmental advocacy
- Review of existing capacity amongst the environmental NGO sector
- Review of existing capacity amongst Māori organisations (but limited in scope and leaving substantive commentary on resourcing to those entities)
- Review of the scope and performance of the Environmental Legal Assistance Fund
- Review of the scope and exercise of the DOC advocacy function
- Examination of potential advocacy roles for government entities (eg Ministry for the Environment, Environmental Protection Authority, Parliamentary Commissioner for the Environment, expanded Department of Conservation function)
- Identification of potential options for reform, including different institutional and funding models across government and civil society
- Identification, in a prioritised manner, the changes required to address the advocacy deficit

The Fish & Game Spotlight

In addition to the project outlined above, EDS proposes a dedicated spotlight on the role of Fish & Game in the reformed system. This would comprise an additional and focused examination of how Fish & Game's role as an advocate could be enhanced both within its present statutory mandate and if the existing legal framework was adjusted to reflect any new likely obligations. Inter alia, it would assess the adequacy of the existing revenue

streams given the complexity and volume of expected plan reviews over the next decade. It would examine Fish & Game's roles at both a national and local level and potential synergies with the ENGO sector. The spotlight is timely given the prospective review of conservation law and Fish & Game's legislative framework.

In the course of the spotlight project, EDS researchers will interview nominated and key Fish & Game personnel. One workshop with Fish & Game will be held midway through the project timeline. A draft version of the spotlight will be made available for peer review before being finalised. The intention is that it would be a stand-alone report produced as an online PDF and would provide content in the main report.

Timing and budget:

The budget for the spotlight project is \$25,000 (excluding GST).

The project commences in February 2022 with completion in August 2022.

Project team:

The project is being led by EDS Policy Director Raewyn Peart. Researchers working on the project would include Legal and Policy Researcher Shay Schlaepfer and EDS Solicitor Cordelia Woodhouse, all of whom are experienced resource management lawyers with in-depth experience of the current advocacy system.

ends

17 November 2021

1. **The Native Forest Coalition** consists of the Environmental Defence Society, Pure Advantage, Rod Macdonald Trust, Tindall Foundation and individuals including Dame Anne Salmond and Dr Adam Forbes. It has been workshopping the issues set out below and is extremely concerned at the implications of the rapid proliferation of pine plantations driven by rising carbon prices and short term policy settings. It is also concerned at the potential investment in offshore forest restoration when there is a clear need for such investment here.

2. Our concerns are summarised in our policy position:

*In tackling the climate change crisis, there's an urgent need to move away from short-term thinking and siloed government policy. We need a shift towards joined up strategies that also address the biodiversity crisis, the degradation of waterways and risks to rural communities. Siloed thinking about carbon is leading to very poor outcomes including changes in land use towards large-scale **establishment of non-harvested exotic carbon forests** and unsustainable clear-fell forestry that places ecosystem health at risk. **We call on the New Zealand Government to immediately prioritize native forestry over offshore carbon sinks.** This native forestry will accelerate efforts to scale-up our most viable long-term carbon sinks, reverse biodiversity loss, create local jobs and enhance adaptation resilience.*

- *We seek a climate positive future in which Aotearoa New Zealand has thriving native forests and healthy waterways for multiple benefits.*
- *The scope of native forestry includes regenerating new native forests, managing existing native forests and continuous cover forestry.*
- *We promote the weaving of native forests back into our rural and urban landscapes.*
- *We support creating high value forest systems that store emissions and are sustainably sourced.*
- *We strongly support research and investment into how native forests enhance biodiversity, soil conservation, water quality and provide timber, carbon sequestration and other values.*

3. We have compiled a list of recommendations that will address our concerns in a strategic and systematic way (see below).
4. **We recommend** that government sets up an inter-agency review group of the CEOs of the key agencies led by the Ministry for the Environment to undertake an urgent review of how to better join up climate change and biodiversity policies. Our recommendations could form the basis of the Terms of Reference for such an exercise.
6. This is urgent because of the pace and extent of proliferation of exotic carbon forests. We suggest that an inter-governmental review group should be set up including membership from our members to address these concerns which are shared across many sectors of society. The review needs to happen now and over a short timeframe, before the horse has bolted.

RECOMMENDATIONS

Immediate actions

- Review and remove policy and processing obstacles to determining eligibility and registering native forests in the ETS
- Update MPI Carbon Look-up tables with regional sequestration rates by forest type well beyond 50 years
- Review the OIA criteria to encourage and mandate native forest establishment and forest remnant management by offshore investors
- Recycle ETS revenue to upscale the native forestry industry via a specific ***Carbon and Indigenous Biodiversity Innovation Fund***. This will involve investment in R&D, infrastructure, technology and market opportunities.
- Fund research into the feasibility of exotic monoculture-to-biodiverse native forest transitions, including restoration of clear-felled land and exotic plantations
- Increase funding for strategic animal and plant pest management including private land holders and wildings
- Change the focus of Te Uru Rākau to foster enduring knowledge of natives and their multiple benefits
- Clearly define the Permanent NZU category in the ETS as forests which demonstrate permanence through adequate native forest regeneration.
- Make active forest and ecosystem management including animal and plant pest control compulsory for the registering of Permanent NZUs
- Require Forestry Environment Plans linked to the NES-PF that cover freshwater, GHGs, biodiversity, animal and plant pest control, sediment, slope stability

Medium term

- Ensure ETS participants buy a minimum % of NZUs from Permanent NZU category
- Review the NES PF to require better management of environmental impacts
- Subsidise Field Measurements for natives and catalyse rapid investment and uptake of improved field survey technology e.g., LIDAR
- Ensure new RMA planning tools restrict where exotics are permitted and safeguard appropriate and sufficient land for natives
- Introduce a biodiversity payment or credit which places a value on biodiversity outcomes
- Ensure the *Carbon and Indigenous Biodiversity Innovation Fund* provides a just transition for Iwi and others who have a special interest in developing native forest systems
- Increase funding for training and expertise to assist the transition from *Jobs For Nature* programme to long-term, sustainable native forestry industry jobs
- Accelerate the development of a sustainably harvested native timber industry including the strategic development and alignment of specialised mills

Longer term

- Create an accounting system for non-ETS eligible carbon sinks, such as native vegetation and other ecosystem types e.g., wetlands
- Investigate barriers to a sustainable native forests industry on private land and adjust policy settings to encourage long-term investment in that activity
- Fund the restoration of lowland native forests

Identification of fish spawning areas and designation of process

To	Councillors
From	Jack Kós, Senior Policy Advisor

1. Purpose

To present NZC with an intended process for the designation of spawning areas under s26ZJA of the Conservation Act.

2. The Council is asked to

- 1. Agree to the process proposed for the designation of spawning areas*
- 2. Agree for NZC staff to report back to NZC after the first spawning area has been recommended to the Director-General.*

3. Background

Amendments made to the Conservation Act in 2019 established a new process for the designation of spawning areas for both sports fish and indigenous fish. The designation is intended to protect spawning areas against activities that disturb the spawning of freshwater fish or makes the area less suitable for the spawning of freshwater fish. No areas have been designated to date. This paper proposes a process forward for recommending the designation of sports fish spawning areas.

4. Appendices

Nil

Identification of fish spawning areas and designation of process

New Zealand Fish and Game Council Meeting December 2021

Prepared by: Jack Kós, Senior Policy Advisor, NZ Fish and Game Council

Purpose

- 1 To present NZC with an intended process for the designation of spawning areas under s26ZJA of the Conservation Act.

Background

- 2 Amendments made to the Conservation Act in 2019 established a new process for the designation of spawning areas for both sports fish and indigenous fish.
- 3 S26ZJA sets out that:
 - (1) The Director-General may, by notice, declare an area to be a spawning area if the Director-General has reasonable grounds to believe that the area—
 - (a) is being used for the spawning of freshwater fish; or
 - (b) is suitable for the spawning of freshwater fish.
 - (2) Without limiting subsection (1), the Director-General may make a notice declaring a spawning area under that subsection on the recommendation of the New Zealand Fish and Game Council in relation to the spawning of sports fish in the area.
- 4 The designation is intended to protect spawning areas against activities that disturb the spawning of freshwater fish or makes the area less suitable for the spawning of freshwater fish.
- 5 Once spawning areas are designated it is believed they will have a higher degree of protection than they had prior to the 2019 amendment, however until that time Fish & Game is in limbo as they are no longer subject to the automatic protection of the former s26ZJ.
- 6 No areas have been designated to date as the Department of Conservation have been working through the logistics of this process and have been doing so for over a year.

Analysis

- 7 The designation of spawning areas under s26ZJA is critical to Fish and Game because of the protection from disruption it will offer these areas and the fish that spawn there.
- 8 It is proposed that that a recommendation is made to the Director General under s26ZJA(2) proposing three spawning areas as a pilot case. NZC staff have been working with Central South Island staff on this proposal, who have identified three suitable areas to begin with. Making this recommendation formally will require the Department to address this issue and finalise the logistics.
- 9 Because there are likely to be a high number of spawning areas designated around the country it is recommended that NZC approve the process for making recommendations to the Director-General.
- 10 The process that is proposed is:
 - 10.1 Regional Fish and Game Councils will determine the spawning areas they are seeking to protect and what activities they would seek to restrict within these areas.
 - 10.2 Regional Fish and Game Councils will then send this to NZC staff on a supplied template.
 - 10.3 NZC staff will work with regional staff as to the form of the Notice (i.e. the area to be designated and the activities to be restricted).
 - 10.4 The NZC Chief Executive will then recommend this Notice for publication to the Director-General of DOC.
- 11 The Director-General will then consider the recommendation and make a decision. If approved, the Notice will then be published in the Gazette and take effect.
- 12 In effect, this would function in a similar process to how Anglers and Game Notices are communicated to the Minister.

Financial Implications

- 13 Financial implications are minimal for NZC, although there may be a need for regional Fish and Game Councils to allocate staff time/budget to determine the spawning areas to be recommended

Legislative Implications

- 14 This paper is consistent with the legislative process set out in the Conservation Act.
- 15 The designation of spawning areas will result in the gazettal of Notices (legislative instruments).

Section 4 Treaty Obligations

- 16 No Section 4 obligations are identified for this paper, however depending on the final process DOC determines this may change. If so, NZC staff will update NZC.

Policy Implications

- 17 No policy inconsistencies identified.

Consultation

- 18 NZC staff have discussed the spawning area designation with several regions and are currently working with Central South Island on an initial recommendation.
- 19 Once a process has been agreed to it will be communicated to all regions.

Recommendations

- 1 ***Agree to the process proposed for the designation of spawning areas***
- 2 ***Request NZC staff to report back to NZC after the first spawning area has been recommended to the Director-General.***

Public relations and communication strategy development

To	Councillors
From	Di Taylor (Acting CE)

1. Purpose

To establish a working group to help develop a Fish & Game New Zealand strategic communication approach, brand positioning and associated implementation plan and to establish the process of engaging an external PR company to undertake this work.

2. The Council is asked to

Approve the request to form a working group.

Authorise the Acting Chief Executive to contract with an external provider for a fee not exceeding \$20,000, with the contract to be circulated to NZC via email prior to engagement.

3. Background

I have been asked by NZC to develop a strategic plan as our existing plan expires in August 2022, a critical piece of prework to the strategic planning session we are going to have at the February NZC meeting is a brand and communications strategy.

Fish and Game New Zealand do not have a unified communication or brand strategy. The NZ Council Acting Chief Executive has been requested by the regions and National Council to develop this strategy. Within the existing NZC team we do not have the capability to do this piece of work, so we have engaged an external PR company to assist us.

Public relations and communication strategy development

New Zealand Fish and Game Council Meeting 4 December 2021

Prepared by: Di Taylor, Acting Chief Executive, NZ Fish and Game Council

Purpose

- 1 To establish a working group to help develop a Fish & Game New Zealand strategic communication approach, brand positioning and associated implementation plan and to establish the process of engaging an external PR company to undertake this work.

Background

- 2 Fish and Game New Zealand do not have a unified communication or brand strategy to communicate organisational values, purpose and activity to our engaged stakeholders and the wider population.
- 3 The Acting NZ Council Chief Executive has been requested by the regions to and NZ Council to develop this strategy.
- 4 Within the existing NZ Council team, we do not have the capability to this piece of work, so we will need to engage an external PR company to assist us.

Analysis

- 5 I have been asked by NZC to develop a strategic plan as our existing plan expires in August 2022, a critical piece of prework to the strategic planning session we are going have at the February NZC meeting is a brand and communications strategy.
- 6 I would like to form a core working group to lead the development of this brand and communications strategy work and to provide input, industry specific context and solicit feedback. Below is my suggested make-up of the working group:
 - 2 x regional communication representatives

- NZ Council representative
- NZ Council Acting CE
- NZC GM Strategic Engagements
- NZC Marketing and Communications Manager

7 It is not recommended that this group make decisions, but rather that decisions will be brought back to both the New Zealand Council and regions to ensure full acceptance and adoption.

8 I seek your support/approval to form the working group and to, with the assistance of this working group, engage an external PR consultant to undertake this work.

Financial Implications

9 Preliminary conversations suggest this work will cost circa \$20,000.

10 This money will be funded from within the existing Marketing and Communications budget. However, as it is above the Acting CE's delegation it is necessary for NZC to formally authorise the expenditure.

Legislative Implications

11 No legislation or regulation changes are needed to implement the proposals.

Section 4 Treaty Obligations

12 Fish & Game must be mindful of our obligations under Section 4 of the Conservation Act in all communications. The working group will be required to consider Section 4 in its deliberations.

Policy Implications

13 In 2018, the NZC approved for regional consultation a proposed NZC Communications strategy. This work will replace that previous workstream. A finalised New Zealand Fish & Game strategic communication approach, brand positioning will likely be adopted as national policy.

Consultation

14 Regional Fish and Game Councils will be represented on the working group. Each region will also be consulted during the development of this work

15 The NZ Council will formally consult regional Fish and Game Councils as per the policy for setting national policy before adopting

Recommendations

- 1 **Agree** to establish a working group comprising:
 - 1.1 2 x regional communication representatives
 - 1.2 NZ Council representative
 - 1.3 NZ Council Acting CE
 - 1.4 NZ Council GM Strategic Engagements
 - 1.5 NZC Communication and Marketing Manager

- 2 **Authorise** the Acting Chief Executive to contract with an external provider for a fee not exceeding \$20,000 (excluding GST), with the contract to be circulated to NZC via email prior to engagement.

NZ Game Bird Habitat Trust Board in 2021

To	Councillors
From	Brian Anderton

1. Purpose

To present the New Zealand Fish and Game Council with the report of Robert Sowman, Coordinator of the NZ Game Bird Habitat Trust Board

2. The Council is asked to

- *Agree to the hunter licence fee contribution for the Habitat Stamp being increased to \$5.00 for the 2023 game season.*
- *Agree the game bird or other wildlife species to be depicted on the 2024 habitat stamp be open to any game bird species.*
- *Agree to a photographic competition to select an artist to produce the artwork of the 2024 stamp.*
- *Note the Trust Board's 2022 meeting will be held in Christchurch on 23 September 2022.*

3. Background

The New Zealand Game Bird Habitat Trust Board (set up under Section 44B of the Wildlife Act 1953) is administered by the NZ Council. The Board's function is to enhance the habitats of New Zealand's game birds and other wildlife.

4. Appendices

Report of Robert Sowman, Coordinator of the NZ Game Bird Habitat Trust Board

NZ Game Bird Habitat Trust Board in 2021

New Zealand Fish and Game Council Meeting 4 December 2021

Prepared by: Brian Anderton, GM, NZ Fish and Game Council

Purpose

1. To present the New Zealand Fish and Game Council with the report of the NZ Game Bird Habitat Trust Board in 2021.

Background

2. The New Zealand Game Bird Habitat Trust Board (GBHT) (set up under Section 44B of the Wildlife Act 1953) is administered by the NZ Council.
3. The Board’s function is to enhance the habitats of New Zealand’s game birds and other wildlife.
4. Each year the board invites any person or organisation to apply for funds from the trust for the protection, enhancement or creation of game bird habitat.
5. The trust is a registered charity and welcomes public donations and the purchase of stamp art products.
6. It meets once a year to allocate funds from the game bird stamp programme.
7. The main functions of the Board are to:
 - a. primarily improve New Zealand’s game bird habitat and secondarily to improve the habitat of other wildlife;
 - b. identify and evaluate areas of New Zealand worthy of protection, restoration, improvement, creation or procurement primarily as game bird habitat and secondarily as habitat of other wildlife; negotiate with landowners to implement such protection or enhancement;
 - c. consider applications from individuals and organisations for funding of projects that meet the Board’s functions and criteria.
8. Section 44F of the Wildlife Act 1953 provides that the members of the Board shall be appointed by the Minister of Conservation having regard to the functions of the Board.

Name	Recommended by	Date of original appointment	End of current appointment
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Andrew Tannock		Nov 2013	30/06/2023
Jan Riddell	NZ Council	Jul 2020	30/06/2023
Mark Sutton	NZ Council	Nov 2013	30/06/2023
Chantal Whitby	NZ Council	July 2020	30/06/2023
Neil Candy	Ducks Unlimited NZ	July 2020	30/06/2023
John Cheyne	Director-General of Conservation	Dec 2010	30/06/2023

Analysis

9. Attached to this paper is the annual report of the GBHT for 2021.
10. The paper outlines the 2021 activities of the GBHT and formally recommends to the NZ Council that the wildlife species to be depicted on the 2024 habitat stamp be open to any game bird species.
11. It also requests that the hunter licence fee contribution for the Habitat Stamp is increased to \$5.00 for the 2023 game season.
12. The NZ Council has traditionally supported the recommendations of the GBHT.

Financial Implications

13. There are no financial implications of the proposal because any additional revenue raised will be transferred to the GBHT.

Legislative Implications

14. The stamp price will be set by the Minister when Fish & Game formally recommends the licence fees to the Minister. These will be put into force when the Game Licences, Fees, and Forms Notice is approved by the Minister.

Section 4 Treaty Obligations

15. None identified.

Policy Implications

16. Any increase in the cost of the GBHT stamp will need to be factored in when setting the 2023 game licence price.

Consultation

17. The regional Fish and Game Councils will be consulted when consultation for the 2023 licence fee takes place.
18. Consultation is not required for setting the stamp image.

Recommendations

1. **Agree** to the hunter licence fee contribution for the Habitat Stamp being increased to \$5.00 for the 2023 game season.
2. **Agree** the game bird or other wildlife species to be depicted on the 2024 habitat stamp be open to any game bird species.
3. **Agree** to a photographic competition to select an artist to produce the artwork of the 2024 stamp.
4. **Note** the Trust Board's 2022 meeting will be held in Christchurch on 23 September 2022.



NZ GAME BIRD HABITAT TRUST BOARD in 2021

Prepared by: Robert Sowman, NZ Game Bird Habitat Trust
Coordinator

This is a report on the NZ Game Bird Habitat Trust (the Trust) Board's annual meeting of 15 October 2021 and Habitat Stamp recommendations to the NZ Fish and Game Council (NZ Council).

The Trust is an independent body established under the Wildlife Amendment Act 1993 primarily to improve game bird habitat and the habitat of other wildlife. Membership is made up of six nominees appointed by the Minister of Conservation for a three-year term – *section 44F Membership of Board*. In July 2020 the Minister announced the current Trust Board appointed for 2020-2023 consisting of: Andy Tannock (Chairperson), Jan Riddell, Mark Sutton & Chantal Whitby (3 nominees from F&GNZ), John Cheyne (nominee of DG DOC) and Neil Candy (nominee of DUNZ).

Each year the Trust receives applications for “the protection, restoration, improvement, creation, or procurement primarily of game bird habitat and secondarily of habitat for other wildlife” - *S44D(d)*. The deadline for submissions is 30 June each year. Once received the Trust Board evaluates each application to determine whether further information is required before discussing them all with the purpose of determining whether to offer them a grant or not. In October 2021 it approved:

- 1. 15 habitat grants for 2021 totalling \$92,670**
- 2. 5 projects for One Billion Tree funding totalling \$86,447, with 3 subject to the agreement of MPI to the amended agreement.**
- 3. 1 Special Habitat Project (The Underwood Wetland in Northland) funding of \$50,000.**

The Trust Board also recommends to the NZ Council the hunter contribution of the habitat stamp - *S44D(k)*. The current value of \$4.00 on each licence was set for the 2020 game season. The Trust views this as a good PR exercise and visible evidence of the contribution made by hunters to conservation. After three years at \$4,

the Trust recommends the hunter contribution for the Habitat Stamp be increased to \$5.00 for the 2023 season.

Each year the Trust recommends to the NZ Council the game bird or other wildlife species to be depicted on the following year's habitat stamp - *S44D(l)(i)*. The Trust recommended the 2023 stamp feature a “wetland bird species”. This recommendation was amended by the NZ Council to **any game bird species**.

The Trust recommends this same “any game bird” species be adopted for depiction on the 2024 Habitat Stamp.

The Wildlife Act 1953 requires the Trust to appoint, or select by competition, an artist to produce the stamp work - S44D(1)(ii).

The Trust recommends a photographic competition be run to select the image for the 2024 species.

The photographic competition to select the image for the 2022 species was won by Jeanette Nee. The 2023 competition was won by Paula Gillet.



2022 image by Jeanette Nee Gillet



2023 image by Paula Gillet

To select the 2024 species, the competition to run in 2021 will be based on a similar format used to select the fish licence image. It will involve three monthly prizes during May, July and July sponsored by Kilwell, with a \$250 voucher and a final prize of \$1,000 from the Trust going to the overall winner in August. This makes the prize pool \$1,750.

In other business, the Trust Board approved its 2020/21 draft Annual Accounts and a 2021/22 budget based on the receipt of net stamp funds:

NZC Payover	
LEVY from Game Licence	128,598.27
NZ POST	14,847.69
PRODUCTION COSTS	-18,113.91
GST	18,799.81
Due 30 November 2021	144,131.86

The meeting schedule for the Trust in 2022 is to include a zoom meeting on Wednesday 20 July 2022 at 11.00 am and a full meeting on Friday 23 September 2022 with a field trip Saturday 24 September in Christchurch.

Recommendations

1. **Agree to the hunter licence fee contribution for the Habitat Stamp being increased to \$5.00 for the 2023 game season.**
2. **Agree the game bird or other wildlife species to be depicted on the 2024 habitat stamp be open to any game bird species.**
3. **Agree to a photographic competition to select an artist to produce the artwork of the 2024 stamp.**
4. **Note the Trust Board's 2022 meeting will be held in Christchurch on 23 September 2022.**

Public Records Act Disposal Authority

To	Councillors
From	Jack Kós

1. Purpose

- To update NZC on the Public Records Act 2005 audit findings and the proposed steps to respond to the audit.
- To seek approval to enter into a contract with IM Consulting to provide a Disposal Authority for Fish and Game New Zealand.

2. The Council is asked to

- *Note the Public Records Act Audit Report and letter from Chief Archivist.*
- *Agree to contract with IM Consulting to create a Disposal Authority for Fish and Game New Zealand.*
- *Agree for the Acting-CE to sign this contract.*

3. Background

- In June 2021 NZC were audited under s33 of the Public Records Act 2005. This is a standard process for public organisations that happens every ten years.
- The Chief Archivist prioritised five recommendations in response to the audit.
- This paper sets out the first steps in responding to the audit and proposes the creation of a Disposal Authority for Fish and Game New Zealand.

4. Appendices

1. Public Records Act Audit Report and Chief Archivists Letter
2. Proposal from Miranda Welch Consulting

Public Records Act Disposal Authority

New Zealand Fish and Game Council Meeting 4 December 2021

Prepared by: Jack Kós, Senior Policy Advisor, NZ Fish and Game Council

Purpose

- 1 To update NZC on the Public Records Act 2005 audit findings and the proposed steps to respond to the audit.
- 2 To seek approval to enter into a contract with IM Consulting to provide a Disposal Authority for Fish and Game New Zealand.

Background

- 3 In June 2021 the New Zealand Fish and Game Council was audited under s33 of the Public Records Act 2005. This is a standard process for organisations that hold public records and occurs every 10 years.
- 4 It is worth noting that the audit process is primarily designed for substantially larger organisations (Government departments or City/Regional Councils etc) and as a result of scale NZC was expected to score at the beginning/maturing end of the spectrum.
- 5 The audit response and the recommendations of the Chief Archivist are attached as **Appendix 1**.
- 6 In particular, the Chief Archivist highlighted five recommendations they would like us to prioritise:
 - 6.1 Creating an Information Management Policy for NZC
 - 6.2 Reviewing the way information management is addressed in outsourced functions.
 - 6.3 Analyse staff capacity to undertake IM work and if necessary bring in an IM contractor.
 - 6.4 Ensuring our SharePoint system meets appropriate IM requirements.
 - 6.5 Developing an organisation-specific disposal authority.
- 7 These recommendations do not need to be implemented immediately, but rather factored into our planning for the next few years. The plan to implement them needs to be communicated to Archives New Zealand in March 2022.

Analysis

- 8 In response to the letter from the Chief Archivist, NZC staff contacted IM consultants and sought quotes to implement the five recommendations.
- 9 Over discussions with two consultants, it was clear that each of the five prioritised recommendations should be addressed independently and that these independent actions could be phased over a number of years. Both consultants agreed that the Disposal Authority (**DA**) should be the first of the recommendations to be addressed.
- 10 Both consultants quoted on the DA and came in at comparable costings, however NZC staff preference was for Miranda Welch of IM Consulting because of their higher level of direct experience with Public Records Audits. Their proposal is attached as **Appendix Two**. The quoted cost is \$12,000 (excl. GST).
- 11 The specifics of a DA are set out in the attached proposal brief, it categorises the types of records held and provides clarity on how each category of record should be treated in a long-term sense (i.e. whether it should eventually be transferred to Archives New Zealand or should be destroyed) as well as the time frame for such actions.
- 12 Given that the records held by NZC and regional Fish and Game Councils are comparable, the intention is for the DA to be drafted so as to cover the whole Fish and Game organisation in order to maximise value. It would be up to regions whether they chose to adopt the DA, but it is a service NZC would be able to offer. The proposal from IM Consulting includes two visits to regional offices as well as NZC in order to ensure that the scope of the Disposal Authority is able to apply nationally.

Financial Implications

- 13 If approved, the DA would cost \$12,000 (excl. GST).
- 14 It is proposed that NZC would put in a contestable funding bid in the April 2022 fund.

Legislative Implications

- 15 All recommendations in this paper are consistent with our public records obligations under the Public Records Act 2005.

Section 4 Treaty Obligations

- 16 This paper does not directly raise any obligations under s4 of the Conservation Act.
- 17 However, one of the recommendations of the audit was that NZC undertake an exercise in consultation with Māori to identify any information held by NZC that is of importance to Māori. This recommendation was not prioritised by the Chief Archivist but is something that NZC should be aware of.

Policy Implications

18 Nil

Consultation

19 Regions will be consulted during the development of the DA.

Recommendations

- 1 **Note** the *Public Records Act Audit Report and letter from Chief Archivist.*
- 2 **Agree** to contract with *IM Consulting to create a Disposal Authority for Fish and Game New Zealand.*
- 3 **Agree** for the *Acting-CE to sign this contract.*



Public Records Act 2005 Audit Report for the New Zealand Fish and Game Council

**Prepared for Archives
New Zealand**

July 2021

kpmg.com/nz

Disclaimers

Inherent Limitations

This report has been prepared in accordance with our Consultancy Services Order with Archives New Zealand dated 26 November 2020. Unless stated otherwise in the CSO, this report is not to be shared with third parties. However, we are aware that you may wish to disclose to central agencies and/or relevant Ministers' offices elements of any report we provide to you under the terms of this engagement. In this event, we will not require central agencies or relevant Ministers' offices to sign any separate waivers.

The services provided under our CSO ('Services') have not been undertaken in accordance with any auditing, review or assurance standards. The term "Audit/Review" used in this report does not relate to an Audit/Review as defined under professional assurance standards.

The information presented in this report is based on that made available to us in the course of our work, publicly available information, and information provided by Archives New Zealand and the New Zealand Fish and Game Council. We have indicated within this report the sources of the information provided. Unless otherwise stated in this report, we have relied upon the truth, accuracy and completeness of any information provided or made available to us in connection with the Services without independently verifying it.

No warranty of completeness, accuracy or reliability is given in relation to the statements and representations made by, and the information and documentation provided by, the New Zealand Fish and Game Council management and personnel consulted as part of the process.

Third Party Reliance

This report is solely for the purpose set out in the "Introduction" and "This Audit" sections of this report and for Archives New Zealand and the New Zealand Fish and Game Council's information, and is not to be used for any other purpose or copied, distributed or quoted whether in whole or in part to any other party without KPMG's prior written consent. Other than our responsibility to Archives New Zealand, neither KPMG nor any member or employee of KPMG assumes any responsibility, or liability of any kind, to any third party in connection with the provision of this report. Accordingly, any third party choosing to rely on this report does so at their own risk. Additionally, we reserve the right but not the obligation to update our report or to revise the information contained therein because of events and transactions occurring subsequent to the date of this report.

Independence

We are independent of Archives New Zealand in accordance with the independence requirements of the Public Records Act 2005.

I. Executive summary

2. Introduction

KPMG was commissioned by Archives New Zealand to undertake an independent audit of New Zealand Fish and Game Council (the Council) under section 33 of the Public Records Act 2005 (PRA). The audit took place in June 2021.

The Council's information management practices were audited against the PRA and the requirements in the [Information and records management standard](#) as set out in Archives New Zealand's Information Management Maturity Assessment.

Archives New Zealand provides the framework and specifies the audit plan and areas of focus for auditors. Archives New Zealand also provides administrative support for the auditors as they undertake the independent component of the audit process. The auditors are primarily responsible for the onsite audit, assessing against the standard, and writing the audit report. Archives New Zealand is responsible for following up on the report's recommendations with your organisation.

3. This audit

This audit covers all public records held by the New Zealand Fish and Game Council including both physical and digital information. The Fish and Game Council provides a coordination function for, and oversees, 12 regional Fish and Game Councils which were out of scope for this audit.

The audit involved reviews of selected documentation, interviews with all current staff, including the Executive Sponsor and the Council's external Information Technology provider. Note that the Executive Sponsor is the Senior Responsible Officer for the audit.

The audit reviewed the Council's information management practices against the PRA and the requirements in the Information and records management standard and provides an assessment of current state maturity. Where recommendations have been made, these are intended to strengthen the current state of maturity or to assist with moving to the next level of maturity.

The summary of maturity ratings can be found at section 4, with detailed findings and recommendations following in section 5. The Council has reviewed the draft report, and a summary of their comments can be found in section 6.

4. Maturity Assessment

This section lists all assessed maturity levels by topic area. For further context about how each maturity level assessment has been made, refer to the relevant topic area in the report in Section 5.

Category	No.	Topic	Maturity				
			Beginning	Progressing	Managing	Maturing	Optimising
Governance							
	1	IM Strategy	●				
	2	IM Policy	●				
	3	Governance arrangements & Executive Sponsor	●				
	4	IM Integration into business processes	●				
	5	Outsourced functions and collaborative arrangements	●				
	6	Te Tiriti o Waitangi	●				
Self-monitoring							
	7	Self-monitoring	●				
Capability							
	8	Capacity and Capability	●				
	9	IM Roles and Responsibilities	●				
Creation							
	10	Creation and capture of information		●			
	11	High-value / high-risk information	●				
Management							
	12	IM requirements built into technology systems		●			
	13	Integrity of information		●			
	14	Information maintenance and accessibility		●			
	15	Business continuity and recovery	●				
Storage							
	16	Appropriate storage arrangements	●				
Access							
	18	Information access, use and sharing	●				
Disposal							
	20	Current organisation-specific disposal authorities	●				
	21	Implementation of disposal decisions	●				
	22	Transfer to Archives New Zealand	●				

Please note: Topics 17 and 19 in the Information Management Maturity Assessment are applicable to Local Authorities only and have therefore not been assessed.

5. Audit findings by category and topic

Governance



The management of information is a discipline that needs to be owned from the top down within a public office. The topics covered in the Governance category are those that need senior-level vision and support to ensure that government information is managed to ensure effective business outcomes for the public office, our government and New Zealanders.

TOPIC 1 – IM Strategy

Beginning

Summary of findings

The Council does not have an information management strategy to provide strategic direction and support over information management activities. However, although there is no documented strategy, the Council shows an awareness of the need to incorporate information management into the overall organisation's strategic direction. It has invested in IT improvements to increase information management capability across the organisation. An example of this is the recent migration to SharePoint, which enables more effective information management by using a defined file structure for all records created and managed by staff.

Recommendations

Develop an information management strategy following Archives New Zealand's guidance. This does not have to be a standalone strategy, as the Council is a very small organisation, but should incorporate the key elements to ensure information and records management are included.

TOPIC 2 – IM policy and processes

Beginning

Summary of findings

There is no information management policy or associated process documents in place. As a result, roles and responsibilities for information management have not been defined. Staff have a general awareness of their roles and responsibilities for information management, such as saving all documents to SharePoint, but this is not formally documented.

Recommendations

Develop an information management policy and associated process documents that provide formal information management guidance to staff. The policy should support the information management strategy (Refer Topic 1 – *IM Strategy*). It should include roles and responsibilities, align to Archives New Zealand's standard and requirements, and relevant legislation.

TOPIC 3 – Governance arrangements and Executive Sponsor

Beginning

Summary of findings

The Council does not have an information management governance group due to the size of the organisation. Given the breadth of the Executive Sponsor's day-to-day role, there is limited capacity to actively drive information management. There is no reporting on information management activities (see Topic 8 – *Capacity and Capability*).

Recommendations

Review information management capacity requirements to support the Executive Sponsor to fulfil a governance and oversight role over information management.

Design reporting that provides useful and actionable information for the Executive Sponsor and the Chief Executive.

TOPIC 4 – IM integration into business processes

Beginning

Summary of findings

Due to the absence of an information management strategy, policy, associated processes, and organisation size, information management responsibilities have not been formally assigned to staff. However, due to the size of the organisation, staff are somewhat aware of their information management responsibilities within their business area. This is shown through good practices such as storing all information on SharePoint, but they are not documented.

Recommendations

Document responsibilities for the creation and management of information in business processes.

TOPIC 5 – Outsourced functions and collaborative arrangements

Beginning

Summary of findings

The outsourced functions and collaborative arrangements in place for the Council include outsourced research providers.

One research contract was reviewed as part of this audit. The contract included some information management clauses, such as detailing that all information created belongs to the Council, security and retention requirements and reference to the PRA. However, the clauses do not provide sufficient detail on the information management practices expected by the Council, including what happens to the information at the end of the contract, to ensure that complete and accurate records are maintained.

Recommendations

The Council should review information management requirements for all outsourced functions and collaborative agreements that create public records and include them as appropriate in all new contracts going forward.

TOPIC 6 – Te Tiriti o Waitangi

Beginning

Summary of findings

Due to capacity and capability constraints, the Council has not identified any information of importance to Māori. As a result, the Council has not been able to actively improve access and use of information of importance to Māori.

Recommendations

The Council should undertake an exercise in consultation with Māori to identify and assess whether the information held by the Council is of importance to Māori.

Self-monitoring



Public offices are responsible for measuring and monitoring their information management performance for planning and improvement purposes. This helps to ensure that IM systems and processes are working effectively and efficiently. It also ensures that public offices are meeting the mandatory Information and records management standard as well as their own internal policies and processes.

TOPIC 7 – Self-monitoring

Beginning

Summary of findings

As there is no information management policy or process documentation, the Council cannot monitor compliance with internal policies. In addition, there is also no monitoring of compliance with information management requirements detailed in the PRA, Archives New Zealand standard or other relevant legislation. As a result, staff do not understand if they need to take corrective actions that may be needed to address possible non-compliance.

Recommendations

Establish a periodic review process to monitor whether the information management policy (once it has been developed), PRA requirements, standards and other relevant legislation are adhered to. Monitoring over high-value and high-risk records held by the Council should be prioritised.

Capability



Information underpins everything our public offices do and impacts all functions and all staff within the public office. Effective management of information requires a breadth of experience and expertise for IM practitioners. Information is a core asset and all staff need to understand how managing information as an asset will make a difference to business outcomes.

TOPIC 8 – Capacity and Capability

Beginning

Summary of findings

There is limited capacity for the Council to actively drive information management activities. The Executive Sponsor takes on the primary information management activities for the Council, with other activities shared among staff. Due to the Executive Sponsor's day-to-day demands, they do not have the capacity to actively champion information management within the Council.

Due to the size of the Council and resourcing constraints, information management activities are shared among staff and performed on an infrequent basis as business as usual tasks are prioritised. The Council acknowledges the lack of capacity within the organisation and plans to bring in an additional staff member who will fulfil an administrative role, with responsibility for many of the information management activities.

Recommendations

Analyse staff capacity to ensure that continuous improvement of information management is supported whether by internal staff or by a contracted resource. Incorporate this when developing the strategy (refer Topic 1 – *IM Strategy*).

TOPIC 9 – IM roles and responsibilities

Beginning

Summary of findings

The Council's staff have some awareness of their information management responsibilities. However, as information policies and processes are not documented, the understanding of information management responsibilities is primarily due to the involvement of staff in all aspects of operations, and the need to manage information appropriately for day-to-day activities.

Information management training is ad hoc. For example, new staff are provided with an informal induction to SharePoint that includes how to use SharePoint and where to save documents for the applicable business area (this may differ between inductions). According to staff members interviewed, roles and responsibilities for information management are documented in some job descriptions but are not documented in performance plans for staff, so they are not assessed as part of employee performance.

Recommendations

The Council should assess information management capability and capacity requirements against business needs and develop regular refresher training for staff on their roles and responsibilities to create, capture and store information. For a small entity, it is practical that this is designed for the size of the organisation.

Creation



It is important to take a systematic approach to the management of government information, and this starts with an understanding of what information must be created and captured. It is expected that public offices create and capture complete and accurate documentation of the policies, actions and transactions of government. Knowing what information assets are held by public offices is essential to IM practice.

TOPIC 10 – Creation and capture of information

Progressing

Summary of findings

Staff at the Council indicated that they understand and comply with their obligations to create full and accurate records.

Information is routinely created and captured as part of all business functions and activities. All staff interviewed said they had an understanding on how to create and capture information including saving documents and noted they had never had an issue with information being captured.

All digital information is managed in the controlled environment of SharePoint to ensure usability and reliability. SharePoint does not capture all the minimum metadata requirements required by Archives New Zealand to support the usability, reliability and trustworthiness of the information.

The Council's staff also use OneDrive to capture some work in progress documents (such as legal documents) before they are finalised and saved into SharePoint. Due to the size of the organisation almost all records will need to be accessed and used by more than one staff member, deterring the use of individual environments.

There is no structured approach of monitoring and addressing information usability, reliability, and trust issues within systems used by the Council. However, due to the size of the organisation and collaborative nature of the work, all essential information is held in SharePoint.

Recommendations

Document processes for creation and capture of information, including where documents are saved over all systems that hold information within the Council.

As part of the development of the information management policy and process documents (refer Topic 2 – *IM policy and processes*) implement regular monitoring of OneDrive to mitigate the risk of documents being maintained there.

TOPIC 11 – High-value / high-risk information

Beginning

Summary of findings

The Council has not formally identified or developed a management plan for the high-value or high-risk information assets it maintains. There is a limited understanding among staff of what information assets are high-value or high-risk.

Without an inventory of this information, it is not possible to have a long-term management plan for this type of information. Some information, such as commercially sensitive files, are stored on individual staff members OneDrive's until they are finalised. Once finalised, all final information should be stored on SharePoint. Information is not documented within an information asset register. However, having all files saved into SharePoint should ensure information would not be lost if staff departed from the Council.

Recommendations

Define what information is considered high-value or high-risk to the Council.

Develop an information asset register to formally document high-value or high-risk information (physical and digital). and develop a plan for the long-term management of this information. This could be performed in line with an organisation-specific disposal authority (refer Topic 20 – Current organisation-specific disposal authority).



Management

Management of information should be designed into systems to ensure its ongoing management and access over time, including following a business disruption event. Information must be reliable, trustworthy and complete and managed to ensure it is easy to find, retrieve and use, as well as protected and secure.

TOPIC 12 – IM requirements built into technology systems

Progressing

Summary of findings

Due to the size of the organisation, all staff at the Council are involved in design and configuration decisions relating to new business systems. For example, during the recent migration to SharePoint, staff members collectively decided on the file structure to ensure information would be created and managed correctly. The Council also engaged their external IT provider to create a plan that detailed how SharePoint would look and where documents would be saved, and how the old system would be decommissioned.

SharePoint does not capture all the minimum metadata requirements set out by Archives New Zealand. The Council has no information management process or procedure documents (see Topic 2 – *IM policy and processes*). As such,

there are no standardised information management requirements for new and upgraded systems that have been identified and documented.

Recommendations

IM expertise is needed to create standardised information management requirements for new and upgraded business systems including meeting minimum metadata requirements where applicable. These should be included in information management procedure documents, in connection with Topic 2 – *IM policy and processes*.

TOPIC 13 – Integrity of information

Progressing

Summary of findings

SharePoint has good search functionality, which means the information saved here is easy to find. It is emphasised within the Council that all information staff create and manage should be saved into SharePoint, and staff interviewed were confident that all information within SharePoint is comprehensive and complete. For example, digital information needed to respond to Official Information Act requests can always be found. However, staff noted that the historical physical information contained within the onsite storage can be difficult to retrieve.

Recommendations

Formally define what information management good practice is for the Council within an information management procedure document (see Topic 2 – *IM policy and processes*) and communicate this to all staff.

Create a list of all physical information stored onsite to ensure information is identified.

TOPIC 14 – Information maintenance and accessibility

Progressing

Summary of findings

The Council has strategies to manage and maintain the accessibility of digital information during business and system changes. For example, during the recent migration to SharePoint, the Council created a list of all information that needed to be migrated, developed a file structure to match this, and implemented corresponding access controls.

Capacity constraints have impacted the Council's ability to address risks of ongoing accessibility of physical and digital information. There is some consideration of access risks. For example, during the recent SharePoint migration, all information was transferred from the old server, and information that was no longer needed was archived, so it is still accessible. Ongoing access risks to physical information, such as unauthorised access and natural disasters, have been identified but have not been documented or had a mitigation plan put in place. The Council is aware of the need to digitise the physical information they hold to ensure its continued usability, but due to capacity constraints have not addressed this.

Recommendations

As part of the development of the high-value and high-risk information asset register, the Council should document a plan for managing and maintaining digital and physical information that has been identified as high value- or high risk (see Topic 11 – *High-value / high-risk information*).

Summary of findings

The Council does not have a business continuity or recovery plan. While there is no documented list of the critical information which would require restoration, staff members interviewed indicated some awareness of what would be necessary.

The Council’s external IT provider uses M365 back-ups which are created every 90 days, as well as various incremental backups. The IT provider undertakes a test restore on several files every 30 days but does not do a full data restore. Once SharePoint is fully migrated the Council are considering implementing a back-up add on for SharePoint.

Recommendations

Prioritise formally developing and documenting a business continuity and recovery plan, incorporating information management considerations.

The Council should engage with their IT provider and increase the frequency of MS365 backups to ensure they are taken daily.

Storage



Good storage is a very important factor for information protection and security. Appropriate storage arrangements for both physical and digital information ensures information remains accessible and usable for as long as it is required for business and legal purposes and for accountable government.

Summary of findings

The Council has protection and security controls in place for some physical and digital information.

A records room located in a separate office in the Council’s building is used to store historical physical information. The room is accessible during business hours, and after business hours access is limited to personnel with access to the building. This includes Council staff and staff who work in the office the room is located in.

The records room does not have adequate protection against hazards. For example, there are no sprinklers or pest control. Most information is filed in boxes and on shelves, though some boxes are on the floor. There are deficiencies over accessibility as there is no register or inventory of the information stored in this room.

All digital information is stored on SharePoint. The Council’s external IT provider holds backups of the information, providing an adequate control against information loss. In addition, the Council utilises M365 security and access controls to prevent unauthorised access and their third-party provider that looks at incidents when they occur.

Recommendations

Identify and list the physical information that is held in the records room.

Identify and mitigate risks to the physical information storage environment and security of the information held.



Access

Ongoing access to and use of information enables staff to do their work and the public to hold government accountable. To facilitate this, public offices need mechanisms for finding and using this information efficiently. Information and/or data sharing between public offices and with external organisations should be documented in specific information sharing agreements.

TOPIC 18 – Information access, use and sharing

Beginning

Summary of findings

The Council uses a SharePoint file plan created with input from all staff prior to the migration to SharePoint. A metadata schema is automatically applied through SharePoint, but this does not meet the minimum requirements set by Archives New Zealand. Additional metadata is added manually to some information, but this is limited to information that is made publicly available, such as Council meeting minutes.

Staff interviewed were knowledgeable on using SharePoint as their roles required the ability to create, control and facilitate access to information. In addition, some staff were knowledgeable on how to use advanced search techniques and were the first port of call should other staff members have trouble finding the required information.

Access to information is controlled by restricted access to systems and folders. Due to the size of the organisation, staff have access to all folders except for HR (limited to the CE) and Finance files (limited to the CE and CFO). The list of access controls is held in the CE's SharePoint. Staff interviewed confirmed they have adequate access to systems to find and use information.

The Executive Sponsor confirmed that there are no formal information-sharing agreements. However, there is a Memorandum of Understanding being drafted that will be in place with the regional Fish and Game Councils.

Recommendations

Determine what the problems finding information in SharePoint are and develop a remediation plan.

Ensure the metadata in SharePoint meets the minimum metadata requirements required by Archives New Zealand, and regularly perform maintenance of metadata and file plans within SharePoint to ensure the reliable management and discovery of information.

Disposal



Disposal activity must be authorised by the Chief Archivist under the Public Records Act. Public offices should have their own specific disposal authority as well as actively use the General Disposal Authorities for disposal of general or more ephemeral information. Disposal should be carried out routinely. Information of archival value, both physical and digital, should be regularly transferred to Archives New Zealand (or have a deferral of transfer) and be determined as either “open access” or “restricted access”.

TOPIC 20 – Current organisation-specific disposal authorities

Beginning

Summary of findings

There is no current and approved organisation-specific disposal authority. The Council has never had a disposal authority since its establishment in 1990.

Note as the Council do not have an organisation-specific disposal authority, it is currently not possible to transfer documents to Archives or dispose of core records.

Recommendations

Develop an organisation-specific disposal authority covering business functions and formats that is approved by Archives New Zealand.

TOPIC 21 – Implementation of disposal decisions

Beginning

Summary of findings

The Council do not have a disposal authority under which they are permitted to dispose of records. Therefore, they are only permitted to dispose of records under the General Disposal Authority (GDA).

No recent disposal actions have been taken against physical and digital records, The Council’s digital archives date back to 2005, they have not disposed of any digital files since this time.

Recommendations

Make a start with assessing both physical and digital information against GDA6 and 7 what authorised disposal can take place and develop an implementation plan for disposal.

TOPIC 22 – Transfer to Archives New Zealand

Beginning

Summary of findings

As the Council has never had an organisation-specific disposal authority, no information has been transferred to Archives New Zealand in either physical or digital formats. The Council has not formally identified information of archival value that is over 25 years old. The Council has not formally identified what information they hold should be classified as open or restricted access.

Recommendations

As part of the implementation plan discussed in Topic 21 - *Implementation of Disposal Decisions* assess what information is identified as archival from GDA6 and classify whether this is ready for transfer or obtain a deferral of transfer.



6. Summary of feedback

- New Zealand Fish and Game Council provide a coordination function for the twelve regional fish and game councils, and oversee some aspects of operations such as the levy and grant system. However, we do not outright oversee the regional councils.
- Topic 4: We feel that as all of our business gets done through Sharepoint, IM is well integrated into business processes. However, more could be done to formalise this.
- Topic 6: We believe this might be a little inaccurate. New Zealand Fish and Game Council has particular statutory obligations to Maori, both per s4 of the Conservation Act and under various Treaty Settlements. Accordingly, to the extent that information management does factor into our work programme, there is mind given to information that may be of interest/importance to Maori. However, we accept that more could be done to collate that information.
- Topic 11: Commercially sensitive files are all stored on SharePoint in a specific Finance nation that has limited access. OneDrive may be used for politically sensitive files until finalised. But even these OneDrive accounts are still part of the NZC 365 account (not personal accounts).
- Topic 13: The vast majority of physical information is historic (more than 7 years old). All modern files were on the server and now SharePoint.
- Topic 16: Again, worth noting that all of this is historic information and not working documents. Also, worth noting we are due to move into that office which will increase our control over access.
- Topic 22: Perhaps not accurate - key documents, such as meeting minutes and agendas that are 25+yo are all identified.

18 August 2021

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www.dia.govt.nz

Di Taylor
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New Zealand Fish and Game Council
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Tēnā koe Di

Public Records Act 2005 Audit Recommendations

This letter contains my recommendations related to the audit report produced as a result of the recent independent audit of the New Zealand Fish and Game Council (the Council) by KPMG under section 33 of the Public Records Act 2005 (PRA). Thank you for making your staff and resources available to support the audit process.

Introduction

Archives New Zealand (Archives) is mandated by the PRA to regulate public sector information management (IM). The audit programme is a key regulatory tool in our Monitoring Framework.

Monitoring IM practice across the public sector gives assurance that the government is open, transparent and accountable by providing visibility of public sector IM practices. Full, accurate and accessible information improves business efficiency and government decision-making and accountability, which in turn enhances public trust and confidence. Information that is well managed unlocks the value of government information for the benefit of everyone.

We are confident that you and your organisation are committed to delivering high-quality, trusted information to decision-makers, other government organisations, customers and stakeholders. We trust that the audit process will support this commitment. The audit report and this letter recommend changes to support improvement of your organisation's IM practices.

Audit findings

In the audit report, the auditor has independently assessed your information maturity against the framework of our IM Maturity Assessment. Prior to the audit, your organisation completed the Maturity Assessment. This provided a self-assessment of IM maturity for your own use and as context for the auditor about your organisation.

Organisations that are assessed as having a maturity level of 'Managing' across all IM topics are broadly meeting the minimum requirements expected by the PRA and Archives' mandatory Information and records management standard. We acknowledge that the Council is a very small organisation. The Council is part of the state sector and managing information so that it contributes to open and accountable government is important for all public offices.

Prioritised recommendations

The audit report lists 27 recommendations to improve your organisation's IM maturity.

We endorse all recommendations as appropriate and relevant. To focus your IM improvement programme, we consider that your organisation should prioritise the five recommendations as identified in the Appendix.

What will happen next

The audit report and this letter will be proactively released on the Archives website shortly. We would be grateful if you would advise of any redactions that your organisation considers are necessary for the publication within 10 working days.

As required by the PRA, I will also provide the Minister of Internal Affairs with a report on the results of the audit programme for each financial year, which is tabled in the House of Representatives.

We will follow up this letter with a request to your Executive Sponsor that your organisation provides us with an action plan to address the prioritised recommendations. Our follow up process will track your progress against the action plan.

Thank you again for your support with the audit. We would greatly appreciate further feedback on the audit process and the value it provides to organisations, and we will contact your Executive Sponsor shortly in relation to this.

Nāku noa, nā



Stephen Clarke
Chief Archivist Kaipupuri Matua
Archives New Zealand Te Rua Mahara o te Kāwanatanga

Cc Jack Kós, Senior Policy Advisor (Executive Sponsor). jkos@fishandgame.org.nz

APPENDIX

Category	Topic Number	Auditor's Recommendation	Archives New Zealand's Comments
Governance	2: IM policy and processes	<i>Develop an information management policy and associated process documents that provide formal information management guidance to staff. The policy should support the information management strategy (Refer Topic 1 – IM Strategy). It should include roles and responsibilities, align to Archives New Zealand's standard and requirements, and relevant legislation.</i>	A documented policy will provide more specific guidance to staff around their IM responsibilities.
Governance	5: Outsourced functions and collaborative arrangements	<i>The Council should review information management requirements for all outsourced functions and collaborative agreements that create public records and include them as appropriate in all new contracts going forward.</i>	The Council does create some high-value public records some of which involve external contractors. It is important to recognise that records created by external contractors may be public records and should be managed as such.
Capability	8: Capacity and capability	<i>Analyse staff capacity to ensure that continuous improvement is supported whether by internal staff or contracted resource. Incorporate this when developing the strategy (refer Topic 1 – IM Strategy).</i>	We recognise that the Council is a very small organisation but with an important role. A contracted IM resource would help follow through on these recommendations.
Creation	12: IM requirements built into technology systems	<i>IM expertise is needed to create standardised information management requirements for new and upgraded business systems including meeting minimum metadata requirements where applicable. These should be included in information management procedure documents, in connection with Topic 2 – IM policy and processes.</i>	Ensuring that the new SharePoint system meets appropriate IM requirements should be a priority.

Category	Topic Number	Auditor's Recommendation	Archives New Zealand's Comments
Disposal	20: Current organisation-specific disposal authorities	<i>Develop an organisation-specific disposal authority covering business functions and formats that is approved by Archives New Zealand.</i>	An organisation-specific DA is essential for the Council to meet its requirements under the 2005 PRA. This is a critical part of improving IM maturity.



Proposal for a Disposal
Authority
for
New Zealand Fish and Game
Council

Miranda Welch CRM

October 2021

Table of Contents

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1. Background

The New Zealand Fish and Game Council (the Council) is the entity that manages, maintains and enhances sports fish and game birds and their habitats for the long term interests of present and future anglers and hunters. The Council has an embedded entity, the Game Bird Habitat Trust (the Trust) whose function it is to develop and enhance the habitat of game birds and other wetland inhabitants. The Council also oversees and provides a coordination function for 12 independent regional councils. The Council national office, regional councils and the Trust combined have approximately 70 staff, along with a significant contingent of volunteer councillors and rangers.

The National Office is headquartered in Wellington, and employs 6 full-time staff. The establishment and functions of the Council and the regional councils are set out in Part 5A of the Conservation Act 1987. The Council's national office has recently undergone a Public Records Act audit, and wishes to progress some of the priority activities suggested by the Chief Archivist in order to improve information maturity within the organisation.

While the Council is a small organisation, it does create and maintain some high-value information relating to research programmes promoting the management of sports fish and game, and provides advice and recommendations to the Minister, for example in relation to levies, advocacy and fees for fishing and hunting licences. Under the Conservation Act 1987 the Council and the regional councils prepare sports fish and game management plans to be submitted for the Minister's approval.

The Council has requested a proposal for the development of a Disposal Authority for the organisation, including the regional councils and the Trust.

2. Benefits

The New Zealand Fish and Game Council has its origins in the Acclimatisation Societies which were established in New Zealand in the 1860s. The regional acclimatisation societies along with parts of the Wildlife Service formed the regional councils of the New Zealand Fish and Game Council when it was established in 1990.

With one exception, neither the Council nor the regional councils have ever had a disposal authority since their establishment in 1990, and therefore they are not able to either transfer records to Archives New Zealand, or dispose of any information that is not included in the General Disposal Authorities. The exception is a one-off disposal authority (DA295) for the North Canterbury Acclimatisation Society, that were inherited by its successor the North Canterbury Fish and Game Council.

DA295 describes the records received by Archives New Zealand as an ‘almost complete set of key records’, and very important for historians of acclimatisation in New Zealand.

What is a disposal authority?

A disposal authority describes ‘records series’ which are broad descriptions of types of records found throughout the organisation. While undoubtedly the regional councils and national office will organise their records differently, possibly name them differently and manage them differently – as long as the essential functions are the same or similar, the records series descriptions can encompass these differences.

The purpose of the disposal authority is to outline what should happen to these records – whether they have archival value and should eventually be transferred to Archives New Zealand, or whether their value is mainly administrative and they can be destroyed and when.

While the regional councils are all independent and autonomous entities, assuming their functions are similar, it makes little sense for each regional council and the national office, as independent entities, to develop their own disposal authorities.

With potential change on the horizon, it will also be helpful for all entities to understand what records are considered archival, and what records could be legitimately be disposed of, and what should be transferred across to any new entities.

The development of a disposal authority is recommended as the first project to undertake because it will provide excellent context on the organisation and its records series and identify high-value records, which will subsequently assist with the management of these records. This context will facilitate other follow-up activities as recommended by the Chief Archivist.

3. Develop an organisation-specific disposal authority

Objectives of this project

- Prepare the appraisal report and retention schedule for submission to Archives New Zealand.
- Manage the consultation process with Archives New Zealand.
- Manage the external consultation.

Scope

- This project will focus on developing an appraisal report and retention schedule for the Council and the Game Bird Habitat Trust, and the regional councils.
- Implementation of appraisal decisions as set out in the DA is not in scope of this project.

Assumptions

Assumptions made in the scoping of this engagement are:

- that IM Consulting will oversee the process, including consultation with Archives New Zealand and external parties,
- that the Council will manage the internal consultation process.

Risks

Risks to the successful outcome of this engagement are:

- Availability of Council and Trust staff for meetings or zoom discussions and the review process.

Approach and effort – Disposal Authority

Phase	Title	Activity	Time estimate (Days)
1	Project preparation	<ul style="list-style-type: none">• Review available material about the Council, the Trust and the regional councils (Statement of Intent, Annual reports, etc)• Review legislation• Research history of organisation for appraisal report• Initiate discussion with Archives New Zealand Disposal and Acquisition staff to check for any new requirements and confirm likely timeline	.75

Phase	Title	Activity	Time estimate (Days)
2	Functional analysis	<ul style="list-style-type: none"> Review records series onsite (physical and electronic) in order to assess functions and activities, and develop records series descriptions Review file plans if available, and/or shared network drives or physical files Interview approximately 4 staff (one each from the Council and the Trust, and one each from two regional councils) in order to understand the functions and records series specific to all parts of the organisation Confirm internal and external parties to be consulted, including non-government organisations and Maori stakeholders 	2
3	Prepare initial draft	<ul style="list-style-type: none"> Prepare initial draft of appraisal report and retention schedule Discuss process with Archives New Zealand as necessary 	2.25
4	Review	<ul style="list-style-type: none"> Review initial draft with the Executive Sponsor to validate information provided, and ensure coverage is complete Revise as necessary 	.5
5	Internal consultation	<ul style="list-style-type: none"> Executive Sponsor to circulate draft appraisal report internally (including regional councils) and collect feedback Consultation may include a zoom session to explain the process, followed by the documentation distributed for feedback, preferably with a limited timeframe for feedback Review feedback with Executive Sponsor and agree on way forward 	0.5
6	Revision	<ul style="list-style-type: none"> Revise appraisal report and retention schedule as agreed Consult with Archives New Zealand and share preliminary draft 	1.5
7	External consultation	<ul style="list-style-type: none"> The appraisal report and retention schedule will need to go out for external consultation It is anticipated that there could be a number of external parties to be consulted. They should include government and non-government organisations and Maori stakeholders. <ul style="list-style-type: none"> Department of Conservation Contractual parties Iwi groups Selected interest groups 	1

Phase	Title	Activity	Time estimate (Days)
8	Finalise and submit	<ul style="list-style-type: none"> Review feedback with Council and prepare analysis Revise appraisal report and retention schedule as agreed Submit final documentation for internal sign-off Submit documentation to Archives New Zealand for approval 	1.5
Total days estimated			10

Deliverables

As a result of this engagement, the Council, the Trust and the regional councils will have the following deliverables:

- An appraisal report covering the combined Council and regional council information ready for submission to Archives New Zealand.
- A retention schedule to be submitted alongside the appraisal report to Archives New Zealand for approval.

4. Costs and timeline

Disposal Authority

The project to develop a disposal authority and retention schedule is estimated to require 10 days, and the daily rate is \$1200. This project will therefore cost \$12,000.00 plus GST. It is anticipated that there will be up to three onsite visits (National Office and 2 regional councils) will be required for phase 2, in order to interview a staff member, look at records series held onsite and review file plans.

Expenses for travel will be dependent on which regional councils need to be visited. If they are within driving distance of Hawkes Bay, there will be no travel costs. If one of the regional councils to be visited is in the South Island, or requires air travel, costs for air travel will be passed on at cost.

Timing for this project will be confirmed once this proposal has been accepted. It is not anticipated that there will be any significant delays in commencing this project.

It should also be noted that the overall timeline for this project will vary depending on Archives New Zealand's backlog and workload. Currently they have a considerable backlog of projects, so the elapsed time for this project may be quite lengthy.

Motion to exclude the public

New Zealand Fish and Game Council Meeting December 2021

Recommendation:

1. *That the New Zealand Fish and Game Council:*

(a) pursuant to the provisions of the Local Government Official Information and Meetings Act 1987 exclude the public from the following part of the proceedings of this meeting, namely:

GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
Confirm Public Excluded minutes for meeting 154	As per PE motion in Public Minutes 154	Section 48(1)(a)(ii) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
Licence System Update	Section 9(2)(i) OIA The withholding of information is necessary to enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 48(1)(a)(ii) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

(b) And that staff remain to provide advice to the Council on all items

Chief Executive Report

To	Councillors
From	Di Taylor

1. Purpose

To update the NZ Council on the operations of Council

2. The Council is asked to note this report

Chief Executive Report

New Zealand Fish and Game Council Meeting December 2021

Prepared by: Di Taylor, Acting Chief Executive, NZ Fish and Game Council

Purpose

1. To update the NZ Council on the operations of Council.

NZC Staffing Update

2. Since our last meeting Rebecca (Beck) Reed has joined NZC as our Senior Resource Coordinator, her responsibilities are to coordinate and support the Resource Management Advisors with responses and submissions in the environmental space. Beck reports to Brian Anderton and is based in Fielding. This now completes recruitment for all vacant positions within NZ Council office.

NZC Accommodation

3. We have finally moved into our new office across the hall from our previous one, the space is smaller and open plan, which is lending itself to create a much more collaborative space rather than the small offices we used to have.

Magazine RFP update

4. An RFP process was completed mid-October for the turn key production of the Fish & Game magazine. The current suppliers contract period ended after production of the fishing edition in August this year.
5. Six suppliers were invited to submit proposals including the incumbent and five proposals were received with one unable to participate. These were evaluated by an internal team of six based on suppliers experience and capability, content strategy and design, project approach and price.
6. On balance the best proposal received was from Real Creative Media and they will continue to publish the Fish & Game magazine for a further three years.

Election Review

7. The triennial Fish and Game Elections were held in late-September and early-October 2021. NZ Council contracted Electionz.com to co-ordinate the elections and provide returning officer services for 11 of the 12 regions (and deputy returning officer for Otago).
8. This cycle six elections were held; Taranaki, Wellington, North Canterbury, Central South Island, Otago and Southland. The remaining regions received fewer candidacies than Council positions. Voter turnout for contested regions

was 24.6%, with 47.9% voting by post and 52.1% voting online. The total cost of the elections came in at \$128,940 against the contract estimate of \$146,999.

9. The total cost of the elections came in at \$128,940 against the contract estimate of \$146,999. The primary reason for the lower cost is that two fewer elections were held than predicted.
10. As a standard process following the elections, NZ Council Staff have requested Electionz.com to prepare a report highlighting any issues or recommendations for changes to be made for the cycle. NZ Council staff will then commence a work programme in 2022 looking at amendments to the *Fish and Game Elections Regulations 1990* as well as changes to the electoral process to ensure a robust process. An initial proposal will be brought to NZ Council in February 2022, once Electionz.com have returned their report to us.
11. NZ Council requested in the August NZ Council meeting that the post-election include consideration of:
 - One returning officer nationally.
 - Residential qualifications for candidates.
 - Fit and proper test.
 - Circulation of candidate names prior to candidacy closing.These will be incorporated in the post-election review.

Disability Licence

12. On Tuesday 9th November we attended mediation with the Human Rights Commission over a complaint that our sports fish licence pricing scheme discriminates against disabled persons.
13. The basis for the complaint was that individuals with particularly mobility limitations are unable to access the vast majority of rivers, lakes and streams. The complainant's desired outcome was for Fish and Game to provide a discounted, but not free, licence.
14. The mediation went well, and we agreed to explore the complainant's request within the organisation. The intention is to first discuss this with regional Managers at the December Managers Meeting before bringing a proposal formally to NZC in February 2022.

Guide's Licence

15. NZC has previously endorsed the need for a Guide's Licence and this has formed part of NZC staff's work programme over the previous years. A proposal to licence sports fishing guides will be submitted to New Zealand Council for approval at the February 2022 meeting. If approved by NZC, it will then be submitted to the Minister of Conservation for policy approval.
16. The proposal is authored jointly by NZC, the New Zealand Professional Fishing Guides Association and the Department of Conservation.

17. Currently the proposal is being informally consulted on with Government Departments in order to incorporate their feedback into the proposal at an early stage. It is expected that Departments will provide their initial feedback on the proposal by the end of the year.

Fishing Licence Sales Update (Based on sales data 15/11/21)

18. Following our over budget performance last financial year, national licence sales have continued YTD on par with last year's sales but with wide variances in regional figures.
19. North Island sales are down with a significant drop in Auckland/Waikato with Wellington the only region showing growth.
20. The South Island is up with minor decline in sales for Nelson Marlborough and North Canterbury.
21. This would suggest the Auckland, Northland and Waikato lockdowns having an impact not only on their own region but also the neighbouring regions that those populations would normally feed in to.
22. At this stage it is difficult to forecast sales for the rest of the year until we have seen the impact of summer which produced significant domestic sales growth last season. A forecast will be undertaken in January/February and we will be able to present a forecast in April 2022.
23. Sales figures spreadsheet 15/11/21 [included in appendix](#)

Summer Marketing Campaign

24. Following the success of a digital marketing campaign last summer, another campaign has been launched from November to January with a focus on fishing over the summer.
25. This will run from November to January using social media and pay per click web advertising. The focus is on making trout fishing easy and fishing being good for mental wellbeing. The campaign includes some stunning NZ imagery and video with tips on fishing, where to fish, all with a focus on the experience and making it accessible.

Staff development grant applications

26. The Staff Development grant is \$10,000 per annum and is open to all Fish and Game staff to apply. The Staff Development Application forms for the 2020-21 year was sent out to all staff on 29th July 2021 with a follow up on the 26th October 2021. No applications have been received for the 2020-21 year.
27. Applications for the 2021-22 year will be sent out at the end of November 2021 for consideration at the April 2022 NZC meeting.

28. In August 2021 at the 154th NZC meeting the Council approved that unallocated funds for the Staff Development to be held in reserve (up to \$30,000) for future use.

Consultation and Correspondence Register

29. Please find these attached.

Recommendations

1. **Note** *the report of the Acting Chief Executive*

Licence Sales Report for the 2020-21 Complete Season

1 Summary compared to the BUDGET

<i>2020-21 Summary YTD Actual vs Total Budget - FISH Sales</i>	LEQ	%	\$
2020-21 Annual Budget	58,579	100.0%	\$6,774,768
2020-21 YTD Actual	70,796	120.9%	\$8,187,659
Over/(Under) Budget	12,217	20.9%	1,412,891

<i>2020-21 Summary YTD Actual vs Total Budget GAME Sales</i>	LEQ	%	\$
2020-21 Annual Budget	31,078	100.0%	\$2,540,309
2020-21 YTD Actual	32,543	104.7%	\$2,660,051
Over/(Under) Budget	1,465	4.7%	\$119,742

2 Summary compared to the PREVIOUS YEAR

<i>2019-20 compared with 2020-21 - Fish Sales</i>	LEQ	%	\$
2019-20 Complete season Sales - Fish	70,652	100.0%	\$8,171,075
2020-21 Complete Season Sales - Fish	70,796	100.2%	\$8,187,659
Over/(Under) Previous yr	143	0.2%	\$16,585

<i>2019-20 compared with 2020-21 - Game Sales</i>	LEQ	%	\$
2019-20 Complete season Sales -Game	30,480	100.0%	\$2,491,396
2020-21 Complete Season Sales - Game	32,543	106.8%	\$2,660,051
Over/(Under) Previous yr	2,063	6.8%	\$168,656

<i>Non Resident Summary</i>	LEQ	%	To Bulk fund	To Non Res reserve	Total
2019-20 Complete season Sales -Non res	7,660	100.0%	885,871	346,720	1,232,591
2020-21 Complete Season Sales - Non res	844	11.0%	97,647	37,988	135,635
Over/(Under) Previous yr	-6,815	-89.0%	-788,224	-308,733	-1,096,957

Licence Sales for the 2021-22 Season Complete Season T0 15 November 2021

1 Summary compared to the BUDGET

2021-22 Summary YTD Actual vs Total Budget FISH

2021-22 Annual Budget	68,245	100%	8,130,057
2021-22 YTD Actual	43,264	63%	5,154,026
Remaining to meet budget	-\$24,981	-37%	-\$2,976,031

2 Summary compared to the PREVIOUS YEAR

2019-20 compared with 2020-21 - Fish Sales

	LEQ	%	\$
2019-20 Sales - Fish to 15 Nov 20	43,352	100.0%	\$5,013,713
2020-21 - Fish to 15 Nov 21	43,264	99.8%	\$5,154,026
Over/(Under) Previous yr	-88	-0.2%	\$140,313

Non Resident Summary	LEQ	%	To Bulk fund	To Non Res reserve	Total
2019-20 -Non resident to 15 Nov 20	286	100.0%	33,033	11,727	44,760
2020-21 - Non resident to 15 Nov 21	183	64.0%	21,799	7,767	29,567
Over/(Under) Previous yr	-103	-36.0%	-11,234	-3,959	-15,193



Fish & Game New Zealand Consultation Register

Governance Consultation

Meeting Dates – Comment due 26/11/21

Sent 2/09/21: [Meeting Dates](#)

- Northland:
- Auckland/Waikato:
- Eastern:
- Hawke's Bay:
- Taranaki:
- Wellington:
- Nelson/Marlborough:
- West Coast:
- North Canterbury:
- Central South Island:
- Otago:
- Southland:

Eastern Opening Day Letter – Comment due 13/08/21

Sent 28/04/21: [Eastern Opening Day Letter Request for Feedback](#)

- Northland:
- Auckland/Waikato:
- Eastern:
- Hawke's Bay:
- Taranaki:

- Wellington:
- Nelson/Marlborough:
- West Coast:
- North Canterbury:
- Central South Island:
- Otago:
- Southland:

CSI NSRSC Letter – Comment due 13/08/21

Sent 28/04/21: [CSI NSRSC Letter Request for Feedback](#)

- Northland:
- Auckland/Waikato:
- Eastern:
- Hawke’s Bay:
- Taranaki:
- Wellington:
- Nelson/Marlborough:
- West Coast:
- North Canterbury:
- Central South Island:
- Otago:
- Southland:

Change Freeze – Comment due ASAP

Sent 25/05/21: [Change Freeze](#)

- Northland:
- Auckland/Waikato:
- Eastern:
- Hawke’s Bay:

- Taranaki:
- Wellington:
- Nelson/Marlborough:
- West Coast:
- North Canterbury:
- Central South Island:
- Otago:
- Southland:

Operational Consultation

Pressure Sensitive Fisheries – Comment due 20/01/22

Sent 4/11/2021 [Pressure Sensitive Fisheries Options Paper](#)

- Northland:
- Auckland/Waikato:
- Eastern:
- Hawke's Bay:
- Taranaki:
- Wellington:
- Nelson/Marlborough:
- West Coast:
- North Canterbury:
- Central South Island:
- Otago:
- Southland:

Completed:

Licence Data MOU – Comment due 26/02/21

Sent 27/10/20: [Licence Data MOU](#)

- Northland:
- Auckland/Waikato:
- Eastern:
- Hawke's Bay:
- Taranaki:
- Wellington:
- Nelson/Marlborough:
- West Coast:
- North Canterbury:
- Central South Island:
- Otago:
- Southland:

Email Security and Access MOU – Comment due 26/02/21

Sent 11/12/2020: [Email Security and Access MOU](#)

- Northland:
- Auckland/Waikato:
- Eastern:
- Hawke's Bay:
- Taranaki:
- Wellington:
- Nelson/Marlborough:
- West Coast:
- North Canterbury:

- Central South Island:
- Otago:
- Southland:

Note: Agreed to, but to be revised as we roll out second factor authentication

Licence Fee Recommendation – Comment due 16/06/21

Sent 21/04/2021: [Licence Fee Recommendation](#)

- Northland:
- Auckland/Waikato:
- Eastern:
- Hawke’s Bay:
- Taranaki:
- Wellington:
- Nelson/Marlborough:
- West Coast:
- North Canterbury:
- Central South Island:
- Otago:
- Southland:

Reserves Discussion Paper – Comment due 26/02/21

Sent Nov 2020: [Reserves Discussion Paper](#)

- Northland:
- Auckland/Waikato:
- Eastern:
- Hawke’s Bay:
- Taranaki:
- Wellington:
- Nelson/Marlborough:

- West Coast:
- North Canterbury:
- Central South Island:
- Otago:
- Southland:

Correspondence schedule 2021

Date	In or out	Reference	Summary
8/09/21	Out	O1	Email : Approval from NZC for use of reserves for salmon Monitoring.
8/09/21	Out	O2	Email : Approval for the RPS Land and Water RMA application \$60k
8/09/21	Out	O3	Email: Application to use reserves for SWALP
30/09/21	In	I1	Email: Ministerial Letters
14/10/21	Out	O4	Email: Official Information Act Request
19/11/21	Out	O5	Email: RMA October team meeting reminder
19/11/21	Out	O6	Email: Supplementary with Dairy NZ
19/11/21	Out	O7	Email: 2022 Meeting and budget schedule and 2022 - 2022 Staff Development Grant

Fish & Game Review

To	Councillors
From	Brian Anderton

1. Purpose

To update NZC on the Fish & Game review.

2. The Council is asked to note this paper**3. Background**

In June 2020, the then Minister of Conservation commissioned a review of the governance of Fish & Game New Zealand and regional Fish and Game councils. This was at the request of the then NZC Chair and Chief Executive. This was released in April 2021.

4. Appendices

Fish & Game Review

New Zealand Fish and Game Council Meeting December 2021

Prepared by: Brian Anderton, GM, NZ Fish and Game Council

Purpose

- 1 This paper is to inform NZ Council about the Fish & Game Review.

Background

- 2 In June 2020, the then Minister of Conservation commissioned a review of the of Fish & Game. This was at the request of the then NZC Chair and Chief Executive.
- 3 The review was conducted by a panel of two independent experts who provided their report to the Minister of Conservation in February 2021.
- 4 The report was released by the Acting Minister of Conservation on 27 April 2021. It contains a wide range of recommendations for modernising the governance of Fish and Game.
- 5 The Reviewers undertook extensive interviews with nearly everyone in Fish & Game. As they say in the report, they could not find a consensus. There were simply too many different views.
- 6 The recommendations are of varying complexity, and it is expected that it will take some time to progressively implement these.
- 7 The recommendations are divided into three categories: those that can be achieved under the current legislation (but may require Cabinet/Ministerial approval), those that require legislative amendment and will go through the usual Parliamentary process of Select Committee, and the rest that can be done by Fish & Game internally.
- 8 All recommendations in the Review report need to have clear-sighted advice from Fish & Game to find the best way to future proof our roles. However, we are constituted under an Act of Parliament and ultimately the Minister and Parliament will have the final say.
- 9 Normally when a ministerial review take place, the government department that has responsibility for the area would make the decisions on next steps.
- 10 When we first received the Review, we argued that F&G had to lead and control the implementation rather than, as the report suggested, the Department of Conservation.

- 11 The Minister of Conservation agreed and has tasked an Implementation Steering Group (ISG) with leading planning and implementation of the recommendations. The members of this group are Ray Grubb, Brian Anderton and a DOC representative.
- 12 In July 2021, the then Acting NZC Chief Executive coordinated a submission on behalf of Fish and Game. This submission represented the combined views of the twelve Regional Councils and the New Zealand Council as well as management and staff who support those thirteen bodies.
- 13 The Minister referred that submission to the ISG. All activity of the review team is consistent with this submission.

Fish & Game's regional structure

- 14 The advice from Fish & Game in its submission on the Review to the Minister was that any changes to Fish & Game's regional structure required further study.
- 15 As a result, we have commissioned an in-depth study of the issues (efficiencies, costs, benefits, risks) around regional mergers.
- 16 This project team is touching base with all 13 Fish and Game Councils in the coming days and months. They are working towards developing a long list of possible options by December 2021, identifying preferred options by February 2022 and their final report is due in March, after which formal Fish & Game and public consultation would take place. We know there is widespread interest in this, and there has already been a level of constructive debate which will aid the team in its work.
- 17 So far, the project team has:
 - Developed a high-level project plan and timeline
 - Contacted all Councils seeking written information on their views of best future regional structure and reasoning
 - Gathered background information (financials, regional council boundaries etc.)
 - Identified potential design issues to consider
 - Scheduled meetings with each Council
 - Conducted initial analysis of written feedback
- 18 There will be two stages of consultation before any decisions are made on amalgamations. Firstly, when the Project Team reports back there will be consultation with all 13 regional Fish and Game Councils. At the conclusion of this process, a report will be presented to the Minister before public consultation takes place.

Review recommendations that require legislative and regulatory change

- 19 There must be a thorough public consultation process and policy development before implementing changes. Fish & Game has already provided its submission on the majority of the Review to the Minister. These recommendations from Fish & Game, together with any proposed future shape of the regional Fish and Game structure, will form part of a formal consultation document. After this is prepared, public consultation will take place with licence holders, treaty partners, stakeholders and the public.
- 20 It is expected that it will be late 2022 at the earliest before this process is completed. The next steps will then be progressing any identified changes via the legislative and/or regulatory process.

Review changes that can be done by Fish & Game

- 21 The New Zealand Council Acting Chief Executive, Di Taylor, has on her work programme addressing the recommendations Fish & Game can implement now. This includes conflicts of interest, governance training, strategic planning, professional development etc. It is expected the new training programme will be underway in February for the joint Chairs / NZC meeting.

Size of Councils

- 22 It is noted that Fish & Game has 116 elected Councillors, which is a reduction of 28 Councillors. In response to the Fish & Game review some regional Fish & Game councils resolved in advance of the election to reduce the size of their Councils from 12 members. The majority of Councils now have eight or nine members. Four Councils still have more than ten members.

Recommendations

1. *Note this report*

**Strategic priorities setting overview and risk identification
and management (oral)**

New Zealand Fish and Game Council Meeting December 2021

The Acting Chief Executive of the NZ Council will provide a briefing

Overview of Fish & Game Budget Setting Process (oral)

New Zealand Fish and Game Council Meeting December 2021

Purpose

1. The purpose of this item is to allow the Chief Financial Officer of the NZ Council will provide a briefing.

Background

2. By way of background, the budget setting process as outlined in the 2021 councillor guide is below.

The Process

3. Fish and Game Council financial years run from 1 September to 31 August. Financial planning starts a long way ahead – as early as November the year before. Every year the planning cycle starts with the New Zealand Council identifying, in consultation with regional Councils, national priorities for the year ahead. Once the overall national priorities for the year have been agreed upon, regions start developing their own plans - taking account of the key things the organisation as a whole wants to achieve for the year. There is only a limited amount of money to go around so it is necessary to prioritise carefully.
4. All Fish and Game Councils use a common budget and financial model. Base funding levels have been fixed for the 12 regional Fish and Game Councils and the NZ Council (set on 2004 budgets as a benchmark to determine base funding in future years). This base level was assessed and accepted by the councils as being necessary to provide a minimum operating standard. Since then, the method for increasing the funding level of any individual council budget has been by application for either a one-off funding allocation or for ongoing additional funding. The latter in effect raises the base funding level for that budget. Variances or an application for additional funding trigger a review of that individual council's budget to identify whether additional funding is in fact warranted or whether savings can first be made in other areas. Internal cross examination is vigorous.
5. Each council must apply to the collective for approval for any additional funding above its base level. These contestable fund applications are first considered by a meeting of all regional managers. The funding required to cover base funds, approved contestable funding, research and legal fund

allocations is assessed against the targeted licence sales (based on the last two years of actual sales) to determine the new licence fees. The managers' recommendations are then considered by the NZ Council, which makes an interim decision in respect of the budgets and the consequential proposed licence fee and then consults again with regional Fish and Game Councils.

6. As part of that process, the managers and the NZ Council look at activities regarded as necessary to achieve the organisation's purpose and a list of additional items proposed by the respective councils. Recommendations to approve these contestable fund items are dependent on enabling the organisation to better achieve its purpose and not impose an unacceptable licence fee. Once the regional Fish and Game Councils' views have been received, the NZ Council then makes a recommendation on the new season's fees to the Minister – this submission.
7. This process is summarised in the following budget cycle:

February	All council budgets reviewed against audited actual expenditure.
	Budgets over or under 10% variance are reported against, reviewed and discussed at a meeting of regional managers
	Preparation of business and operational work plans for new financial year (NFY)
	Priorities for NFY are discussed at Regional Manager & NZC meetings
March	Draft council budgets finalised for NFY
April	Councils apply for 'new' contestable funding with applications circulated beforehand, reviewed against criteria and considered at the meeting of regional managers
	Meeting of regional managers discuss budgets, recommend the allocation of contestable funds, research and legal fund allocations & recommend licence fees for NFY
	NZC consider regional managers' licence fee recommendations and make own recommendation on fees set to provide funding for base amount and approved contestable funds
May	Regional councils consider NZC licence fee recommendation
June	NZC consider regional response and agree on licence fees for inclusion in the F&G NZ budget for approval by the Minister

The setting of licence fees

8. The cost of the licence fee represents the cost of Fish and Game management in New Zealand as a whole. It does not relate to the costs of Fish and Game management in individual regions. The budget process is

the means by which we collectively set the budgets for each Council/region. It is not about taking away the powers of individual Councils to decide what is necessary for their region, but rather how much work we can actually afford to do and which work gets done collectively.

9. The setting of the licence fee is, at a conceptual level, a very simple process. It is set by adding up the total approved budgets for all 13 Councils and dividing that total by the number of licences (adult whole season licence equivalents, referred to as LEQs) that we expect to sell nationally. The fee is set to reflect the cost required to achieve the statutory functions for the organisation. If the licence fee necessarily, as a result of the calculation above, is considered to be too high, then the choice is either to cut budgets or sell more licences.
10. The levy/grant payable for each Council is the difference between its approved budget and the predicted licence income. There is no direct link between the income a region receives from licence sales and its budget. The 'levy' is simply the difference between the approved budget for a region and the amount of licences it is predicted will be sold in that region.
11. The licence fee setting process is a lengthy one. Common sense dictates that the 13 Councils that make up Fish & Game New Zealand must make prudent decisions which weigh up what is a reasonable level of licence fee against what is needed to protect the Fish and Game resource and provide the necessary services and benefits to anglers and hunters.

The external approval process

12. The preparation and actual submission of the new season's licence fee and budgets to the Minister of Conservation needs to be completed by the beginning of July. The other requirement is consultation over the licence fee with the Department of Conservation. This needs to be completed prior to the actual submission to the Minister. It is usual practice to send a draft submission to these government agencies and incorporate their comments in the final copy to the Minister.
13. Once signed off by the Minister, the licence fees are published in the NZ Gazette as two separate Licences, Fees and Forms Notice (one for Sports Fish, the other for Game). These effectively become "deemed" regulations and are reviewable by Parliament's Regulation Review Committee. After the notices have been gazetted, this Committee usually seeks a detailed explanation of the reasons for the fees and assurance they were calculated according to government guidelines.

Year end reporting

14. At the end of each financial year an annual Statement of Service Performance report and financial statement (the Annual Report) must be prepared, approved and audited before being submitted to the Minister of Conservation for tabling in Parliament. The annual report is the key resource for financial

reviews of the performance and current operations of a council as a public entity. Most Fish & Game Councils present these reports at a public annual general meeting (s26ZD(7) Conservation Act 1987) and approve them at their November or December meetings. The Auditor-General, as the entity's auditor, although generally another auditor acts on his or her behalf, is required to provide an audit report for inclusion in the Council's annual report. Once the audit report has been received, the Council has 15 working days to provide the annual report to the Minister for presenting in Parliament.

NZC Finance Report

To	NZC
From	Carmel Veitch

1. Purpose

To present the New Zealand Fish and Game Council with NZC Financial Report to 31 October 2021.

2. The Council is asked to

Note The NZC Finance Report to 31 October 2021.

3. Background

N/a

4. Proposed changes

N/a

5. Appendices

Tables 1-10

NZC Finance Report

New Zealand Fish and Game Council Meeting 155, 4 December 2021

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

Purpose

- 1 The purpose of the paper is to update the NZC financial position to the 2 months ended 31 October 2021.

Background

- 2 This report includes:
 - 2.1 Table 1: Income & Expenditure for the 2 months ended 31 October 2021
 - 2.2 Table 2: Balance Sheet as at 31 October 2021
 - 2.3 Table 3: Aged Receivables Summary as at 31 October 2021
 - 2.4 Table 4: Aged Payables Summary as at 31 October 2021
 - 2.5 Table 5: NZC Income & Expenditure for the 2 months ended 31 October 2021.
 - 2.6 Table 6: National Income & Expenditure for the 2 months ended 31 October 2021.
 - 2.7 Table 7: RMA Legal Fund as at 31 October 2021.
 - 2.8 Table 8: Research Fund as at 31 October 2021.
 - 2.9 Table 9 : National Anglers Survey Fund as at 31 October 2021.
 - 2.10 Table 10: Commitments
- 3 The Budget deficit of \$143,785 was approved by the New Zealand Council at the 154th NZC meeting. The Deficit relates the \$80,000 for the Website development transferred from the previous year and the forecast deficit per the Budget round of 63,785 (2.37% of budget)

Analysis

- 4 **Income and Expenditure to 31 October 2021** –YTD surplus of \$360,522. This is normal for this time of the year as the quarterly levy has been charged out to the Regions.
- 5 **Total income YTD** is \$838,070 which is 24% of the Budgeted income. The first quarterly levy \$833,835 was invoiced in October – payable in November.

6 **Grants to regions** \$175,996 have been invoiced in October and due to pay in November. This is a quarterly grant.

7 **Outputs**, we are 2/12^{ths} through our financial year 17% – YTD output expenses are at 8%. As you can see per table 1, there are number of big budget items that have had no expenditure incurred to date.

8 **Explanation of outlying expenses:**

8.1 **Advocacy** – the total Advocacy budget is \$775,000. There are for budgets within this area:

8.1.1 Advocacy for Fish and Game - includes external specialist and legal advice as well as associated with staff and the Chair in their role advocating for Fish and Game. Of the total budget of \$58,000, \$9,386 has been spent. The majority of this spend relates to legal advice from Elana Geddis Barrister.

8.1.2 National Public Awareness – With a budget of \$17,000. There have been no significant costs to report.

8.1.3 National Magazine – A budget of \$200,000 for the year. This budget covers the production and distribution of the two Fish & Game magazines. There are no significant costs to report to date.

8.1.4 The budget for RMA/Legal fund is \$500,000. There has been no spending YTD. Although there are committed funds for \$396,431- see attached summary – Table 7.

8.2 **The Research** programme has 2 budgets – the Research budget which has \$100,000 allocated to it and the National Anglers Survey (NAS) that has an annual allocation of \$30,000. Note for both of these budgets if they are not spent the unspent portion is transferred to a Reserve for future spending. The timing of these budget spends do not fall into the year that they are budgeted. The Current reserve (committed funds) for Research is 79,571 – see attached summary – Table 8. Committed funds for the NAS are \$203,941 – Table 9.

8.3 **The Coordination** budget is the largest and represents the budgets that NZC hold on behalf of regions (so part of the National Budget) or budgets that have been allocated to NZC for coordinated projects. The total coordination budget is \$950,036, of which only 15% has been spent YTD.

8.3.1 Elections– YTD \$41,250 of the \$45,000. The Total Election costs for the 2021 year were \$128,941. \$87k of this was accrued in previous years accounts. This represents costs this year associated with the Election.

8.3.2 Ranger Co-ordination – 45% of the budget has been spent. There are 3 areas of expenditure in this area:

- 8.3.2.1 Cert Training – Training has taken place in Ch Christchurch, New Plymouth and Waikanae this year – at a total cost of \$7,210.
- 8.3.2.2 New Ranger Manuals (300) printed and distributed to Regions \$3,276, and
- 8.3.2.3 New Ranger Warrants issued to all Rangers \$1,821.
- 8.3.3 Licencing - \$463,254k of the \$453,000 budget –14% - These costs represent the Licence contract, postage and handling of the Licences and costs associated with the working party.
- 8.4 There has been no expenditure within the **Governance** budget YTD.
- 8.5 **Overheads** – YTD \$152,162 – 14% of budget. Although overall within budget there have been a few additional expenses associated with the recruitment of Ann and Beck (Computer and ph set up). We moved offices which incurred a few additional costs within Rent and Repairs and Maintenance. There are other significant accounts to report.
- 9 Balance Sheet as at 31 October 2021** - see attached on Table 2.
- 10** Cash and cash equivalents as at 31/10/21 are \$222,478 with a further \$1.6m in term deposits.
- 11** Accounts Receivable is \$965,138, refer to supporting report for the Aged Receivables (Table 3). This is normal for the October period with levies owing.
- 12** Accounts Receivable- Other of \$2,593 – this is the amounts still to be invoiced regions for items paid on behalf.
- 13** Accounts Payable as at 31 October \$368,396 – refer Table 4 Aged Payables.
- 14** Accruals and prepaid Licences of \$34,917 are made up of the monthly accruals for the 2021 Election costs and Audit fees for 2021.
- 15** Employee entitlements of \$72,299 is the current liability for the staff leave accrued. All except one staff member are within their annual entitlement. One staff member is over their entitlement and there is a plan in place to reduce this liability.
- 16** NZGBHT – Stamp Programme – this is the net that NZC owe the GBHT for the year ended 31/8/21. It is due on the 30 November 2021.
- 17** Reserves reflect the current commitment for RMA Research, NAS , Staff Development and Asset replacement.

18 NZC and National Split

19 NZC accounts are split by National budgets and NZC budgets. The National Budget is the budget NZC coordinate on behalf of the Regional Councils. The NZC budget represents budgets that are for the running of the NZC.

20 Tables 5 & 6 split the combined budget into National and NZC budgets. The split between the 2 budgets are:

October 2021 Split NZC and National Budgets			
	Actual YTD		Budget
Table 5 - NZC	498,039		1,428,751
Table 6 - National	- 137,517	-	1,572,536
21 TOTAL As per Table 1	360,522	-	143,785

Financial Implications

22 Year to Date expenses are tracking with Budgeted figures.

23 Refer Table 10 for Committed Funds as at 31 October 2021.

Legislative Implications

24 N/A

Section 4 Treaty Obligations

25 N/A.

Policy Implications

26 N/A.

Consultation

27 N/A.

28 N/A.

Recommendations

1 ***Accept the NZC Finance Report for October 2021***

Table 1: Statement of Financial Performance

New Zealand Fish and Game Council For the 2 months ended 31 October 2021

	YTD ACTUAL	2021 22 BUDGET	REMAINING BUDGET	% OF BUDGET SPENT
INCOME				
Levies	833,835	3,335,342	2,501,507	25%
Interest Income	65	5,911	5,846	1%
Other income				
Advertising & Merchandise	2,169	30,000	27,831	7%
Sundry Income	2,000	12,000	10,000	17%
Magazine Contributions	-	180,000	180,000	-
Total Other income	4,169	222,000	217,831	2%
Total INCOME	838,070	3,563,253	2,725,183	24%
GRANTS TO REGIONS				
Grants to Regions	175,996	703,984	527,988	25%
Total GRANTS TO REGIONS	175,996	703,984	527,988	25%
OUTPUTS				
ADVOCACY				
Advocacy - Legal & Specialist Advice	9,386	58,000	48,614	16%
National Public Awareness	26	17,000	16,974	0%
National Magazine	12	200,000	199,988	0%
RMA/Legal	-	500,000	500,000	-
Total ADVOCACY	9,424	775,000	765,576	1%
RESEARCH	312	130,000	129,688	0%
CO-ORDINATION				
Business Development & R3	-	22,000	22,000	-
Marketing	6,679	60,000	53,321	11%
Co-ordination National - CEO Travel	301	6,000	5,699	5%
Elections	41,250	45,000	3,750	92%
Fish and Game Cookbook	-	26,086	26,086	-
Regulations	74	72,000	71,926	0%
Information Technology- National	6,199	40,000	33,801	15%
Maritime NZ Compliance	-	3,000	3,000	-
Manager Meetings	-	12,000	12,000	-
Staff Development Grant	-	10,000	10,000	-
Youth Education Programme	-	7,000	7,000	-
Website and Social Media	5,144	86,450	81,306	6%
Website Development	4,346	80,000	75,654	5%
Ranger Co-ordination	12,307	27,500	15,193	45%
Licensing	63,354	453,000	389,646	14%
Total CO-ORDINATION	139,655	950,036	810,381	15%
Total OUTPUTS	149,390	1,855,036	1,705,646	8%
GOVERNANCE				

Table 1: Statement of Financial Performance

	YTD ACTUAL	2021 22 BUDGET	REMAINING BUDGET	% OF BUDGET SPENT
New Zealand Council	-	45,000	45,000	-
Governance Advice & Performance	-	20,000	20,000	-
Governors Forum	-	12,000	12,000	-
Regional Audit	-	10,000	10,000	-
Total GOVERNANCE	-	87,000	87,000	-
OVERHEADS				
Salaries & Contractors	125,181	902,403	777,222	14%
Staff Expenses	3,005	18,100	15,095	17%
Office Premises	10,770	62,800	52,030	17%
Office Equipment	684	3,000	2,316	23%
Communications/Consumables	4,843	26,000	21,157	19%
General (inc Insurance)	2,185	11,000	8,815	20%
Financial Audit Fee	2,332	14,000	11,668	17%
Vehicle Expenses	1,086	9,000	7,914	12%
Depreciation	2,077	14,715	12,638	14%
Total OVERHEADS	152,162	1,061,018	908,856	14%
Total Expenses	477,547	3,707,038	3,229,491	13%
Net Surplus/(Deficit)	360,522	(143,785)	(504,307)	-251%

Table 2: Balance Sheet

New Zealand Fish and Game Council As at 31 October 2021

	31 OCT 2021	31 AUG 2021
Assets		
Current Assets		
Cash & Cash Equivalents		
NZ Fish and Game Council	113,493	367,054
NZ Fish and Game Council - Sav	59,318	102,934
Serious Saver	54,057	503,918
Credit Cards	(4,390)	(325)
Total Cash & Cash Equivalents	222,478	973,580
Receivables		
Accounts Receivable	965,138	264,802
Accounts Receivable - Other	2,593	11,946
Interest Receivable	4,916	5,218
Total Receivables	972,647	281,966
Term Investments	1,645,252	1,445,252
Prepayments and Accrued Income	3,703	5,531
Total Current Assets	2,844,080	2,706,330
Non-current Assets		
Property, Plant & Equipment	49,884	44,015
Total Non-current Assets	49,884	44,015
Total Assets	2,893,964	2,750,344
Liabilities		
Payables		
Accounts Payable	368,396	461,432
Accruals and Prepaid Licences	34,917	154,085
GST	42,125	21,282
Total Payables	445,438	636,799
Employee Entitlements	72,299	79,580
Rounding	-	-
NZGBHT - Stamp Programme	125,871	144,132
Total Liabilities	643,608	860,510
Net Assets	2,250,356	1,889,834
Equity		
Accumulated Funds		
Accumulated Funds	1,102,115	1,538,380
Transfer (To)/From Reserves	74,714	110,107
Net Surplus/(Deficit)	360,522	(436,266)
Total Accumulated Funds	1,537,351	1,212,222

Table 2: Balance Sheet

	31 OCT 2021	31 AUG 2021
Reserves		
Asset Replacement Reserve	28,935	26,483
National Anglers Survey Reserve	203,941	176,000
Research Reserve	79,570	79,570
RMA/Legal Fund Reserve	396,432	391,432
Staff Development Grant Reserves	4,128	4,128
Total Reserves	713,006	677,612
Total Equity	2,250,356	1,889,834

Table 3 : Aged Receivables Summary

New Zealand Fish and Game Council

As at 31 October 2021

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	OLDER	TOTAL
Auckland/Waikato Fish & Game Council	39,564	-	-	-	-	39,564
Central South Island Fish and Game Council	219,639	-	-	-	-	219,639
Eastern Fish and Game Council	38,799	-	-	-	-	38,799
Hawke's Bay Fish and Game Council	13,984	-	-	-	-	13,984
Kilwell Sports Ltd	552	-	-	-	-	552
North Canterbury Fish and Game Council	205,439	-	-	-	-	205,439
Otago Fish and Game Council	275,782	-	-	-	-	275,782
Southland Fish and Game Council	171,380	-	-	-	-	171,380
Total	965,138	-	-	-	-	965,138

Table 4: Aged Payables Summary

New Zealand Fish and Game Council As at 31 October 2021

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	OLDER	TOTAL
Aged Payables						
2degrees	146	-	-	-	-	146
BP(DD)	226	-	-	-	-	226
Cert Systems limited	3,574	-	-	-	-	3,574
Computer & Telephone Services Ltd	68	-	-	-	-	68
Eastern Fish and Game Council	105	-	-	-	-	105
Electionz.com	30,282	-	-	-	-	30,282
Eyede Solutions Limited	39,516	-	-	-	-	39,516
Ferret Software Ltd	374	-	-	-	-	374
Fuji Xerox New Zealand Limited	36	-	-	-	-	36
Gemtech Solutions Limited	848	-	-	-	-	848
Google	301	-	-	-	-	301
Grant Thornton	6,900	-	-	-	-	6,900
Graphic Press & Packaging Limited	5,007	-	-	-	-	5,007
Hothouse Communications Limited	61,737	-	-	-	-	61,737
Id Solutions 1993 Limited	103	-	-	-	-	103
Instep	259	-	-	-	-	259
Marlborough Media	403	-	-	-	-	403
Nelson Marlborough Fish & Game Council	824	-	-	-	-	824
Nelson Weekly Ltd	454	-	-	-	-	454
New Zealand Couriers- Wellington	419	-	-	-	-	419
Northland Fish and Game Council	99,750	-	-	-	-	99,750
Pickle & Pie	-	20	-	-	-	20
Redstripe Limited	6,456	-	-	-	-	6,456
Ronald Mottram Picture Framers	-	125	-	-	-	125
Spacific Software	196	-	-	-	-	196
Taranaki Fish and Game Council	54,321	-	-	-	-	54,321
Vertia Procurement Limited	7,933	-	-	-	-	7,933
Wellington Fish and Game Council	18,738	-	-	-	-	18,738
West Coast Fish and Game Council	28,762	-	-	-	-	28,762
West Plaza Hotel	465	-	-	-	-	465
Windcave New Zealand Limited	50	-	-	-	-	50
Total Aged Payables	368,252	144	-	-	-	368,396
Total	368,252	144	-	-	-	368,396

Table 5: Statement of Financial Performance- NZC Budget only

New Zealand Fish and Game Council For the 2 months ended 31 October 2021

Region is NZC.

	YTD ACTUAL	2021 22 NZC BUDGET	REMAINING BUDGET	% OF BUDGET SPENT
INCOME				
Levies	833,835	3,335,342	2,501,507	25%
Interest Income	65	5,911	5,846	1%
Other income				
Advertising & Merchandise	9	-	(9)	-
Sundry Income	2,000	12,000	10,000	17%
Total Other income	2,009	12,000	9,991	17%
Total INCOME	835,910	3,353,253	2,517,343	25%
GRANTS TO REGIONS				
Grants to Regions	175,996	703,984	527,988	25%
Total GRANTS TO REGIONS	175,996	703,984	527,988	25%
OUTPUTS				
ADVOCACY				
Advocacy - Legal & Specialist Advice	9,386	58,000	48,614	16%
National Public Awareness	26	8,500	8,474	0%
Total ADVOCACY	9,411	66,500	57,089	14%
CO-ORDINATION				
Co-ordination National - CEO Travel	301	6,000	5,699	5%
Total CO-ORDINATION	301	6,000	5,699	5%
Total OUTPUTS	9,713	72,500	62,787	13%
GOVERNANCE				
New Zealand Council	-	45,000	45,000	-
Governance Advice & Performance	-	20,000	20,000	-
Governors Forum	-	12,000	12,000	-
Regional Audit	-	10,000	10,000	-
Total GOVERNANCE	-	87,000	87,000	-
OVERHEADS				
Salaries & Contractors	125,181	902,403	777,222	14%
Staff Expenses	3,005	18,100	15,095	17%
Office Premises	10,770	62,800	52,030	17%
Office Equipment	684	3,000	2,316	23%
Communications/Consumables	4,843	26,000	21,157	19%
General (inc Insurance)	2,185	11,000	8,815	20%
Financial Audit Fee	2,332	14,000	11,668	17%

Table 5: Statement of Financial Performance- NZC Budget only

	YTD ACTUAL	2021 22 NZC BUDGET	REMAINING BUDGET	% OF BUDGET SPENT
Vehicle Expenses	1,086	9,000	7,914	12%
Depreciation	2,077	14,715	12,638	14%
Total OVERHEADS	152,162	1,061,018	908,856	14%
Total Expenses	337,870	1,924,502	1,586,632	18%
Net Surplus/(Deficit)	498,039	1,428,751	930,712	35%

Table 6: Statement of Financial Performance- NATIONAL

New Zealand Fish and Game Council For the 2 months ended 31 October 2021

Region is National.

	YTD ACTUAL	2021 22 NATIONAL BUDGET	REMAINING BUDGET	% OF BUDGET SPENT
INCOME				
Other income				
Advertising & Merchandise	2,160	30,000	27,840	7%
Magazine Contributions	-	180,000	180,000	-
Total Other income	2,160	210,000	207,840	1%
Total INCOME	2,160	210,000	207,840	1%
OUTPUTS				
ADVOCACY				
National Public Awareness	-	8,500	8,500	-
National Magazine	12	200,000	199,988	0%
RMA/Legal	-	500,000	500,000	-
Total ADVOCACY	12	708,500	708,488	0%
RESEARCH	312	130,000	129,688	0%
CO-ORDINATION				
Business Development & R3	-	22,000	22,000	-
Marketing	6,679	60,000	53,321	11%
Elections	41,250	45,000	3,750	92%
Fish and Game Cookbook	-	26,086	26,086	-
Regulations	74	72,000	71,926	0%
Information Technology- National	6,199	40,000	33,801	15%
Maritime NZ Compliance	-	3,000	3,000	-
Manager Meetings	-	12,000	12,000	-
Staff Development Grant	-	10,000	10,000	-
Youth Education Programme	-	7,000	7,000	-
Website and Social Media	5,144	86,450	81,306	6%
Website Development	4,346	80,000	75,654	5%
Ranger Co-ordination	12,307	27,500	15,193	45%
Licensing	63,354	453,000	389,646	14%
Total CO-ORDINATION	139,353	944,036	804,683	15%
Total OUTPUTS	139,677	1,782,536	1,642,859	8%
Total Expenses	139,677	1,782,536	1,642,859	8%
Net Surplus/(Deficit)	(137,517)	(1,572,536)	(1,435,019)	9%

Table 7: RMA /Legal Fund Reserve

New Zealand Fish and Game Council									
As at 31 October 2021									
0	Project Name	Date Approved	Total Approved	Source	Total Spent to Date	Withdrawn	Under/Over Spent to date	Committed Funds	Status Update
Auck/Wai	Healthy Rivers	22-Aug-20	\$110,000	NZC Fund	6,025.00	\$0	\$103,975	\$103,975	
Auck/Wai	Whangamarino Weir and Waikato Regional Council	11-Nov-17	\$50,000	NZC Fund	\$0	\$0	\$50,000	\$50,000	
Nel Mar	Tasman DC Plan Change 52	7/06/2019	\$7,000	NZC Fund	\$854	\$0	\$6,146	\$6,146	Ongoing - \$ required 2021
Nel Mar	Marl Envi Plan Appeal	22/11/2019	\$15,000	NZC Fund	\$9,284	\$0	\$5,716	\$5,716	Ongoing - \$ required 2021
Nel Mar	2 nd Generation Pol Stat	04-2015/16	\$96,404	NZC Fund	\$89,791	\$0	\$6,613	\$6,613	Ongoing - \$ required 2021
Nel Mar	Taman DC Plan Change from NPS \$ NZC	27/07/2021	\$40,000	NZC Fund	-	\$0	\$40,000	\$40,000	Transferred \$ from the NPS FM
North Canterbury	Selwyn District Council District plan hearings meeting 153	Jun-20	\$8,000	NZC Fund	-	\$0	\$8,000	\$8,000	approved in advance from the 21/22 budget
NZC	NPS FM	Aug-20	\$150,000	NZC Fund	\$89,855	\$0	\$60,145	\$60,145	\$50k to Otago, \$40k NM TOTAL committed \$90K
NZC	Lindis River Appeal	22/11/2019 & August 2020 & August 2021	\$252,000	NZC Fund	\$251,920	\$80	-\$0	\$0	Report Completed
Otago	Transitional Mining Consents-Exceptional	11-Nov-17	\$150,000	Otago Reserves	\$132,463	0	\$17,537	\$17,537	
Otago	RPS Land & Water	28-Aug-21	\$60,000	NZC Fund	-	0	\$60,000	\$60,000	
Otago	Priority Plan Change	16-Feb-21	\$120,000	Otago Reserves	\$78,702	0	\$41,298	\$41,298	
WGTV	Wairarapa Water Project	07-2016/17	\$20,000	NZC Fund	\$19,249	\$0	\$751	\$751	
WGTV	GW Natural Resource Plan	24/11/2019	\$40,000	NZC Fund	\$19,616	\$0	\$20,384	\$20,384	
WGTV	One Plan Change 2	23/11/2019	\$38,000	NZC Fund	\$3,300	\$0	\$34,700	\$34,700	
Southland	Southland Water & Land Plan appeal	23/Nov/18	84,000.00	Southland Reserves	\$97,793	\$0	-\$13,793	\$0	
Southland	Southland Water & Land Plan appeal - NZC meeting 147	21/Aug/20	\$55,000	NZC Fund	\$55,000	\$0	\$0	\$0	

TOTAL ACROSS ORGANISATION									
			Live and Approved Applications		Spent to Date	Withdrawn	Under/Over Spent to date	Committed Funds	NZC Legal/RMA Fund 31/8/21
Totals								\$455,265	
Less RMA out of Regions Reserves								\$58,835	
Total Committed from National Budget								\$396,431	\$391,431

Movement in Reserves since 31/8/21

\$5,000

Recommendation: RMA/Legal report be accepted with committed funds of \$396,431 as at 31 October 2021

**Table 8: Research Fund
New Zealand Fish and Game Council
As at 31 October 2021**

Project Ref	Project Name	Coordinator	Council	Date Approved	Total Approved	Total Spent to Date	Withdrawn/ \$ not required	Commitment	Comments
51	Grey Teal Monitoring	Phil Teal	Wellington	May-14	4,400	-	-	4,400	Funds needed for presentation for publication
56	Game Harvest Survey Analysis	Matthew Mc Doug	Eastern	May-13	3,500	2,538	-	962	Ongoing \$500 budget every yr
59 & 66	Trophic interactions and potential use of food-web manipulation in the resotation of two eutropic Central Otago Lakes	Helen Trotter	Otago	May-15	10,000	10,000	-	-	All Payments made HT to complete work
61	Mallard Research -Duck Management Units	Andy Garrick	Eastern	Sep-15	3,000	655	-	2,345	
67	Mallard Research General			May-16	19,700	4,724	-	14,976	UNCOMMITTED
67.2	Mallard Research -Cat GPS pilot study	Zane Moss	Southland	May-16	9,300	7,617	-	1,683	
68	Environmental DNA to identify spawning & establish protocols	Phil Teal/Adam Canning	Wellington	May-17	50,000	41,290	-	8,710	Massey Sequencing DNA, trial continues next spring spawning
70	Liminological variables on food web dynamics in Lake Tarawera	Matt Osborne	Eastern	May-17	15,000	6,065	-	8,936	Fieldwork progressing
72	Fighting for the public good (over 3 years 10k12k,12k)	Jack	NZC	May-17	34,000	28,603	5,397	-	Report received 21/9/21
75	Native Fish/Sports interactions	Phil/Adam Canning	Wellington	Apr-18	50,000	29,050	-	20,950	Fieldwork progressing
76	Mallard Research - Brood Habitat selection and use	David Klee	Akld/Waik	Jul-18	21,000	17,391	-	3,609	Fieldwork progressing
76.1	Mallard Research -Uncommitted 18/19			Apr-18	13,000	-	-	13,000	UNCOMMITTED
	TOTALS							\$ 79,571	

Recommendation: Accept Research Fund of \$79,571 as at 31 October 2021

Summary of Uncommitted Funds

Total Mallard Research uncommitted Funds	27,976
<hr/>	
Total Uncommitted Funds	27,976
<hr/>	
Net Committed Funds to Research	51,595

**Table 9: National Anglers Survey Fund
New Zealand Fish and Game Council
As at 31 October 2021**

Balance of Fund as at 31/8/21		176,000
Less Spending to 31/8/21	-	1,917
Plus Funding for the 21/22 year per Budget		30,000
Less Spent YTD	-	142
Balance of Fund as at 31/10/21		<u>203,941</u>

Table 10 : Committed Funds

New Zealand Fish and Game Council

For the 2 months ended 31 October 2021

	REMAINING BUDGET	Committed	Balance Available
Grants to Regions	527,988	527,988	0
Advocacy - Legal & Specialist Advice	48,614	10,000	38,614
National Public Awareness	16,974	1,000	15,974
National Magazine	199,988	199,988	(0)
RMA/Legal Current Yr	500,000	120,000	380,000
RMA/Legal Previous Yrs	396,432	396,432	0
RESEARCH Current yr	129,688	30,000	99,688
RESEARCH Previous yrs	283,511	227,595	55,916
Business Development & R3	22,000	0	22,000
Marketing	53,321	25,000	28,321
Co-ordination National - CEO Travel	5,699	1,000	4,699
Elections	3,750	3,750	0
Fish and Game Cookbook	26,086	26,086	0
Regulations	71,926	71,926	0
Information Technology- National	33,801	33,801	(0)
Maritime NZ Compliance	3,000	1,000	2,000
Manager Meetings	12,000	0	12,000
Staff Development Grant	10,000	0	10,000
Youth Education Programme	7,000	6,000	1,000
Website and Social Media	81,306	81,306	(0)
Website Development	75,654	75,654	(0)
Ranger Co-ordination	15,193	10,000	5,193
Licensing	389,646	389,646	0
New Zealand Council	45,000	12,000	33,000
Governance Advice & Performance	20,000	0	20,000
Governors Forum	12,000	0	12,000
Regional Audit	10,000	0	10,000
Salaries & Contractors	777,222	777,000	222
Staff Expenses	15,095	15,095	0
Office Premises	52,030	52,030	0
Office Equipment	2,316	0	2,316
Communications/Consumables	21,157	20,000	1,157
General (inc Insurance)	8,815	8,800	15
Financial Audit Fee	11,668	11,668	0
Vehicle Expenses	7,914	0	7,914
Commitments	3,896,796	3,134,765	762,031

National Finance Report

To	NZC
From	Carmel Veitch, CEO

1. Purpose

To present the New Zealand Fish and Game Council with National Financial Report to 31 August 2021.

2. The Council is asked to

Accept the National Finance Report to 31 August 2021.

3. Background

N/a

4. Proposed changes

N/a

5. Appendices

n/a

National Finance Report to 31 August 2021

New Zealand Fish and Game Council Meeting 155 , 4th December 2021

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

Purpose

- 1 The purpose of this paper is to update the New Zealand Council on the YTD expenditure by each Council against budget as at 31 August 2021.

Background

- 2 The New Zealand Council approved the 2020/21 Budgets/Levies and Grants on 27th July 2020. These Budgets also included each Council making at least a 10% loss for the year. Refer Table 1 for the Approved Budget/Levy/Grants and Budgeted Deficits for each Council for the 2020/21 year

Region	Net Total Licence Income	Approved Budget	Less use of Reserves 10%	Levy/ (Grant)	Forecast Surplus/(Deficit)
Northland	\$152,238	\$508,200	53,495	(\$302,470)	(\$53,493)
Auckland/Waikato	\$811,735	\$795,379	81,619	\$117,976	(\$101,619)
Eastern	\$1,131,483	\$1,071,572	112,797	\$172,709	(\$112,798)
Hawkes Bay	\$359,956	\$368,127	38,750	\$30,579	(\$38,750)
Taranaki	\$149,130	\$357,970	37,764	(\$171,861)	(\$36,979)
Wellington	\$544,418	\$762,502	80,263	(\$137,820)	(\$80,264)
Nelson-Marlborough	\$383,149	\$444,491	45,352	(\$2,343)	(\$58,999)
North Canterbury	\$1,264,526	\$775,672	80,776	\$569,630	(\$80,776)
West Coast	\$194,753	\$346,448	35,889	(\$110,306)	(\$41,389)
Central South Island	\$1,259,743	\$673,164	69,544	\$668,622	(\$82,043)
Otago	\$1,572,186	\$961,612	101,222	\$711,804	(\$101,229)
Southland	\$1,072,580	\$643,699	67,758	\$496,639	(\$67,758)
NZC inc Research & RMA	\$0	\$2,525,557	240,379	(\$2,043,159)	(\$482,398)
3 TOTAL	\$8,895,898	\$10,234,393	\$1,045,607	(\$0)	(\$1,338,495)

- 4 The attached table will give you a snapshot of the expenditure to budget per Region.

Analysis

- 5 These results are based on the unaudited accounts as at 31 August 2021.

- 6 No regions spent more than their budget.
- 7 In total National Fish and Game spent 91% of the allocated budget. There for all Regions operating within their approved budget.
- 8 North Canterbury F & G were an outlier with haven spent only 71% of the approved budget. The main attributing factor is that the full compliment of staff were not recruited.

Table 2: National Fish & Game Financial Report			
As at 31 August 21 Year to Date Expenditure against Total Approved Budget			
Council	Total Budget (inc from Reserves)	Net Expenditure to 31 August 2021	YTD %
Northland	508,203	496,890	98%
Auckland/Waikato	795,379	710,435	89%
Eastern	1,071,572	1,006,444	94%
Hawkes' Bay	368,127	327,319	89%
Taranaki	357,970	358,001	100%
Wellington	762,502	697,135	91%
Nelson/Marlborough	444,491	422,715	95%
North Canterbury	775,672	550,168	71%
West Coast	346,448	316,142	91%
Central South Island	673,134	663,197	99%
Otago	961,604	931,658	97%
Southland	643,699	540,789	84%
NZC	1,134,917	1,038,101	91%
National inc RMA & Research	1,390,640	1,219,229	88%
Total	10,234,358	9,278,223	91%
12 months of the year completed, w/		100%	of the year

9

Financial Implications

- 10 All regions will work within their approved budget.

Legislative Implications

- 11 n/a

Section 4 Treaty Obligations

12 n/a.

Consultation

13 n/a.

Recommendations

1 **Accept** the National Financial report as at 31 August 2021.

Huinga Kupu Mō Fish & Game

Vocabulary For Fish & Game

Fishing and Hunting

Hāmana – salmon
He kaihao ahau – I am an angler
He kaiwhakangau ahau – I am a hunter
Hī ika – to fish
Hōta – shot, as used in a shotgun shell
Kakānau – black swan
Kaihao - fisherperson
Kaiwhakangau – hunter
Kuruwhengi – shoveler duck
Mahi manu – to hunt for birds
Pā – fishing lure
Pārera – grey duck
Peihana - pheasant
Pū – firearm
Pupuhi – to fire a gun
Pūtakitaki – paradise duck
Rakiraki – duck, particularly mallard.
Raihana – licence
Wāna – swan
Taraute – trout
Tautara – fishing rod

Geographic/Environmental Descriptions

Awa – river
Kūkūwai - wetland
Maunga – mountain
Moana – Sea
Puke - hill

Roto - lake
Taiao – environment/natural world
Wai - water

Work Speak

Ae – Yes
He pātai tāku – I have a question
Hui - meeting
Kanohi ki te kanohi – face to face
Kāo/Kāore - No
Ka rawe - awesome
Kaupapa – topic/policy
Kōrero – talk, speak

Greetings

Ata mārie – good morning
Pōmārie - goodnight
Kei te pehea koe? – How's it going
Kei te pai au – I'm good
Kaore au i te pai – I'm not good
Kei te ngenge au – I'm tired
Mihi - Introduction
Ngā mihi – acknowledgements

Glossary of common acronyms found in Fish & Game papers

AOG	All of Government (largely applies to a discounted purchasing system but can refer to an AOG response i.e. Covid-19)
CEO	Chief Executive Officer
CFA	Contestable Funding Application
CFO	Chief Financial Officer
COI	Conflict of Interest
CRM	Customer Relationship Management
DOC	Department of Conservation
DPMC	Department of the Prime Minister and Cabinet
ECan	Environment Canterbury (Regional Council)
EDC	Environmental or Ecological district report
EDM	Electronic Direct Mail (system for sending direct to licence holders via email)
EDS	Environmental Defence Society (NGO)
EIANZ	The Environment Institute of Australia and New Zealand
ENGO's	Environmental non-governmental organisation/s
EPA	Environmental Protection Authority
ESL	formerly known as Eyede – the F&G Licencing system provider
FIG	Freshwater Implementation Group
GETS	Government Electronic Tender Service
H&S	Health & Safety
IP trademarks,	All intellectual property rights and interests, including copyright, designs, patents, and other proprietary rights, recognised, or protected by law.
IWP	Intensive Winter Grazing
LEQ	Licence Equivalent
LWP	Licence Working Party
MOU	Memorandum of Understanding
MPI	Ministry for Primary Industries
MfE	Ministry For Environment
NAS	National Anglers Survey (undertaken approx. every seven years)
NES	National Environmental Statement
NGO	Non-Governmental Organisation

NIWA	National Institute of Water & Atmospheric Research Limited
NPS	National Policy Statement
NPS-FM	National Policy Statement-Freshwater Management
NZFFA	NZ Federation of Freshwater Anglers
NZFSS	NZ Freshwater Sciences Society
NZPFGA	NZ Professional Fishing Guides Association
NZSAA	NZ Salmon Anglers Association
OIA	Official Information Act
OIO	Overseas Investment Office
ONL	Outstanding Natural landscape
ORC	On-road costs OR Otago Regional Council
PCBU's	Persons Conducting a Business or Undertaking
PCO	Parliamentary Council Office
PDU	Provincial Development Unit
PGF	Provincial Growth Fund
PSF	Pressure Sensitive Fisheries
R3	Recruit, Retain and Reactivate programme
R&D	Research and Development
RAP	Resource Allocation Project
RFQ	Request for Quote
RFP	Request for Proposal
SDC	Selwyn District Council
SFC	Standing Finance Committee
SOP	Standard Operating Procedure
WCO	Water Conservation Order
WRG	Website Reference Group

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