

# OTAGO F&GC ANNUAL WORK PLAN 2021/22

Draft - 09.07.21

## OUTPUT 1 - SPECIES MANAGEMENT

### 1110 Population monitoring

Monitor regional fish and game populations to ensure sustainable population trends

Code	Task	Activities (Operational)	Lead staff member
1111	Complete annual waterfowl trend counts and report results to Council.	Coordinate aerial flights and report along with other species by February meeting. Report contributes to Game Gazette Notice deliberations.	Eco
		Aerial flights for mallards using established protocol completed and results reported to May meeting. Results distributed via social media and media release written	PvK
		Undertake ground pukeko surveys alongside Shoveler counts in early August using current methodology. Add in additional transects across Otago.	SD
1112	Monitor trout and salmon spawning in priority catchments	Priority given to key Freshwater Management Unit catchments - Taieri River	Eco, SD
		Monitor Salmon spawning in southern lakes tribs - Wanaka and Wakatipu Tribs. Pomahaka trib via eDNA (subject to funding)	PvK,
1113	Establish long term monitoring method for Southern Lakes fisheries	Conduct a Lakes Fisheries Monitoring Workshop in Otago in Winter 2022.	HT
		Engage with Wanaka catchment groups an support eDNA survey programme	PvK,
	Monitor key fisheries	Drift dive Greenstone River	PvK
		Electric fishing and habitat surveys of Taieri river tributaries in coordination with ORC	SD, BS, Eco

### 1120 Harvest Assessment

Monitor Game Harvest and Hunter and Angler Success.

	Task	Activities (Operational)	
1121	Monitor annual gamebird harvest by hunters via telephone surveys	Coordinate telephone game bird harvest survey during the hunting season.	SM, Eco
1122	Conduct third season of creel surveys on Lake Wanaka	Conduct creel surveys on Wanaka at a frequency of at least 4/month and at times of peak use.	PvK

### 1140 Hatchery Operations and Fish Transfers

Maintain Trout Supply to Put-and-Take Fisheries

	Task	Activities (Operational)	
1141	Rear rainbow trout to supply Otago put-and-take fisheries	Manage hatchery, including stock, feeding and hygiene control for 8000 trout to supply put-and-take fisheries	SD
1161	Maintain Otago put-and-take fisheries by releases in accordance with restocking schedule.	Deliver hatchery raised stock to put and take fisheries around Otago according to schedule	SD

### 1170 Regulations

Set Hunting and Fishing Season Conditions Annually.

	Task	Activities (Operational)	
1171	Recommend 2022 draft Game Gazette to Council by November 2021 and forward to NZFGC by 31 January 2022 for Minister's Approval.	Draft Game Gazette to Council by November 2021 and forward draft Game Gazette after consultation with Southland and CSI Councils to align regulations (amended in the light of trend counts if required) to NZFGC by 31 January 2022 for Minister's Approval.	Eco
1172	Report and recommend draft AN to Council by March 2022 after consultation with licenceholders and other stakeholders.	Review year. Report to Council on AN Review and Issues and options by March 2022. Include new pressure sensitive fisheries regulations if sufficiently advanced	Eco, HT
1173	Improve understanding of regulations by licenceholders	Continue to simplify layout of regulations and make App ready	BQ, Eco

**1180 Gamebird Management and Control**

Minimise conflict between game birds and agriculture.

	Task	Activities (Operational)	
1181	Log and respond to complaints about game birds on crops and follow up promptly	Respond to complaints within 48 hours where necessary and log and report to project manager on outcomes	SM, All

**OUTPUT 2 - HABITAT PROTECTION & MANAGEMENT****1210 Resource Management Act and Planning**

Advocate fish and game habitat protection through resource consent and planning processes so that relevant law, policies and plans reflect OFGC input.

	Task	Activities (Operational)	
1211	Screen resource consents and make submissions where necessary.	Undertake meaningful consultation with RMA consent applicants with a view to reaching a resolution on conditions ahead of consent lodgement. Make submissions on consents provided through regional and district councils	NP
	Manage Contact Energy Lower Clutha Sportsfish Management Plan and its implementation.	Coordination of SFMP by relevant staff member and delivery undertaken by Field staff. Trust option for hatchery and wider SFMP finalised by years end.	HT
1212	Make submissions on fish and game matters including access in all relevant planning processes, and participate in implementation of plan provisions where required.	Make submissions on Regional and District Council plans and policy changes. (NP)	NP
1213	Achieve high level of understanding by other statutory authorities of F&G interests via increased liaison and partnerships/MOU's	Regular Staff, CE and Governor interaction with statutory agencies staff, CE's and governors. Pre circulation of key submissions to other stakeholders to find alignment. Move towards agreed bottom lines with Aukaha and DoC of freshwater habitat	NP, IH

**1220 Works and Management**

Effectively manage wildlife management reserves and F&G wetland reserves.

	Task	Activities (Operational)	
1221	Implement works on Council owned or managed reserves including Bullock Creek and Takitakitoa Wetlands	Continue Takitakitoa and Bullock Creek Wetland restoration, monitoring and planting. Bendigo Management plan developed (subject to funding) and initial plant pest control and planting undertaken	SD, PVK

**1230 Assisted Habitat**

Promote habitat protection and/or enhancement on private land with the aim of increasing recreational opportunity.

	Task	Activities (Operational)	
1231	Provide prompt advice to landowners on wetland creation and advocacy for habitat protection as required via catchment groups.	Respond to landowner wetland enquiries and arrange site visits within 2 weeks. Attend catchment group meetings at least twice yearly and participate in activities where required	SD, Pvk, Eco
1232	Implement Habitat Enhancement and Research Fund programme (funded from HERF) and establish rolling review of developments completed	Applications prepared for Council review and funding. Review of grants and outcomes which were allocated in the 2017/18 financial year. Grant application prepared for indigenous fish project.	Eco

**OUTPUT 3: USER PARTICIPATION & SATISFACTION****1310 Access**

Maintain and improve access for anglers and hunters to Otago's fish and game resources.

	Task	Activities (Operational)	
1311	Identify and quantify current angling and hunting access points	Identify and describe all access points in Otago separating these by public land, legal road and private (negotiated access) with priority given to the latter.	SD
1312	Maintain and improve angling and hunting access signage throughout the region.	Survey existing signs and repair or replace as required. Install 5 new access points, with signage, in both Taieri and Clutha catchment.	SD

**1320 Satisfaction Surveys**

Manage fisheries for angler satisfaction

	Task	Activities (Operational)	
1321	Backcountry and Controlled fishery management regime implemented for season.	Ensure Backcountry licencing and Controlled fishery allocation systems are ready ahead of season. Monitor and troubleshoot.  Implement Pressure sensitive fishery regime (if agreed)	HT  HT/PvK

**1330 Newsletters & Licence Sales Promotions**

Promote fishing and hunting and licence sales through client communications and advertising

	Task	Activities (Operational)	
1331	Prepare pre-fish and game season magazine supplements for distribution in the Fish & Game Magazine  Develop and maintain social media communications pathways	Articles prepared before the end of June for Fish mag and the end of Jan for gamebird magazine  At least two posts per week to social media on a variety of issues and opportunities. Target 3000 followers on FB by years end.	BQ  BQ
1332	Implement (R3) marketing campaigns to attract female anglers, and to retain new and reactivated licenceholders	Promotional campaigns generated and delivered. Impact monitored.	

**1340 Publications and Client Support**

Provide support publications and information for anglers, hunters, the public and licence agents

	Task	Activities (Operational)	
1341	Review and update pamphlet stock as needed and move to web friendly digital versions	Review stock with a view to winding down production and shifting to web based material.	SM
1342	Maintain and update Otago pages of the Fish and Game website and contribute to e-zines	Website information forwarded to NZC for loading or loaded directly on a bimonthly basis  Make regular contributions to Both Barrells and Reel Life electronic newsletters. Content written and submitted for uploading before monthly deadlines	HK  BQ

**1350 User Training**

Encourage participation and improved angling and hunting technique

	Task	Activities (Operational)	
1351	Support club, youth group or agent sponsored angling/hunting events.	Attend preseason hunting and angling events and also support club and agent sponsored events. (All)	All
1352	Hold TAKF events and additional training events targetting novice anglers  Run two introductory spin classes	<a href="#">Run three novice angler classes, and two TAKF events.</a>  <a href="#">Run two spin classes. One in Central Otago and one in Dunedin</a>	BS, SD
1353	Issue group angling licences to appropriate groups on request and support with loan equipment if required.	Issue group licences and provide supporting material, instruction and equipment if required	SM
1354	Manage novice hunter recruitment based on Fish and Game wetland reserves	Ballot or organise novice hunters to utilise opportunities on Fish and Game wetland reserves	SD

**1360 Club & Guide Relations**

Maintain liaison with Guides and rod and gun clubs

	Task	Activities (Operational)	
1361	Liaise with rod and guns clubs and other shooting organizations	At least 6 visits to Angling and Hunting clubs throughout the year by staff, preferably speaking on F&G matters.	All, BQ
1362	Liaise with guides and professional guiding associations during the year over matters of interest including the guides licence. Engage with organisers of major fishing competitions to ensure data is collected and rules are applied to encourage sustainability of the fishery.	Regular contact with guides via email list and produce one pre season newsletter  Obtain data and/or attend major competitions, in particular Dunstan, Glenorchy, Luggate, and Hawea. Aim to obtain CPUE and fish data and samples. Summarise and archive in Otago database.	PvK HT,BS

**OUTPUT 4 - PUBLIC INTERFACE****1410 Liaison**

	Task	Activities (Operational)	
1411	At least one meeting at either governor or CE level annually with relevant statutory agencies and other organisations.	At least one meeting at either governor or CE level annually with DoC, Otago University, Otago Conservation Board, Walking Access Commission, Clutha Fisheries Trust, Aukaha, Ngai Tahu and local bodies over fish and game matters.	All
	Proactively engage with Ngai Tahu with a view to developing a productive ongoing relationship	Not less than two hui with Ngai tahu and Aukaha. Maoritanga training opportunities for staff and councillors taken where required.	IH,NP
	Form alliances and collaborations with stakeholders and other groups on areas of common interest via a communications strategy (to be developed in 2022)	360 survey of F&G stakeholders to record attitudes towards organisation and F&G effectiveness. Attendance at catchment groups and other stakeholder meetings with an emphasis on the rural sector.	BQ
1412	Survey the public on their understanding of F&G and its role to inform communications activity and benchmark for success	Undertake survey (via a third party survey site) to test Otago public understanding of F&G. Analyse and report	BQ

**1420 Communication**

Enquiries and complaints received and dealt with promptly.

	Task	Activities (Operational)	
1421	Respond to client and public enquiries and complaints promptly	Respond to email enquiries or complaints within 48 hours	All

**1430 Advocacy**

Raise public and MP awareness of and support over fish and game issues

	Task	Activities (Operational)	
1431	Make at least 40 media releases	Each staff member to produce 5 written media releases PA	All
1432	Initiate public advocacy and support national advocacy on Access, Firearms, RMA reform and other central Govt initiatives	Use RMA network of staff to formulate a nationally consistent response to issues or legislative amendments  Maintain contact with local MPs with written communications and meetings.	All IH
1434	Review and update communications strategy with particular emphasis on communication with Licenceholders	Upgrade strategy document and include "Living Rivers" e-newsletter (6) and feature articles (2) and weekly river reports with support of SI communications advisor.	BQ, IH

**1440 Public Promotions**

Support the national campaigns on water and habitat

	Task	Activities (Operational)	
1441	Support any national campaigning on rivers lakes or wetlands at a local level.	Contribute to local World Wetlands Day activities. Takitakitoa walk. Feb 2022	SD, BQ

## OUTPUT 5 - COMPLIANCE

### 1510 Ranging

Coordinate activities of rangers in carrying out compliance activities

	Task	Activities (Operational)	
1511	Carry out compliance activities with priority given to times of peak angler and hunter use.	Plan and implement peak season ranging including opening weekend game season ranging in Otago. Aim for 15% of adult whole season fish licence holders and 10% game holders contacted annually with a better than 97% compliance	All FGO's
1512	Maintain adequate liaison between rangers and field staff and run ranger activity return system	Adequate liaison maintained with rangers through personal contact, sub regional meetings, and pre angling and game seasons newsletters. Analysis of ranger activity returns for previous year included in annual report	BQ, PvK
	Assess new ranger applications and review status of current rangers annually	Review based on performance including licence checks, training attendance and assistance with F&G events.	BQ, PvK

### 1520 Ranger Training

Provide rangers with ongoing training relevant to compliance activities

	Task	Activities (Operational)	
1521	Conduct regional rangers training course in November 2020 in Cromwell	Organise and deliver a two day ranger training event in Cromwell with one day in the field live ranging. (PvK)	BQ, PvK

### 1530 Prosecutions

Prosecutions taken where desirable when fish and game or environmental offences are detected.

	Task	Activities (Operational)	
1531	Process offence reports and prepare cases for prosecution action.	Assemble file including offence report and any evidence and confirm prosecution action with CE. Pursue diversions for less serious matters.	IH

## OUTPUT 6 - LICENCING

### 1610 Licence Production & Distribution

Provide an accessible online licence purchasing facility to the general public via a third party provider

	Task	Activities (Operational)	
1611	Closely monitor licence sales including non-resident licence sales	Download and review spreadsheets for sales and revenue and report to two monthly Council meetings	SM

### 1620 Agent Servicing

Maintain good working relationships with agents and support their sales of licences

	Task	Activities (Operational)	
1621	Liaise with licence agents	produce and distribute two preseason newsletters. Content to include regulations, pricing and category changes. Staff visits to agents where required	SM

## OUTPUT 7 - COUNCIL

### 1710 Council Elections

Maintain election database and conduct Council election in accordance with regulations.

	Task	Activities (Operational)	
1711	Promotion of elections and encourage candidate applications.	Maintain electoral role list and assist with distribution of election material. Onboard new Council 2021	SM IH

**1720 Council Meetings**

Provide efficient and effective servicing of the Council

	Task	Activities (Operational)	
1721	Hold six council meetings during the year and executive meetings as required.	Organise 6 council meetings, half to be held in locations other than Dunedin. Convene Executive and other committee meetings as required.  Generate agenda for meetings, and minutes from meetings, and circulate not less than 7 days in advance. Circulate other material as required.	IH  SM

**OUTPUT 8 - PLANNING AND REPORTING****1810 Management/ Strategic Planning**

Develop and maintain resource inventory and database,

	Task	Activities (Operational)	
1811	Develop a 'sharepoint' and migrate electronic files to the cloud.	Transfer documents to Office 365 based One drive and arrange in a sharepoint portal	HT, NP

**1820 Annual Planning**

Fulfil annual planning requirements in a timely manner

	Task	Activities (Operational)	
1821	Hold special annual planning meeting in February 2022 and present draft OWP and budget for 2022/2023 by March 2022 meeting.	Organise planning meeting in Dunedin. generate three year strategic direction. Adjust as necessary	IH

**1830 Annual Reporting**

Fulfill annual reporting requirements in a timely manner

	Task	Activities (Operational)	
1831	Complete 2020/2021 Audit and Annual Report prior to 2021 AGM	Complete Audit and write statement of service performance and prepare for printing.	IH

**1840 National Liaison**

Liaise with the NZFGC and other Regional FGC's on fish and game matters.

	Task	Activities (Operational)	
1841	Make submissions to NZC (and other regions as required) on policy being developed and on other matters impacting on the Council.  Hold Council to Council meeting with one neighbouring region during the year for liaison purposes	Make submissions as required on policy and provide feedback on the licence fee, categories and guides licence.  Hold Council to Council meeting with Southland F&G Council	IH  IH
1842	Contribute resources to Fish and Game's national decision-making, projects, sub-committees and working parties as far as possible.	Staff and councillors act as members of national sub-committees and working parties including National Angler Survey, website redevelopment, marketing team and Ministerial review implementation (if required). Maintain involvement with Licence working party	IH