



**HAWKE'S BAY
FISH AND GAME COUNCIL**

***MEETING
AGENDA***

Tuesday 20 August 2019

AGENDA

For a Meeting of the Hawke's Bay Fish and Game Council

Venue: Hawke's Bay Fish & Game Office
22 Burness Road
Greenmeadows
NAPIER

Date: Tuesday 20 August 2019

Commences: 6.00 PM

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HAWKE'S BAY FISH & GAME COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE GAME FARM ON THURSDAY 27th JUNE 2019 AT 6.00 PM

PRESENT:

Messrs: Bates, (Chair), Bowcock, Elstone, Lumsden and MacKay.

IN ATTENDANCE

Friedlander (F&GNZ, Manager) and Tuck (F&GNZ).

PUBLIC IN ATTENDANCE

Steve Perfect and Red Hooper

INTRODUCTION

1.0 WELCOME

The Chairman welcomed staff, councillors and the general public; he opened the meeting at 6.00pm advising the meeting would be recorded.

2.0 APOLOGIES

Cr's. Duley, Hern, Nimon and Williams.

AGREED

2.1 The apologies for the meeting held on 27th June 2019 be accepted. (19/04/2.1)

Lumsden/Hickmott

3.0 FOR GENERAL BUSINESS

- No notifications for general business

4.0 CONFLICT OF INTEREST REGISTER

The conflict of register was passed around for signatures and councillors to note any conflicts with the listed June agenda items. John Lumsden tabled a potential COI – employed by winery with water take. No other conflict of interest were tabled.

5.0 MINUTES OF THE LAST MEETING

AGREED

5.1 That having been previously circulated to members, the minutes of the meeting of the Hawke's Bay Fish and Game Council held on 16 April 2019 are a true and correct record. (19/6/5.1)

Lumsden/Hickmott

6.0 MATTERS ARISING:

Cr Lumsden enquired of the current status of Pheasant Preserves, he noted notification was to be received at the beginning of June. Mr Friedlander informed council notification from NZ Fish & Game Council was to be made directly to Preserve owners.

Cr Elstone enquired if staff had received further information on the Hawkes Bay shooting restriction and no shooting areas. Mr Friedlander would follow up with the Hawkes Bay Regional Council.

8.0 DEVELOPMENT OF THE 2019 – 2020 OPERATIONAL WORK PLAN.

Mr Friedlander informed council no changes had been made to the operational work plan from the last meeting, he proposed adding a budget of \$50.00 petrol voucher per ranger as a thank you for their volunteer work. An additional \$500.00 to the budget.

Council agreed to adding \$500.00 to the ranging budget and instructed the manager to develop a ranger gifting policy, detailing criteria of number of contacts etc to be eligible for the petrol voucher to be presented at the August meeting and the final sign off the Operational Work Plan.

Cr Niblett enquired whether the customer satisfaction survey was going to be completed this year. Mr Friedlander informed council this had been discussed at the Public Awareness Meeting held in Christchurch – May 2019, it had been proposed by Steve Doughty to carry out a customer survey at a National level.

9.0 2019-2020 LICENCE FEES.

The Chairman informed councillors' correspondence had been received from NZ Council , they had considered feedback received over the setting of the 2019 licence fees and shared the preference for confirming dates to set licence fess in 2020 and beyond. To allow councils and the NZ Council to complete this cycle through public meetings and meet timeframes, it would require regional Fish & Game Councils to fix its June meeting in the middle two weeks and have responses back to NZ Council in the third week of June.

The Chairman referred to the email sent by Martin Taylor informing staff and councillors of NZ Council decision to establish three new sub-committees being Financial Strategic, Remuneration Policy and Licensing for the broader strategic projects that are critical to the overall organisation.

He requested staff forwarded these emails onto councillors to read.

The regional Fish & Game Councils would be invited to nominate subcommittee members. Mr Friedlander informed council regional managers consensus was to maintain a high-level staff input.

AGREED

9.1 That Council agrees to the 2019-2020 season adult whole season sports fish licence fee of \$133 and adult whole season game licence fee of \$98 (inclusive of a \$4 fee for the Game Bird Habitat Stamp) inclusive of GST. (19/6/9.1) Elstone/Mackay

9.2 That Council agrees to the adult non – resident whole season fishing licence of \$180, with all the other non-resident licence prices staying the same. (19/6/9.2) Elstone/Mackay

10.0 2019 – 2020 ANGLERS NOTICE.

Council agreed to keeping with the standardised formatting of Schedule Two of the Sports Fishing Regulations Booklet and leaving the formatting of the slotting size status quo.

Cr Hickmott enquired whether the recommendation of not using treble hooks was to be included under the Hawkes Bay section. Mr Friedlander referred to the circulated email received from Robert Sowman advising the correct procedure would be to encourage other regions to agree. Jesse advised staff would include this recommendation in the next edition of the Hawkes Bay Fishing Newsletter.

Red Hooper enquired when the results of the electric fishing monitoring in the upper Tukituki Catchment would be released. Mr Friedlander advised a report would be release once staff have enough data to make comparisons.

10.1 That Council approves the Anglers Notice for the 2019 – 2020 year. (19/6/10.1)

Lumsden/Pinker

11.0 NATIONAL INFRINGEMENT NOTICE POLICY.

Jesse informed council, staff supported the National Infringement Notice Policy.

Cr Elstone enquired who was the delegated Hawkes Bay Compliance Coordinator.

Mr Friedlander informed council as Hawkes Bay had a small team, his duties included both ranger and coordinator with additional support from Anthony van Dorp. (Eastern & National Compliance Coordinator).

Staff confirmed with council, HBFG had a secured gun safe and engaged Elvidge & Partners services for any prosecution matters, any diversion costs recovered was allocated to a dedicated fund prior to the case going to court.

AGREED

11.1 That Council accepts the draft national policy developed under 26HA (1) of the Conservation Act. (19/4/10.1)

Lumsden/Niblett

12. NATIONAL POLICY ON PROSECUTIONS.

Council thanked NZ Council for compiling the National Policy.

AGREED

12.1 That Council agreed to accept the National Policy on Prosecutions. (19/6/12.1)

Bowcock/Lumsden

13. LIASION OFFICERS REPORTS

T.K - East Coast/Hawkes Bay Conservation Board tabled his apology.

Cr Williams – NZ Council Appointee had tabled his apology.

No discussion on the NZ Council meeting.

Council instructed the Chair to write to NZ Council requesting agendas and minutes from their meetings be posted on the National website.

14.0 REPORTS

14.1 Management Report

Cr Niblett advised he had received phone calls from licence holders reporting confusion on the relevance of the Gamebird Harvest survey questions. Staff acknowledged the surveyors didn't understand the background of the regulations when canvassing and this would be reviewed before next season.

Mr Friedlander informed council Peter Wilson continued to follow up progress of the 10 year Sports Fish & Game Management Plan with the Department of Conservation Planners in Hamilton.

Jesse updated council advising Fish & Game on the advice of Peter Wilson had stood by Ngati Kahungunu who have concerns over the consultation process on the proposed Tank plan change.

No further progress has been made with securing hunter ballots blocks. Council requested staff look at other options such as Willow Flats and Matariki.

Jesse informed council Hayden Durrant from The Garden Depot, Hastings had donated over 500 plants for the regions Habitat restoration projects. The Department of Corrections workers continued to work weekly in the shade house repotting plants for wetlands on local farms.

14.2 Health & Safety Report

AGREED

14.2 That the council receives and accepted the Health & Safety Report. (19/06/14.2).

Lumsden/Niblett

14.3 Finance Report

Cr Hickmott enquired why the Junior Hunt Sponsorship (income \$696) was not a budgeted item, staff advised Beretta had come back on board with Sponsorship for the Junior Hunt held September 2018.

AGREED

14.3 That the council receives and approves the payments totalling \$91,334.80 for March 2019 and \$41,293.00 for April 2019. (19/06/14.3).

Niblett/Elstone

14.4 That the council accepts the finance report. (19/06/14.4).

Niblett/Elstone

14.5 Licence Report

Council thanked staff for the promotional work carried out with promoting the Gamebird Harvest Festival and supporting the Hawkes Bay's licence agents.

AGREED

14.5 That the council receives the licence reports. (19/06/14.5).

Bowcock/Lumsden

GENERAL BUSINESS

Red Hooper enquired what work had been done on beach raking and gravel extraction. Mr Friedlander advise council had considered this when preparing the Operational Work Plan on how to fund the research of actual effects on beach raking.

Council requested staff add to the August Agenda managers Review.

Staff enquired if council wanted to include Evaluation of the Councillors at the August Meeting.

Agreed to include in the next agenda pending the Hawkes Bay Audit.

15.0 PUBLIC EXCLUDED SESSION

Time: 7.19pm

AGREED

*15.1 That the public be excluded from the following parts of the proceedings of this meeting, namely to discuss the HB Audit and governance matters. (19/06/15.1)
Elstone/Bowcock*

*15.2 That the open meeting of the Hawkes Bay Fish & Game Council resumes. (19/06/15.2)
Lumsden/Mackay*

There being no further business the meeting closed at 7.40 PM.

CONFIRMED

CHAIRMAN

2.0 APOLOGIES

2.1 The apologies for the meeting held on 27th June 2019 be accepted. (19/06/2.1)
Lumsden/Hickmott

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6. CONFLICT OF INTEREST REGISTER

1. Purpose

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

2. Background

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

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

- (i) A member can be shown to have actual bias when a member’s decision or act in relation to a matter could give rise to an expectation of financial gain or loss (that is more than trivial) to the member (and/or to the member’s parent(s), child(ren), spouse, civil union partner, de facto partner, business partner(s)/associate(s), debtor(s) or creditor(s)).
- (ii) A member can be shown to have apparent bias when a member’s official duties or responsibilities to the Council in relation to a matter could reasonably be said to be affected by some other interest or duty that the member has.
- (iii) A member’s “interest or duty” includes the interests of that member’s parent(s), child(ren), spouse, civil union partner or de facto partner that may be affected by the matter at issue. It also includes the interests of a person with whom the member has a close, personal relationship where there is a real danger of personal favouritism.
- (iv) There is no Conflict of Interest where the member’s other interest or duty is so remote or insignificant that it cannot reasonably be regarded as likely to influence him or her in carrying out his or her responsibility.

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

- (i) There is a realistic connection between the member’s private interest(s) and the interest(s) of the Council;
- (ii) The member’s other interest could specifically affect, or be affected by, the actions of the Council in relation to a matter;

¹ “Matter” means:

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

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

- (iii) A fair-minded lay observer might reasonably consider that the member's private interest or duty may influence or motivate the actions of the member in relation to a matter; and
- (iv) There is a risk that the situation could undermine public trust and confidence in the member or the Council.

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

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

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

- (i) not vote on issues related to the matter;
- (ii) not discuss the matter with other members;
- (iii) conform to the majority view of other members present as to whether to be excluded from discussions regarding the matter and/or leave the room when the matter is discussed;
- (iv) not, subject to the discretion of the Chairperson, receive further papers or other information related to the matter.

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

- (i) applying some or all of the actions applied to a member with a conflict of interest (set out in 1.13.2 i) – iv) above);
- (ii) provide a written explanation outlining why there is no legal conflict of interest that can be made available to all Fish and Game Councils, licence holders and other interested parties.

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

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

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

3. Recommendation

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

7. APPROVAL OF THE 2019-2020 OWP

1. Purpose

To approve the Operational Work Plan prepared for the 2019-20 year.

2. Background

Operational Work Plans are developed over several months from February onwards, and involve a review by Council of strategic and overall priorities in addition to core functions, project themes and allocation of resources.

At its June meeting, Council reviewed the draft OWP and budget which was prepared with Council's priorities in mind and agreed on the amendment to the budget to provide Honorary Rangers with an incentive if they met certain requirements outlined in the Honorary Ranger Incentives Policy. It was also discussed that large-scale satisfaction surveys would be run by NZ Council. Staff have therefore moved \$500 from **Satisfaction Survey** to **Rangers** to pay for this. The remaining \$3000 has been allocated to salaries to allow for more flexibility in contracting for services.

At this meeting, it is necessary for Council to confirm its Operational Work Plan for the 2019-2020 year taking into account any submissions that might have been received on the draft.

3. Submissions received on the draft OWP

As at 06 August, no submissions on the Draft OWP had been received. Any late submissions will be tabled and can be discussed at the August meeting.

4. Recommendations

- 4.1 *That Council approves the Operational Work Plan and budget for the 2019-2020 year subject to the inclusion of any amendments agreed to at this meeting, and;***
- 4.2 *That Council delegates authority to the Regional Manager to approve expenditure during the year as set out in the Council approved Operational Work Plan and budget.***

8. EVALUATION OF COUNCIL

1. Purpose

To assess the performance of the Hawkes Bay Fish and Game Council.

2. Background

Hawkes Bay Fish and Game Council Governance Policy 2.6a states that “The Council will, each year, appraise its own performance, and its own processes and procedures to ensure that they are not unduly complex and are designed to assist Council in effectively fulfilling its role”.

The purpose of the Council is to represent the interests of anglers and hunters and provide coordination of the management, enhancement and maintenance of sports fish and game within the Hawkes Bay region.

Included in your envelope is a copy of the previous Hawkes Bay Fish & Game Council Appraisal Form.

3. Recommendation

3.1 That Hawkes Bay Fish and Game Council makes arrangements to conduct a Council performance assessment for the 2018/19 year

9. POLICY : Hawke's Bay Fish and Game Honorary Ranger Incentives

1. Purpose

To note any changes necessary to the draft policy on Hawke's Bay Fish and Game Honorary Ranger Incentives

2. Background

At its June meeting, Council requested a policy be drawn up to outline the arrangements for gifting of petrol vouchers or other gifts to those Honorary Rangers deemed to be contributing significantly to compliance in the region on an annual basis.

Draft Policy on Hawke's Bay Fish and Game Honorary Ranger Incentives

1.1 Purpose

The purpose of this policy is to outline the arrangements for gifting of petrol vouchers or other gifts to those Honorary Rangers deemed to be contributing significantly to compliance in the region.

1.2 Scope

This policy applies to Honorary Rangers operating in the Hawke's Bay Fish and Game region.

1.3 Related Legislation

Wildlife Act 1953

Conservation Act 1987

2. Arrangements for providing incentives

2.1 Those rangers who have made 30 or more 'contacts' with licence holders throughout the year (01 September-31 August) and have sent in details of these contacts to the Hawke's Bay Fish and Game office **and/or** those Honorary Rangers that have contributed to organised compliance events will be eligible receive a gift to thank them for their contribution.

2.2 The nature and value of the gift will be budgeted for in each years' operational work plan and verified by Council.

2.3 Gifts will be sent to rangers on the 20th of September each year.

2.4 There will be no obligation on the Hawke's Bay Fish and Game Council to provide gifts for honorary rangers in each financial year if it is decided that it does not fit within the years budget

3. Recommendation

3.1 *That Hawkes Bay Fish and Game Council notes any changes it wishes to make to the draft policy on providing incentives to Hawke's Bay Fish and Game Honorary Rangers and approves the policy with any changes noted.*

10. REVIEW OF MANAGERS PERFORMANCE

1. Purpose

To determine a process for the consideration of the Managers annual performance.

2. Background

Council is required to conduct a review of the Managers performance annually.

Previously a small committee convened to conduct the review and be delegated approval to manage this by Council. The committee consisted of the Chairman and two other councillors.

3. Recommendation

3.1 That Council convene a committee consisting of the Chairman and two other councillors to conduct a review of the Managers performance.

11. LIAISON OFFICERS REPORTS

11.1 EAST COAST/HAWKE'S BAY CONSERVATION BOARD

11.2 REPORTS FROM OTHER AGENCIES

11.3 REPORTS FROM NEW ZEALAND COUNCIL

12. OPERATIONAL REPORTS

12.1 MANAGEMENT REPORT

SPECIES MANAGEMENT

Regional Didymo Surveillance

Didymo surveying is completed on a bi-monthly basis and samples sent to Waikato University. The most recent didymo survey was completed on 1st August.

River Fisheries Projects

Due to concern from anglers regarding the effect of sediment on spawning in the Esk River, staff have been conducting spawning counts on three sections of the river. We expect to continue with this in future spawning seasons in order to gain more data on this.

River Fisheries Creel Surveys

Staff have received feedback from anglers that Hawke's Bay Angler Diary which has been running since 2016, is too cumbersome for regular use. This has meant that data entries have been too low to generate any meaningful results. Staff have created a new survey which is easier to use. This will be circulated at the start of the next fishing season. It is hoped that this will improve the data received from anglers.

Lake Tutira

There have been positive fishing reports from Tutira with many fish being caught in great condition. Staff have approached MTT to ask whether a planting day will be held in 2020. If we are to contribute to a Tutira planting day, we will need to order plants this season.

Data watch

Two winners of the Datawatch programme have been notified of their complimentary 2019/20 angling licence. Twenty-four tags have been returned from Lakes Tutira and Hawkston so far this season.

Game Bird Research

Staff completed annual shoveler duck counts at eight sites on the 5th August. This data was passed on to Matt McDougall (Eastern Fish and Game) for analysis. Staff have begun using a banding database which was made by Matt McDougall. Bands and hunter details are inputted and letters to hunters and DOC reports are automatically generated.

Trend Counts

A report has been written on the annual paradise shelduck and swan aerial trend counts. This has been included in the Papers for Information. A new database has been created and new statistical models used to analyse data from 2003-2019. This new model accounts for variation in the timing of aerial surveys which is especially valuable as timing can change results dramatically for moult sites.

Game Bird Hunter Surveys

Southern Institute of Technology is still conducting fortnightly surveys of the game bird harvest and will continue to do these surveys until the end of August. This data will be collated and presented to Council at its October meeting.

Game Bird Control

A total of 28 - Authority to disturb permits have been issued from 1 September to 29 July 2019.

Pukeko	21
Pheasant	0
Paradise shelduck	6
Swan	1

Game Farm Operations

Staff continue to predator trap the Game Farm premises. Labourers from the Department of Corrections continue to work in our shade house every Thursday and Saturday.

Game Farm maintenance

Hedge is booked in to be trimmed along front of property on the 15th August. Shade house building tidied up and weeded by Department of Corrections works crew. A working bee has been organised for the Game farm site on the 11th September.

Investigate Game Farm Development

Staff have met with staff from Forest and Bird and DOC and have discussed possible future input from these organisations. The Mazda Foundation's Tremendous outdoor classrooms programme has been identified as another potential funding source. Staff are waiting on further quotes for earthworks and lining of the proposed wetland.

Satisfaction Survey

Staff have created and circulated a short survey to Hawke's Bay 2019 gamebird licence holders. Results from this survey are included in the papers for information. A similar survey has also been created for Hawke's Bay angling licence holders which will be circulated towards the end of the season.

RMA Planning

The RM/planning workload within the Hawkes Bay Fish and Game region is about to significantly increase, with a number of projects requiring input. They are:

1. TANK plan change

This plan change is in final preparation prior to notification. Fish and Game and DOC have been cut out of involvement in the final drafting, but have been in discussions with iwi who remain involved. Based on the versions of the plan received by Fish and Game, poor quality drafting of objectives, policies, rules and methods leads to concerns in the following areas:

- The effect of flow augmentation schemes on small tributary streams
- Poor quality rules for the application of minimum flows
- Lack of consistency in water quality and land leaching standards
- No clear list of instream values that objectives and policies are aiming to protect
- No guidance on how resource consents are likely to be notified or who will be determined to be an affected party.

Fish and Game staff will engage with the formal submissions process to address the deficiencies in the plan. Existing and approved legal pool fund money can be used in the case that expert assistance is required. The matters appear resolvable either in the first hearing or in Environment Court mediation.

An indicative budget includes:

- Legal support (\$5,000)
- Planning (\$15,000)*
- Hydrology/Ecology (\$15,000)

Total: \$35,000

*Planning services are currently provided by Peter Wilson, on behalf of all regional Fish and Game Councils.

2. Outstanding rivers plan change

This plan change will likely be notified towards the end of the year. Reports from Tom Winlove, who was appointed to the expert panel assembled to consider the list of rivers to be included within the “outstanding rivers” definition are that the plan change should be largely supported by Fish and Game.

3. Hawkes Bay Sports Fish and Game Bird Management Plan

The delays on this are due to the Department of Conservation. Matt Brady (technical support officer – freshwater fish) recently met with DOC planning staff to discuss it, but a formal report back to Fish and Game has not yet been written. Staff will continue to remind DOC.

4. Hawkes Bay Regional Council River management activities

See separate confidential report.

Peter Wilson

Senior Environmental Planner

Reserves Management

Staff completed release spraying around native plantings at the Railroad Wetland on the 7th August and Pukeora Pond on the 9th August. We have been in contact with HBRC staff regarding renewing our management agreement at Pukeora.

Maintain and enhance Game Bird Habitat

Staff are working with several property owners and have provided around 2000 plants to five separate landowners over the last year for riparian plantings and wetland projects in Hawke’s Bay. These plants have been donated to us or grown in our shade house with help from the Department of Corrections works crew.

Habitat Creation Projects

Staff are continually meeting with landowners to offer advice on land management for the enhancement of game bird habitat. We have submitted three applications to the Game Bird Habitat Trust for the creation or restoration of wetlands. Staff also requested an extension on the Hawke’s Bay Fish and Game 2017 Gamebird Habitat Trust application for the creation of an educational wetland at Hawkes Bay Fish & Game headquarters.

Maintain and Enhance Access

Staff have met with DOC to discuss improving access to the Twin Lakes at Kuripapango by providing limited vehicle access. The original access road that was looked at for this purpose would require around \$40k of work to bring it up to standard. The second option goes through Panpac land and would shorten the walk to 250m. Staff have been in contact with

Panpac and will continue investigating this option. It is also worth noting that any access agreement would require Iwi consultation.

Staff also discussed a proposed new campground at the end of Jock-Sutton Road on the Mohaka River with DOC. This would provide another camping venue for anglers as the access to Everitts Camp will not be re-opening to vehicles in the near future. It was also discussed that an agreement with DOC could provide easier access to the Ngaruroro River through the DOC base at Kuripapango. This option will be followed up by staff.

We have also contacted the Open Spaces Manager at HBRC to enquire about progress on the Public Use of Rivers project but have so far received no further information.

Signage

Staff have secured \$500 of funding from the Walking Access Commission to upgrade access signage on the Tutaekuri River. Signage has also been installed at five new access points on the Taharua River. Access is via private land and was negotiated with the landowner. Temporary closed water signs have been erected on the Tutaekuri, Tukituki and Ngaruroro rivers.

Fish and Game magazine and newsletter

A 2-page supplement has been prepared for the fishing edition of the Fish and Game magazine. The 8-page angling newsletter has also been prepared and sent to the publisher. Two local angling clubs and three licence agents have supported us by advertising in the newsletter. This covers our postage costs. Staff have compiled the current address list for licence holders to send these publications out.

Fish and Game Club Communications

Bruce Bates (Chairman, Hawke's Bay Fish and Game Council) presented to the Napier Anglers' Club at their August meeting.

Public promotions

A new bulk order of 'Improve your Farm Pond' pamphlets have been ordered. Staff have sent 1000 of these pamphlets to Emma Buchanan at Soter Rural Compliance who will be sending them out to Central Hawkes Bay rural addresses with other publications.

Fish and Game huts

Staff continue to promote Glenfalls Hut via Facebook and our newsletter.

Compliance

A total of 143 hunters and anglers have been checked since 1 September 2019 with a total of 71 days ranged. This is lower than expected as new staff were not able to get ranger warrants for the first part of the year.

Offences detected in the Hawkes Bay region between 1 September 2018 and 06 August 2019

Offence	Number of offences
Fishing without a licence	3
Providing false details	2
Obstruction	2
Hunting without a licence	2
Using an unpinned shotgun	3
Lead shot	2
Firearm left unattended	1
Total	15 (Total 9 offenders)

Outcomes of offending

Outcome	Number of offenders
Letter of warning	3
Alternative resolution	1
Prosecution with diversion fee paid	4
Followed up by Police	1
Total	9

A total of \$1867.56 in diversion payments has been received which has been dedicated to wetland restoration and creation projects. A total of \$347.44 has been received to cover prosecution costs.

Training

A two-day Ranger training CERT course is being held in Palmerston North on the 21st/22nd August. One Hawke's Bay Ranger will attend this.

Statutory Liaison

Staff have met with the Lower North Island Manager of Forest and Bird to discuss local issues and shared goals. Staff have met with representatives of Ngati Kahungunu to discuss the TANK plan change.

We continue to have regular contact with HBRC staff over regional issues and have attended two 'Modified waterways' meetings and a workshop on an irrigation calibration tool which will be used by HBRC.

Staff have met with DOC to discuss access issues and potential collaboration on an educational programme which would utilise our proposed Fish and Game wetland development.

We have met with the Regional Council Harbourmaster to discuss the issue of powerboats on the Upper Mohaka River. Currently there is a 5knt limit and not a total ban above Pakaututu. This was brought to our attention as a YouTube video was sent in of someone boating all the way up to Oamaru Hut. We will be meeting with The Harbourmaster and the president of the Jetboat Assn. to discuss options.

Fish and Game Website

Staff continue to keep our Facebook page updated with current regional news, tips and updates on Fish and Game work in the region. 13 posts in total have been added to our Facebook page since the 18th June.

Office Equipment

Christine's computer systems were upgraded by Need a Nerd on the 25th June.

Staff House

Quote received to install security doors and mosquito netting on windows. A range hood has been installed in the kitchen, cracked fireplace bricks have been replaced and the floor has been repaired in the laundry.

Office Premises

The office is cleaned every two weeks by a commercial cleaning company.

Vehicle Maintenance

Staff have completed August vehicle checks.

12.2 HEALTH AND SAFETY REPORT

1. Background

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

1. Implementation and adherence to the Health and Safety policy/manual – including H&S as agenda item for staff & ranger meetings;
2. Monitoring and Reporting – in accordance with the Health and Safety plan;
3. Risk Management (identification and treatment) – any new issues or hazards that have arisen and how these have been addressed;
4. Training programme – information sharing and training of staff and volunteers;
5. H&S incidents – near misses or injuries sustained, plus updates on past events;
6. Recommendations.

2. June/July 2018 update

1. Implementation and adherence to the Health and Safety Plan

Weekly staff meetings have Health and Safety on the agenda as a standard item. Staff are given an opportunity to raise any issues, and as a team we develop a procedure to minimise the risks.

'Tailgate' forms are used when staff go out on field trips/ranging or when volunteers are assisting.

Staff are using a Fish & Game designed field intentions website to record their trip intentions when undertaking work in the field.

2. Monitoring and Reporting

Work Place Accident Register

As at 29 July 2019

Number of workplace injuries in 2018-2019 year	0
Number of workplace injuries in 2017-2018 year	0
Number of workplace injuries in 2016-2017 year	0
Number of workplace injuries in 2015-2016 year	0

3. Risk Management (identification and treatment)

Tailgate forms are being used by staff when undertaking tasks in the field. These forms identify the risks and hazards associated with different tasks and provide a written record for audit purposes.

Brimmer's Trimmers are scheduled to trim the vegetation along the front of the property that was growing close to the overhead power lines on the 15th August.

The electric fishing machine has been re-certified for another 12 months.

Visitors to the site are signing in and out on the visitor register and a verbal Health and Safety briefing is given to them before they walk around the site.

4. Training Programme

5. H&S incidents

No incidents to report.

6. Recommendation

6.1 That the Council receive and accept this Health & Safety report.

12.3 Finance Report

1.0 Purpose

To inform the Council of the current financial position and approve payments for the month of May and June 2019.

Find Attached:

- 1. Table 1 –Other Income**
- 2. Table 2 – Profit & Loss to 30 June 2019**
- 3. Table 3 –Balance Sheet as at 30 June 2019**
- 4. Table 4- Hawke’s Bay Variance Report as at 30 June 2019**
- 5. Table 5 – Summary of actual Staff hours to Budget hours**
- 6. Table 6- Bank Transactions for the month ended 31 May 2019**
- 7. Table 7 -Bank Transactions for the month ended 30 June 2019**

2.0 YTD Profit and Loss

The profit and loss summary for the 2-month period ended 30 June 2019 is attached (Table 2).

Income

Licence Income

Total Licence Sales to June 2019 are \$461,310 (\$288,352 fish, \$157,487 game and Non-resident levy \$15,472) Both fish and game sales have exceeded the Total Budget for the year.

Other Income

YTD Other Income totals \$25,497 against the budget of \$30,910.

Table 1: Other Income	Budget \$	Actual \$	Variance
Sundry	-	534	(534)
Rent - Maize	5,000	3,390	1,610
Liberations - Contract	-	-	0
Game Bird Hire Equipment	-	296	(296)
Legal Funding	-	731	(731)
Reparations	-	-	0
Wetland Landowner Advice	-	-	0
Walking Access Grant	-	-	0
DVD Sales	-	9	(9)
Advertising - Newsletter	500	250	250
Junior Hunt Sponsorship	-	696	(696)
Take a Child Fishing	-	203	(203)
Glenfalls Hut	1,000	1,339	(339)
Fines	500	-	500
Salaries Contract	2,520	-	2,520
Rent - Staff houses	9,000	7,800	1,200
Meeting Room Hire	2,000	1,130	870
Interest received	10,390	6,866	3,524
Gain on Sale of Asset	-	2,223	(2,223)
Donations	-	30	(30)
Total Other Income	30,910	25,497	5,413

Expenditure

Depreciation

Depreciation has been calculated each month. YTD Depreciation is \$18,585 (in line with budget) Total Budget Depreciation for the year is 21,564. Loss on sale \$1,349 on the sale of the Navara ST - GYB904. Note in the Income there was a gain on sale of Toyota Hilux ute of \$2,223.

Species Management

Population Monitoring – YTD \$10,921 Spent -Total Budget \$13,800.

The only spending in the periods was for 1000 Data tags – total \$822

Harvest Assessment – No Spending YTD – Total Budget \$5,900

Game Farm – YTD \$3,179 Spent -Total Budget \$16,500

Costs incurred in May & June 2019 relate to Ace lawn.

Releases – YTD \$11,791 – Total Budget \$11,624

No Spending in period under review.

Control – No Spending YTD – Total Budget \$600

Total Species Management 22,333 under budget. (54% of Budget spent)

Habitat

RMA – YTD \$731– Total Budget \$7,000 - Offsetting Income \$731

No Spending in period under review.

Works and Management – YTD \$371 – Total Budget \$2,000

The annual fee to Kiwi Rail for the lease at Clive was reported in May 2019.

Assisted Habitat – YTD \$2,522 - Total Budget \$10,000

Expenditure in period \$279 – relates to the costs for seed raising mix, Shade house expenses and bags for the potting plants.

Total Habitat spending 19% of budget – underbudget by \$15,376.

Participation

Access – YTD \$560– Total Budget \$2,500

No expenditure in period under review.

Satisfaction Survey – YTD Nil Total Budget \$500

Survey Monkey subscription will come through in July 19, which will fully spend this budget.

Newsletters – \$3,741 YTD – Total Budget \$9,250

No expenditure in period under review.

Informational Publications – \$Nil YTD – Total Budget \$800

No expenditure.

Angler & Hunter Training – \$757 YTD – Total Budget \$4,700

No expenditure in period under review.

Club relations – \$57 YTD – Total Budget \$100

No expenditure in period under review.

Fish & Game Huts – \$646 YTD – Total Budget \$1,000

No expenditure in period under review.

YTD \$5,761 vs Budget of \$18,850. This budget should be underbudget for the year by at least \$3,000 as there is no longer a charge for the regional pages in the Fish and Game Magazine.

Public Interface

Public Interface – YTD \$464 Spent -Total Budget \$2,500

No expenditure in period under review.

Compliance

Total Compliance \$ 1,848 YTD vs Budget of \$2,700.

Costs in this period relate opening weekend expenses.

Licensing

Agent Servicing – YTD \$103 Spent– Total Budget \$500

No expenditure in period under review.

Commission – YTD \$18,985 Spent – Total Budget \$19,334

Commission as a percentage to Sales is 4.12%. The budget for commission is 4.5%. (last year it was 5% - which is the commission we pay the Agents) Note commission also includes the online charges for completing the sale. Commission is in line with sales.

Council

Council Meetings– YTD \$1248 Spent– Total Budget \$2,500

Other Council Expense – YTD \$9,448. No Budget (for legal assistance for Hawke's Bay Audit & Governance)

\$2,641 reported in June relates to the facilitation of a Governance workshop on 17th June 2019. All other costs in this area relate to legal advice given to the Council regarding the Audit.

Planning & Reporting

Audit – YTD \$4,008 Spent– Total Budget \$6,400

National Liaison – YTD \$105 Spent– Total Budget \$300

Administration

- Salaries. YTD \$176,893 Spent – which represents 73% of the budget (83% of year is completed) Accruals for Annual leave and TIL have been accrued as at 30/6/19.
- Within Staff Expenses – YTD \$10,111 Spent – Total Budget \$10,670. The main cost in this period is for the annual FBT (Fringe Benefit tax)
- Staff Houses – YTD \$4,090 Spent– Total Budget \$11,000. Current period costs are for insulation costs (ceiling & underfloor) – to make the house fully compliant.
- Office Premises– YTD \$5,025 Spent – Total Budget \$7,200. In the current period costs related to the cleaning cost and power.
- Office Equipment – YTD \$1,655 Spent– Total Budget \$2,960. \$120 per month for the photocopy lease.
- Communication – YTD \$9,515 Spent– Total Budget \$13,500. These costs represent the monthly accounting fee- Xero, photocopy expenses, postage, stationery, and telephone costs and computer expenses.
- General – YTD \$816 Spent – Total Budget \$7,300. YTD the General Expense are monthly Bank Charges. Insurance costs have yet to be invoiced.
- General Equipment – YTD \$222 Spent – Total Budget \$3,800.
- Vehicles – YTD \$11,230 – Total Budget \$12,200. This represents petrol, Registrations, & RUC's (Road User Charges).

Levy to NZC YTD \$20,190. Per Budget 3 of 4 levies paid.

YTD a surplus of \$155,632. A surplus is expected at year end as all expenses are below budget and income has exceeded budget.

Table 2 Profit and Loss

Hawke's Bay Fish and Game Council For the 2 months ended 30 June 2019

	MAY 2019	JUN 2019	YTD ACTUAL	TOTAL BUDGET	VAR TO BUDGET	% OF BUDGET
Income						
Licence Income						
Fish Licence Income	5,853	3,213	288,352	277,182	11,170	104%
Game Licence Income	59,817	1,248	157,487	152,480	5,007	103%
Non Resident Licence Revenue	313	54	15,472	14,774	698	105%
Total Licence Income	65,983	4,515	461,310	444,436	16,874	104%
Other Income	3,152	1,394	25,497	30,910	(5,413)	82%
Total Income	69,135	5,908	486,808	475,346	11,462	102%
Operating Expenses						
Depreciation	1,757	1,757	18,585	21,564	(2,979)	86%
Loss on Disposal	-	-	1,349	1,189	160	113%
1100 SPECIES MANAGEMENT						
1110 Population Monitoring	822	-	10,921	13,800	(2,879)	79%
1120 Harvest Assessment	-	-	-	5,900	(5,900)	-
1150 Game Farm	302	39	3,179	16,300	(13,121)	20%
1160 Releases	-	-	11,791	11,624	167	101%
1180 Control	-	-	-	600	(600)	-
Total 1100 SPECIES MANAGEMENT	1,124	39	25,891	48,224	(22,333)	54%
1200 HABITAT PROTECTION MANAGEMENT						
1210 Resource Management Act	-	-	731	7,000	(6,269)	10%
1220 Works & Management	371	-	371	2,000	(1,629)	19%
1230 Assisted Habitat	-	279	2,522	10,000	(7,478)	25%
Total 1200 HABITAT PROTECTION MANAGEMENT	371	279	3,624	19,000	(15,376)	19%
1300 PARTICIPATION						
1310 Access	-	-	560	2,500	(1,940)	22%
1320 Satisfaction Survey	-	-	-	500	(500)	-
1330 Newsletters	-	-	3,741	9,250	(5,509)	40%
1340 Informational Publications	-	-	-	800	(800)	-
1350 Angler & Hunter Training	-	-	757	4,700	(3,943)	16%
1360 Club Relations	-	-	57	100	(43)	57%
1370 Fish & Game Huts	-	-	646	1,000	(354)	65%
Total 1300 PARTICIPATION	-	-	5,761	18,850	(13,089)	31%
1400 PUBLIC INTERFACE						
1430 Advocacy	-	-	-	1,000	(1,000)	-
1440 Public Promotions	-	-	464	1,000	(536)	46%
1450 Visitor Facility/Education	-	-	-	500	(500)	-
Total 1400 PUBLIC INTERFACE	-	-	464	2,500	(2,036)	19%

Table 2 Profit and Loss

	MAY 2019	JUN 2019	YTD ACTUAL	TOTAL BUDGET	VAR TO BUDGET	% OF BUDGET
1500 COMPLIANCE						
1510 Ranging	147	10	1,554	1,500	54	104%
1520 Ranger Training	-	-	304	700	(396)	43%
1530 Compliance/Prosecutions	-	-	-	500	(500)	-
Total 1500 COMPLIANCE	147	10	1,858	2,700	(842)	69%
1600 LICENSING						
1620 Agent Servicing	-	-	103	500	(397)	21%
1630 Commission	2,929	171	18,985	19,334	(349)	98%
Total 1600 LICENSING	2,929	171	19,087	19,834	(747)	96%
1700 COUNCILS						
1720 Council Meetings	230	105	1,248	2,500	(1,252)	50%
Other Council Expenses	-	2,641	9,448	-	9,448	-
Total 1700 COUNCILS	230	2,746	10,696	2,500	8,196	428%
1800 PLANNING/REPORTING						
1830 Reporting/Audit	-	-	4,008	6,400	(2,393)	63%
1840 National Liaison	-	85	105	300	(195)	35%
Total 1800 PLANNING/REPORTING	-	85	4,112	6,700	(2,588)	61%
1900 ADMINISTRATION						
1910 Salaries	12,652	23,283	176,893	243,214	(66,321)	73%
1920 Staff Expenses	3,823	101	10,111	10,670	(559)	95%
1930 Staff Houses	3,321	-	4,090	11,000	(6,910)	37%
1940 Office Premises	576	170	5,025	7,200	(2,175)	70%
1950 Office Equipment	139	120	1,655	2,960	(1,305)	56%
1960 Communications/Consumables	571	637	9,515	13,500	(3,985)	70%
1970 General (inc Insurance)	13	31	816	7,300	(6,484)	11%
1980 General Equipment	-	-	222	3,800	(3,578)	6%
1990 Vehicles	894	1,275	11,230	12,200	(970)	92%
Total 1900 ADMINISTRATION	21,989	25,617	219,559	311,844	(92,285)	70%
NZ F&G Levy	-	-	20,190	26,920	(6,730)	75%
Total Operating Expenses	28,546	30,705	331,175	481,825	(150,650)	69%
Net Profit	40,588	(24,797)	155,632	(6,479)	162,111	-2,402%

3.0 Balance Sheet

Table 3 outlines the Balance Sheet as at 30 June 2019 compared to year end as at 31 August 2018.

This report has been prepared in the same format as the Annual Accounts.

Bank Accounts- there has been an increase in Bank from \$126,515 at 31/8/18 to \$190,938 as at 30 June 2019.

Debtors and prepayments \$60,156 - made up of Accounts receivable (\$60,156). The majority of the Accounts receivable as at 30 June 2019 was amounts owing by Eyede Solutions \$59,870 (54k paid 3/7/19, \$2,622 paid 10/7/19).

Accounts Payable - \$4,838.

Income in Advance \$21,996 relates to year end licence sales that are reported in advance.

Employee costs payable \$12,566 – this is the accrual for annual leave owing as at 30 June 2019.

Equity has been presented as per the Annual Accounts.

Dedicated Reserves have moved by \$15,472 – For the Back-Country Fisheries Reserve which represents the amount received YTD for the Non-Resident Licence levy received YTD \$15,472.

Table 3: Balance Sheet

Hawke's Bay Fish and Game Council As at 30 June 2019

	30 JUN 2019	31 AUG 2018
Assets		
Bank		
Westpac Call Account	121,767	62,000
Westpac Current Account	6,766	4,090
Petty Cash & Licence Float	230	230
Donation Account	62,176	60,195
Total Bank	190,939	126,515
Current Assets		
Debtors & prepayments		
Accounts Receivable	60,156	12,910
Interest Accrued & Prepayments	-	4,781
GST	-	13,697
Total Debtors & prepayments	60,156	31,388
Investments	347,695	313,895
Farmlands Shares	1,835	1,835
Total Current Assets	409,686	347,118
Fixed Assets	457,036	475,000
Total Assets	1,057,661	948,634
Liabilities		
Current Liabilities		
Creditors and accrued expenses		
Accounts Payable	4,838	39,700
Accrued Expenses	4,264	7,574
Income in Advance	21,996	28,741
GST	7,786	-
Westpac Credit cards	1,198	741
Total Creditors and accrued expenses	40,083	76,756
Employee costs payable	12,566	22,498
Rounding	-	-
Total Current Liabilities	52,649	99,254
Total Liabilities	52,649	99,254
Net Assets	1,005,012	849,380
Equity		
Accumulated Funds		
Accumulated Funds	658,502	643,950
Current Year Earnings	155,632	24,828

Table 3: Balance Sheet

	30 JUN 2019	31 AUG 2018
Transfer To/From Reserves	(15,472)	(10,276)
Total Accumulated Funds	798,662	658,502
Dedicated Reserves		
Asset Replacement Reserve	80,253	80,253
Back Country Fisheries Reserve	43,832	28,360
Hawke's Bay Pheasants Unlimited	1,602	1,602
River/Water Quality Donations	57,694	57,694
Total Dedicated Reserves	183,381	167,909
Restricted Reserves		
Hawke's Bay Wildlife Fund	22,969	22,969
Total Restricted Reserves	22,969	22,969
Total Equity	1,005,012	849,380

Table 4 : Region: Hawkes' Bay to 30 June 2019

2018/19 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME

Code	Schedule B Project	EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST	Variance	%
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			
1110	Population Monitoring	\$ 13,800	\$ 10,921	543	611	\$ 34,039	\$ 36,313	\$ -	\$ -	\$ 47,839	\$ 47,234	\$ 605	98.7	
1120	Harvest Assessment	\$ 5,900	\$ -	150	23	\$ 9,403	\$ 1,367	\$ -	\$ -	\$ 15,303	\$ 1,367	\$ 13,936	8.9	
1130	Fish Salvage	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
1140	Hatchery Operations	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
1150	Game Farm	\$ 16,300	\$ 3,179	195	133	\$ 12,224	\$ 7,904	\$ -	\$ -	\$ 28,524	\$ 11,083	\$ 17,440	38.9	
1160	Liberations	\$ 11,624	\$ 11,791	10	13	\$ 627	\$ 773	\$ -	\$ -	\$ 12,251	\$ 12,564	\$ (313)	102.6	
1170	Regulations	\$ -	\$ -	54	11	\$ 3,385	\$ 654	\$ -	\$ -	\$ 3,385	\$ 654	\$ 2,731	19.3	
1180	Control	\$ 600	\$ -	17	35	\$ 1,066	\$ 2,080	\$ -	\$ 296	\$ 1,666	\$ 1,784	\$ (118)	107.1	
	TOTAL - SPECIES MANAGEMENT	\$ 48,224	\$ 25,891	969	826	\$ 60,743	\$ 49,091	\$ -	\$ 296	\$ 108,967	\$ 74,686	\$ 34,281	68.5	
1210	IRMA	\$ 7,000	\$ 731	330	209	\$ 20,686	\$ 12,421	\$ -	\$ 731	\$ 27,686	\$ 12,421	\$ 15,265	44.9	
1220	Works & Management	\$ 2,000	\$ 371	120	23	\$ 7,522	\$ 1,367	\$ 5,000	\$ 3,390	\$ 4,522	\$ (1,652)	\$ 6,174	-36.5	
1230	Assisted Habitat	\$ 10,000	\$ 2,522	206	216	\$ 12,913	\$ 12,837	\$ -	\$ -	\$ 22,913	\$ 15,359	\$ 7,554	67.0	
1240	Assessment	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
1250	Legal Expenses Reimbursed	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
	TOTAL - HABITAT PROTECTION & MAN	\$ 19,000	\$ 3,624	656	448	\$ 41,122	\$ 26,626	\$ 5,000	\$ 4,121	\$ 55,122	\$ 26,129	\$ 28,994	47.4	
1310	Access	\$ 2,500	\$ 560	145	176	\$ 9,090	\$ 10,460	\$ -	\$ -	\$ 11,590	\$ 11,020	\$ 569	95.1	
1320	Satisfaction Survey	\$ 500	\$ -	147	0	\$ 9,215	\$ -	\$ -	\$ -	\$ 9,715	\$ -	\$ 9,715	0.0	
1330	Newsletters	\$ 9,250	\$ 3,741	229	96	\$ 14,355	\$ 5,705	\$ 500	\$ 250	\$ 23,105	\$ 9,196	\$ 13,909	39.8	
1340	Other Publications	\$ 800	\$ -	148	15	\$ 9,278	\$ 891	\$ -	\$ -	\$ 10,078	\$ 891	\$ 9,186	8.8	
1350	Training	\$ 4,700	\$ 757	336	264	\$ 21,063	\$ 15,690	\$ -	\$ 899	\$ 25,763	\$ 15,548	\$ 10,214	60.4	
1360	Club Relations	\$ 100	\$ 57	43	57	\$ 2,686	\$ 3,388	\$ -	\$ -	\$ 2,796	\$ 3,445	\$ (649)	123.2	
1370	Huts	\$ 1,000	\$ 646	31	35	\$ 1,943	\$ 2,080	\$ 1,000	\$ 1,339	\$ 1,943	\$ 1,387	\$ 556	71.4	
	TOTAL - ANGLER & HUNTER PARTICIP	\$ 18,850	\$ 5,761	1,079	643	\$ 67,638	\$ 38,215	\$ 1,500	\$ 2,488	\$ 84,988	\$ 41,488	\$ 43,501	48.8	
1410	Liaison	\$ -	\$ -	55	68	\$ 3,448	\$ 4,041	\$ -	\$ -	\$ 3,448	\$ 4,041	\$ (594)	117.2	
1420	Communication	\$ -	\$ -	60	37	\$ 3,761	\$ 2,199	\$ -	\$ -	\$ 3,761	\$ 2,199	\$ 1,562	58.5	
1430	Advocacy	\$ 1,000	\$ -	128	92	\$ 8,024	\$ 5,468	\$ -	\$ -	\$ 9,024	\$ 5,468	\$ 3,556	60.6	
1440	Public Promotions	\$ 1,000	\$ 464	71	30	\$ 4,451	\$ 1,783	\$ -	\$ -	\$ 5,451	\$ 2,247	\$ 3,204	41.2	
1450	Visitors/Education	\$ 500	\$ -	140	115	\$ 8,776	\$ 6,835	\$ -	\$ -	\$ 9,276	\$ 6,835	\$ 2,441	73.7	
	TOTAL - PUBLIC INTERFACE	\$ 2,500	\$ 464	454	342	\$ 28,460	\$ 20,326	\$ -	\$ -	\$ 30,960	\$ 20,790	\$ 10,170	67.2	
1510	Ranging	\$ 1,500	\$ 1,554	200	121	\$ 12,537	\$ 7,191	\$ -	\$ -	\$ 14,037	\$ 8,745	\$ 5,292	62.3	
1520	Ranger Training	\$ 700	\$ 304	48	36	\$ 3,009	\$ 2,140	\$ -	\$ -	\$ 3,709	\$ 2,444	\$ 1,265	65.9	
1530	Compliance	\$ 500	\$ -	148	95	\$ 9,278	\$ 5,646	\$ 500	\$ -	\$ 9,278	\$ 5,646	\$ 3,632	60.9	
	TOTAL - COMPLIANCE	\$ 2,700	\$ 1,858	396	252	\$ 24,824	\$ 14,977	\$ 500	\$ -	\$ 27,024	\$ 16,835	\$ 10,189	62.3	
1610	Licence Production	\$ -	\$ -	200	146	\$ 12,537	\$ 8,677	\$ -	\$ -	\$ 12,537	\$ 8,677	\$ 3,860	69.2	
1620	Agent Servicing	\$ 500	\$ 103	96	70	\$ 6,018	\$ 4,160	\$ -	\$ -	\$ 6,518	\$ 4,263	\$ 2,255	65.4	
1630	Agent Payments	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
	TOTAL - LICENSING	\$ 500	\$ 103	296	216	\$ 18,555	\$ 12,837	\$ -	\$ -	\$ 19,055	\$ 12,940	\$ 6,115	67.9	
1710	Council Elections	\$ -	\$ -	5	7	\$ 313	\$ 416	\$ -	\$ -	\$ 313	\$ 416	\$ (103)	132.7	
1720	Council Meetings & Expenses	\$ 2,500	\$ 10,696	450	359	\$ 28,209	\$ 21,336	\$ -	\$ -	\$ 30,709	\$ 32,032	\$ (1,323)	104.3	
	TOTAL - COUNCILS	\$ 2,500	\$ 10,696	455	366	\$ 28,522	\$ 21,752	\$ -	\$ -	\$ 31,022	\$ 32,448	\$ (1,426)	104.6	
1810	Management Plan	\$ -	\$ -	50	9	\$ 3,134	\$ 535	\$ -	\$ -	\$ 3,134	\$ 535	\$ 2,599	17.1	
1820	Annual Planning	\$ -	\$ -	116	91	\$ 7,272	\$ 5,408	\$ -	\$ -	\$ 7,272	\$ 5,408	\$ 1,863	74.4	
1830	Reporting - Auditing	\$ 6,400	\$ 4,008	228	276	\$ 14,292	\$ 16,403	\$ -	\$ -	\$ 20,692	\$ 20,411	\$ 281	98.6	
1840	National Liaison	\$ 300	\$ 66	60	66	\$ 3,761	\$ 3,923	\$ -	\$ -	\$ 4,061	\$ 3,969	\$ 73	98.2	
	TOTAL - PLANNING/REPORTING	\$ 6,700	\$ 4,074	454	442	\$ 28,460	\$ 26,269	\$ -	\$ -	\$ 35,160	\$ 30,343	\$ 4,817	86.3	

Table 4 : Region: Hawkes' Bay to 30 June 2019

2018/19 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME

	\$	100,974	\$	52,471	4,759	3,535	\$	298,324	\$	210,093	\$	7,000	\$	6,905	\$	392,298	\$	255,659	\$	136,639	65.2
OVERHEADS																					
		Budget	Actual									Budget	Actual			Budget	Actual			Budget	Variance
1910 Salaries	\$	237,067	\$	176,893								2,520	\$	-		234,547	\$	176,893	\$	57,654	75.4
1920 Staff Expenses	\$	16,817	\$	10,111								-	\$	-		16,817	\$	10,111	\$	6,706	60.1
1930 Staff Houses	\$	11,000	\$	4,090								9,000	\$	7,800		2,000	\$	(3,710)	\$	5,710	-185.5
1940 Office Premises	\$	7,200	\$	5,064								-	\$	-		7,200	\$	5,064	\$	2,136	70.3
1950 Office Equipment	\$	2,960	\$	1,655								1,000	\$	565		1,960	\$	1,090	\$	870	55.6
1960 Communications/Consumables	\$	13,500	\$	9,515								-	\$	-		13,500	\$	9,515	\$	3,985	70.5
1970 General	\$	7,300	\$	816								-	\$	573		7,300	\$	243	\$	7,057	3.3
1980 General Equipment	\$	3,800	\$	222								1,000	\$	565		2,800	\$	(343)	\$	3,143	-12.3
1990 Vehicles	\$	12,200	\$	11,230								-	\$	-		12,200	\$	11,230	\$	970	92.0
Administration	\$	311,844	\$	219,596								13,520	\$	9,503		298,324	\$	210,093	\$	88,231	70.4
Total Overhead Net Cost																					
Total Outputs Staff Hours																					
Internal Cost Per Hour																					

Schedule C																					
Code	Output	Budget	Actual	HOURS	Budget	Actual	INTERNAL COST	Budget	Actual	NETABLE INCOME	Budget	Actual	NET COST	Budget	Actual	Variance	%				
1	Species Management	48,224	25,891	969	826	49,091	60,743	48,091	296	0	108,967	74,686	34,281	108,967	74,686	68.5					
2	Habitat Protection & Management	19,000	3,624	656	448	26,626	41,122	26,626	4,121	5,000	55,122	26,129	28,994	55,122	26,129	47.4					
3	Angler & Hunter Participation	18,850	5,761	1,079	643	67,638	36,215	36,215	2,488	1,500	84,988	41,488	43,501	84,988	41,488	48.8					
4	Public Interface	2,500	464	454	342	28,460	28,460	20,326	0	0	30,960	20,790	10,170	30,960	20,790	67.2					
5	Compliance	2,700	1,858	396	252	24,824	24,824	14,977	500	500	27,024	16,835	10,189	27,024	16,835	62.3					
6	Licensing	500	103	296	216	18,555	18,555	12,837	0	0	19,055	12,940	6,115	19,055	12,940	67.9					
7	Councils	2,500	10,696	455	366	28,522	28,522	21,752	0	0	31,022	32,448	-1,426	31,022	32,448	104.6					
8	Planning, Reporting	6,700	4,074	454	442	26,269	26,269	26,269	0	0	35,160	30,343	4,817	35,160	30,343	86.3					
9	Administration																				
	Total Overhead Staff Hours			1,800	1,181																
	TOTAL BUDGET	100,974	52,471	6,359	4,716	298,324	210,093	298,324	210,093	7,000	392,298	255,659	136,639	392,298	255,659	65.2					

Licence Income 2018/19		Budget	Actual
2018/19 Fish licence		291,956	303,824
Less Commission		(12,473)	(18,985)
Net Fish Licence Income		279,483	284,839
2019 Game Licence Income		152,480	157,487
Less Commission		(6,862)	
Net Game Licence Income		145,618	157,487
Total Licence Income		444,436	461,311
Total Net 2018/19		425,101	442,326

Reconciliation:		Budget	Actual
Less Interest		(10,390)	(6,866)
Plus Depreciation		21,564	18,585
Plus Loss/Less Profit on sale		0	0
Plus Levy/Less Grant		1,189	(874)
Licence revenue		26,919	20,190
Less Other Income		(425,101)	(442,326)
Plus other Expenses		0	0
Approved Budget		(6,479)	155,632
Surplus/(Deficit) YTD		(6,479)	155,632

4.0 Variance report

The variance report is shown on the above page - Table 4.

The figures in this report are taken from the Profit and Loss above - however, this report includes the staff hours. The Staff hours contribute to the Internal cost. Note that the Budget hours are for the total year and correspond with the Operational Work Plan- Actual hours are for September to April - so 10 months of the year. Income received for projects is set against each project to calculate a Net Cost for each project.

Attached Table 5 has been taken from Table 4 – but identifies just the Time. This shows all project budgets and the actual hours- with the % of actual to budgets smallest to largest.

With 83% of the year completed – 74% of the hours have been reported against projects. There is a range of hours per project, from 0% for Satisfaction surveys to 140% of project hours. This is a good report for the Council/Management to reflect on and to decide where the hours need to be allocated or reallocated for the 2019/20 year.

Table 5: Summary of Actual Staff hours to Budget hours

To June 2019		HOURS		% of Actual hrs to Budget
Code	Project	Budget	Actual	
1320	Satisfaction Survey	147	0	0%
1340	Other Publications	148	15	10%
1120	Harvest Assessment	150	23	15%
1810	Management Plan	50	9	18%
1220	Works & Management	120	23	19%
1170	Regulations	54	11	20%
1330	Newsletters	229	96	42%
1440	Public Promotions	71	30	42%
1510	Ranging	200	121	61%
1420	Communication	60	37	62%
1210	RMA	330	209	63%
1530	Compliance	148	95	64%
1150	Game Farm	195	133	68%
1430	Advocacy	128	92	72%
1620	Agent Servicing	96	70	73%
1610	Licence Production	200	146	73%
1520	Ranger Training	48	36	75%
1820	Annual Planning	116	91	78%
1350	Training	336	264	79%
1720	Council Meetings & Expenses	450	359	80%
1450	Visitors/Education	140	115	82%
1230	Assisted Habitat	206	216	105%
1840	National Liaison	60	66	110%
1110	Population Monitoring	543	611	113%
1370	Huts	31	35	113%
1830	Reporting - Auditing	228	276	121%
1310	Access	145	176	121%
1410	Liaison	55	68	124%
1160	Liberations	10	13	130%
1360	Club Relations	43	57	133%
1710	Council Elections	5	7	140%
		4,742	3,500	74%

5.0 Bank Transaction

5.1 See attached Table 6 and 7 detailing the Bank Transactions for the months of May & June 2019

6.0 Recommendation

6.1 That Council approves the following payments:

<i>May 2019 – Table 6</i>	<i>60,566.08</i>
<i>June 2019 – Table 7</i>	<i>25,077.24</i>
<i>Total to Approve</i>	<i>85,643.32</i>

6.2 That Council accepts the Finance Report.

12.4 Licence Sales Report

Ref: 6.01.05

30 July 2019

1. Introduction

This report provides an overview of the initial licence sales for the commencement of the 2018-2019 season.

2. 2018-2019 Fish Licence Sales

- 2.1 Licence sales for the 2018-2019 season YTD are summarised in Table one.
- 2.2 A total of 102.7% of the annual sales target has been achieved.
- 2.3 Sales are reported to be 3.2 % above licences issued for the same period last year.
- 2.4 Nationally the licence sales are -2.3% below on last year's sales to the same time.

Recommendation

12.4 That Council accepts the licence report

Hawke's Bay Fish Licence Sales YTD to 30 July 2019

Channel	FWF	FWA	FWNA	FSLA	FLAA	FWZA	FLBA	FSBA	FDA	FDNA	FWJ	FWNJ	FDJ	FDNU	FWC	FWNC	FDNC	Total Fish	Fish LEQ	Fish Var	Fish \$
Agency Online	235	654	135	131	110	50	10	62	224	274	93	4	106	15	0	0	0	2,103			
Public Online	172	376	152	49	66	49	6	87	272	278	51	4	24	5	0	0	0	1,591			
Eyede Call Centre	6	0	0	5	0	0	0	0	1	1	0	0	0	0	0	0	0	13			
Total YTD 2017-2018	413	1030	287	185	176	99	16	149	497	553	144	8	130	20	0	0	0	3,707	2,482		\$274,068
Agency Online	207	634	126	143	138	96	8	63	206	287	84	2	97	11	0	0	4	2,106			
Public Online	188	383	194	52	70	65	9	97	314	154	63	3	32	1	0	3	0	1,628			
Eyede Call Centre	3	3	1	2	3	0	2	2	0	0	0	0	0	0	0	0	0	16			
Total YTD 2018-2019	398	1020	321	197	211	161	19	162	520	441	147	5	129	12	0	3	4	3,750	2,561	3.2%	\$289,549
Increase/(Decrease) on 2017/18 YTD																					
80																					
\$15,480																					

2018-19 Summary YTD Actual vs Total Budget

2018-19 Annual Fish Licence Sales Budget	2,452	100.0%	\$277,183
2018-19 YTD Actual	2,561	104.5%	\$289,549
Remaining to meet budget	109	4.5%	\$12,366

Estimate of Complete Season 2018-19 vs Total Budget 2018-19

2018-19 Budgeted LEQs	2,452	100.0%	\$277,183
2017-18 Complete Season* LEQs	2,525		\$278,848
2018-19 Est. year end based on current variance	2,606	106.3%	\$294,598
Est Shortfall/Surplus 2018-19 Season vs Budget	154	6.3%	\$17,415

Non resident levy funds not incl in national budget

Category	Licences	Res Price	Ent Price	Gross Levy	Incl GST	Levy Ex GST	Total Ex GST
FWNA	321	169	130	39	-1.76	37.25	\$10,396
FDNA	441	34	21	13	-0.59	12.42	\$4,761
FWNJ	5	34	26	8	-0.36	7.64	\$33
FDNJ	12	20	5	15	-0.68	14.33	\$149
FWNC	3	34	0	34	-1.53	32.47	\$85
FDNC	4	20	0	20	-0.90	19.10	\$66
TOTAL	786					115.11	\$15,491

*NR based on difference between Resident and Non-resident licence type and excludes commission \$4.5% and GST 15%. NR revenue is excluded from sales report for both seasons as is dedicated to back country/sensitive fisheries.

3. 2019 Game Licence Sales

- 3.1 The YTD Game licence sales for the 2019 season are reported in Table two.
- 3.2 Total Game sales YTD have decreased by -1.5 % when compared to the same period last year and a total of 98.6% of the annual sales target has been achieved.
- 3.3 Nationally the licence sales are -2.2% below on last year's sales to the same time.

Table two: 2019 Game Licence Sales Performance

**Comparison of Game Licence LEQs to
30 July 2019**

SALES CHANNEL	Adult Junior					Whole Season Equiv.	% Increase/Decrease on 2018
	Adult Season	Junior Season	Child Season	24 Hour	24 Hour		
Direct Sales*	359	48	6	66	1	382	4.3%
Agent Online Sales	1466	131	51	34	1	1500	-2.8%
Total Game 2019	1825	179	57	100	2	1882	-1.5%
<i>Direct Sales*</i>	<i>341</i>	<i>33</i>	<i>11</i>	<i>96</i>	<i>1</i>	<i>367</i>	
<i>Agent Online Sales</i>	<i>1509</i>	<i>139</i>	<i>54</i>	<i>34</i>	<i>2</i>	<i>1543</i>	
Total Game 2018	1850	172	65	130	3	19108	

TARGETS	Adult Junior					Whole Season Equiv.	Actual to date % of Target
	Adult Season	Junior Season	Child Season	24 Hour	24 Hour		
2019 Total Budget	1902	181	87	100	7	1958	96.1%
2018 Total Sales	1902	181	87	100	7	1958	96.1%
2019 Estimated year end						1936	98.6%

14. PUBLIC EXCLUDED SESSION

1. Purpose

To discuss ongoing Hawkes Bay Audit and governance matters as well as a confidential report on river management issues.

2. Recommendations

2.1 *That the public be excluded from the following parts of the proceedings of this meeting, namely a discussion on governance matters and a confidential report on river management issues.*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Time:

Resolved (/)

14.1 That the public be excluded from the following parts of the proceedings of this meeting

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
6.3.1.1 Discussion on governance matters and the ongoing HB Audit.	Good reason to withhold exists under section 7 of the Local Government Official Information and Meetings Act 1987.	Section 48(1)(a)
6.3.1.2 Discussion on confidential report on river management	Good reason to withhold exists under section 9 of the Local Government Official Information and Meetings Act 1987.	Sec 9(2)(be)(i)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

ITEM	REASON UNDER ACT	SECTION	PLAIN ENGLISH REASON
14.3.1.1	Protect the privacy of natural persons including that of deceased natural persons	Sec. 7(2)(a)	To allow Council to have frank discussion about the ongoing Hawkes Bay audit and governance
14.3.12	Protect information which is subject to an obligation of confidence ... where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied	Sec 9(2)(be)(i)	To allow Council to discuss the confidential report on river management.

Note:

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the Council.”

Time:

14. Recommendation

14.2 That the open meeting of the Hawkes Bay Fish and Game Council resumes.

15 Meeting Closes