



**HAWKES BAY  
FISH AND GAME COUNCIL**

***MEETING  
AGENDA***

**Tuesday 04 February 2020**

## **AGENDA**

### **For a Meeting of the Hawkes Bay Fish and Game Council**

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

**Date:** **Tuesday 04 February 2020**

**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 TUESDAY 3<sup>rd</sup> of December 2019 AT 6.00 PM**

#### **PRESENT:**

Messrs: Bates, (Chair), Bowcock, Duley, Elstone, Lumsden, MacKay, Pinker, Nimon, Niblett and Williams.

#### **IN ATTENDANCE**

Jesse Friedlander (Manager)

#### **PUBLIC IN ATTENDANCE**

Graeme Jobey, Steve Perfect, Bob Spain, Red Hooper, Michael Percy and Aaron Wakeford

#### **INTRODUCTION**

##### **1.0 WELCOME**

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

##### **2.0 APOLOGIES**

No apologies were received.

##### **3.0 FOR GENERAL BUSINESS**

No general business tabled.

##### **4.0 CONFLICT OF INTEREST REGISTER**

The conflict of interest register was passed around for signatures and councillors to note any conflicts with the listed August agenda items. No conflicts 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 15 October 2019 are a true and correct record.*  
*Bowcock/Lumsden*

##### **6.0 MATTERS ARISING:**

The 2018/19 budget surplus was brought up as the Manager had not been available to talk about this at the October meeting. Cr. Bates explained to Council that costs had been reduced by hiring a manager at the end of September as Cr. Bates was unpaid as Acting Manager during this time. Staff costs had also been reduced as well as a total of \$4400 saved on the magazine and newsletter. Our licence sales had risen, and we are up on budgeted income from interest. Council wishes to thank our Office Administrator Christine Tuck for her work promoting licence sales and making sure we earn good interest rates.

## **7.0 ADOPTION OF THE 2018/2019 PERFORMANCE REPORT**

*That Council Adopts the Performance Report for the 2018/2019 Year  
Duley/Lumsden*

## **8.0 GAME SEASON CONDITIONS**

Jesse (Manager) stated that staff had been in contact with Matariki Forests and Panpac to discuss upland game hunting opportunities in local pine forests for the upcoming season. If these blocks are not secured, the section related to this in the game season conditions should be deleted.

- 4.1 That Restrictive conditions for the 2020 game season comprise a 6-week season with a bag of 6 mallard and grey duck (unless monitoring in January reveals there has been a significant collapse in the populations in which case staff are authorised to reduce the bag limit to 3-4 birds if deemed necessary); Intermediate conditions comprise a 6-week season with a bag of 8 mallard and grey duck; and Relaxed conditions comprise an 8-week season with a bag of 10 mallard and grey duck.*
- 4.2 That paradise shelduck thresholds and conditions match those of the mallard/grey duck and regulations be based on January 2020 monitoring results.*
- 4.3 That black swan thresholds remain the status quo but the bag limit if Restrictive conditions apply be increased from none to one, and the 2020 regulations be based on January 2020 monitoring results.*
- 4.4 That Council change shooting hours to 6:15am-6:00pm.*
- 4.5 That the remaining conditions for 2020 are as per those that applied in 2019*
- 4.6 That Council remove the section related to upland game balloted blocks if staff are unsuccessful in negotiating access for hunter this season.*

*Pinker/Bowcock*

## **9.0 EVALUATION OF COUNCIL**

Cr. Bates questioned whether everyone had filled in the evaluation form which had been sent out with the agenda and papers. These were collected up and information to be collated by the Chair.

## **10.0 POLICY ON HONORARY RANGER APPRECIATION**

A discussion centred around advice requested from Robert Sowman (NZC) on the legality of providing rangers with tokens of appreciation. It was advised that a maximum dollar value be put on the gift and criteria for receiving this gift should include participation in organised ranging events.

*That a maximum dollar value of gifts presented to rangers by the Hawke's Bay Fish and Game Council be \$100*  
*Duley/Lumsden*

*That the policy on honorary ranger appreciation is approved by Council with the above change.*  
*Mackay/Elstone*

### **11.0 REQUEST TO UTILISE FUNDS FROM THE WILDLIFE FUND**

Discussion centred around different proposed uses for the Game Farm, the proposed wetland project and the current approved 'stage 1' development consisting of the two smaller ponds in the plan included in the papers.

It was decided that decisions made up to this point on the Game Farm development should be compiled for the next meeting. A decision on the use of the Wildlife Fund is to be delayed until then.

### **12.0 APPROVAL OF THE 2019/2020 FINANCIAL BUDGET**

*That Total additions of \$4,896 be approved for the 2019/2020 budget*

*Niblett/Lumsden*

### **13.0 LIASION OFFICERS REPORTS**

Cr. Duley provided Council with a report on the NZ Council meeting and Governors conference which took place in Christchurch. A large percentage of the NZ Council meeting was in public excluded and so there was a lot from the meeting that he couldn't talk about.

#### **Governors' Conference**

- Mervin English, advisor to the Minister for Conservation was present
- There was a presentation from Bruce Robertson, the auditor who carried out the two other Council audits (excluding Hawke's Bay).

#### **NZ Council Meeting**

- There was a presentation from the North Canterbury Chairman which detailed their experience with their audit and included material on governance. Following this, the Chair requested that the governors vote for a strategic review to look at what needs to be changed in Fish and Game's legislation. Cr. Duley stated at the time that this was an unsatisfactory way of going about this.
- Mike Jasper (communications expert) gave a presentation
- NZ Council has agreed in principal to look at engaging an in-house lawyer. It is thought that this will result in cost savings.
- Discussion around the infringement systems policy and maximum fines which could be less than an offender currently receives through diversion. It was decided at the meeting to leave this for the time being until more appropriate fines could be put in place.
- The hunting code of conduct will be circulated to Councils.
- There is a memorandum of understanding that is to be signed with the Jetboating Assn.

### **14.0 OPERATIONAL REPORTS**

- Jesse informed Council that the planned liberation of trout in Lake Tutira had not gone ahead this spring and instead the trout would be released in the Rotorua Lakes.
- There was a discussion around the cost of fish purchased, when we need to order trout for future liberations.
- Red Hooper, a member of the public requested to speak and talked about concerns with the current gravel extraction program implemented by HBRC in the Tukituki catchment.
- Cr. Williams voiced concerns over the money invoiced by Jamieson Earthmoving. The work will be completed over summer.

*That Council receives the health and safety report.*

*Duley/Niblett*

*6.1 That Council approves the following payments:*

|                                 |                  |
|---------------------------------|------------------|
| <i>September 2019 – Table 5</i> | <i>68,005.61</i> |
| <i>October 2019 – Table 6</i>   | <i>27,809.08</i> |
| <i>Total to Approve</i>         | <i>95,814.69</i> |

*6.2 That Council accepts the Finance Report.*

*Duley/Pinker*

*That Council accepts the licence sales report*

*Lumsden/Nimon*

**15.0 Public Excluded Session**

*That the public is excluded from the following section of the meeting while allowing Jesse Friedlander (Regional Manager) to stay for the purpose of recording the minutes.*

*Nimon/Lumsden*

*That the public meeting of the Hawke's Bay Fish and Game Council resumes*

*Lumsden/Elstone*

**There being no further business the meeting closed at 8:00pm.**

## **HAWKE'S BAY FISH & GAME COUNCIL**

### **MINUTES OF THE ANNUAL GENERAL MEETING OF THE COUNCIL HELD AT THE GAME FARM ON TUESDAY 3<sup>rd</sup> of December 2019 AT 8.00 PM**

#### **PRESENT:**

Messrs: Bates, (Chair), Bowcock, Duley, Elstone, Lumsden, MacKay, Pinker, Nimon, Niblett and Williams.

#### **IN ATTENDANCE**

Jesse Friedlander (Manager)

#### **PUBLIC IN ATTENDANCE**

Graeme Jobey, Steve Perfect, Bob Spain, Red Hooper, Michael Percy and Aaron Wakeford

#### **APOLOGIES**

No apologies received.

#### **Minutes of Previous AGM meeting held on the 11<sup>th</sup> December 2018**

*That the minutes of the previous AGM meeting of the Hawke's Bay Fish and Game Council are a true and correct record.*

*Elstone/Mackay*

- Cr. Bates informed the members of the public that the Hawke's Bay Fish and Game Council is in a good position financially and asked for questions from the public.
- A discussion centred around future plans for development of the Game Farm site and the future of hunting in public areas in Hawke's Bay.
- Council wished to thank staff for their hard work this year.

**There being no further business, the meeting closed at 8:27pm.**

## 6. CONFLICT OF INTEREST REGISTER

25 January 2020

### 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 Hawkes 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 matter<sup>1</sup> 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;

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<sup>1</sup> “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.



- (ii) The member's other interest could specifically affect, or be affected by, the actions of the Council in relation to a matter;
- (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.**

## **8.0 COUNCIL PRIORITIES**

**20 January 2020**

### **1. Purpose**

To review Council's priorities for the 2019/20 year, identify changes in priorities or work areas and discuss projects to be incorporated into the 2020/21 Operational Work Plan.

### **1. Background**

At each meeting an opportunity will be provided for Council to review the progress of projects and initiatives that have been developed in response to Council's key priorities. The February meeting marks the beginning of the operational planning cycle for activities we intend to carry out in the 2020/21 OWP year. At this meeting it is important to consider Council's current priorities, and if there should be changes to priorities, or directions within a priority, in the next OWP year. This will allow us time to undertake appropriate project planning over the coming months.

*Council considered the following as priorities for the 2019-2020 year:*

- Advocacy – building NZFG organisation positively & working alongside NZ Council to achieve advocacy goals.
- Education & Training programmes.
- Development of a wetland educational facility at the Game Farm
- Improving & building better relationships with rural New Zealand.
- Opportunity – access to the resource & maintenance of existing F&G infrastructure.
- Promotion of sports fishing and gamebird hunting to new licence holders
- Predator Free NZ – Link with other organisations & provide advice & assistance.
- Public relations – improve communications with our licence holders & licence agents.
- R3 programme – recruit, retain & reactivate
- Right to fish/hunt. The retention of social licence and approval of the general public.
- River Fisheries – inventory, water quality & quantity & access points.
- Wetland Advice – create how to “one stop shop” for those interested in building or enhancing wetlands on their own private land.

### **1.5 Relationship between Priorities and Projects**

To assist the development of project areas the following summary has been prepared. It documents the key projects currently being completed as well as the developing issues that relate to each of the priority areas. A number of project areas are listed as a consequence of this information.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <p><b>1. WETLAND HABITAT</b></p> <p><b><i>Key Projects 2019-20</i></b></p> <ul style="list-style-type: none"> <li>• Continue to promote habitat development on private land. Look for more engagement with landowners to see the uptake of services. Continue to work with Hawkes Bay Regional Council (HBRC) with their wetland projects in the Tukituki Catchment.</li> <li>• Increase involvement with landowners and assist them with grant applications to the Game Bird Habitat Trust.</li> <li>• Seek external funding for significant wetland programmes.</li> <li>• Participate in National and Inter Regional Mallard Research Programmes.</li> <li>• Become involved in the Predator Free NZ movement and provide practical predator control advice and assistance to landowners.</li> </ul> <p><b><i>Developing Issues</i></b></p> <ul style="list-style-type: none"> <li>• Competition for funding among projects</li> </ul> <p><b><i>Proposed Project Areas</i></b></p> <ul style="list-style-type: none"> <li>• Actively promote habitat development on private land.</li> <li>• Continued involvement in HBRC and Fonterra funded Tukipo Catchment wetland developments.</li> <li>• Seek additional funding for habitat enhancement for significant wetland areas.</li> <li>• Seek involvement and collaboration with predator free organisations in Hawkes Bay and upskill field officers to be able to provide practical assistance to landowners using poisons.</li> </ul> |
| <p><b>2. RIVERINE HABITAT</b></p> <p><b><i>Key Projects 2019-20</i></b></p> <ul style="list-style-type: none"> <li>• Maintain regional Didymo advocacy programme.</li> <li>• Submit to consent processes of significance to the region's river fisheries</li> <li>• Continued participation in the Tukituki Taskforce.</li> </ul> <p><b><i>Developing Issues</i></b></p> <ul style="list-style-type: none"> <li>• RMA reforms could have detrimental effects on water quality and biodiversity.</li> <li>• Didymo remains out of the North Island. The longer it remains out of the North Island the more difficult it is to maintain the motivation of freshwater users to be vigilant. The national programme has now been extended to include other aquatic pests.</li> <li>• The general continued decline in water quality of Hawkes Bay catchments and further demand by irrigators for more extraction.</li> <li>• Regional Policy Statement and plan changes.</li> </ul> <p><b><i>Proposed Project Areas</i></b></p> <ul style="list-style-type: none"> <li>• Input to the Tukituki Catchment taskforce.</li> <li>• Preparation of consent submissions.</li> <li>• Ongoing commitment to Didymo advocacy.</li> </ul>                                                                                                                                                                                                                                                                  |
| <p><b>3. GAME FARM</b></p> <p><b><i>Key Projects 2019-20</i></b></p> <ul style="list-style-type: none"> <li>• Development of the proposed adjacent wetland site for use as an educational facility. Use this facility as part of a 'One stop shop' for wetland creation and enhancement for landowners.</li> </ul> <p><b><i>Developing Issues</i></b></p> <ul style="list-style-type: none"> <li>• Funding may limit options.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <p><b><i>Proposed Project Areas</i></b></p> <ul style="list-style-type: none"> <li>• Apply for funding for the development from external sources for the development of a Game Farm wetland educational site.</li> <li>• Encourage involvement from local schools, anglers clubs, Forest and Bird, DOC and HBRC.</li> <li>• Review further options for the development of the site in a phased approach.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>4. ACCESS/CLIENT SERVICING</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b><i>Key Projects 2019-20</i></b></p> <ul style="list-style-type: none"> <li>• Maintain the current level of access and signage across the region.</li> <li>• Engage with the Walking Access Commission to improve access where possible.</li> <li>• Improve and/or clarify access to public areas for game bird hunting.</li> <li>• Increasing junior/novice and female participation in both fishing and game bird hunting.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b><i>Developing Issues</i></b></p> <ul style="list-style-type: none"> <li>• Promotion of and clarification of access to fishing and hunting opportunities as they arise.</li> <li>• Competing leisure activities and financial constraints changing people's spending priorities and the way they spend their time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b><i>Proposed Project Areas</i></b></p> <ul style="list-style-type: none"> <li>• Continue erecting new and replacement signage.</li> <li>• Support NZ Council development of an access app by providing all Hawkes Bay access info. Keep website updated and use other media for more effective distribution of access information.</li> <li>• Continue to run junior/novice fly fishing courses with local anglers clubs using the Game Farm facilities.</li> <li>• Contribute to Fish and Game access app development at a national level.</li> <li>• Engage with HBRC land management staff to ensure future access for hunters to the region's river margins.</li> <li>• Engage with landowners, forestry managers and HBRC staff to create future balloted waterfowl and upland game hunting sites for junior/novice hunters.</li> </ul> |
| <p><b>5. COMPLIANCE</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b><i>Key Projects 2018-2019</i></b></p> <ul style="list-style-type: none"> <li>• Improve the level of compliance activity throughout the region particularly at key times.</li> <li>• Develop a strategy to check a minimum of 10% of licence holders per season.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b><i>Developing Issues</i></b></p> <ul style="list-style-type: none"> <li>• Recession placing pressure on people's discretionary spending. Temptation to continue fishing/hunting without purchasing a licence. Hawkes Bay is a large area and anglers tend to be well spread throughout. Obtaining a large number of contacts requires a considerable amount of effort. Backcountry areas need to be targeted for enforcement.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b><i>Proposed Project Areas</i></b></p> <ul style="list-style-type: none"> <li>• Improve the delivery and efficiency of field operations via the use and co-ordination of honorary rangers which will include additional recruitment and training. Focus on upskilling a new team of active honorary rangers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>6. COUNCIL</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b><i>Key Projects 2019-20</i></b></p> <ul style="list-style-type: none"> <li>• Improve capacity for Council to engage with Governors from other agencies to influence the thinking and decision-making processes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><i>Developing Issues</i></b></p> <ul style="list-style-type: none"> <li>• Councils tend to be disenfranchised from the interactions with Governors from other key decision-making agencies.</li> <li>• Councillors unsure/unable to facilitate meetings.</li> <li>• Iwi will be key players in future decision-making processes around freshwater.</li> </ul> |
| <p><b><i>Proposed Project Areas</i></b></p> <ul style="list-style-type: none"> <li>• Further develop relationships and engage with local iwi and Hapu groups.</li> </ul>                                                                                                                                                                                            |
| <p><b>7. LICENSING</b></p>                                                                                                                                                                                                                                                                                                                                          |
| <p><b><i>Key Projects 2019-20</i></b></p> <ul style="list-style-type: none"> <li>• Continue to improve point of sale options for clients via Agents online and Public online.</li> </ul>                                                                                                                                                                            |
| <p><b><i>Developing Issues</i></b></p> <ul style="list-style-type: none"> <li>• Fish &amp; Game clients are seeking innovative and easier ways of accessing licences such as via smart phones. A wider range of licensing options is preferred and is being reviewed nationally.</li> </ul>                                                                         |
| <p><b><i>Proposed Project Areas</i></b></p> <ul style="list-style-type: none"> <li>• Work with National Office staff and the licence working party to review licence categories and point of sale options and promote increased sales including the development of the Fish and Game mobile app.</li> </ul>                                                         |
| <p><b>8. PLANNING</b></p>                                                                                                                                                                                                                                                                                                                                           |
| <p><b><i>Key Projects 2019-20</i></b></p> <ul style="list-style-type: none"> <li>• Sports Fish and Game Bird Management Plan. – Incorporate new plan into future OWPs.</li> </ul>                                                                                                                                                                                   |
| <p><b><i>Proposed Project Areas</i></b></p> <ul style="list-style-type: none"> <li>• Further staff exchanges with other Fish &amp; Game regions.</li> </ul>                                                                                                                                                                                                         |

In addition to these priorities the New Zealand Council had identified two key issues nine years ago and asked that regions consider them in determining their work plans. These priorities remain the key ones today. The main project areas are listed below the two priorities.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p><b><i>Priority One</i></b><br/> <b><i>To seek improved habitat protection performance by those agencies with statutory habitat protection responsibilities, namely Regional Councils and the Department of Conservation.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b><i>Project Activity</i></b></p> <ol style="list-style-type: none"> <li>1. Engage with regional and district councils, and Department of Conservation to seek improved habitat and biodiversity protection leadership by these agencies. <ol style="list-style-type: none"> <li>(i) Make submissions to regional council chairpersons and regional conservators on significant regional matters. Engage in governor-governor meetings where appropriate.</li> <li>(ii) Regional Manager to meet with Regional Council and Department of Conservation senior managers on a regular basis and when significant issues are developing.</li> </ol> </li> <li>2. Ensure political awareness and support for improved habitat performance. <ol style="list-style-type: none"> <li>(i) Regional Manager and staff to visit some electorate MPs during the year.</li> </ol> </li> <li>3. Ensure public are aware of the habitat issue and need for leadership by key agencies. <ol style="list-style-type: none"> <li>(i) Regional media programme as per project 1421.</li> </ol> </li> </ol> |
| <p><b><i>Priority Two</i></b><br/> <b><i>To gain greater understanding and operational commitment to the “champions strategy” in order to enhance Fish &amp; Game New Zealand’s reputation with the wider public and effectiveness as the protector of the public interest in clean water, public access, wetlands and the hunting and fishing heritage.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

1. Fish & Game's public awareness programme is coordinated effectively.
  - (i) Contribute to national public awareness network.  
Review and implement marketing and public awareness programmes in conjunction with national public awareness network.
  - (ii) Support national public awareness events.
  - (iii) Review website content and manage to increase effectiveness as a tool for public awareness and communicating with licence holders.
  - (iv) Extend media programme to rural sectors.

### **3. Developing the 2020/21 Operational Work Plan**

Staff are seeking a clear direction from this meeting of Council on priorities to focus on in the OWP for the coming year. If the focus is to remain on the existing priorities, then consideration of the issues identified (and others raised at the meeting) should guide the development of alterations to current work areas, so a draft budget can be prepared for the April Council meeting. A key point for discussion is the balance of resources both within and across priorities. If the Council wants more work done in an area it is important to consider where these resources will come from. If internally resourced, then some other work programme must be reduced and this should be identified before planning proceeds.

In April, an indication of resources required for any changes in the OWP, along with options for re-allocations, will be presented for discussion. At the April meeting it will be necessary for Council to consider indicative performance targets for projects so a draft OWP and budget can be prepared for both the April managers meeting and licence holder consultation. At the June Council meeting, the refined draft OWP will be further considered along with any feedback received from licence holders. The final version of the OWP for the 2020/21 year will be signed off at the August meeting.

### **4. Recommendations**

- 4.1 *That Council reviews the priorities for the 2019/20 year and identifies any changes to priorities or projects for incorporation into the draft operational work plan for the 2020/21 year.*

## **9. 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 2.6.a 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 co-ordination of the management, enhancement and maintenance of sports fish and game within the Hawkes Bay region.

Councillors were issued assessment forms with the hard-copy of the previous meetings agenda and were asked to complete the forms in their own time and return to the Chairman.

### **3. Recommendation**

*That Hawkes Bay Fish and Game Council discusses the results of the Council performance assessment and identifies areas that need to be improved upon.*



## **10. Policy on Releasing Gamebirds in the Hawke's Bay region**

### **1. Purpose**

For Council to discuss whether it supports the releasing of gamebirds in Hawke's Bay and to provide staff with direction on policy relating to the releasing of gamebirds in the Hawke's Bay region.

### **1. Background**

Currently Hawke's Bay Fish and Game Council have authority from the Minister of Conservation to release gamebirds in the Hawke's Bay region. When a private individual or group wants to release gamebirds however, they must apply for authority from the Department of Conservation. Staff have received feedback that this process is extremely slow and tedious even for those wanting to release very small numbers of birds. Staff would therefore like Council to consider whether it supports the release of gamebirds in Hawke's Bay. If so, it would be sensible to request delegated authority from DOC thereby enabling Hawke's Bay Fish and Game staff to authorise the release of small numbers of gamebirds in Hawke's Bay subject to certain conditions being met.

### **4. Recommendations**

- 4.1** *That Council considers its support for the release of gamebirds in the Hawke's Bay region and provides staff with direction on the formulation of policy around this matter.*

## 11. Request for Approval to Utilise Funds from Council's Wildlife Fund

### 1. Purpose

To seek Council approval to draw down up to the full \$23,000 currently in Council's dedicated Wildlife Fund reserve.

### 2. Background

The 2019-20 operational work plan sets the requirement for staff to develop the paddock adjacent to the Game Farm office into an educational wetland site for landowners and local schools. Staff are seeking approval from Council to utilise the money available in the Wildlife Fund dedicated reserve for this project. At the previous Council meeting (December 2019), Council requested their previous decisions on the matter of the proposed Game Farm development be presented at the following meeting. The below is taken from the 2019/20 OWP:

|                                                                                                                                                                                                                                                                                                                                                              |                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <p><b>1454 Game Farm Development</b></p> <p>(i) To develop the paddock adjacent to the Fish and Game office into an educational wetland site for landowners and local schools.</p> <p>(ii) Apply for funding from three different sources for the project before February 2020.</p> <p>(iii) Instigate a partnership schools programme for this project.</p> | <p><b><i>Report activities to the following meeting of Council.</i></b></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|

Stage One (two smaller ponds on the design included in the PFI) was approved by Council at its August meeting.

***That the council approves to spend the budgeted expenditure to commence stage one of the Game Farm development. (19/08/12.3). Pinker/Mackay***

The fund would be used for digging of the main pond (Stage 2).

Lining is a required step for the development of the main pond and would therefore require an application to use Hawke's Bay reserves. The remaining money to be spent on beautification of the site (paths, fishing platforms etc) is to be applied for from other funding sources. This was scheduled for earlier in the year; however Council is required to OK stage two of the wetland development before staff can apply for funding from these sources.

### 3. Recommendation

***That Council approves the use of the Wildlife Fund dedicated reserve for the purpose of stage 2 of the Game Farm development wetland education site.***

## **12. Draft Policy on Providing of Plants and Predator Traps for the Enhancement of Wetland/Riparian Habitat in Hawke's Bay**

### **1. Purpose**

For council to look over the proposed policy and outline any changes that are necessary.

### **2. Background**

Staff at Hawke's Bay Fish and Game have developed the existing native plant nursery to the point that we can now produce a large number of native plants useful for wetland and riparian plantings. Staff have also developed relationships with manufacturing companies in Hawke's Bay which will provide traps branded with the Fish and Game logo. These will be passed on to licence holders and those carrying out habitat projects.

At its August meeting, Council requested that a policy be drawn up to outline arrangements for the gifting and selling of native plants and predator traps. It was discussed that a means of ranking eligible groups and individuals needed to be established in the case that demand outstrips our available supply of either plants or traps. Staff would like clear guidelines put in place prior to supplying of plants for the Autumn planting season.

## **Policy on providing of plants and predator traps for the enhancement of wetland/riparian habitat in Hawke's Bay**

### **Purpose**

Hawke's Bay Fish and Game is now a provider of native plants and predator traps. In the case that demand outstrips supply, it is necessary to rank those who will be eligible to receive these items either at a profit to Hawke's Bay Fish and Game, material cost price, subsidised by Hawke's Bay Fish and Game or provided free of charge.

### **Ranking of eligible landowners**

When demand for plants and/or traps is greater than our available supply, this ranking system will be used to determine which landowners would take priority.

- 1) Hawke's Bay Region licenceholders conducting wetland habitat projects on private land where public access for hunting or freshwater sports fishing is provided to the public and/or the water body provides regionally significant habitat for gamebirds.
- 2) Hunting/anglers clubs undertaking predator control and/or wetland/riparian plantings on publicly accessible land in Hawke's Bay.
- 3) Hawke's Bay Region licenceholders conducting wetland/riparian wetland habitat projects on private land where public access for hunting or freshwater sports fishing is not provided to the public.
- 4) Iwi or community groups undertaking wetland development/rehabilitation or riparian planting and predator control in the Hawke's Bay region.
- 5) Private landowners undertaking wetland development, riparian planting or predator control on private land for development of gamebird hunting opportunities where public access will not be offered for hunting/freshwater sports fishing.
- 6) Non-licenceholders conducting habitat projects on private land where no hunting will take place but will provide further habitat for gamebirds.

It will be decided by the manager of Hawke's Bay Fish and Game which landowners shall receive subsidised items, the level of each subsidy and when gifting or providing at cost is more appropriate. This will be determined based on the annual budget and the merits of each individual project in accordance with the ranking system above. The normal fee for both plants and traps will be charged at material cost plus 10%.

### **Maximum Numbers of plants and traps to be provided to landowners at cost, gifted or subsidised by Hawke's Bay Fish and Game in the case of a shortage of supply**

- 20 traps per landowner
- 1000 plants per landowner

### **3. Recommendation**

***That Council accepts the Policy on providing of plants and predator traps for the enhancement of wetland/riparian habitat in Hawke's Bay with any changes noted.***

**13. LIAISON OFFICERS REPORTS**

**13.1 EAST COAST/HAWKES BAY CONSERVATION BOARD**

**13.2 REPORTS FROM OTHER AGENCIES**

**13.3 REPORTS FROM NEW ZEALAND COUNCIL**

## **14. OPERATIONAL REPORTS**

### **14.1 MANAGEMENT REPORT**

#### **SPECIES MANAGEMENT**

##### **1111 Regional Didymo Surveillance**

Didymo sampling is scheduled to occur in February on both the Ngaruroro and Tutaekuri rivers. The December 2019 sampling results have both come back negative.

##### **River Fisheries Investigations**

Staff completed a juvenile fish survey in the Makaretu, Mangaonuku and Tukipo catchments as well as the Esk River from October through to December 2019. Data from these surveys will be collated and over time will provide data on recruitment and movement of juvenile fish in these fisheries.

##### **1112 Data watch returns for the 2019/20 season**

Two tags returned so far this season from Tutira.

##### **1114 Lake Tutira**

Liberations of trout scheduled for October 2019 did not take place. Staff are engaging with the Maungahururu Tangitu Trust.

##### **1115 Upland / Headwater Fisheries**

A drift dive of the upper Ngaruroro River has been scheduled for the 19th and 20<sup>th</sup> of February 2020. The upper Mohaka has been scheduled for the following two days.

##### **1116 Game Bird Trend Counts**

Trend count flights for black swan and paradise shelduck are scheduled for the 31<sup>st</sup> January.

##### **1117 Game Bird Research**

###### **Drone monitoring update**

Staff have been working on the ins and outs of the use of a drone for both trout and mallard monitoring. The drone can be flown and 'samples' taken in many different ways which has required plenty of trials to find the best solutions for different types of work. Some of the findings are as follows.

###### **Fisheries**

- River sections with overhanging willows are difficult to count, require time/battery consumption to try to see into this water as best as possible and good visibility is not always guaranteed, drone safety is also an issue.
- Pre-programmed flight paths work well on more stable/confined river channels, otherwise time and battery is lost flying over 'dead ground'. Therefore manual control of the flight path is best for most Hawkes Bay lowland rivers.
- 15m-20m flight elevation ensures safety clearance when flying near willows and is low enough to enable adult trout to be spotted when replaying the video (video is required over photos to spot fish movement to differentiate debris vs trout).

- It is currently uncertain what the limitations are on the size of trout that can be spotted from the 15-20m elevation, so far, what would be considered 'adult trout' have only been spotted.
- On site adjustments need to be made by the 'pilot' to best position the drone in relation to the river and sun to ensure best possible clarity and visibility into the water.
- Max limit of 1km per 'sample site' due to battery consumption and signal range on windy river sections.

#### Gamebirds (mallards)

- 3<sup>rd</sup> party flight planning software programmes and phone App (used for flying drone) have made creating flight grids a very straight forward process with great accuracy and efficiency.
- These gridded flight paths of a wetland, ensure photos are taken at a set elevation as to capture a full set of overhead photos of the wetland. Adjustments can be made to alter the amount of overlap between photos in both directions (height and width), reducing chances of repeat counts of birds and/or areas of the wetland not being photographed.
- Trials have been occurring when differentiation between hens and drakes is difficult. Initial trials indicate a flight elevation of 35meters might be best. Mallards seem to be totally at ease with the drone at and below this height, but teal may not be, causing them to fly off which can result in mallards etc following. More trials are required on this aspect.
- There can be much higher trees around the perimeters of a wetland vs the overhanging edges of a willow, therefore the minimum flying height is much higher to ensure drone safety, this minimum will be aprox 30-35m.
- Current thoughts are of 2 sampling periods. One pre hunting season (late March-April) and one post hunting season (July). This will ensure all birds are of flying age and not at a life stage when they may be hiding (moulting/nesting). It also offers the best chances of identifying the different sex's, especially in the July sample. These sample periods provide both post and pre, hunting and breeding data sets.

#### **1118 Waterfowl Monitoring Programme**

Staff have been feeding out and assembling traps ready for our banding programme to commence for the year. Banding will likely start on the week of the 20<sup>th</sup> Jan at Lake Rotokare.

#### **1121 Angler Diary**

The new angler diary is working well with a total of 54 entries. We will continue to promote this and will report on the findings of the summer survey in August.

#### **1151 Game Farm Operations**

Staff have developed the shadehouse with the help of the Department of Corrections team who continue to help out 1-2 times per week. We now have around 5000 plants which will be ready for the Autumn planting season.

### **1152 Game Farm Maintenance**

Predator control is ongoing around the Game Farm site and staff house. Grass is mowed and grounds maintained every two weeks.

### **1154 Game Farm Development**

See agenda item.

### **1181 Game Bird Control**

| <b>Fish &amp; Game NZ, Hawke's Bay Region total permits to disturb/control gamebirds issued to 31 January 2020</b> |           |
|--------------------------------------------------------------------------------------------------------------------|-----------|
| Pukeko                                                                                                             | 15        |
| Paradise Shelduck                                                                                                  | 1         |
| Swan                                                                                                               | 1         |
| <b>Total</b>                                                                                                       | <b>17</b> |

## **HABITAT PROTECTION AND MAINTENANCE**

### **1211 RMA Planning**

RM Report

January 2020

Peter Wilson

Senior Environmental Planner

#### **1. TANK**

The notification of the TANK plan change has been further delayed, presumably as the Hawkes Bay

Regional Council has now become aware of the substantial inconsistencies between their draft changes and the new National Environmental Standard and Policy Statement on Freshwater Management. Once the process and dates for notifying the plan change are known, an application to

the legal pool fund will need to be made. Science support is still being arranged, most likely in the

form of a consultant hydrologist. Dr Adam Canning is available to support Fish and Game despite

having recently left the organisation for a position at James Cook University in Townsville, Australia. Lawyer Sally Gepp has already been engaged.

Staff maintain regular liaison with Ngati Kahungunu and other stakeholders.

#### **2. Gravel management**

##### **a) Baseline report on river degradation**

Staff have requested a quote to design and commission scientific work to comprehensively understand the

nature of degradation of river habitat across the region due to river management and gravel



management activities. The scientific approach used will be the Natural Character Index approach

(see Appendix 1), developed by Massey University. Professors Ian Fuller and Russell Death developed the system. This approach enables data from aerial photographs to be analysed and used

to provide an empirical and replicable index of the aspects of river systems that form natural character. It is primarily a desktop exercise, which minimises costs.

It is intended to use the earliest possible set of complete aerial photographs for the Hawkes Bay region to begin the baseline survey, followed by early 2000s aerial photographs to form an intermediate range assessment. Following this, spot assessments of NCI can be undertaken upstream and downstream of known gravel extraction and river management sites and compared to

the original and intermediate range assessments. A reduction in score means a reduction in natural

character, and thus, habitat for aquatic life.

The natural character index work can be expanded into an additional indicator known as the Habitat

Quality Index (HQI), which also assesses instream life and vegetation, but as this requires field work, it is more costly. Such an approach would be more appropriate for the regional council and

contractors to do, based on the initial baseline survey and any monitoring conditions that Fish and

Game can impose by way of an updated regional plan and/or consent conditions.

Expectations of the cost for the report are about \$15,000-\$20,000. Time span will be two to three months.

One of the attractive features of this work is recent work by Land Information New Zealand to digitise the old Crown Aerial Photography archive for public use, following the liquidation of NZ

Aerial Mapping Limited (which owned the data). The regional image extents and dates are now available, with digitisation of the archive gradually progressing.

#### b) Utilisation of the report

The report will form the basis of arguments to the Hawkes Bay Regional Council on:

a) The extent of river management/extraction caused degradation in rivers

b) Sites at which restoration is possible in some form

c) The basis of a scientific methodology to be applied within regional planning documents and resource consents for a comprehensive system of before and after monitoring on river management

activities using the identified baselines.

c) Steering committee

There is benefit in appointing a small steering committee of interested councillors to govern the project.

Peter Wilson

21 January 2020

## **1212 Consent Applications**

Staff review weekly consent applications emailed out by HBRC.

### **1231 Maintain and Enhance Game Bird Habitat**

Staff continue to visit sites on private land to discuss habitat management for game birds. We are currently working with two landowners to apply for a Gamebird Habitat Trust grant. Staff attended the Patoka Farmers' BBQ on Tuesday 14<sup>th</sup> January to talk about wetland development on private land and Fish and Game's role in assisting habitat restoration.

## **ANGLER AND HUNTER PARTICIPATION**

### **1312 Signage**

Signage inventories are up to date and signage is maintained to a high level.

### **1331 Electronic Newsletters**

Staff produced Reel Life newsletters December and January and shared them via Facebook.

### **1332 Fish and Game Magazine & Newsletters**

Staff have finished the 2-page regional insert for the Fish and Game magazine and continue to work on the game bird hunting newsletter.

### **1333 Fish and Game Website**

Staff continue to add photos, videos and informative posts to the Hawkes Bay Fish and Game Facebook page. We now have 731 followers of the page.

### **1351 Children's Fishing Programme**

Children's fishing day scheduled for August 2020. This has been delayed from the usual dates as the fish we have received from Eastern Fish and Game were one year old and therefore will require more time to reach a good size than our normal order of 2+yr old fish. This also allows us to better align the fishing day with licences going on sale. Further fishing courses run by Hastings' Anglers Club in conjunction with Hawke's Bay Fish and Game are set to be run later in the year.

### **1352 Angler/Hunter Training**

Staff have organised to run a steel shot patterning stall at the Ben Lomond duckshooters' shoot in March 2020. A date for this is yet to be set.

Proposed fly fishing course dates run in conjunction with Hastings Anglers Club are as follows:

|                                    |                                      |                                                      |                                       |
|------------------------------------|--------------------------------------|------------------------------------------------------|---------------------------------------|
| Kids Fish Out Day                  | Saturday                             | 22 August 2020                                       | Promoting Family Programme            |
| Intro to Trout Fishing – Female    | Saturday & Sunday                    | 4 <sup>th</sup> & 5 <sup>th</sup> April 2020         | Promoting winter licence              |
| Intro to Trout Fishing - Adult     | Saturday & Sunday                    | 18 <sup>th</sup> & 19 <sup>th</sup> April 2020       | Promoting winter licence              |
| Intro to Trout Fishing – Youth     | Wednesdays – 4 weeks – 6pm to 7.30pm | 18 <sup>th</sup> March to 8 <sup>th</sup> April 2020 | Promoting winter licence              |
| Intro to Trout Fishing Family Days | Two courses – Saturday and Sunday    | 5 <sup>th</sup> and 6 <sup>th</sup> September 2020   | Promoting new season licence 2020 /21 |

These dates are yet to be confirmed. Staff would also like to thank Adam Jerram for all his work running these courses.

#### **1353 Angler/Hunter Enquiries**

Staff continue to field enquiries for information from anglers and hunters.

#### **1361 Fish and Game Club Communications**

Staff sent a letter to anglers' clubs on the 20<sup>th</sup> January requesting that they discuss the 2020 anglers notice at their next meetings and put forward any issues for Council to consider prior to our April meeting.

#### **1371 Fish and Game Hut**

Staff have scrub barred around the hut and cleaning supplies have been maintained.

### **PUBLIC INTERFACE**

#### **1451 Education**

Staff have scheduled a school visit to the Game Farm with Greenmeadows School for term one. We have also had a lot of visitors to the Game Farm over the school holiday period. These have mostly been a flow-on from our kids fish out day and school visits with children often bringing friends and family members back to the Game Farm.

### **COMPLIANCE**

#### **1511 Ranging**

Honorary Rangers are continuing to range across the region.

#### **Contacts 2019-2020 season (1/9/2019 to 31/12/2019)**

So far, this season, Rangers have made 47 contacts with anglers with one offence detected. Staff have met with the new HBRC ranger Mark Brinsdon to discuss how we could work together.

### **LICENCING**

#### **1612 Analysis of Licence Information**

See Licence Sales Report for further details.

#### **1614 Increase Licence Sales**

Staff have continued to actively promote Fish and Game licences via Facebook and Reel Life. Staff have endorsed our licence category options through phone calls received and licence agent visits. Information packs that include a complimentary magazine, newsletter, fishing regulations and access pamphlets have been mailed out to potential anglers who have called and visited the office to enquire about Fish and Game.

### **COUNCILS**

#### **1721 Council**

Council kept informed of relevant national and regional matters as information is available. Reports and Agendas produced, and draft minutes circulated as soon as practicable after the meeting.

**1832 Audit**

The audit process of Hawkes Bay Fish and Game is ongoing

**ADMINISTRATION****1921 Staff Communications**

Weekly staff meetings held to maintain staff communications, plan operational work and discuss health and safety.

**1925 Employment**

The permanent Field Officer position was advertised over December/January. Interviews took place on the 13<sup>th</sup> and 14<sup>th</sup> January and a new field officer has been appointed to start on the 1<sup>st</sup> March.

**1941 Office Premises**

Cleaner contracted to clean the offices on a fortnightly basis.

**1942 Meeting Room**

Meeting room maintained to a clean and tidy standard.

**1991 Vehicle Maintenance**

Both vehicles have been serviced in January 2020.

## 14.2 HEALTH AND SAFETY REPORT

### 1. Background

As part of its commitment to Health and Safety and providing a safe workplace, the Hawkes 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. December 2019 / January 2020 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 field intentions forms to record their trip intentions when undertaking work in the field.**

#### **2. Monitoring and Reporting**

##### **Work Place Accident Register**

*As at 20 January 2020*

|                                                |   |
|------------------------------------------------|---|
| Number of workplace injuries in 2019-2020 year | 0 |
| 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 |

### **3. Risk Management (identification and treatment)**

**Tailgate forms are being used by staff when undertaking tasks in the field such as farm visits, duck banding and ranging. These forms identify the risks and hazards associated with different tasks and provide a written record for audit purposes. Staff are now using the online Health and Safety App.**

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

**Both Fish and Game vehicles now have inreach devices.**

### **4. Training programme**

**No training completed.**

### **5. H&S incidents**

**No incidents to report.**

### **6. Recommendations**

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

## **14.3 FINANCE REPORT**

### **1.0 Purpose**

To inform the Council of the current financial position and approve payments for the months of November & December 2019.

Please find Attached:

1. Table 1 – Other Income
2. Table 2 – Profit & Loss to 31 December 2019
3. Table 3- Balance Sheet as at 31 December 2019
4. Table 4 – Hawke’s Bay Variance Report to 31 December 2019
5. Table 5- Bank Transactions as at 30 November 2019
6. Table 6 – Bank Transactions to 31 December 2019

### **2.0 YTD Profit and Loss**

The profit and loss summary for the 2-month period ended 31 December 2019 is attached (Table 2). This report documents the income and expenditure for the first four months of the new financial year. The Profit and Loss reports the Direct Costs for the period.

#### **Income**

##### ***Licence Income***

Fish licence sales YTD are \$220,600 compared to the same time last year \$223,564.

##### ***Other Income***

Other Income YTD is \$9,722 (See Table 1 below for a summary) The Sundry income of \$2,605 relates to the grant from the Royston Health Trust to purchase a defibrillator (\$2,396) and dividends received from HB power Community Trust.

| <b>Table 1: Other Income</b> | <b>Budget \$</b> | <b>Actual \$</b> | <b>Variance</b> |
|------------------------------|------------------|------------------|-----------------|
| Sundry                       | -                | 2,605            | (2,605.00)      |
| Rent - Maize                 | 5,000            | 1,522            | 3,478.00        |
| Liberations - Contract       | -                | -                | -               |
| Game Bird Hire Equipment     | -                | -                | -               |
| Legal Funding                | -                | -                | -               |
| Reparations                  | -                | 409              | (409.00)        |
| Wetland Landowner Advice     | -                | 173              | (173.00)        |
| Walking Access Grant         | -                | 500              | (500.00)        |
| DVD Sales                    | -                | -                | -               |
| Advertising - Newsletter     | 500              | -                | 500.00          |
| Junior Hunt Sponsorship      | 700              | -                | 700.00          |
| Take a Child Fishing         | -                | -                | -               |
| Glenfalls Hut                | 1,500            | 413              | 1,087.00        |
| Fines                        | -                | -                | -               |
| Salaries Contract            | -                | -                | -               |
| Rent - Staff houses          | 9,000            | 3,600            | 5,400.00        |
| Meeting Room Hire            | 2,000            | 460              | 1,540.00        |
| Gain on Sale of Asset        | -                | -                | -               |
| Donations                    | -                | 40               | (40.00)         |
| <b>Total Other Income</b>    | <b>18,700</b>    | <b>9,722</b>     | <b>8,978.00</b> |

### ***Expenditure***

Total Expenses for the 4 months ended 31 December 2019 were \$131,047.

### ***Depreciation***

YTD Depreciation is \$7,054 – in line with Budget.

### ***Species Management***

Expenditure within the Population Monitoring relates to the purchase Traps for Predator Control \$909 and the purchase of Duck Bands \$233.

\$742 within the Releases budget relates to the delivery of 50 Rainbow Yearlings to Lake Hawkston on the 21/11/19, as per budget.

Total Species Management \$11,314 against a Total Budget of \$30,524.

### ***Habitat***

Total Habitat Protection Management spending to 31 December 2019 is \$4,497 against a budget of \$19,500.

Costs in the period relate to the monthly hireage of the portable toilets – used by the PD workers and the other costs relating to the potting of seedlings to be on sold to landowners.

### ***Participation***

Total Participation spending to 31 December 2019 \$620 against a budget of \$14,850. Costs in the period relate to engraving the clay shield and pamphlets on spin fishing.



### ***Public Interface***

Total Public Interface spending to 31 December 2019 \$4,345 against a budget of \$17,800

Costs in December relate to the 150 rainbow yearlings and the fish food purchased. Regular lawn mowing costs from Ace lawn care and Bin hireage were also incurred.

### ***Compliance***

No Spending YTD – budget \$3,500

### ***Licensing***

Commission & fees relating to the November/December licence sales were reported \$8,973 YTD. This is in line with sales – average commission is 4.07% compared to a budget of \$4.5%.

### ***Council***

Other Council expenses – relate to the legal advice received from the Council in relation to the Regional Audit. YTD \$1,830.

Total Council spending to 31 December 2019 \$2,046 against a budget of \$2,000.

### ***Planning & Reporting***

The Audit Fee was paid in December 2019 \$6,261. YTD costs are only \$4,343 – lower than the December payment – this is due to a reversal of accruals in September relating to the previous year.

### ***Administration***

- Salaries. YTD \$65,561 – this includes the accrual for Annual Leave.
- Staff Expenses for the period relate to costs of advertising for the new Field officer.
- Rates make up the largest cost in November. Other Expenditure YTD relate to the cleaning contract, power and meeting room expenses.
- The standard Communications expenses are reported relating to telephones, stationery and photocopying.
- General expenses include the bank fees for each month and the purchase of a new vacuum cleaner.
- Fuel, RUCs and registration are reported in Vehicles. The monthly SmartTrack fee of \$78 is recorded each month.

### ***NZ F & G Levy***

The Quarterly levy was reported in October \$9,893 as per budget.

### **3.0 Balance Sheet**

Table 3 Outlines the Balance Sheet as at 31 December 2019 and compares it to the year ended position as at 31 August 2019.

**Cash Position:** \$194,368 (Including donations of \$63,137.86) as at 31 December 2019.

**Debtors:** Outstanding Debtors \$66,331 as at 31 December 2019 (65k owing from Eyede paid 23k on the 7<sup>th</sup> and \$20 on the 10<sup>th</sup> of January.)

**Investments:** \$353,450

**Employee Costs:** \$11,861 – this relates to the accrual of holiday pay outstanding as at 31/12/19.

#### **4.0 Variance report**

The variance report is shown on Table 4.

The figures in this report are taken for the Profit and Loss (Table 2) - however, this report includes the staff hours against budget. The overheads and other revenue are allocated against each project to give an internal cost of the project and a total cost.

The Budget hours include the hours that Eastern has contracted to work for Hawke's Bay. YTD actual staff hours are entered for each project area to provide Council with an overview of the staff time component of the Operational Work Plan.

To 31 December 2019 a total of 1,490 hours were dedicated to projects compared to a total budget of 5,028 (30% of the time) compared to 33% of the year completed. Much of the Species monitoring hours will fall in the January and February period. There are no significant hours to report on.

#### **5.0 Bank Transactions**

Tables 5 & 6 show the bank transactions for the period of November 2019 and December 2019 respectively.

#### **14.3 Recommendations**

***14.3.1 That the payments for November 2019 and December 2019 be approved totalling \$90,797.10 be approved as per Tables 5 and 6.***

|                                       |                         |
|---------------------------------------|-------------------------|
| <b><i>November 2019 – Table 5</i></b> | <b><i>60,459.27</i></b> |
| <b><i>December 2019 – Table 6</i></b> | <b><i>30,337.83</i></b> |
| <b><i>TOTAL to approve</i></b>        | <b><i>90,797.10</i></b> |

***14.3.2 The Finance report be accepted for the 4 months ended 31 December 2019.***

## Table 2 Profit and Loss

### Hawke's Bay Fish and Game Council For the 2 months ended 31 December 2019

|                                                 | NOV 2019      | DEC 2019      | YTD ACTUAL     | TOTAL BUDGET   | REMAINING        | % REMAINING  |
|-------------------------------------------------|---------------|---------------|----------------|----------------|------------------|--------------|
| <b>Income</b>                                   |               |               |                |                |                  |              |
| <b>Licence Income</b>                           |               |               |                |                |                  |              |
| Fish Licence Income                             | 38,378        | 35,446        | 213,982        | 286,297        | (72,315)         | (25)         |
| Game Licence Income                             | -             | -             | -              | 156,612        | (156,612)        | (100)        |
| Non Resident Licence Revenue                    | 2,135         | 2,702         | 6,618          | 14,400         | (7,782)          | (54)         |
| <b>Total Licence Income</b>                     | <b>40,513</b> | <b>38,149</b> | <b>220,600</b> | <b>457,309</b> | <b>(236,709)</b> | <b>(52)</b>  |
| Interest Income                                 | 966           | 2,359         | 791            | 10,438         | (9,647)          | (92)         |
| Other Income                                    | 5,804         | 1,061         | 9,722          | 18,700         | (8,978)          | (48)         |
| <b>Total Income</b>                             | <b>47,283</b> | <b>41,568</b> | <b>231,113</b> | <b>486,447</b> | <b>(255,334)</b> | <b>(52)</b>  |
| <b>Operating Expenses</b>                       |               |               |                |                |                  |              |
| Depreciation                                    | 1,794         | 1,794         | 7,054          | 21,427         | (14,373)         | (67)         |
| <b>1100 SPECIES MANAGEMENT</b>                  |               |               |                |                |                  |              |
| 1110 Population Monitoring                      | 1,141         | 20            | 2,047          | 14,800         | (12,753)         | (86)         |
| 1120 Harvest Assessment                         | -             | -             | -              | 3,500          | (3,500)          | (100)        |
| 1160 Releases                                   | -             | 742           | 9,267          | 11,624         | (2,357)          | (20)         |
| 1180 Control                                    | -             | -             | -              | 600            | (600)            | (100)        |
| <b>Total 1100 SPECIES MANAGEMENT</b>            | <b>1,141</b>  | <b>762</b>    | <b>11,314</b>  | <b>30,524</b>  | <b>(19,210)</b>  | <b>(63)</b>  |
| <b>1200 HABITAT PROTECTION MANAGEMENT</b>       |               |               |                |                |                  |              |
| 1210 Resource Management Act                    | -             | -             | 2,734          | 10,000         | (7,266)          | (73)         |
| 1220 Works & Management                         | -             | -             | -              | 1,500          | (1,500)          | (100)        |
| 1230 Assisted Habitat                           | 397           | 300           | 1,763          | 8,000          | (6,237)          | (78)         |
| <b>Total 1200 HABITAT PROTECTION MANAGEMENT</b> | <b>397</b>    | <b>300</b>    | <b>4,497</b>   | <b>19,500</b>  | <b>(15,003)</b>  | <b>(77)</b>  |
| <b>1300 PARTICIPATION</b>                       |               |               |                |                |                  |              |
| 1310 Access                                     | -             | -             | 350            | 2,500          | (2,150)          | (86)         |
| 1330 Newsletters                                | -             | -             | -              | 6,250          | (6,250)          | (100)        |
| 1350 Angler & Hunter Training                   | 46            | 200           | 246            | 4,500          | (4,254)          | (95)         |
| 1360 Club Relations                             | -             | -             | -              | 100            | (100)            | (100)        |
| 1370 Fish & Game Huts                           | -             | -             | 24             | 1,500          | (1,476)          | (98)         |
| <b>Total 1300 PARTICIPATION</b>                 | <b>46</b>     | <b>200</b>    | <b>620</b>     | <b>14,850</b>  | <b>(14,230)</b>  | <b>(96)</b>  |
| <b>1400 PUBLIC INTERFACE</b>                    |               |               |                |                |                  |              |
| 1440 Public Promotions                          | -             | -             | 200            | 1,500          | (1,300)          | (87)         |
| 1450 Visitor Facility                           | -             | 3,101         | 4,145          | 16,300         | (12,155)         | (75)         |
| <b>Total 1400 PUBLIC INTERFACE</b>              | <b>-</b>      | <b>3,101</b>  | <b>4,345</b>   | <b>17,800</b>  | <b>(13,455)</b>  | <b>(76)</b>  |
| <b>1500 COMPLIANCE</b>                          |               |               |                |                |                  |              |
| 1510 Ranging                                    | -             | -             | -              | 2,000          | (2,000)          | (100)        |
| 1520 Ranger Training                            | -             | -             | -              | 1,000          | (1,000)          | (100)        |
| 1530 Compliance/Prosecutions                    | -             | -             | -              | 500            | (500)            | (100)        |
| <b>Total 1500 COMPLIANCE</b>                    | <b>-</b>      | <b>-</b>      | <b>-</b>       | <b>3,500</b>   | <b>(3,500)</b>   | <b>(100)</b> |

Table 2 Profit and Loss

|                                      | NOV 2019      | DEC 2019      | YTD ACTUAL     | TOTAL BUDGET   | REMAINING        | % REMAINING    |
|--------------------------------------|---------------|---------------|----------------|----------------|------------------|----------------|
| <b>1600 LICENSING</b>                |               |               |                |                |                  |                |
| 1620 Agent Servicing                 | -             | 84            | 142            | 500            | (358)            | (72)           |
| 1630 Commission                      | 1,539         | 1,489         | 8,973          | 19,931         | (10,958)         | (55)           |
| <b>Total 1600 LICENSING</b>          | <b>1,539</b>  | <b>1,573</b>  | <b>9,115</b>   | <b>20,431</b>  | <b>(11,316)</b>  | <b>(55)</b>    |
| <b>1700 COUNCILS</b>                 |               |               |                |                |                  |                |
| <b>1720 Council Meetings</b>         |               |               |                |                |                  |                |
| Council Meeting Expenses             | -             | -             | 216            | 2,000          | (1,784)          | (89)           |
| Other Council Expenses               | -             | 1,830         | 1,830          | -              | 1,830            | -              |
| <b>Total 1720 Council Meetings</b>   | <b>-</b>      | <b>1,830</b>  | <b>2,046</b>   | <b>2,000</b>   | <b>46</b>        | <b>2</b>       |
| <b>Total 1700 COUNCILS</b>           | <b>-</b>      | <b>1,830</b>  | <b>2,046</b>   | <b>2,000</b>   | <b>46</b>        | <b>2</b>       |
| <b>1800 PLANNING/REPORTING</b>       |               |               |                |                |                  |                |
| 1830 Reporting/Audit                 | 194           | 6,261         | 4,313          | 6,900          | (2,587)          | (37)           |
| 1840 National Liaison                | 30            | -             | 30             | 300            | (270)            | (90)           |
| <b>Total 1800 PLANNING/REPORTING</b> | <b>223</b>    | <b>6,261</b>  | <b>4,343</b>   | <b>7,200</b>   | <b>(2,857)</b>   | <b>(40)</b>    |
| <b>1900 ADMINISTRATION</b>           |               |               |                |                |                  |                |
| 1910 Salaries                        | 20,770        | 23,156        | 65,561         | 245,079        | (179,518)        | (73)           |
| 1920 Staff Expenses                  | 146           | 562           | 1,497          | 13,200         | (11,703)         | (89)           |
| 1930 Staff Houses                    | -             | -             | 160            | 8,000          | (7,840)          | (98)           |
| 1940 Office Premises                 | 353           | 435           | 2,050          | 6,444          | (4,394)          | (68)           |
| 1950 Office Equipment                | 120           | 120           | 480            | 2,900          | (2,420)          | (83)           |
| 1960 Communications/Consumables      | 897           | 775           | 3,048          | 12,800         | (9,752)          | (76)           |
| 1970 General                         | 13            | 466           | 1,188          | 6,700          | (5,512)          | (82)           |
| 1980 General Equipment               | 658           | 370           | 1,037          | 3,500          | (2,463)          | (70)           |
| 1990 Vehicles                        | 806           | 435           | 2,800          | 13,800         | (11,000)         | (80)           |
| <b>Total 1900 ADMINISTRATION</b>     | <b>23,763</b> | <b>26,320</b> | <b>77,821</b>  | <b>312,423</b> | <b>(234,602)</b> | <b>(75)</b>    |
| NZ F&G Levy                          | -             | -             | 9,893          | 39,570         | (29,677)         | (75)           |
| <b>Total Operating Expenses</b>      | <b>28,903</b> | <b>42,141</b> | <b>131,047</b> | <b>489,225</b> | <b>(358,178)</b> | <b>(73)</b>    |
| <b>Net Profit</b>                    | <b>18,380</b> | <b>(572)</b>  | <b>100,066</b> | <b>(2,778)</b> | <b>102,844</b>   | <b>(3,702)</b> |

# Table 3: Balance Sheet

## Hawke's Bay Fish and Game Council As at 31 December 2019

|                                             | 31 DEC 2019      | 31 AUG 2019      |
|---------------------------------------------|------------------|------------------|
| <b>Assets</b>                               |                  |                  |
| <b>Bank</b>                                 |                  |                  |
| Westpac Call Account                        | 125,809          | 103,793          |
| Westpac Current Account                     | 5,190            | 13,044           |
| Petty Cash & Licence Float                  | 230              | 230              |
| Donation Account                            | 63,138           | 62,176           |
| <b>Total Bank</b>                           | <b>194,368</b>   | <b>179,243</b>   |
| <b>Current Assets</b>                       |                  |                  |
| <b>Debtors &amp; prepayments</b>            |                  |                  |
| Accounts Receivable                         | 66,331           | 17,875           |
| Interest Accrued & Prepayments              | -                | 4,596            |
| GST                                         | -                | 6,438            |
| <b>Total Debtors &amp; prepayments</b>      | <b>66,331</b>    | <b>28,910</b>    |
| Investments                                 | 353,450          | 349,439          |
| Farmlands Shares                            | 1,835            | 1,835            |
| <b>Total Current Assets</b>                 | <b>421,616</b>   | <b>380,184</b>   |
| Fixed Assets                                | 451,168          | 455,826          |
| <b>Total Assets</b>                         | <b>1,067,151</b> | <b>1,015,253</b> |
| <b>Liabilities</b>                          |                  |                  |
| <b>Current Liabilities</b>                  |                  |                  |
| <b>Creditors and accrued expenses</b>       |                  |                  |
| Accounts Payable                            | 13,169           | 46,972           |
| Accrued Expenses                            | 4,264            | 6,406            |
| Income in Advance                           | 23,799           | 34,942           |
| GST                                         | 6,262            | -                |
| Westpac Credit cards                        | 1,437            | 1,579            |
| <b>Total Creditors and accrued expenses</b> | <b>48,932</b>    | <b>89,899</b>    |
| Employee costs payable                      | 11,861           | 19,062           |
| <b>Total Current Liabilities</b>            | <b>60,793</b>    | <b>108,961</b>   |
| <b>Total Liabilities</b>                    | <b>60,793</b>    | <b>108,961</b>   |
| <b>Net Assets</b>                           | <b>1,006,358</b> | <b>906,292</b>   |
| <b>Equity</b>                               |                  |                  |
| <b>Accumulated Funds</b>                    |                  |                  |
| Accumulated Funds                           | 699,712          | 642,800          |
| Current Year Earnings                       | 100,066          | 56,912           |
| <b>Total Accumulated Funds</b>              | <b>799,778</b>   | <b>699,712</b>   |

Table 3: Balance Sheet

|                                  | 31 DEC 2019      | 31 AUG 2019    |
|----------------------------------|------------------|----------------|
| <b>Dedicated Reserves</b>        |                  |                |
| Asset Replacement Reserve        | 80,253           | 80,253         |
| Back Country Fisheries Reserve   | 44,062           | 44,062         |
| Hawke's Bay Pheasants Unlimited  | 1,602            | 1,602          |
| River/Water Quality Donations    | 57,694           | 57,694         |
| <b>Total Dedicated Reserves</b>  | <b>183,611</b>   | <b>183,611</b> |
| <b>Restricted Reserves</b>       |                  |                |
| Hawke's Bay Wildlife Fund        | 22,969           | 22,969         |
| <b>Total Restricted Reserves</b> | <b>22,969</b>    | <b>22,969</b>  |
| <b>Total Equity</b>              | <b>1,006,358</b> | <b>906,292</b> |

**Table 4 : Region: Hawkes' Bay to 31 December 2019**

**2019/20 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME**

| Code | Project                                     | EXTERNAL COSTS |               | HOURS        |            | INTERNAL COST |               | NETABLE INCOME |              | NET COST       |               | Variance      | %           |
|------|---------------------------------------------|----------------|---------------|--------------|------------|---------------|---------------|----------------|--------------|----------------|---------------|---------------|-------------|
|      |                                             | Budget         | Actual        | Budget       | Actual     | Budget        | Actual        | Budget         | Actual       | Budget         | Actual        |               |             |
| 1110 | Population Monitoring                       | 14,800         | 2,047         | 1,040        | 286        | 62,347        | 13,650        | -              | -            | 77,147         | 15,697        | 61,449        | 20.3        |
| 1120 | Harvest Assessment                          | 3,500          | -             | 210          | 24         | 12,589        | 1,145         | -              | -            | 16,089         | 1,145         | 14,944        | 7.1         |
| 1130 | Fish Salvage                                | -              | -             | 0            | 0          | -             | -             | -              | -            | -              | -             | -             | 0.0         |
| 1140 | Hatchery Operations                         | -              | -             | 0            | 0          | -             | -             | -              | -            | -              | -             | -             | 0.0         |
| 1150 | Game Farm                                   | -              | -             | 0            | 119        | -             | 5,656         | -              | -            | -              | 5,656         | (5,656)       | #DIV/0!     |
| 1160 | Liberations                                 | 11,824         | 9,267         | 25           | 14         | 1,499         | 668           | -              | -            | 13,123         | 9,935         | 3,188         | 75.7        |
| 1170 | Regulations                                 | -              | -             | 50           | 1          | 2,997         | 48            | -              | -            | 2,997          | 48            | 2,950         | 1.6         |
| 1180 | Control                                     | 600            | -             | 70           | 23         | 4,196         | 1,098         | -              | -            | 4,796          | 1,098         | 3,699         | 22.9        |
|      | <b>TOTAL - SPECIES MANAGEMENT</b>           | <b>30,524</b>  | <b>11,314</b> | <b>1,395</b> | <b>467</b> | <b>83,629</b> | <b>22,266</b> | <b>-</b>       | <b>-</b>     | <b>114,153</b> | <b>33,560</b> | <b>80,573</b> | <b>29.4</b> |
| 1210 | IRMA                                        | 10,000         | 2,734         | 340          | 49         | 20,383        | 2,339         | -              | -            | 30,383         | 5,073         | 25,310        | 16.7        |
| 1220 | Works & Management                          | 1,500          | -             | 27           | 9          | 1,619         | 430           | -              | 1,522        | 3,119          | (1,092)       | 4,211         | -35.0       |
| 1230 | Assisted Habitat                            | 8,000          | 1,763         | 145          | 273        | 8,693         | 13,030        | -              | 582          | 16,893         | 14,211        | 2,482         | 85.1        |
| 1240 | Assessment                                  | -              | -             | 0            | 0          | -             | -             | -              | -            | -              | -             | -             | 0.0         |
| 1250 | Legal Expenses Reimbursed                   | -              | -             | 0            | 0          | -             | -             | -              | -            | -              | -             | -             | 0.0         |
|      | <b>TOTAL - HABITAT PROTECTION &amp; MAN</b> | <b>19,500</b>  | <b>4,497</b>  | <b>512</b>   | <b>331</b> | <b>30,694</b> | <b>15,798</b> | <b>-</b>       | <b>2,104</b> | <b>50,194</b>  | <b>18,191</b> | <b>32,003</b> | <b>36.2</b> |
| 1310 | Access                                      | 2,500          | 350           | 100          | 66         | 5,995         | 3,150         | -              | 500          | 8,495          | 3,000         | 5,495         | 35.3        |
| 1320 | Satisfaction Survey                         | -              | -             | 80           | 0          | 4,796         | -             | -              | -            | 4,796          | -             | 4,796         | 0.0         |
| 1330 | Newsletters                                 | 6,250          | -             | 240          | 54         | 14,388        | 2,577         | 500            | -            | 20,138         | 2,577         | 17,560        | 12.8        |
| 1340 | Other Publications                          | -              | -             | 40           | 6          | 2,398         | 286           | -              | -            | 2,398          | 286           | 2,112         | 11.9        |
| 1350 | Training                                    | 4,500          | 246           | 371          | 45         | 22,241        | 2,148         | 700            | -            | 26,041         | 2,394         | 23,647        | 9.2         |
| 1360 | Club Relations                              | 100            | -             | 55           | 6          | 3,297         | 286           | -              | -            | 3,397          | 286           | 3,111         | 8.4         |
| 1370 | Huts                                        | 1,500          | 24            | 61           | 33         | 3,657         | 1,551         | 1,500          | 413          | 3,657          | 1,162         | 2,495         | 31.8        |
|      | <b>TOTAL - ANGLER &amp; HUNTER PARTICIP</b> | <b>14,850</b>  | <b>620</b>    | <b>947</b>   | <b>210</b> | <b>56,772</b> | <b>9,999</b>  | <b>2,700</b>   | <b>913</b>   | <b>68,922</b>  | <b>9,706</b>  | <b>59,215</b> | <b>14.1</b> |
| 1410 | Liaison                                     | -              | -             | 100          | 11         | 5,995         | 525           | -              | -            | 5,995          | 525           | 5,470         | 8.8         |
| 1420 | Communication                               | -              | -             | 60           | 5          | 3,597         | 239           | -              | -            | 3,597          | 239           | 3,358         | 6.6         |
| 1430 | Advocacy                                    | -              | -             | 40           | 15         | 2,398         | 716           | -              | -            | 2,398          | 716           | 1,682         | 29.9        |
| 1440 | Public Promotions                           | 1,500          | 200           | 96           | 18         | 5,755         | 859           | -              | -            | 7,255          | 1,059         | 6,196         | 14.6        |
| 1450 | Visitors/Education                          | 16,300         | 4,145         | 350          | 40         | 20,982        | 1,909         | 5,000          | -            | 32,282         | 6,054         | 26,228        | 18.8        |
|      | <b>TOTAL - PUBLIC INTERFACE</b>             | <b>17,800</b>  | <b>4,345</b>  | <b>646</b>   | <b>89</b>  | <b>38,727</b> | <b>4,248</b>  | <b>5,000</b>   | <b>-</b>     | <b>51,527</b>  | <b>8,593</b>  | <b>42,934</b> | <b>16.7</b> |
| 1510 | Ranging                                     | 2,000          | -             | 170          | 60         | 10,191        | 2,864         | -              | -            | 12,191         | 2,864         | 9,328         | 23.5        |
| 1520 | Ranger Training                             | 1,000          | -             | 80           | 0          | 4,796         | -             | -              | -            | 5,796          | -             | 5,796         | 0.0         |
| 1530 | Compliance                                  | 500            | -             | 100          | 6          | 5,995         | 286           | -              | -            | 6,495          | 286           | 6,209         | 4.4         |
|      | <b>TOTAL - COMPLIANCE</b>                   | <b>3,500</b>   | <b>-</b>      | <b>350</b>   | <b>66</b>  | <b>20,982</b> | <b>3,150</b>  | <b>-</b>       | <b>-</b>     | <b>24,482</b>  | <b>3,150</b>  | <b>21,332</b> | <b>12.9</b> |
| 1610 | Licence Production                          | -              | -             | 145          | 31         | 8,693         | 1,480         | -              | -            | 8,693          | 1,480         | 7,213         | 17.0        |
| 1620 | Agent Servicing                             | 500            | 142           | 113          | 34         | 6,774         | 1,623         | -              | -            | 7,274          | 1,765         | 5,509         | 24.3        |
| 1630 | Agent Payments                              | -              | -             | 0            | 0          | -             | -             | -              | -            | -              | -             | -             | 0.0         |
|      | <b>TOTAL - LICENSING</b>                    | <b>500</b>     | <b>142</b>    | <b>258</b>   | <b>65</b>  | <b>15,467</b> | <b>3,102</b>  | <b>-</b>       | <b>-</b>     | <b>15,967</b>  | <b>3,244</b>  | <b>12,722</b> | <b>20.3</b> |
| 1710 | Council Elections                           | -              | -             | 0            | 0          | -             | -             | -              | -            | -              | -             | -             | 0.0         |
| 1720 | Council Meetings & Expenses                 | 2,000          | 2,046         | 440          | 124        | 26,378        | 5,918         | -              | -            | 28,378         | 7,964         | 20,413        | 28.1        |
|      | <b>TOTAL - COUNCILS</b>                     | <b>2,000</b>   | <b>2,046</b>  | <b>440</b>   | <b>124</b> | <b>26,378</b> | <b>5,918</b>  | <b>-</b>       | <b>-</b>     | <b>28,378</b>  | <b>7,964</b>  | <b>20,413</b> | <b>28.1</b> |
| 1810 | Management Plan                             | -              | -             | 10           | 0          | 599           | -             | -              | -            | 599            | -             | 599           | 0.0         |
| 1820 | Annual Planning                             | -              | -             | 160          | 5          | 9,592         | 239           | -              | -            | 9,592          | 239           | 9,353         | 2.5         |
| 1830 | Reporting - Auditing                        | 6,900          | 4,313         | 250          | 132        | 14,987        | 6,300         | -              | -            | 21,887         | 10,613        | 11,274        | 48.5        |
| 1840 | National Liaison                            | 300            | 30            | 60           | 2          | 3,597         | 95            | -              | -            | 3,897          | 125           | 3,771         | 3.2         |
|      | <b>TOTAL - PLANNING/REPORTING</b>           | <b>7,200</b>   | <b>4,343</b>  | <b>480</b>   | <b>139</b> | <b>28,775</b> | <b>6,634</b>  | <b>-</b>       | <b>-</b>     | <b>35,975</b>  | <b>10,977</b> | <b>24,998</b> | <b>30.5</b> |





## **14.4 LICENCE SALES REPORT**

**Ref: 6.01.05**

**16 January 2020**

### **1. Introduction**

This report provides an overview of the initial licence sales for the commencement of the 2019-2020 season.

### **2. 2019-2020 Fish Licence Sales**

2.1 Licence sales for the 2019-2020 season comparison against the 2018-2019 season are summarised in Table one.

2.2 A total of 80.4% of the annual sales target has been achieved.

2.3 Sales are reported to be 3.0 % below licences issued for the same period last year.

2.4 Nationally at the same date YTD fish licence sales are reporting to be 3.3 below sales reported for the same period during the 2018-19 season.

### **14.4 Recommendation**

***Council accepts the licence report***

### Hawke's Bay Fish Licence Sales YTD to 16 January 2020

| Channel                                   | FWF        | FWA        | FWNA       | FSLA       | FLA        | FWLA     | FLBA      | FSBA      | FDA        | FDNA       | FWJ        | FWNJ     | FDJ       | FDNJ      | FWC      | FWNC     | FDNC     | Total Fish   | Fish LEQ   | Fish Var     | Fish \$          |              |                 |
|-------------------------------------------|------------|------------|------------|------------|------------|----------|-----------|-----------|------------|------------|------------|----------|-----------|-----------|----------|----------|----------|--------------|------------|--------------|------------------|--------------|-----------------|
| Agency Online                             | 198        | 599        | 56         | 138        | 127        | 0        | 6         | 38        | 85         | 147        | 73         | 1        | 17        | 10        | 0        | 0        | 4        | 1,499        |            |              |                  |              |                 |
| Public Online                             | 168        | 341        | 124        | 51         | 57         | 0        | 7         | 41        | 133        | 86         | 45         | 2        | 9         | 1         | 0        | 3        | 0        | 1,068        |            |              |                  |              |                 |
| Byede Call Centre                         | 3          | 2          | 0          | 1          | 3          | 0        | 0         | 0         | 0          | 0          | 0          | 0        | 0         | 0         | 0        | 0        | 0        | 9            |            |              |                  |              |                 |
| <b>Total YTD 2018-2019</b>                | <b>369</b> | <b>942</b> | <b>180</b> | <b>190</b> | <b>187</b> | <b>0</b> | <b>13</b> | <b>79</b> | <b>218</b> | <b>233</b> | <b>118</b> | <b>3</b> | <b>26</b> | <b>11</b> | <b>0</b> | <b>3</b> | <b>4</b> | <b>2,576</b> |            |              | <b>\$232,106</b> |              |                 |
| Agency Online                             | 224        | 603        | 66         | 141        | 103        | 0        | 5         | 29        | 100        | 109        | 74         | 2        | 13        | 8         | 0        | 1        | 1        | 1,479        |            |              |                  |              |                 |
| Public Online                             | 122        | 340        | 91         | 51         | 52         | 0        | 5         | 57        | 168        | 80         | 46         | 2        | 19        | 1         | 0        | 2        | 0        | 1,036        |            |              |                  |              |                 |
| Byede Call Centre                         | 5          | 3          | 2          | 3          | 0          | 0        | 0         | 0         | 1          | 0          | 2          | 0        | 0         | 0         | 0        | 0        | 0        | 16           |            |              |                  |              |                 |
| <b>Total YTD 2019-2020</b>                | <b>351</b> | <b>946</b> | <b>159</b> | <b>195</b> | <b>155</b> | <b>0</b> | <b>10</b> | <b>86</b> | <b>269</b> | <b>189</b> | <b>122</b> | <b>4</b> | <b>32</b> | <b>9</b>  | <b>0</b> | <b>3</b> | <b>1</b> | <b>2,531</b> | <b>-62</b> | <b>-3.0%</b> | <b>\$230,343</b> |              |                 |
| <b>Increase/(Decrease) on 2017/18 YTD</b> |            |            |            |            |            |          |           |           |            |            |            |          |           |           |          |          |          |              |            |              | <b>-62</b>       | <b>-3.0%</b> | <b>-\$1,763</b> |

#### 2018-19 Summary YTD Actual vs Total Budget

|                                          |       |        |           |
|------------------------------------------|-------|--------|-----------|
| 2019-20 Annual Fish Licence Sales Budget | 2,476 | 100.0% | \$277,183 |
| 2019-20 YTD Actual                       | 1,992 | 80.4%  | \$230,343 |
| Remaining to meet budget                 | -484  | -19.6% | -\$46,840 |

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

|                                                |       |        |           |
|------------------------------------------------|-------|--------|-----------|
| 2019-20 Budgeted LEQ's                         | 2,452 | 100.0% | \$277,183 |
| 2018-19 Complete Season* LEQ's                 | 2,525 |        | \$285,435 |
| 2019-20 Est Year end based on current variance | 2,449 | 99.9%  | \$283,267 |
| Est Shortfall/Surplus 2018-19 Season vs Budget | -3    | -0.1%  | \$6,084   |

#### Non resident levy funds not incl in national budget

| Categ ory    | Licen cas  | Ras Price | ent Price | Gross Levy | Incl GST | Ley Ex GST | Total ex GST   |
|--------------|------------|-----------|-----------|------------|----------|------------|----------------|
| FWNA         | 189        | 180       | 133       | 47         | -4.5%    | 39.03      | \$6,206        |
| FDNA         | 189        | 34        | 21        | 13         | -0.59    | 10.80      | \$2,040        |
| FWNJ         | 4          | 34        | 27        | 7          | -0.32    | 5.81       | \$23           |
| FDNJ         | 9          | 20        | 5         | 15         | -0.68    | 12.46      | \$112          |
| FWNC         | 3          | 34        | 0         | 34         | -1.53    | 28.23      | \$85           |
| FDNC         | 1          | 20        | 0         | 20         | -0.90    | 16.61      | \$17           |
| <b>TOTAL</b> | <b>365</b> |           |           |            |          |            | <b>\$8,483</b> |

\*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.

## 15. Public Excluded Session

### **1. Purpose**

To discuss ongoing Hawkes Bay Audit and governance matters.

### **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, staffing and management options.*

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:

| <b>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</b>                                        | <b>REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER</b>                                               | <b>GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION</b> |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 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)                                                        |
| Discussion on performance of the manager and arrangements for any changes to Manager's salary | Information provided identifies a particular person or can easily be connected with a particular person.           | Sec. 9(2)(a)                                                            |

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:

| <b>ITEM</b> | <b>REASON UNDER ACT</b>                                                           | <b>SECTION</b> | <b>PLAIN ENGLISH REASON</b>                                                                 |
|-------------|-----------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------|
| 16.3.1.1    | 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 |

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.”

**15.1 Recommendations**

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

**15 Meeting Closes**