



**HAWKES BAY
FISH AND GAME COUNCIL**

***MEETING
AGENDA***

Tuesday 16 April 2019

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 16 April 2019**

Commences: **6.00 PM**

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HAWKE'S BAY FISH & GAME COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE GAME FARM ON TUESDAY 19th FEBRUARY 2019 AT 6.00 PM

PRESENT:

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

IN ATTENDANCE

Friedlander (F&GNZ, Manager), Tuck (F&GNZ), and Guest speaker Matt Brady from Hawkes Bay Department of Conversation.

PUBLIC IN ATTENDANCE

Brad Pinker, David Porter, Bob Spain and Callum Slavin

INTRODUCTION

1.0 WELCOME

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

2.0 APOLOGIES

Cr. Bowcock.

AGREED

*2.1 The apologies for the meeting held on 19th February 2019 be accepted. (19/02/2.1)
Lumsden/Pinker*

3.0 FOR GENERAL BUSINESS

- Lack of trout before Patangata in the Tukituki River – Cr.Williams.

4.0 CONFLICT OF INTEREST REGISTER

Cr Bates, Hern and Niblett registered a conflict of interest with the agenda item 9 – Pheasant Preserves and Cr Bates registered a conflict of interest in the Management Report item 1154 – Investigate Game Farm Development – the contractor was a personal friend.

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 11 December 2018 are a true and correct record. (19/2/5.1)

Lumsden/Pinker

6.0 MATTERS ARISING:

Cr Elstone enquired why the Public Excluded meeting held 25 May 2018 was not posted on the website.

13. LIAISON REPORT

Matt Brady – Hawkes Bay Ranger from Department of Conservation briefed council about DOC's restructure that occurred approximately 5 to 6 years ago. The restructure resulted in planners being centralised in Hamilton & Christchurch. Cr Bates enquired where the HB Fish & Game Sports Management Plan 10 year plan was reaching approval and signing. Matt Brady informed council due to Connie Norgate leaving some projects had been placed on hold however he would follow this up. Cr Bates enquired if DOC received the weekly consent applications from the Hawkes Bay Regional Council and the need to work together to maintain our local resources. Cr Duley mentioned councils concern with the planners being centralised as there appeared to be a lack of local and regional knowledge and some of the decision making could have catastrophic impacts to the region.

7.0 2019 – 2020 COUNCIL PRIORITIES.

Cr Bates outlined the procedure of setting priorities and councils responsibility of completing this as part of councils statutory requirements. There has been a change of focus from, not what we have done, but what the licence holder gets from our work. Cr Bates invited all councillors to explain why they wanted to be on council. Cr Bates detailed matters discussed at the Governors meeting last week and the difficulties Fish & Game face. It was noted the cost of a licence & Fish & Game staff had doubled over a 20 year period, increased pressure from overseas visitors, the demographics have increased and we have a shrinking recourse

Council considered the following as priorities for the 2019-2020 year.

- Advocacy – building NZFG organisation positively & work alongside NZ Council.
- Education & Training programmes.
- Game Farm Development
- Improving & building better relationship with rural New Zealand.
- Opportunity – access to the resource & infrastructure.
- Opportunity – promote sport 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 – social licence.
- River Fisheries – inventory, water quality & quantity & access points.
- Wetland Advice – create how to “one stop shop”

Council instructed staff to email councillors with the priorities to grade 1 to 5.

8.0 ANGLERS NOTICE REVIEW.

Cr Bates informed the council the Hawkes Bay region has one of the most simplified sports fishing regulations. Cr Lumsden requested the slotting size to be moved to the beginning of the schedule before Open season, permitted methods, daily bag limits for easy reference.

AGREED

8.1 That Council agrees to the consultation process and time frame for considering changes to the 2019/20 Anglers Notice. (19/2/8.1)

Lumsden/MacKay

9.0 PHEASANT PRESERVES.

Cr Bates, Niblett and Hern declared their conflict of interest with agenda item 9.

Cr Williams noted Cr Bates couldn't chair the meeting with a Conflict of Interest,

9.1 That Cr Duley is nominated chair for the agenda item- pheasant preserves. (19/2/9.1)

Lumsden/Pinker

Council discussed whether to allow the members to stay for the discussion process, it was agreed to ask the members to remain for the discussion. Voted 5 for / 2 against.

Cr Nimon requested council provide some background of the establishment of upland gamebird preserves and how these operate. A general discussion was had on the practice of driven shoots on a commercial basis as well as the syndicates running on a non-commercial cost recovery basis. NZ Council sought a legal opinion in 2018 from Sir Geoffrey Palmer who concluded that operations providing access to private land for the purpose of shooting gamebirds in return for a fee (in his opinion, whether that be for profit or cost recovery) where access would not otherwise be granted to hunters would be in breach of S23(2) of the Wildlife Act. In November 2018, NZ Council sent out a letter to preserve operators proposing a transitional measure for three years moving pheasants and red leg partridge that are within the boundaries of a preserve move from Schedule 1 of the Wildlife Act to Schedule 3, meaning that NZ Council could no longer recommend to the Minister of Conservation a game notice for those properties.

Time: 7.56 pm Cr Bates/Niblett/ Hern left the meeting room

Questions from NZ Council

1. Does your Council support the operation of upland game properties with special conditions for the principle purpose of providing a guaranteed hunting opportunity for a fee?

Yes- All

2. Is there support for non-commercial (i.e. where hunting is not being provided for a fee) upland game properties operated by families, private syndicates or friends to provide an immediate and guaranteed hunting opportunity?

Yes- All

3. If F&G allows pheasant/quail/partridge hunting on upland game properties with special conditions for a fee, should it also allow hunting of mallards or other gamebirds on that property for a fee?

Yes – One, No –Six and Unsure- One

-

4. If F&G allows pheasant/quail/partridge hunting on upland game properties with special conditions without a fee, should it also allow hunting of mallards or other gamebirds on that property without a fee?

Yes- Five, No - Three

5. Would you support legislation being changed to allow the sale of hunting rights on upland game properties with special conditions but maintain the prohibition on the sale of hunting rights in all other hunting situations?

Yes- Five, No – Two, Abstain - One

Council discussed its opinions and requested the regional manager convey these main points

- That council strongly requests NZ Council considers taking a pragmatic approach seeking a long term solution to continue operating as it has over the past twenty years by investigating options to keep upland game preserves as schedule one status
- That council supports a review of the Wildlife Act.
- That council are against the upland game preserves remaining on schedule three permanently.
- That council wish to keep the upland game preserves within the regulations & governance of Fish & Game.
- That council request NZ Council canvas the licence holders to seek their opinions and consideration of working toward the review of the Wildlife Act to maximise hunter opportunity.

Time: 8.20 pm Cr Bates/ Niblett / Hern were requested to return to the meeting.

9.1 That Council considered the questions from NZ Council and instructed the regional manager to convey council's opinions. (19/2/9.1)

Lumsden/MacKay

10.0 FISH & GAME NEW ZEALAND BEQUESTS POLICY.

Cr Bates advised the councillors it had been agreed Fish & Game NZ needed to establish a bequest policy for all councils to set parameters for the general management of bequests, as in the past individuals had enquired about making a bequest however as FG NZ had no policy or guidelines in place at the time these opportunities weren't followed up.

Council agreed to the acceptance and utilisation of bequests, noting it could open opportunities to achieving projects within our region. Council requested the policy is placed on the website for general public information and circulation.

AGREED

10.1 That Council approves the Fish & Game New Zealand Bequests Policy. (19/2/10.1)

Nimon/Lumsden

11. SETTING NATIONAL POLICY

Council discussed the consultation process of NZ Council setting policies. It was agreed to request NZ Council to circulate all regions feedback, back to the regions to consider before the policy was formalised.

Cr Bates would formally address this with NZ Council via the manager.

AGREED

11.1 That Council approves the Fish & Game New Zealand Setting National Policy. (19/2/11.1)

Elstone/Nimon

11.A CODE OF PRACTICE FOR GAME BIRD HUNTING.

AGREED

11.1 That Council approves of the code of practice for Game Bird Hunting becoming National Policy and included in the 2020 Game bird hunting regulation guide booklets.(19/2/11.1)
Duley/Pinker

12. ELECTRONIC RECORDING OF COUNCIL MEETINGS

Council instructed staff to prepare a policy on the electronic recording

AGREED

12.1 That Council instruct the regional manager to draft a policy for electronic recordings of council meetings.(19/2/12.1)

Nimon/Niblett

13. LIASION OFFICERS REPORTS

Cr Bates briefed councillors on the Governors Meeting held in Wellington on Friday 15th February. The meeting was very positive and emphasised the importance of treating each other with politeness and how we work as a group. We need to respect that we don't always have to agree with each other, as difference of opinions can make strong councils.

Cr Williams added the meeting covered such topics as NZ Council's roles and responsibilities. Graham Nankervis emphasised the importance of councillors reading and learning about: governance, keeping professional at all times, how to speak at and run a meeting and educating new councillors. Staff advised council that Robert Sowman was invited to our February meeting to give a presentation on Governance, due to other commitments the presentation has been postponed until the April meeting. It was noted the importance of listening and treating the licence holders with respect and dignity as we as councillors are here to represent our anglers and hunters.

Mervyn English – DOC is responsible of the current audits and he will be ensuring outcomes are maintained.

Bruce Robertson, Auditor of North Canterbury and CSI, gave the findings of North Canterbury's audit and how the region can improve and move forward to repair the damage.

The next day NZ Council spent several hours in committee discussing the audits.

Lindsay Lyons was appointed Chairman (unopposed), executive committee members are Birchall, Shortis, Owen & Lyons. NZC Contestable Fund bids were: RMA \$150k, an R3 coordinator \$80k, no bid received for a lawyer as we are currently \$212K in the red, Salmon Committee \$30k per year, election top up cost due to 9 elections last year compared to the budgeted 7. A review of regional support and its base line cost may possibly be carried out by Carmel Veitch and researching the coordination of bulk regional buying. Robert Sowman has formulated a response to the primary production committee on Trout Farming. Don Rood, National Communications Manager has resigned.

Thanks to the work of Robert Sowman and Antony van Dorp, Fish & Game have been successful with the Conservation Infringement Act as F&G now we have the same power as DoC rangers returning the power of requesting names & addresses and instant fines.

14.0 REPORTS

14.1 Management Report

Council commended staff for installing signage in the helicopter hangers.

Staff informed council that the Watt's family were dedicated volunteers that offered assistance at the Game Farm on a weekly basis.

Jesse Friedlander referred to the wetland plans & quotes for the Game Farm, included in the papers for information, he advised council that staff are currently looking at other options such as the DoC community Fund. Funds are available in Council reserves which could be used through the CF bid. Jesse requested what direction council want this project to be taken (ie Educational), and this will influence how staff progress from here. The current design has been based around a wetland education site with an area that will be deep enough and lined for a fish out pond.

Council supported the benefits of having an educational wetland centre and instructed the regional manager to investigate options and provide a cost benefit analysis.

Cr Lumsden noted the contacts ranging dates should read 2018-2019 not 2017-2018. Jesse confirmed the region has nine current honorary rangers and that the contacts have been low due to the weather conditions. Jesse advised council he had met with the NZ Police to discuss joint compliance coordination of the 2019 gamebird opening weekend. Uniformed police will be teaming up with three ranger teams.

Callum Slavin requested staff attend all hunting club events this year.

14.2 Health & Safety Report

AGREED

14.2 That the council receives and accepted the Health & Safety Report. (19/02/14.2).

Duley/Lumsden

14.3 Finance Report

Staff requested council remove page 50 and insert the December 2019 bank transactions handout.

Cr Elstone enquired what was advertised in the Yellow pages, staff advised councillors this expense related to the advertising of Hawkes Bays contact phone numbers which included 0800 poaching and 0800 licencing.

Cr Elstone asked for clarification of legal expenses and enquired how this was reported, staff advised council the bank transactions are reported as gst inclusive, while the finance report is reported as gst exclusive.

AGREED

14.3 That the council receives and approves the payments totalling \$87,929.91- \$58,723.88 for November 2018 and \$29,206.03 for December 2018. (19/02/14.3).

Hern/Hickmott

14.4 Licence Report

AGREED

14.4 That the council receives the licence reports. (19/02/14.4).

Duley/Lumsden

15.0 PUBLIC EXCLUDED SESSION

Time: 9.15pm

AGREED

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

AGREED:

*15.2 That Jesse Friedlander – Regional Manager remains to record the in committee meeting minutes.
Williams/Elstone*

15.3 That council reaffirmed any councillor that discusses documents and/or conversations from in committee meetings could be removed by writing to the minister

Lumsden/Duley

*15.4 That the open meeting of the Hawkes Bay Fish & Game Council resumes.
Nimon/Elstone*

There being no further business the meeting closed at 10.00 PM.

CONFIRMED

Date: / /

CHAIRMAN

6. CONFLICT OF INTEREST REGISTER

Ref: 7.02.01

7 March 2018

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 matter¹ i.e.:

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

¹ “Matter” means:

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

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

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

- (i) There is a realistic connection between the member's private interest(s) and the interest(s) of the Council;
- (ii) The member's other interest could specifically affect, or be affected by, the actions of the Council in relation to a matter;
- (iii) A fair-minded lay observer might reasonably consider that the member's private interest or duty may influence or motivate the actions of the member in relation to a matter; and
- (iv) There is a risk that the situation could undermine public trust and confidence in the member or the Council.

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

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

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

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

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

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

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

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

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

3. Recommendation

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

7.0 DEVELOPMENT OF THE 2019-2020 OPERATIONAL WORK PLAN

Ref: 8.02.01

1. Purpose

To consider proposed projects, budgets and performance targets for the 2019-2020 operational work Plan (OWP).

2. Background

Operational Work Plans (which come into force on 1 September each year) are developed over several months from February onwards, and involve a review by Council of strategic priorities, core functions, project objectives, allocation of resources, and performance measures. The process may include seeking Council's approval for the submission of applications to the national Contestable Fund to increase bulk funding for specific purposes.

The steps involved in developing the OWP for the 2019-20 year are as follows:

- Council reviews priorities and project themes/areas it wishes to focus on over and above core functions (19 February 2019 Council meeting).
- Council reviews draft projects and budgets excluding internal costs at this (16 April 2019) Council meeting.
- Contestable funding bids and draft regional budgets (revised if necessary following current meeting) submitted to the NZ Council for their consideration at the next meeting on 5/6 April 2019.
- Staff revise projects and resourcing including hours and internal costs to take into account outcomes of the contestable fund bids and circulate second draft of the OWP to Council ahead of its 18 June 2019 meeting.
- Second draft of the OWP considered at the June meeting and projects, budgets and targets reviewed and refined as necessary.
- Penultimate draft of OWP circulated to clubs for comment.
- Club comments considered and incorporated if appropriate into final OWP presented for approval at Council's meeting on 20 August 2019.

3. Outcomes from Council's February 2019 Meeting

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.

4. Direct Costs

Overall output expenditure has decreased by \$2,100 From the 2018/19 budget. Areas that are affected are:

Species Management – Overall decrease in Budget of \$1400 – area affected

- Population Monitoring- Total Direct costs have increased by \$1,000. The 5 areas that have changed:
 - River fisheries investigations- halved budget from \$2,000 to \$1,000.
 - \$1,000 from River Fisheries has been allocated to Upland/Headwater Fisheries
 - Movement of \$1,500 from Game Bird Trend Counts to Waterfowl monitoring programme.
 - \$1,000 has been allocated to Predator control in line with Council priorities.
- Harvest Assessment – Decrease budget by \$2400. There has been a decrease in the budget for the Game Bird Hunter survey – this reflects actual costs incurred over the last few years and takes into account that the survey will be completed inhouse this year – rather than by using the Southern Institute of Technology for the survey.

All other Project areas within Species Management not changed.

Habitat Protection/Management – overall increase in Budget by \$500

- Resource Management Act- Increase \$3,000 – this is in 2 areas;
 - RMA \$8,000 increase - \$5000 moved from 1214 & \$3,000 from Salaries to RMA for the contract of Peter Wilson with RMA.
 - Reduced for a proposed Cawthron investigation for Beach raking report \$5,000- as realised we could not complete the project for this amount. Transferred to RMA.
- Works & Management – decrease budget of \$500 for Railroad wetland – only budget in this area is for rates.
- Within Assisted Habitat there has been an overall decreased of \$2,000
 - Codes 1231 & 1232 have merged
 - Decrease of \$2,000 from Lake Tutira habitat – this was a one off in 18/19 to compensate the liberations.

Participation – overall Decrease in costs of \$500

- Satisfaction Survey - Increase of \$3,000 (from Newsletters)
- Newsletters – Fish & Game magazine – reduced by \$3,000 as no longer require to pay for the inserts into the magazine.

- Information Pamphlets – Decreased by \$800 – No budget in this area. Do not propose to print any further pamphlets,
- Angler & Hunter Training – decrease by \$200 in the following areas:
 - Additional \$1,500 into the Children’s fishing programme
 - Reduced Angler/Hunter Training to \$2,000 from \$3,000. Expect to receive additional income from sponsors this year 700.
 - Reduced the Budget for maintaining Balloted stands by \$700.
- Huts – increased budget by \$500 for both expenses and income. Nil impact on overall budget.

Public Interface Overall Decrease of \$1,500 in the following areas:

- Reduced Advocacy budget by \$1,000 as the Wetland Forum was a one off for 2018/19
- Public Promotions – being the A& P Show has had an increase in budget of \$500 – so the F & G can increase its profile at the next show.
- Visitor Education - \$500 education budget as not used in past few years.

Compliance – increase budget by \$300 for training of the Rangers.

Council Costs reduced by \$500 to reflect actual costs over last few years.

Planning and Reporting – increase by \$500 due to Audit fee increases.

5. Overhead Costs

Overall overhead costs have reduced by \$6,515.00 See attached a summary of the movements within each area:

Overhead	Increase/(Decrease)	Explanation
Salaries	(4,229)	Moved to RMA for Contract RMA projects
Staff Expenses	2,530	Increase in FBT (as per actual \$1,000 and increase in Staff Training \$1,500 and Staff expenses \$400
Staff Houses	(3000)	Reduction in Maintenance as a lot undertaken in last 2 years
Office Premises	(756)	Reduced cleaning \$556 and Meeting room expenses \$200
Office Equip	(60)	Purchases down \$200 and addition rental for photocopier \$140
Communications	(700)	Reflects Actuals form Previous years
General	(600)	Reduction in Advertising
Gen Equip	(300)	Reduction in equip purchases
Vehicles	600	Increase in Insurance
TOTAL	(6,515)	

6. Other areas of Budget change

Asset replacement has increased from \$1,500 to \$8,342. Income from Interest is slightly down and there is no budget in the 19/20 year for income from Eastern (\$2,520)

7. Hawkes Bay Management Agreement

The reciprocal agreement between Eastern and the Hawkes Bay Regions has changed for the 2019/20 year. There has been a reduction in the hours that the Eastern Region provides the region. Financial and Administrative support has reduced by 85 hours and operational support to Hawkes Bay has reduced by 60 hours. Hawkes Bay will no longer contribute 45 hours of operational support to the Eastern Region (lost income of \$2,520).

8. Resourcing

8.1 – Bulk Fund

Hawkes Bay Region currently (2018-2019 OWP year) has a bulk funded operation budget of \$383,408.

A CPI increase of 1.9% is being sought for the 2019/20 year. Although our contract with Eastern has reduced we have included in the salaries budget hours for a Ranger (320Hrs) and our Administrator is now full time. A Contestable fund bid of \$4,094 is being sought.

The Bulk fund operational Budget for the 2018-2019 year is \$383,408. Plus \$4,094 CF bid – if approved would take the Budget for 2019/20 to \$387,502

8.2 – Allocation of Staff hours

Management and Staff have made adjustments within this draft budget for the reallocation of staff hours. Hours will be allocated in accordance with the project area and priorities Council has determined to the extent this can be accommodated without compromising our core activities. This is just in Draft Form and input from the Council would be welcomed before finalising.

9. Recommendations

- 9.1 *That Council considers the initial OWP for 2019-20 and identifies any issues it might have with it.***
- 9.2 *Council approve the Contestable fund bid of \$4,094 for CPI increase of 1.9%..***

8. ANGLERS NOTICE REVIEW

Ref: 1.07.01

1. Purpose

To consider changes to the Anglers Notice for the 2019-2020 season.

2. Background

The Anglers Notice review provides an opportunity to amend regional sport fishing regulations. Licence holders and the public are able to submit on issues they may have identified with the current regulations for consideration by Council.

The proposed process for undertaking the review is as follows:

- (i) Advise angling clubs early on that the process is underway and that any suggested changes, and rationale for those changes are welcomed. Notification would include advertising the process on the Hawkes Bay webpage, Facebook page and in the Fish and Game “Reel Life” electronic newsletter.
- (ii) At the February Council meeting, a list of any submissions on the Anglers Notice that have been received at that point will be presented to the Council for discussion. The Council will consider which submissions have merit and warrant further investigation along with any that it might wish to propose. Staff will then produce a preliminary “Issues and Options” paper for distribution to clubs and submitters, and then advertising via electronic media.
- (iii) Prior to the April meeting, Councillors will receive feedback from staff and submitters including any new suggestions in the form of an Agenda item. At the April meeting, all submissions received will be debated and the Council will decide which of these are worthy of further examination. If warranted, a second “issues and Options” paper will be produced and again circulated for consultation. This will include a press release to inform the public along with licence holders who might not be aware of the process taking place.
- (iv) At its June 2019 meeting, Council will receive any additional correspondence arising from the undertakings to date and will finalise the content of the 2019/20 Anglers Notice.

3. Initial suggestions

One submission was received from Napier Anglers Club. The full submission is included in the papers however, the main points are:

- Ban treble hooks for all freshwater sports fishing in Hawkes Bay.
- Reduce the limit from two fish to one fish per day from the Ripia confluence to the Waipunga confluence on the Mohaka River.

4. Recommendations

- 4.1 *That Council identifies any issues for further discussion at the June meeting.*

9. GOVERNANCE INDUCTION PRESENTATION

Ref: 7.02.01

1. Purpose

To provide an induction on governance and discuss what it means for Councils and Councillors.

2. Background

With the election of the new Hawke's Bay Fish and Game Council in October 2018 it is appropriate to have an induction session for Councillors on governance. Robert Sowman is the Policy and Planning Manager for the New Zealand Council Office. He has been invited to this meeting to deliver a presentation on the principles of governance and what it means in practical terms. The presentation will include an overview of Fish and Game's Governance Policies and the Standing Orders we operate under (the rulebook we refer to for conducting meetings). Time will be available to examine some examples and how the principles and rules of governance would or should be applied to these, please bring your folder with you for tonight's meeting

3. Recommendation

3.1 *That Council receives and discusses the Governance Induction Presentation.*

10. GAME FARM DEVELOPMENT PROJECT

1. Purpose

To provide an update on work completed so far on the Game Farm development project

2. Background

The 2018/19 OWP set the requirement for staff to investigate options for the development of the Game Farm 'maize paddock' site. Staff believe the best use for the site is as an educational facility for local schools and landowners. The site could be used as an 'outdoor classroom' for local schools as well as providing an example of wetland design for landowners. Zorn Surveying was asked to survey the site and develop a basic wetland plan in December 2018. The report included earthworks volumes and surface areas and is the basis for all earthworks/lining quotes received thus far. Please see the PFI for all quotes so far received.

Education

Six local schools have been approached and asked to register their interest in becoming 'Partner Schools'. The key elements of a partner school could include:

- A section of wetland marked out for each school with all native plantings established and maintained by the school.
- Regular use of the wetland facility as an 'outdoor classroom' as well as our nursery.
- Annual kids fishing day organised by anglers' club members.
- Attendance of teaching days run by Fish and Game staff, Forest and Bird, DOC and HBRC science staff.

All six schools approached have registered their interest and would like to have input into the project.

Running our own educational days for landowners would be an option also. Topics could include predator control, optimal wetland planting, wetland design and grazing regimes. This could also be in partnership with the HBRC Land Management team who have shown interest in the project.

Costs

Staff have received the below quotes for earthworks and lining of the proposed wetland/pond areas.

- one combined quote for earth works and lining of the proposed pond/wetland areas from Irrigation Services.
- A quote was received from Aspect Lining for the lining of the excavated ponds.
- We are waiting on another two quotes for the earthworks from HES Earth Moving and Gair Contracting

Ongoing costs would include extra trout and trout food to stock the pond. Currently 150 1+ year old rainbow trout are sourced annually from Eastern Region F&G for the Game Farm

pond. These fish are primarily used for our kids fish out day and cost Hawkes Bay Fish and Game \$930pa. Trout food for these fish is also sourced from Eastern Fish and Game and costs approximately \$1200pa. This amounts to 240kg of food and relies on a large proportion of the fish being caught each year. If the new pond were to be used for further kids fishing events and courses, these costs would have to be doubled per annum. Further one-off costs include Council consents, the cost of which will be investigated further before our June Council meeting.

Funding options

Potential funding options that have been identified so far are:

- The Mfe Community Fund
- The DOC Community Fund.
- The Mazda Foundation
- The Rotary Club
- Lions Club
- HBRC are now focussing their wetland funding solely on sites with erosion control potential, although the project should qualify for the \$750 funding through HBRC's LEAF fund.
- Any additional funding would be sourced through the Hawkes Bay Wildlife Fund and the money allocated to the project in our OWP. Currently there is approximately \$23,000 in the fund and \$4800 budgeted for in our 2019/20 OWP.

Proposed Stages and Timeframe

- Staff suggest that stage one include earthworks, lining and planting of the pond areas. This would be undertaken in the 2019/20 summer if funding applications were successful. Funding would be applied for in June 2019 from the Mazda Foundation and Mfe Community Fund.
- Staff propose that stage 2 include further landscaping, planting, erecting of picnic tables, shelter, educational signage, demolition of old sheds etc. Funding for this stage would be sought from the DOC Community Fund, HBRC LEAF Fund, Lions Club and the Rotary Club. This stage would likely be completed in Autumn/Early winter of 2020.

Prior to stages one and two, staff suggest that a meeting be facilitated with representatives of interested organisations and local schools to discuss the proposed wetland design. The outcome of this will be incorporated into a final design which will form part of a more detailed report to Council. This report will be delivered to Council prior to the application for any external funding.

3. Recommendation

- 3.1**
- i) That Council receives this update and agrees that a more detailed report is to be delivered to Council prior to funding being sought from external sources.***
 - ii) That Council identifies any further detailed information to be included in the final report***

11. POLICY ON AUDIO RECORDING OF COUNCIL MEETINGS

Ref: 1.07.01

1. Purpose

To consider any changes Council wishes to make to the draft policy on audio recording of Hawkes Bay Fish and Game Council meetings.

2. Background

At the February 2019 Council meeting, Council requested staff to draft a policy on recording of Council meetings for their consideration at the next meeting.

Draft policy :

Audio recording of Hawkes Bay Fish & Game Council Meetings

1. INTRODUCTION

1.1 Purpose

The purpose of this policy is to outline the arrangements for audio recording of public and public excluded meetings of the Hawkes Bay Fish and Game Council.

1.2 Scope

This policy applies to ordinary and in committee meetings of the Hawkes Bay Fish & Game Council.

1.3 Related Legislation

Privacy Act 1993

2. Audio recording of meetings

2.1 All meetings of the Hawkes Bay Fish and Game Council will be recorded by the Manager for the purpose of accurate minute taking.

2.2 Prior to the recording of each meeting, the Chairman must notify all those present that the meeting will be recorded.

2.3 No member may use, or be associated with the use of, a recording device without the knowledge of the meeting and the consent of the chairperson.

3. Storage of audio recordings

3.1 Audio recordings will be stored for 7 years from the date of recording.

3.2 Audio files will be stored in a secure folder on the Hawkes Bay Fish and Game hard drive.

4. Availability of recordings

4.1 The audio recordings of public meetings will not be available online but will be made available on the request of Councillors

4.2 Audio recordings of public excluded meetings will be treated in the same way as minutes of public excluded meetings. Recordings may be made available to Councillors upon request to the Chair.

3. Recommendation

That Council considers any changes it would like to this draft policy and votes to adopt the policy with any changes noted.

12. LIAISON OFFICER REPORTS

12.1 EAST COAST/HAWKES BAY CONSERVATION BOARD

No reports have been received from the Hawkes Bay Conservation Board

12.2 REPORTS FROM OTHER AGENCIES

Matt Brady from the Department of Conservation reports:.

- Ngaruoro WCO; 2nd round of hearings – DOC submitted evidence in support of your application in regards to the lower section. This was mainly around bird species on the braided river based largely on surveys we carried out last November.
- Lake Whatuma; The Eastern side of the lake which was managed by DOC has now gone back to Iwi (as of last September). We are currently trying to arrange with iwi for the Lake Whatuma Waterfowl Association to carry on with issuing permits on behalf of the Iwi for this season at least.
- More Jobs for DOC going towards freshwater advocacy roles, these roles not finalised yet but in the wind.
- Just advertised for the vacant Hawkes Bay Operations Manager role (Connie Norgate left in January).
- Work on outstanding waterbodies recommendations report (Which Tom was involved in) for plan change 7 for HBRC is near completion.
- As the season is fast approaching just remind the shooters to properly identify their targets we don't want any threatened species shot ,particularly bittern

12.3 REPORTS FROM NEW ZEALAND COUNCIL

13. OPERATIONAL REPORTS

13.1 MANAGEMENT REPORT

SPECIES MANAGEMENT

1111 Regional Didymo Surveillance

Didymo sampling was completed in February on both the Ngaruroro and Tutaekuri rivers.

1112 Data watch returns for the 2018-19 season

Four tag returns have been received during February/March from Tutira.

1114 Lake Tutira

Lake Waikopiro is slowly improving with both the diatoms and cyanobacteria levels dropping down. This means the water will be much clearer. Oxygen levels appear to be levelling out at a high level, rather than plummeting down like they have done previously during post-algal bloom crash.

This may be a sign that higher levels of the food chain have assimilated the carbon that was fixed by the algae, rather than it rotting away in a post bloom crash. Temperatures in Waikopiro have still been sitting around 25 degrees but we have received no reports of dead trout.

Tom Winlove (field officer) along with a volunteer (Blair Whiting) fished both Waikopiro and Tutira from kayaks on the 28th February to ascertain whether trout were in fact surviving. This was at the request of HBRC science staff as there has been concern that the air curtain in Waikopiro has mixed the lake water to an extent that there is no longer any cool refuge for trout. There was no sign of any trout in Waikopiro, however many fish were seen along the thermocline on a 'fish finder' in Tutira. One 5lb rainbow was also caught by Blair.

1115 Upland / Headwater Fisheries

Drift diving took place on the 14th and 15th Feb in the headwater section of the Ngaruroro River upstream of Kuripapango. Good numbers of Rainbows in very good condition were counted. There was, however, a noticeable decline in the number of juvenile fish seen since the last drift dive in 2011. This was probably due to the large flood event in September 2018.

Hawkes Bay and Eastern staff drift dove a section of the Taharua River and three sections on the upper Mohaka River on March 22nd. Good numbers of juvenile brown trout were counted on the Mohaka, however staff noted that previously above the confluence of the Taharua and Mohaka River, there was an unusual amount of filamentous green algae. On previous dives this section had been extremely clear as the source of the nutrients has always been from the Taharua River. Staff have sent photos and video of this to HBRC freshwater scientist Andy Hicks who is following up with further monitoring. HBRC have a monitoring site just up river of the drift dive site which has not shown any abnormal algal growth.

1116 Game Bird Trend Counts

Trend count flights for black swan and paradise shelduck were completed on the 31st Jan 2019. Counts are being undertaken off the aerial images and will be compiled into a report for Council in the coming weeks.

1121 River Fisheries Creel Surveys

All previous contributors to the creel surveys have received an email from staff encouraging them to complete the summer 2018/2019 survey.

1151 Game Farm Operations

Staff and volunteers have potted 1000 *Carex secta*. Ongoing work is required to re-pot manuka and flax which will be used for our Gamebird Habitat Trust grant recipients and riparian planting days organised by the Twyford Enhancement Society.

1152 Game Farm Maintenance

Predator control is ongoing around the Game Farm site and staff house. Flax has been trimmed around the rear deck, bridge and entry gate by Napier Freshwater Anglers club members & volunteers, *Carex* has been trimmed around the carpark and the building has been water blasted by volunteers.

1154 Game Farm Development

See agenda item.

1172 Game Bird Regulations

Printed regulation booklets were delivered to the office on 7 March for distribution.

1181 Game Bird Control

Staff have issued 5 permits to disturb for paradise shelducks and 15 permits for pukeko since 1 September 2018.

HABITAT PROTECTION AND MAINTENANCE

1211 RMA Planning

1. **Tukituki taskforce.** The proposed plan change to delay the enacting of the Tukituki minimum flows is no longer politically viable following the withdrawal of support from some of the regional councillors. Water scarcity issues will likely re-emerge with subsequent droughts. The taskforce may continue, however, in a different form less focused on one specific action. One possibility is for the taskforce to guide the groundwater science work programme of the regional council.

Given that all the pain of droughts is currently borne by surface water irrigators through minimum flow restrictions, whilst groundwater irrigation can continue, we suspect that a plan change will be needed in the future, albeit informed by more advanced modelling of the aquifer which quantifies the stream depletion effects in space and time.

2. **Proposed grass/silver carp release.** Advice was provided to field staff on the proposed release of grass/silver carp in the region. The advice was to oppose the release, unless the carp can be proven to be triploids (non-fertile).

3. Farm leaching limits. Plan change 6 (Tukituki catchment) imposes Land Use Capability (LUC) based nitrogen leaching limits on properties in the Tukituki catchment. Forest and Bird has concerns about the way in which the Hawkes Bay Regional Council is preparing to implement and enforce these limits, and Peter Wilson (Senior Policy Planner) is providing advice to F&B on this.

4. Outstanding Water Bodies Panel. Staff have been a part of the expert panel in identifying outstanding water bodies in Hawkes Bay. The role of the Expert Panel was to identify and recommend to the Hawkes Bay Regional Council a list of outstanding water bodies (OWB) for inclusion in the Hawke's Bay Regional Resource Management Plan (RRMP) through a subsequent regional policy statement change process. The Panel was provided with a list of candidate water bodies by HBRC, together with research material, to assist with their assessment and recommendations.

The recommendations of the Expert Panel form one input to the overall process to change the Regional Policy Statement (Chapter 3 of the RRMP), alongside more detailed research and consultation with key stakeholders and tangata whenua. The change to the RRMP is the precursor to subsequent regional plan changes, either catchment by catchment changes to the RRMP and/or to the Regional Coastal Environment Plan for water bodies within the coastal environment. At this later stage, the detailed rules and mapping for the OWBs will be given effect.

Consequently, the Expert Panel's role was not to provide recommendations on how the identified OWBs are to be managed, or what other values may be significant as this is a separate and subsequent process. The OWB expert panel selected water bodies that lie within both the Coastal Marine Area, the landward margin of the 'coastal environment' or the rest of the Hawke's Bay region. Following the OWB change to the Regional Policy Statement, Outstanding Water Bodies will be regulated through either the Regional Resource Management Plan or the Coastal Environment Plan.

1212 Consent Applications

Staff review weekly consent applications emailed out by HBRC.

1213 Ngaruroro WCO

The co-applicants have completed the Stage 2 hearing on the lower section of the Ngaruroro River.

1221 Reserves Management

Staff met with HBRC Reserves Management team and have decided that HBRC will undertake willow control in the Southern section of the Railroad Wetland.

1231 Maintain and Enhance Game Bird Habitat

Staff continue to meet with landowners to discuss options for wetland creation or restoration projects. We will be submitting applications to the Game Bird Habitat Trust for these projects.

ANGLER AND HUNTER PARTICIPATION

1312 Signage

Staff have organised signage showing regulations for the upper Ngaruroro and Mohaka rivers. This has been displayed at Helisika and will be put up at East Kaweka Helicopters when staff are next going past. Six signs have been ordered and received from Process Signs for access points along the Taharua River. 50% of the cost of these will be covered by The Land Farm Group. These will be installed when staff are next in the area.

1331 Electronic Newsletters

Staff produced a Reel Life newsletter for March and shared it via Facebook.

1332 Fish and Game Magazine & Newsletters

Staff developed an 8-page game bird hunting newsletter. Scheduled distribution is early April.

The gamebird magazine printing and distribution has been delayed due to amendments required with proposed changes to the gun laws, the rollout date will now be mid April.

1333 Fish and Game Website

Sixteen Facebook posts were published during February and March. The Facebook site is continuing to grow and has provided a way for staff to regularly communicate with not only our licence holders but also other interested parties. A total of 570 page likes to date with 600 people following the Facebook page.

1351 Children's Fishing Programme

A successful children's fishing day was held at the Game Farm on Saturday 2nd March 2019. A total of 43 kids participated on the day and all children caught a trout fly fishing in the pond. Staff and volunteers helped gut, fillet and hot smoke the trout for the children and their families. Staff are extremely grateful for the support from the many volunteers that made it another very successful day. A HB Today reporter attended this event and recorded the day's event via video, this was shared on our Facebook page.

1352 Angler/Hunter Training

Staff have been preparing for the steel shot shotgun patterning stall which will be run as part of the Hawkes Bay Sporting Shooters duck shooters' shoot at Ben Lomond Station.

Hastings Anglers' Club will be running an adult 'Learn to Fly Fish' course over five weeks starting on the 1st Thursday of April. This will be run at the Game Farm and will include tuition on all aspects of fly fishing including an evening on a local river and catch and release fishing in the F&G pond. A similar course for children will also be run on Wednesday nights over the same period by Hastings Anglers' and will also take place at the Game Farm.

1353 Angler/Hunter Enquiries

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

1361 Fish and Game Club Communications

Staff attended the Napier Anglers' Club meeting on the 1st April and will attend the Hawkes Bay Sporting Shooters club shoot on the 14th April.

Fish & Game has sponsored Kennel's Club with a 2019 Gamebird Habitat Print for their annual shoot scheduled 28 April.

1371 Fish and Game Hut

Staff have received a letter from DOC detailing all work needing to be done on Glenfalls Hut to bring it up to DOC standards. We are currently working with DOC on this and have purchased fire retardant mattresses for the hut.

PUBLIC INTERFACE

1411 Statutory Liaison and Political awareness

Staff continue to meet with leaders at HBRC as necessary.

1421 Public Communications

Hawkes Bay Today ran a short article on our kids fish out day. They also posted a short video on their website of the event which we shared on our Facebook page.

1451 Education

56 children from Greenmeadows School visited the Game Farm on the 21 February, the children enjoyed learning about waterfowl & trout and the importance of wetland habitat. The group enjoyed lunch in our grounds before walking back to their school.

120 children from Bledisloe School visited the Game Farm on the 21st March. The group was split in to four groups and activities included a 'scavenger hunt' to find and name native wetland plants, an interactive class on gamebird and sports fish species and feeding the trout.

COMPLIANCE

1511 Ranging

Staff have completed an operational plan and updated health and safety tailgate forms for the opening weekend of the 2019 gamebird season. This has been approved by local police who will be accompanying rangers on Saturday the 4th May.

Honorary Rangers are continuing to range across the region.

Contacts 2018-2019 season (01/09/2018 to 01/04/2019)

So far this season, Rangers have made 67 contacts with anglers. Two anglers have been found fishing without a licence in March and are currently being processed.

Offences YTD 2018/19 as at 01/04/2019	Number
Fish without licence	2
Hunt without a licence	0
Shooting paradise shelduck out of season	0
Hunting game birds with an air rifle	0
Total	2

1521 Training

Two Rangers attended a one-day Ranger Safety refresher CERT course in Rotorua on the 23rd Feb 2019.

1531 Prosecutions

Pending.

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.

1621 Licence Agent Support

Staff visited licence agents on 13/14 March in Napier, Hastings and Central Hawkes Bay prior to the game bird licences going on sale on 14 March. The 2019 Game bird regulation booklets, 2019 game bird newsletters and NZ Game Bird Habitat posters were distributed to the licence agents to help promote the 2019 game bird season, hunting opportunities and events in the Hawkes Bay region. Staff provided complimentary morning tea.

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.

ADMINISTRATION

1921 Staff Communications

Staff meetings held to maintain staff communications and plan operational work.

1923 Staff Training

Jesse is currently completing a 10-week Dale Carnegie course 3pm-6:30 every Monday.

1932 Staff House

Quotes were received for underfloor insulation of the Staff House. This work has been booked in for late April.

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

Staff received the new Ford Ranger and have had it sign written. Sign writing has been removed from the Hilux and the interior has been valeted ready for sale. The Hilux is currently advertised on Trademe.

13.2 HEALTH AND SAFETY REPORT

Ref: 9.01.07

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. February 2019 / March 2019 update

1. Implementation and adherence to the Health and Safety Plan

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 and these are currently being reviewed to incorporate hazard identification.

2. Monitoring and Reporting

Work Place Accident Register

As at 25 March 2019

Number of workplace injuries in 2018-2019 year	0
Number of workplace injuries in 2017-2018 year	1
Number of workplace injuries in 2015-2016 year	0
Number of workplace injuries in 2014-2015 year	2

3. Risk Management (identification and treatment)

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

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.

InReach device used to communicate with staff during headwater fishery monitoring trips.

Staff and emergency contact details have been updated for our Personal Locator Beacons.

4. Training programme

No new training has been completed by staff.

5. H&S incidents

Nil.

6. Recommendations

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

13.3 FINANCE REPORT

1.0 Purpose

To inform the Council of the current financial position and approve payments for the month of January and February 2019.

Find Attached:

- 1. Table 1- Other Income**
- 2. Table 2 – Profit & Loss to 28 February 2019**
- 3. Table 3 – Balance Sheet as at 28 February 2019**
- 4. Table 4- Hawke’s Bay Variance Report as at 28 February 2019**
- 5. Table 5- Bank Transactions for the month ended 31 January 2019**
- 6. Table 6 -Bank Transactions for the month ended 28 February 2019**

2.0 YTD Profit and Loss

The profit and loss summary for the 2-month period ended 28 February 2019 is attached (Table 2).

Income

Licence Income

Total Licence Sales to February 2019 are \$269,114 (\$258,714 fish, \$18 game and Non-resident levy \$10,382) compared to a total budget of \$444,436 (\$277,182 for Fish and 152,480 for Game and \$14,774 for the Non-Resident Levy). This relates to 93% of the Fish Sales budget. At the same time last year Fish sales were \$266,953. These figures do not include March sales – which traditionally have a large number of game licence sales. Refer to the Licence sales reports as early game sales are markedly down on last year.

Other Income

YTD Other Income totals \$12,268 against the budget of \$30,910.

Table 1: Other Income	Budget \$	Actual \$	Variance
Sundry	-	449	(449)
Rent - Maize	5,000	2,261	2,739
Liberations - Contract	-	-	0
Game Bird Hire Equipment	-	296	(296)
Legal Funding	-	731	(731)
Reparations	-	-	0
Wetland Landowner Advice	-	-	0
Walking Access Grant	-	-	0
DVD Sales	-	4	(4)
Advertising - Newsletter	500	-	500
Junior Hunt Sponsorship	-	696	(696)
Take a Child Fishing	-	-	0
Glenfalls Hut	1,000	1,174	(174)
Fines	500	-	500
Salaries Contract	2,520	-	2,520
Rent - Staff houses	9,000	4,200	4,800
Meeting Room Hire	2,000	722	1,278
Interest received	10,390	1,707	8,683
Donations	-	30	(30)
Total Other Income	30,910	12,268	18,642

Expenditure

Depreciation

Depreciation has been calculated each month. YTD Depreciation is \$10,855 (in line with budget) Total Budget Depreciation for the year is 21,564. Loss on sale \$1,349 on the sale of the Navara ST - GYB904.

Species Management

Population Monitoring – YTD \$8,439 Spent -Total Budget \$13,800.

The majority of spending in the period related to Waterfowl Monitoring (\$696 in Jan 19), Trend Counts (2,224) and Headwater Fisheries (\$4,192 in Feb 19)

Spending within Waterfowl Monitoring was for maize and sundry supplies for Banding.

Air Hawke's Bay and Action Aviation costs, we the costs within Trend Counts for January 2019.

The main cost within Headwater Fisheries, relates to the Helicopter flights \$4,000.

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

Game Farm – YTD \$2,023 Spent -Total Budget \$16,300

Costs incurred over January and February 2019 relate to Ace lawn services plus cat traps purchased (\$96)

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

No Spending in period under review.

Control – No Spending YTD – Total Budget \$600

Habitat

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

No Spending in period under review.

Works and Management – YTD No Spending – Total Budget \$2,000

Assisted Habitat – YTD \$1,063 - Total Budget \$10,000

No Spending in period.

Participation

No Spending in participation for the period of January and February.

YTD \$177 vs Budget of \$18,850. This budget should be underbudget for the year by \$3,000 as there is no longer a charge for the regional pages in the Fish and Game Magazine.

Public Interface

Public Promotion – YTD \$50 Spent -Total Budget \$2,500

No spending in period.

Compliance

Total Compliance \$ 1,103 YTD vs Budget of \$2,700.

In the period costs for Jesse to attend the ranger training course held with Wellington Fish and Game were incurred.

Licensing

Agent Servicing – YTD \$26 Spent– Total Budget \$500

No Spending in the period.

Commission – YTD \$10,561 Spent – Total Budget \$19,334

Commission as a percentage to Sales is 3.92%. The budget for commission is 4.5%. (last year it was 5% - which is the commission we pay the Agents) A reduction in the Commission amount highlights the move by licence holders move towards online purchasing.

Council

Council Meetings– YTD \$856 Spent– Total Budget \$2,500

Other Council Expense – YTD \$3,612. No Budget (for legal assistance for Hawke's Bay Audit)

\$614 reported in February relates to the legal assistance for the Hawke's Bay Audit.

Planning & Reporting

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

National Liaison – YTD \$0 Spent– Total Budget \$300

Administration

- Salaries. YTD \$98,517 Spent – which represents 41% of the budget (50% of year is completed) Accruals for Annual leave and TIL have been accrued as at 28/2/18.
- Within Staff Expenses – YTD \$5,842 Spent – Total Budget \$10,670. Cost incurred during the period include Performance review, Staff training for Jesse and Christine and Health & Safety costs.
- Staff Houses – YTD \$247 Spent– Total Budget \$11,000.
- Office Premises– YTD \$3,550 Spent – Total Budget \$7,200. In the current period costs related to the rates, cleaning cost and power.

- Office Equipment – YTD \$772 Spent– Total Budget \$2,960. \$120 per month for the photocopy lease.
- Communication – YTD \$6,279 Spent– Total Budget \$13,500. These costs represent the monthly accounting fee- XERO, photocopy expenses, postage, stationery, and telephone costs.
- General – YTD \$611 Spent – Total Budget \$7,300. YTD the General Expense are monthly Bank Charges. Insurance costs have yet to be invoiced.
- General Equipment – YTD \$222 Spent – Total Budget \$3,800.
- Vehicles – YTD \$7,174 – Total Budget \$12,200. This represent petrol, Registrations, WOF and maintenance 90,000 check undertaken on HSC136 and new Tyres for LPA369.

Total Administration expenses 40% of the Total Budget.

Levy to NZC YTD \$13,460. Per Budget 2 of 4 levies paid.

Table 2 Profit and Loss

Hawke's Bay Fish and Game Council For the 2 months ended 28 February 2019

	JAN 2019	FEB 2019	YTD ACTUAL	TOTAL BUDGET	VAR TO BUDGET	% OF BUDGET
Income						
Licence Income						
Fish Licence Income	25,239	15,799	258,714	277,182	(18,468)	93%
Game Licence Income	-	-	18	152,480	(152,462)	0%
Non Resident Licence Revenue	2,397	2,116	10,382	14,774	(4,392)	70%
Total Licence Income	27,636	17,915	269,114	444,436	(175,322)	61%
Other Income	1,094	3,706	12,268	30,910	(18,642)	40%
Total Income	28,730	21,620	281,382	475,346	(193,964)	59%
Operating Expenses						
Depreciation	1,746	1,746	10,855	21,564	(10,709)	50%
Loss on Disposal	-	-	1,349	1,189	160	113%
1100 SPECIES MANAGEMENT						
1110 Population Monitoring	2,989	4,217	8,439	13,800	(5,361)	61%
1120 Harvest Assessment	-	-	-	5,900	(5,900)	-
1150 Game Farm	546	730	2,023	16,300	(14,277)	12%
1160 Releases	-	-	11,791	11,624	167	101%
1180 Control	-	-	-	600	(600)	-
Total 1100 SPECIES MANAGEMENT	3,535	4,946	22,253	48,224	(25,971)	46%
1200 HABITAT PROTECTION MANAGEMENT						
1210 Resource Management Act	-	-	731	7,000	(6,269)	10%
1220 Works & Management	-	-	-	2,000	(2,000)	-
1230 Assisted Habitat	-	-	1,063	10,000	(8,937)	11%
Total 1200 HABITAT PROTECTION MANAGEMENT	-	-	1,793	19,000	(17,207)	9%
1300 PARTICIPATION						
1310 Access	-	-	-	2,500	(2,500)	-
1320 Satisfaction Survey	-	-	-	500	(500)	-
1330 Newsletters	-	-	-	9,250	(9,250)	-
1340 Informational Publications	-	-	-	800	(800)	-
1350 Angler & Hunter Training	-	-	177	4,700	(4,523)	4%
1360 Club Relations	-	-	-	100	(100)	-
1370 Fish & Game Huts	-	-	-	1,000	(1,000)	-
Total 1300 PARTICIPATION	-	-	177	18,850	(18,673)	1%
1400 PUBLIC INTERFACE						
1430 Advocacy	-	-	-	1,000	(1,000)	-
1440 Public Promotions	-	-	50	1,000	(950)	5%
1450 Visitor Facility/Education	-	-	-	500	(500)	-
Total 1400 PUBLIC INTERFACE	-	-	50	2,500	(2,450)	2%

Table 2 Profit and Loss

	JAN 2019	FEB 2019	YTD ACTUAL	TOTAL BUDGET	VAR TO BUDGET	% OF BUDGET
1500 COMPLIANCE						
1510 Ranging	-	-	799	1,500	(701)	53%
1520 Ranger Training	287	17	304	700	(396)	43%
1530 Compliance/Prosecutions	-	-	-	500	(500)	-
Total 1500 COMPLIANCE	287	17	1,103	2,700	(1,597)	41%
1600 LICENSING						
1620 Agent Servicing	-	-	26	500	(474)	5%
1630 Commission	1,014	697	10,561	19,334	(8,773)	55%
Total 1600 LICENSING	1,014	697	10,587	19,834	(9,247)	53%
1700 COUNCILS						
1720 Council Meetings	62	249	856	2,500	(1,644)	34%
Other Council Expenses	-	614	3,612	-	3,612	-
Total 1700 COUNCILS	62	863	4,468	2,500	1,968	179%
1800 PLANNING/REPORTING						
1830 Reporting/Audit	-	-	4,008	6,400	(2,393)	63%
1840 National Liaison	-	-	-	300	(300)	-
Total 1800 PLANNING/REPORTING	-	-	4,008	6,700	(2,693)	60%
1900 ADMINISTRATION						
1910 Salaries	10,325	26,618	98,517	243,214	(144,697)	41%
1920 Staff Expenses	87	4,557	5,842	10,670	(4,828)	55%
1930 Staff Houses	-	140	274	11,000	(10,726)	2%
1940 Office Premises	920	276	3,550	7,200	(3,650)	49%
1950 Office Equipment	125	120	772	2,960	(2,188)	26%
1960 Communications/Consumables	553	545	6,279	13,500	(7,221)	47%
1970 General (inc Insurance)	97	42	611	7,300	(6,689)	8%
1980 General Equipment	-	-	222	3,800	(3,578)	6%
1990 Vehicles	938	3,814	7,174	12,200	(5,026)	59%
Total 1900 ADMINISTRATION	13,046	36,112	123,243	311,844	(188,601)	40%
NZ F&G Levy	6,730	-	13,460	26,920	(13,460)	50%
Total Operating Expenses	26,420	44,381	193,346	481,825	(288,479)	40%
Net Profit	2,310	(22,761)	88,036	(6,479)	94,515	-1,359%

3.0 Balance Sheet

Table 3 outlines the Balance Sheet as at 28 February 2019 compared to year end as at 31 August 2019.

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

Bank Accounts- there has been an increase in Bank from \$126k at 31/8/18 to \$168k as at 28 February 2019.

Debtors and prepayments \$39,073 - made up of Accounts receivable (\$34,576) and GST receivable. The majority of the Accounts receivable as at 28 February 2019 was amounts owing by Eyede Solutions \$32,869 (13,038 paid 5/3/19, \$9,586 paid 11/3/19).

Accounts Payable - \$78,155 – the largest creditor is to Ford for \$50,516 for the new vehicle.

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

Employee costs payable \$9,037 – this is the accrual for annual leave owing as at 28 February 2019. Note this has reduced substantially for 31/8/18 which was \$13k.

Equity has been presented as per the Annual Accounts.

Dedicated Reserves have moved by \$10,382 – which represents the amount received YTD for the Non Resident Licence levy received YTD \$10,382.

Table 3: Balance Sheet

Hawke's Bay Fish and Game Council

As at 28 February 2019

	28 FEB 2019	31 AUG 2018
Assets		
Bank		
Westpac Call Account	102,431	62,000
Westpac Current Account	4,183	4,090
Petty Cash & Licence Float	230	230
Donation Account	61,214	60,195
Total Bank	168,058	126,515
Current Assets		
Debtors & prepayments		
Accounts Receivable	34,276	12,910
Interest Accrued & Prepayments	-	4,781
GST	4,797	13,697
Total Debtors & prepayments	39,073	31,388
Investments	354,337	313,895
Farmlands Shares	1,835	1,835
Total Current Assets	395,244	347,118
Fixed Assets	487,745	475,000
Total Assets	1,051,048	948,634
Liabilities		
Current Liabilities		
Creditors and accrued expenses		
Accounts Payable	78,155	39,700
Accrued Expenses	4,264	7,574
Income in Advance	21,996	28,741
Westpac Credit cards	180	741
Total Creditors and accrued expenses	104,595	76,756
Employee costs payable	9,037	22,498
Total Current Liabilities	113,632	99,254
Total Liabilities	113,632	99,254
Net Assets	937,416	849,380
Equity		
Accumulated Funds		
Accumulated Funds	658,502	643,950
Current Year Earnings	88,036	24,828
Transfer To/From Reserves	(10,382)	(10,276)
Total Accumulated Funds	736,156	658,502

Table 3: Balance Sheet

	28 FEB 2019	31 AUG 2018
Dedicated Reserves		
Asset Replacement Reserve	80,253	80,253
Back Country Fisheries Reserve	38,742	28,360
Hawke's Bay Pheasants Unlimited	1,602	1,602
River/Water Quality Donations	57,694	57,694
Total Dedicated Reserves	178,291	167,909
Restricted Reserves		
Hawke's Bay Wildlife Fund	22,969	22,969
Total Restricted Reserves	22,969	22,969
Total Equity	937,416	849,380

4.0 Variance report

The variance report is shown on the following page - Table 4 (above). The figures in this report are taken from the Profit and Loss above - however, this report includes the staff hours. The Staff hours contribute to the Internal cost. Note that the Budget hours are for the total year and correspond with the Operational Work Plan- Actual hours are for September to February - so 6 months of the year. Income received for projects is set against each project to calculate a Net Cost for each project. Attached Table 5 has been taken from Table 4 – but identifies just the Time. This shows all project budgets and the actual hours- with the % of actual to budgets smallest to largest. With 50% of the year completed – 43% of the hours have been reported.

Table 4 : Region: Hawkes' Bay to 29 February 2019

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

Schedule B		EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST	
Code	Project	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	%
1110	Population Monitoring	\$ 13,800	\$ 8,439	543	495	\$ 34,039	\$ 28,732	\$ -	\$ -	\$ 47,839	\$ 37,171	\$ 10,668	77.7
1120	Harvest Assessment	\$ 5,900	\$ -	150	11	\$ 9,403	\$ 638	\$ -	\$ -	\$ 15,303	\$ 638	\$ 14,664	4.2
1130	Fish Salvage	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1140	Hatchery Operations	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1150	Game Farm	\$ 16,300	\$ 2,023	195	106	\$ 12,224	\$ 6,153	\$ -	\$ -	\$ 26,524	\$ 8,176	\$ 20,348	28.7
1160	Liberations	\$ 11,624	\$ 11,791	10	8	\$ 627	\$ 464	\$ -	\$ -	\$ 12,251	\$ 12,255	\$ (4)	100.0
1170	Regulations	\$ -	\$ -	54	10	\$ 3,385	\$ 580	\$ -	\$ -	\$ 3,385	\$ 580	\$ 2,805	17.1
1180	Control	\$ 600	\$ -	17	30	\$ 1,066	\$ 1,741	\$ -	\$ 296	\$ 1,666	\$ 1,446	\$ 220	86.8
	TOTAL - SPECIES MANAGEMENT	\$ 48,224	\$ 22,253	969	660	\$ 60,743	\$ 38,309	\$ -	\$ 296	\$ 109,967	\$ 60,266	\$ 48,701	55.3
1210	RMA	\$ 7,000	\$ 731	330	129	\$ 20,686	\$ 7,488	\$ -	\$ 731	\$ 27,686	\$ 7,488	\$ 20,198	27.0
1220	Works & Management	\$ 2,000	\$ -	120	21	\$ 7,522	\$ 1,219	\$ 5,000	\$ 2,261	\$ 4,522	\$ (1,042)	\$ 5,564	-23.0
1230	Assisted Habitat	\$ 10,000	\$ 1,063	206	45	\$ 12,913	\$ 2,612	\$ -	\$ -	\$ 22,913	\$ 3,675	\$ 19,238	16.0
1240	Assessment	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1250	Legal Expenses Reimbursed	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	TOTAL - HABITAT PROTECTION & MAN	\$ 19,000	\$ 1,794	656	195	\$ 41,122	\$ 11,318	\$ 5,000	\$ 2,991	\$ 55,122	\$ 10,121	\$ 45,001	18.4
1310	Access	\$ 2,500	\$ -	145	41	\$ 9,090	\$ 2,380	\$ -	\$ -	\$ 11,590	\$ 2,380	\$ 9,210	20.5
1320	Satisfaction Survey	\$ 500	\$ -	147	0	\$ 9,215	\$ -	\$ -	\$ -	\$ 9,715	\$ -	\$ 9,715	0.0
1330	Newsletters	\$ 9,250	\$ -	229	49	\$ 14,355	\$ 2,844	\$ 500	\$ -	\$ 23,105	\$ 2,844	\$ 20,261	12.3
1340	Other Publications	\$ 800	\$ -	148	8	\$ 9,278	\$ 464	\$ -	\$ -	\$ 10,078	\$ 464	\$ 9,613	4.6
1350	Training	\$ 4,700	\$ 177	336	147	\$ 21,063	\$ 8,532	\$ -	\$ 696	\$ 25,763	\$ 8,014	\$ 17,749	31.1
1360	Club Relations	\$ 100	\$ -	43	35	\$ 2,696	\$ 2,032	\$ -	\$ -	\$ 2,796	\$ 2,032	\$ 764	72.7
1370	Huts	\$ 1,000	\$ -	31	17	\$ 1,943	\$ 987	\$ 1,000	\$ 1,174	\$ 1,943	\$ (187)	\$ 2,130	-9.6
	TOTAL - ANGLER & HUNTER PARTICIP	\$ 18,850	\$ 177	1,079	297	\$ 67,638	\$ 17,239	\$ 1,500	\$ 1,870	\$ 84,988	\$ 15,546	\$ 69,442	18.3
1410	Liaison	\$ -	\$ -	55	19	\$ 3,448	\$ 1,103	\$ -	\$ -	\$ 3,448	\$ 1,103	\$ 2,345	32.0
1420	Communication	\$ -	\$ -	60	32	\$ 3,761	\$ 1,857	\$ -	\$ -	\$ 3,761	\$ 1,857	\$ 1,904	49.4
1430	Advocacy	\$ 1,000	\$ -	128	54	\$ 8,024	\$ 3,134	\$ -	\$ -	\$ 9,024	\$ 3,134	\$ 5,889	34.7
1440	Public Promotions	\$ 1,000	\$ 50	71	18	\$ 4,451	\$ 1,045	\$ -	\$ -	\$ 5,451	\$ 1,095	\$ 4,356	20.1
1450	Visitors/Education	\$ 500	\$ -	140	67	\$ 8,776	\$ 3,889	\$ -	\$ -	\$ 9,276	\$ 3,889	\$ 5,387	41.9
	TOTAL - PUBLIC INTERFACE	\$ 2,500	\$ 50	454	190	\$ 28,460	\$ 11,028	\$ -	\$ -	\$ 30,960	\$ 11,078	\$ 19,881	35.8
1510	Ranging	\$ 1,500	\$ 799	200	23	\$ 12,537	\$ 1,335	\$ -	\$ -	\$ 14,037	\$ 2,134	\$ 11,903	15.2
1520	Ranger Training	\$ 700	\$ 304	48	25	\$ 3,009	\$ 1,451	\$ -	\$ -	\$ 3,709	\$ 1,765	\$ 1,954	47.3
1530	Compliance	\$ 500	\$ -	148	7	\$ 9,278	\$ 406	\$ 500	\$ -	\$ 9,278	\$ 406	\$ 8,871	4.4
	TOTAL - COMPLIANCE	\$ 2,700	\$ 1,103	396	55	\$ 24,824	\$ 3,192	\$ 500	\$ -	\$ 27,024	\$ 4,295	\$ 22,728	15.9
1610	Licence Production	\$ -	\$ -	200	68	\$ 12,537	\$ 3,947	\$ -	\$ -	\$ 12,537	\$ 3,947	\$ 8,590	31.5
1620	Agent Servicing	\$ 500	\$ 26	96	38	\$ 6,018	\$ 2,206	\$ -	\$ -	\$ 6,518	\$ 2,232	\$ 4,286	34.2
1630	Agent Payments	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	TOTAL - LICENSING	\$ 500	\$ 26	296	106	\$ 18,555	\$ 6,153	\$ -	\$ -	\$ 19,055	\$ 6,179	\$ 12,877	32.4
1710	Council Elections	\$ -	\$ -	5	7	\$ 313	\$ 406	\$ -	\$ -	\$ 313	\$ 406	\$ (93)	129.6
1720	Council Meetings & Expenses	\$ 2,500	\$ 4,468	450	204	\$ 28,209	\$ 11,841	\$ -	\$ -	\$ 30,709	\$ 16,309	\$ 14,400	53.1
	TOTAL - COUNCILS	\$ 2,500	\$ 4,468	455	211	\$ 28,522	\$ 12,247	\$ -	\$ -	\$ 31,022	\$ 16,715	\$ 14,307	53.9
1810	Management Plan	\$ -	\$ -	50	9	\$ 3,134	\$ 522	\$ -	\$ -	\$ 3,134	\$ 522	\$ 2,612	16.7
1820	Annual Planning	\$ -	\$ -	116	73	\$ 7,272	\$ 4,237	\$ -	\$ -	\$ 7,272	\$ 4,237	\$ 3,034	58.3
1830	Reporting - Auditing	\$ 6,400	\$ 4,008	228	225	\$ 14,292	\$ 13,060	\$ -	\$ -	\$ 20,692	\$ 17,068	\$ 3,625	82.5
1840	National Liaison	\$ 300	\$ -	60	9	\$ 3,761	\$ 522	\$ -	\$ -	\$ 4,061	\$ 522	\$ 3,539	12.9
	TOTAL - PLANNING/REPORTING	\$ 6,700	\$ 4,008	454	316	\$ 28,460	\$ 18,342	\$ -	\$ -	\$ 35,160	\$ 22,350	\$ 12,810	63.6

Table 4 : Region: Hawkes' Bay to 29 February 2019

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

		\$	100,974	\$	33,879	4,759	2,030	\$	298,324	\$	117,828	\$	7,000	\$	5,157	\$	392,298	\$	146,551	\$	245,747	37.4	
		EXTERNAL COSTS		NETABLE INCOME		NET COST		NET COST		NET COST		NET COST		NET COST		NET COST		NET COST		NET COST		%	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	%
OVERHEADS																							
1910	Salaries	\$	237,067	\$	98,517			\$	234,547	\$	98,517	\$	2,520	\$	-	\$	234,547	\$	98,517	\$	136,030		42.0
1920	Staff Expenses	\$	16,817	\$	5,833			\$	16,817	\$	5,833	\$	-	\$	-	\$	16,817	\$	5,833	\$	10,984		34.7
1930	Staff Houses	\$	11,000	\$	274			\$	11,000	\$	274	\$	9,000	\$	4,200	\$	2,000	\$	(3,926)	\$	5,926		-196.3
1940	Office Premises	\$	7,200	\$	3,550			\$	7,200	\$	3,550	\$	-	\$	-	\$	7,200	\$	3,550	\$	3,650		49.3
1950	Office Equipment	\$	2,960	\$	772			\$	2,960	\$	772	\$	1,000	\$	361	\$	1,960	\$	411	\$	1,549		21.0
1960	Communications/Consumables	\$	13,500	\$	6,279			\$	13,500	\$	6,279	\$	-	\$	-	\$	13,500	\$	6,279	\$	7,221		46.5
1970	General	\$	7,300	\$	611			\$	7,300	\$	611	\$	-	\$	483	\$	7,300	\$	128	\$	7,172		1.8
1980	General Equipment	\$	3,800	\$	222			\$	3,800	\$	222	\$	1,000	\$	361	\$	2,800	\$	(139)	\$	2,939		-5.0
1990	Vehicles	\$	12,200	\$	7,175			\$	12,200	\$	7,175	\$	-	\$	-	\$	12,200	\$	7,175	\$	5,025		58.8
	Administration	\$	311,844	\$	123,233			\$	311,844	\$	123,233	\$	13,520	\$	5,405	\$	296,324	\$	117,828	\$	180,496		39.5
Total Overhead Net Cost																							
Total Outputs Staff Hours																							
Internal Cost Per Hour																							

		EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST		NET COST		NET COST		NET COST		NET COST		%	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	%
1	Species Management	48,224	22,253	660	660	60,743	38,309	0	296	108,967	60,266	48,701	55.3										
2	Habitat Protection & Management	19,000	1,794	656	195	41,122	11,318	5,000	2,991	55,122	10,121	45,001	18.4										
3	Angler & Hunter Participation	18,850	177	1,079	297	67,638	17,239	1,500	1,870	84,988	15,546	69,442	18.3										
4	Public Interface	2,500	50	454	190	28,460	11,028	0	0	30,960	11,078	19,881	35.8										
5	Compliance	2,700	1,103	396	55	24,824	3,192	500	0	27,024	4,295	22,728	15.9										
6	Licensing	500	26	296	106	18,555	6,153	0	0	19,055	6,179	12,877	32.4										
7	Councils	2,500	4,468	455	211	28,522	12,247	0	0	31,022	16,715	14,307	53.9										
8	Planning, Reporting	6,700	4,008	454	316	28,460	18,342	0	0	35,160	22,350	12,810	63.6										
9	Administration																						
	Total Overhead Staff Hours			1,600	748																		
	TOTAL BUDGET	100,974	33,879	6,359	2,778	298,324	117,828	7,000	5,157	392,298	146,551	245,747	37.4										

		Budget	Actual	Reconciliation:	Approved Budget	Surplus/(Deficit) YTD
Licence Income 2018/19		291,956	269,096			
2018/19 Fish licence		(12,473)	(10,561)	Less Interest	(10,390)	(1,707)
Less Commission		279,483	258,535	Plus Depreciation	21,564	10,855
Net Fish Licence Income		152,480	18		0	0
2019 Game Licence Income		(6,862)		Plus Loss/Less Profit on sale	1,189	1,349
Less Commission		145,618	18	Plus Levy/Less Grant	26,919	13,460
Net Game Licence Income		444,436	269,114	Licence revenue	(425,101)	(288,563)
Total Licence Income		425,101	268,553	Less Other Income	0	0
				Plus other Expenses	0	0
Total Net 2018/19		425,101	268,553	Approved Budget	(6,479)	88,045

Table 5 - Summary of Actual Staff hours to Budget hours

Code	Project	Budget	Actual	% of Actual hours to Budget
1320	Satisfaction Survey	147	0	0%
1530	Compliance	148	7	5%
1340	Other Publications	148	8	5%
1120	Harvest Assessment	150	11	7%
1510	Ranging	200	23	12%
1840	National Liaison	60	9	15%
1220	Works & Management	120	21	18%
1810	Management Plan	50	9	18%
1170	Regulations	54	10	19%
1330	Newsletters	229	49	21%
1230	Assisted Habitat	206	45	22%
1440	Public Promotions	71	18	25%
1310	Access	145	41	28%
1610	Licence Production	200	68	34%
1410	Liaison	55	19	35%
1210	RMA	330	129	39%
1620	Agent Servicing	96	38	40%
1820	Annual Planning	116	73	63%
1430	Advocacy	128	54	42%
1350	Training	336	147	44%
1720	Council Meetings & Expenses	450	204	45%
1450	Visitors/Education	140	67	48%
1520	Ranger Training	48	25	52%
1420	Communication	60	32	53%
1150	Game Farm	195	106	54%
1370	Huts	31	17	55%
1160	Liberations	10	8	80%
1360	Club Relations	43	35	81%
1110	Population Monitoring	543	495	91%
1830	Reporting - Auditing	228	225	99%
1710	Council Elections	5	7	140%
1180	Control	17	30	176%
	Total	4,759	2,030	43%

6.0 Recommendation

6.1 That Council approves the following payments:

<i>January 2019</i>	<i>40,828.24</i>
<i>February 2018</i>	<i>33,095.31</i>
<i>Total to Approve</i>	<i>73,923.55</i>

6.2 That Council accepts the Finance Report.

Licence Sales Report

Ref: 6.01.05

31 March 2019

1. Introduction

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

2. 2018-2019 Fish Licence Sales

- 2.1 Licence sales for the 2018-2019 season YTD are summarised in Table one.
- 2.2 A total of 97.1% of the annual sales target has been achieved.
- 2.3 Sales are reported to be .8 % above licences issued for the same period last year.
- 2.4 Nationally the licence sales are 3.9% below on last year's sales to the same time.
- 2.5 **Recommendation**

Council accepts the licence report

Hawke's Bay Fish Licence Sales YTD to 31 March 2019

Channel	FWF	FWA	FWNA	FSLA	FLAA	FWTA	FLBA	FSBA	FDA	FDNA	FWJ	FWNJ	FDJ	FDNJ	FWC	FWNC	FDNC	Total Fish	Fish LEQ	Fish Var	Fish \$
Agency Online	235	652	131	131	110	6	10	51	156	215	80	3	99	11	0	0	0	1,890			
Public Online	170	373	150	49	63	8	6	62	228	226	48	4	20	4	0	0	0	1,411			
Eyede Call Centre	6	0	0	5	0	0	0	0	1	1	0	0	0	0	0	0	0	13			
Total YTD 2017-2018	411	1025	281	185	173	14	16	113	385	442	128	7	119	15	0	0	0	3,314	2,363		\$260,917
Agency Online	206	632	117	142	136	7	8	44	144	263	77	1	81	11	0	0	4	1,873			
Public Online	181	379	187	52	68	5	9	71	226	129	53	3	21	1	0	3	0	1,388			
Eyede Call Centre	3	3	1	2	3	0	2	0	0	0	0	0	0	0	0	0	0	14			
Total YTD 2018-2019	390	1014	305	196	207	12	19	115	370	392	130	4	102	12	0	3	4	3,275	2,381	0.8%	\$269,193
Increase/(Decrease) on 2017/18 YTD																					
																			19		\$8,276

2018-19 Summary YTD Actual vs Total Budget

2018-19 Annual Fish Licence Sales Budget	2,452	100.0%	\$277,183
2018-19 YTD Actual	2,381	97.1%	\$269,193
Remaining to meet budget	-71	-2.9%	-\$7,990

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

2018-19 Budgeted LEQs	2,452	100.0%	\$277,183
2017-18 Complete Season* LEQs	2,525		\$278,848
2018-19 Est. year end based on current variance	2,545	103.8%	\$287,693
Est Shortfall/Surplus 2018-19 Season vs Budget	93	3.8%	\$10,510

3. 2019 Game Licence Sales

- 3.1 The YTD Game licence sales for the 2019 season are reported in Table two.
- 3.2 Total Game sales YTD have decreased by -26.1 % when compared to the same period last year and a total of 8.5% of the annual sales target has been achieved.
- 3.3 Hawkes Bay region licence holders were omitted from the early bird bulk email sent Nationally on 19th March 2019 due to an import failure, this was rectified on 28 March by resending the early bird bulk email advising the 2019 Gamebird licences are now on sale.
An increase in licence sales over the four days period after the resending of the email has narrowed the YTD decrease from 56.5% to 26.1%. An updated licence sales report will be presented at the council meeting.
- 3.4 Nationally the licence sales are 9.7% below on last year's sales to the same time.

Table two: 2019 Game Licence Sales Performance

Comparison of Game Licence LEQs to 31 March 2019

SALES CHANNEL	Adult Season	Junior Season	Child Season	Adult 24 Hour	Junior 24 Hour	Whole Season Equiv.	% Increase/Decrease on 2017
Direct Sales*	57	5	0	0	0	58	-15.2%
Agent Online Sales	107	5	3	0		108	-30.8%
Total Game 2019	164	10	3	0	0	166	-26.1%
<i>Direct Sales*</i>	<i>67</i>	<i>7</i>	<i>3</i>	<i>0</i>		<i>68</i>	
<i>Agent Online Sales</i>	<i>154</i>	<i>142</i>	<i>42</i>	<i>6</i>	<i>0</i>	<i>156</i>	
Total Game 2018	221	18	8	0	0	225	

TARGETS	Adult Season	Junior Season	Child Season	Adult 24 Hour	Junior 24 Hour	Whole Season Equiv.	Actual to date % of Target
2019 Total Budget	1902	181	87	100	7	1958	8.5%
2018 Total Sales	1902	181	87	100	7	1958	8.5%
2019 Estimated year end						1952	73.9%

15 PUBLIC EXCLUDED SESSION

Ref: 9.01.04

31 March 2019

1. Purpose

To discuss ongoing Hawkes Bay Audit and confirmed previous meeting minutes.

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:

Time:

Resolved (/)

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

GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
6.3.1.1 Discussion on 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)

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

ITEM	REASON UNDER ACT	SECTION	PLAIN ENGLISH REASON
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.”

Time:

Resolved (/)

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

1. Recommendation

1.1 That Council moves into a public excluded session to verify in committee minutes of previous meetings and discuss the ongoing audit of the Hawkes Bay Fish and Game Council.

19 Meeting Closes