



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

***MEETING
AGENDA***

Tuesday 15 October 2019

AGENDA

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

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

Date: **Tuesday 15 October 2019**

Commences: **6.00 PM**

Page Number

1	Welcome	(6.00 PM)	
2	Apologies		
3	Minutes of the previous meeting (20 August 2019)		3
4	Matters Arising		
5	Notification of Items of General Business		
6	Conflict of Interest Register		9
7	2020 Game Season Conditions		12
8	Information for the 2018-2019 Draft Annual Report		21
9	Hawke's Bay Fish and Game Council Meeting Dates for the 2020 year		22
10	Future Fish and Game Licence Sales System		23
11	Draft Policy on Hawke's Bay Honorary Ranger Appreciation		24
12	Draft Policy on Policy on Providing of Plants and Predator Traps for the Enhancement of Wetland/Riparian Habitat in Hawke's Bay		26
13	Liaison Officers Reports		28
14	Operational Reports		
	14.1 Management Report		29
	14.2 Health & Safety Report		35
	14.3 Finance Report		37
	14.4 Licence Report		54
15	Public Excluded Session		
16	Meeting closes		

HAWKE'S BAY FISH & GAME COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE GAME FARM ON TUESDAY 20th AUGUST 2019 AT 6.00 PM

PRESENT:

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

IN ATTENDANCE

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

PUBLIC IN ATTENDANCE

Graeme Jobey, Steve Perfect, Brad Pinker, Bob Spain and Aaron Wakeford

INTRODUCTION

1.0 WELCOME

The Chairman welcomed staff, councillors and the general public; he opened the meeting at 6.00pm advising the meeting would be recorded. He informed council Lindsay Lyons had emailed mid- afternoon advising he and Martin Taylor would not be attending tonight's meeting.

2.0 APOLOGIES

Cr's. Bowcock and Nimon.

AGREED

*2.1 That the apologies for the meeting held on 27th June 2019 be accepted. (19/08/2.1)
Duley/Lumsden*

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 27 June 2019 are a true and correct record. (19/8/5.1)

Hickmott/Niblett

6.0 MATTERS ARISING:

Cr Elstone requested an update with HB Regional Council on No Shooting Areas within the Tukituki River area. Jesse had followed up with Russell Engelke from HBRC, due to staff changes, no progress has been made on Public Use of Rivers, and however HBFG will participate in the discussion process.

7.0 DEVELOPMENT OF THE 2019 – 2020 OPERATIONAL WORK PLAN.

Cr Bates informed council the OWP would be finalised at tonight's meeting.

Mr Friedlander informed council of the changes made:

3.5K budgeted in the Satisfaction Survey has been moved to Rangers Appreciation Gift of \$500 and 3k to salaries which will provide flexibility for contract services.

Jesse advised council vehicles expenses year to date had increased and requested council amend additional 3k allocated salaries to 2k salaries and 1k vehicles.

Cr Williams commented that moving funds from one project category to salaries might make it more difficult to apply for CPI when discussed at the Contestable Funding round. Jesse advised council CPI doesn't cover the contract salary budget, staff salaries and contract salaries is spilt in our budget.

AGREED

7.1 That Council approves the Operational Work Plan and budget for the 2019 -20 year. (19/8/7.1)

Pinker/Mackay

7.2 That Council approves the delegation authority to the Regional Manager to approve expenditure during the year as set out in the Council approved Operational Work Plan and budget. (19/8/7.2)

Duley/Lumsden

8.0 EVALUATION OF COUNCIL.

Chair Bates clarified with councillors, the council appraisal form had been included with the papers of information to read, this evaluation form had been provided by NZ Council and previously used in the 2017 year. Council discussed conducting an evaluation last year however as this coincided with the Hawkes Bay Fish & Game Audit and instruction that the audit would proceed expeditiously, council had agreed to await its outcome. However, 12 months later- 13th August the final audit has just been presented to our council.

Council agreed to hold off until the council have had discussions with NZ Council and made decisions on recommendations made.

AGREED

8.1 That Council agreed to reassess when it would be appropriate to conduct evaluation of council at each council meeting. (19/8/8.1)

Hickmott/Niblett

9.0 POLICY: Hawkes Bay Fish and Game Honorary Ranger Incentives.

Council enquired whether there was a National Policy for Honorary Rangers Incentives.

Cr Williams enquired whether staff had investigated the legality of paying honorary rangers.

Jesse explained the rationale was a token appreciation gift to rangers, as set out in section 2 of the policy and suggested a \$50.00 petrol voucher.

Council instructed the manager to seek advice from Robert Sowman and develop a gift register to record annual gifting. Council agreed to change the name of the policy to reflect the fact that the gift would be a token gesture and not an incentive.

10.0 REVIEW OF MANAGERS PERFORMANCE.

The Chair informed councillors previously an employment committee of the Chair and two councillors were elected to perform the annual review of the manager.

Council agreed to select three members from council and one external HR person.

Cr Williams nominated Paul Elstone. Seconded Cr Hickmott.

Council agreed to nominate the two existing councillors and one new councillor. Cr Niblett, Cr Bates and Cr Elstone will make up the employment committee and will be delegated the role of selecting an external HR person.

AGREED

10.1 That Council agreed to appoint the Chair Bates, Cr Niblett and Cr Elstone plus an external HR person to the employment committee. (19/8/10.1)

Hickmott/Lumsden

12. LIASION OFFICERS REPORTS

Cr Williams reported on the last NZ Council meeting held 9 – 10 August.

At the June Meeting it was agreed to three sub committees being Licencing, Strategic Finance and Remuneration to be set up from NZ Council members and outsiders.

At the August Meeting it was agreed that:

Licence Sub Committee: Chris Owen, Noel Birchall, Ian Hadland, Jay Graybill and Phil Teal.

Strategic Finance Sub Committee: Paul Shortis, Daniel Isbister, Richard O Keefe (North Canterbury Councillor) Ray Grub (Otago Councillor).

Remuneration Sub Committee: Colin Weatherall, Bill O’Leary, Ken Cochrane (Southland Councillor) and Phil Teal (Wellington F & G Manager)

Cr Williams confirmed Graham Nahkies recommendation to NZ Council of not appointing staff to the Remuneration Committee had been considered however not totally followed his advice.

NZ Council agreed to a campaign for the upcoming local body elections “Drink water, Think water, Vote water and allocated 1k.

Council sought clarification of NZ Council backing some councillors. Cr Williams advised the topic was discussed, he said it was public knowledge that a Regional Councillor was standing for ECan and he could see conflict of interests.

Council enquired whether NZ Council had a policy on advocacy, liaison and political engagement for their CEO. Cr Williams confirmed NZ Council had no policy and we needed to trust the CEO's integrity.

Council agreed they were uncomfortable the organisation showed any allegiance to any political group, acknowledging Fish and Game is required to stay non-political to enable an open working relationship with the government elected at the time to meet our statutory requirements.

Council instructed the chair to write to the NZ Chair to enquire if NZ Council are actively supporting candidates in the elections.

Firearm Reform - NZ Council agreed to open dialogue with NZ Deerstalkers on firearm law reform and safety.

Council noted Martin Taylor's public support of the Second Tranche of the Firearms and supporting registration without detail of the policy, council enquired if the CEO had received the mandate from NZ Council and what information the council had to base this instruction on. Cr Williams confirmed NZ Council had supported a wide number of subjects on Tranche Two under public excluded. Council questioned how NZ Council achieved an independent decision without consultation with regional councils and licence holders.

Council instructed the NZ Appointee to enquire with the Chair whether the CEO was directed to release support for the Second Tranche and what information was the decision to support registration based on and will there be consultation.

Council instructed the Chair to write to NZ Council requesting the council agendas and minutes are kept up to date on the website.

NZ Game Bird Trust has invited nominations for the Trust Board.

Non-resident licence revenue – under spent and sitting in back country reserves.

Jesse informed council, staff have accounted to use part of these funds in our headwater diving research this summer.

12.0 REPORTS

12.1 Management Report

Peter Wilson updated council with

1. TANK Plan change and how the plan change is in the final preparation. Fish & Game and DoC have been cut out of involvement in the final drafting however we have been in discussions with iwi who have remained involved. He outlined staff concerns of the standards stating they don't represent F & G values, appears to have poor rules for the application of minimum flows and no guidance on how resource consents are to be notified. He advised council funding would be required for the first hearing to engage expert assistance from a Hydrologist. Existing budget of 35k should cover the first hearing costs.
2. Outstanding rivers plan change to be notified towards the end of the end.
3. Hawkes Bay Sports Fish & Game Plan- a weekly prompt has been sent.

4. Rivers Activities in the Regional Plan – the plan is unusual as it is fully permitted, with Council required to notify Fish & Game if a channel diversion is required. Council discussed options available and instructed Peter to investigate the budget cost to commission Ian Fuller to report on the likely natural state of a river versus those that had been beach raked.

AGREED

12.1 That Council instruct the manager and Peter Wilson to prepare a budget to commission a report on the effects of Beach Raking on the Regions Rivers. (19/8/12.1)

Hickmott/Elstone

Jesse informed the council of the substantial donation of plants donated to HBBFG by Hayden Durant of Plant Depot, Hastings, also the plan to order a large quantity of small size plants and to use the services of the Department of Corrections Crew to repot and in turn sell on at cost to licence holders in Hawkes Bay. Staff informed council that HBBFG will be able to supply Fish & Game branded predator control traps. Jesse proposed to develop a policy of eligibility to purchase plants and potentially the proposed chimney traps for predator control.

Council discussed the issue of powerboats in the regions rivers.

Council discussed the trend count and enquired whether the population was down or the trend count down. Jesse briefed the council with the new model use to try and account for the variation in the timing of the counts. Council enquired how the harvest trends compare with the trend counts, has this dropped off. Establishing yearly harvest tally particularly for swan, council recalled years ago a huge cull at Brownrigg's. Council investigate why Paradise Shelduck numbers were down. Council expressed their concern to the manager with the drop in numbers and emphasised the importance to establish why as it was council statutory obligation to manage.

Council requested an update from the National Mallard Research Committee.

12.2 Health & Safety Report

AGREED

12.2 That the council receives and accepted the Health & Safety Report. (19/08/13.2).

Mackay/Duley

12.3 Finance Report

Jesse updated council with planned expenditure of the unspent budget before the end of the month. He informed council he had hoped to present quotes for the stage one development of the Game Farm however the contractors are currently busy and the quotes are pending. Staff have applied for an extension of the 4 k Game Bird Habitat Fund plus with funding available in the unspent budget to investigate the game farm development and game farm, the manager sought approval to proceed with stage one of the game farm development.

Jesse informed there is interest and support received from local schools and the Lower North Island Forest & Bird manager had indicated interest in participating with planting and running predator control workshops. He confirmed no resource consent was required for the proposed two shallow unlined ponds in a natural state or larger pond.

Staff confirmed the staff house was compliant with the new insulation rules.

Staff verified expenditure paid to Guns and Tackle in May, was ammunition for the patterning day held at Ben Lomond.

AGREED

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

12.4 That the council receives and approves the payments totalling \$85,643.32- \$60,566.08 for May 2019 and \$25,077.24 for June 2019. (19/08/12.4).

Lumsden/Niblett

12.5 That the council accepts the finance report. (19/04/12.5).

Lumsden/Niblett

12.6 Licence Report

AGREED

12.6 That the council receives the licence reports. (19/04/12.6).

Hern/Mackay

13.0 PUBLIC EXCLUDED SESSION

Time: 8.25pm

AGREED

*13.1 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*

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

There being no further business the meeting closed at 9.05 PM.

CONFIRMED

CHAIRMAN

6. CONFLICT OF INTEREST REGISTER

19 September 2019

1. Purpose

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

2. Background

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

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

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

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.

regarded as likely to influence him or her in carrying out his or her responsibility.

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

- (i) There is a realistic connection between the member's private interest(s) and the interest(s) of the Council;
- (ii) The member's other interest could specifically affect, or be affected by, the actions of the Council in relation to a matter;
- (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. 2020 GAME SEASON CONDITIONS

1. Purpose

To review the 2019 Hawkes Bay Game Season conditions (see Appendix 1) and highlight 2020 Game Season issues for consideration at Council's December meeting.

2. Background

Issues relating to game season regulations for the upcoming season need to be identified at the October meeting of Council. From time to time Council reviews its policies and criteria for setting regulations as it did last year in relation to the setting of mallard and grey duck (greylard) harvest regulations (see resolutions Appendix 2). Council confirmed it would set regulations based on the predicted population size (Threshold Management) with three sets of regulation constraints; restricted, intermediate, and relaxed. If the Hawke's Bay mallard and grey duck population is predicted to be equal to, or below 100,000 birds then a restricted set applies. Above 100,000 and below 200,000 the intermediate set applies, and above 200,000 birds a relaxed set of conditions is triggered (see Figure 1).

Paradise shelduck and black swan regulations are also a function of their respective population estimates. Criteria for setting regulations for these species are given in Appendix 2.

Game season conditions are generally finalised for recommendation to the Minister of Conservation once population information is available from summer monitoring programmes.

In addition to any other issues Council wants to discuss, there are four topics that require Council's consideration as follows:

3. Issues Identified for Consideration

3.1 Paradise Shelduck and Black Swan

Refer to 2019 Paradise Shelduck/Black Swan Trend Count Report.

After today's meeting, clubs will be invited to comment on any issues they wish to raise for consideration at Council's next meeting (3 December 2019).

4. Recommendations

4.1 That Council identifies any other game season condition matters it would like further information on, or consultation with hunters about, before the December Council meeting.

Appendix 1

FIRST SCHEDULE

Hunting conditions generally common to all fish and game regions

1 Bag limits

- (1) No person shall possess on any one day, more than the number of game birds specified as the daily bag limit for the Fish and Game Region in which the game is taken, except on Sunday, 3 May 2020, when that person may have in his or her possession twice the number of game birds specified as the daily bag limit for Saturday, 2 May 2020.
- (2) A person may possess more game than specified in sub-clause (1) of this Schedule, if all such game is labelled with the following details:
 - (a) The name and address of the person by whom the game was taken;
 - (b) The number of the licence to hunt or kill game held by the person by whom the game was taken;
 - (c) The name of the Fish and Game Region by which that licence was issued;
 - (d) The name of the Fish and Game Region in which the game was taken; and
 - (e) The date on which the game was taken.

2 Waiver of Restrictions on Baiting for Waterfowl

A person² may hunt or kill game of the family Anatidae (waterfowl) during the open season for game in all Fish and Game Regions, except Auckland/Waikato, where food has been cast, thrown, placed or planted any time during the year. In the Second Schedule, Auckland/Waikato Fish and Game Region, Special Condition 4(9) applies instead to restrictions on baiting.

3 Magazine Shotguns

A person may hunt or kill game birds, as specified, in any Fish and Game Regions with any magazine shotgun of a calibre 10 gauge or smaller, which includes magazine extensions³, other than in the:

- (a) Auckland/Waikato Fish and Game Region;
- (b) Eastern Fish and Game Region;
- (c) Hawke's Bay Fish and Game Region;
- (d) Wellington Fish and Game Region;
- (e) Nelson/Marlborough Fish and Game Region;
- (f) West Coast Fish and Game Region.

For these six Regions special conditions in the Second Schedule apply.

²Section 17 of the Wildlife Act 1953

³Amended notification to section 18(1)(c) (iii) and (v) of the Wildlife Act 1953 as authorised by the Minister of Conservation under section 18(1) of that Act

4 Shot Size

No person shall use, in any shotgun used for the purposes of hunting and killing game, any cartridge containing any shot size having a larger retained, per-pellet energy at 90 metres than lead BB.

5 Use of Lead Shot Prohibited

- (1) No person may possess lead shot, or use lead shot, while hunting or killing waterfowl within 200 metres of open water, with any gun using a 10 or 12 gauge cartridge. Non-toxic alternative shot may be used, including steel.
- (2) For the purposes of this requirement, “waterfowl” means any of the following game species:

Black swan (*Cygnus atratus*)

Grey duck (*Anas superciliosa*) and any cross of that species with any other species, variety, or kind of duck

Mallard duck (*Anas platyrhynchos*) and any cross of that species with any other species, variety, or kind of duck

Paradise shelduck (*Tadorna variegata*) also known as Paradise duck.

Spoonbill duck (New Zealand shoveler) (*Anas rhynchotis*)

Pukeko (*Porphyrio porphyrio melanotus*)

- (3) For the purposes of this requirement, “open water” means either:
 - (a) any area of land or seabed covered permanently or seasonally by water wider than 3 metres; or
 - (b) any area which is temporarily covered by water wider than 3 metres at the time of such possession or use, and that is contiguous to an area referred to in paragraph (3)(a).

6 Shotguns of a Bore Smaller Than 12 Gauge and Muzzle Loaders Exempt in Relation to Use of Lead Shot

Hunters may use lead shot in shotguns of a bore less than 12 gauge (including 16, 20, 28, 410) or muzzle loaders for the 2020 season.

7 Camouflaged Rowboats

A person⁴ may hunt or kill game within the following Fish and Game Regions, from unmoored camouflaged rowboats, subject to the excluded periods for the regions specified below:

Northland – no excluded period

Auckland/Waikato – excluding 2 and 3 May 2020

Eastern – excluding 2 and 3 May 2020

Hawkes Bay – excluding 2 and 3 May 2020

⁴Section 18(1)(f)(vi) of the Wildlife Act 1953

Taranaki – no excluded period
Wellington – excluding 2 and 3 May 2020
Nelson/Marlborough – no excluded period
West Coast – no excluded period
North Canterbury – excluding 2 and 3 May 2020
Central South Island – excluding 2 and 3 May 2020
Otago – excluding Clutha River 2 and 3 May 2020 inclusive
Southland – no excluded period

8 Restriction on Taking of Game

No person shall use any vehicle propelled by mechanical power (including motorised watercraft)⁵ to chase or kill game, except in such circumstances and at such times as authorised by the Conservation Act 1987 and Wildlife Act 1953.

9 Pegging Day

- (1) Stand claimants who claimed and occupied a stand during the 2019 Game Season may claim that stand at any time prior to pegging day (up to 10.00am on 5 April 2020) following the purchase of the 2020 game licence. If you are in the Auckland/Waikato Region, then the above mentioned applies **only to Adult Whole Season Licence Holders** and does not apply to Junior Licence Holders as it does in all other Fish and Game Regions.
- (2) Otherwise, unclaimed stands can only be claimed any time after 10.00am on 5 April 2020 in all Fish and Game Regions.
- (3) A stand may be claimed by planting on it a stake having either a board or identifying label attached, plainly identifying the name of the claimant and the number of his/her licence. The hunting stand claim tag provided with the licence must be completed with the name of the claimant and affixed to the board or identifying label.
- (4) The licence holder claiming a stand must be present in person at the stand when marking it up.
- (5) No one can claim more than one stand.
- (6) A stand cannot be claimed closer than 90 metres to a stand already claimed by another person without that person's consent.
- (7) Any stand not occupied by the claimant within one hour after the opening hour of hunting, on any day, can be occupied by another licence holder for the remainder of the day.

10 Conditions

These conditions will expire at the end of the open season for game specified under the Second Schedule for each Fish and Game Region.

⁵Section 18(1)(f)(v) of the Wildlife Act 1953

SECOND SCHEDULE:

HAWKE'S BAY FISH AND GAME REGION

Game That May be Hunted or Killed—Duration of 2020/2021 Season

Species	Season Duration (dates inclusive)	Daily Bag Limit	Hunting Area
Mallard/grey duck	2 May to 14 June 2020	8	All areas
NZ Shoveler duck	2 May to 14 June 2020	2	All areas
Paradise shelduck	2 May to 26 July 2020	10	All areas
Pukeko	2 May to 30 Aug 2020	10	All areas
Black swan	2 May to 14 June 2020	3	All areas
Brown quail	Closed season	0	All areas
California quail	2 May to 30 Aug 2020	10	All areas
Cock pheasant	2 May to 30 Aug 2020	2	All areas

2. Shooting Hours

6.30 am to 6.00 pm.

3. Decoy Limit

No limit.

4. Special Conditions

4.1 No person may hunt or kill gamebirds, as specified, within the Hawke's Bay region with any magazine extensions on a shotgun of 10 gauge or smaller (including 12, 16,20, 28 410)

Magazine shotguns must be restricted in such a way that the shotgun is incapable of holding more than two shells in the magazine and chamber combined at any one time.

4.2 Any licence game bird hunter who has a Department of Conservation permit to take or kill wildlife for the purpose of hawking may hunt with an Australasian Harrier (*Circus approximans*) to take game birds. This is subject to the season length and bag limit for game birds specified in clause 1 of this notice for this Region and subject to any conditions imposed by the Director- General of Conservation under a permit.

Please note that information on upland game properties with special conditions will be available on the Fish and Game website under hunting regulation https://fishandgame.org.nz/game-hunting-in-new-zealand/hunting_regulations/ and on the Government Legislation website <http://www.legislation.govt.nz/>

HUNTING IN THE HAWKE'S BAY

The Hawkes Bay Fish & Game region is defined by river catchments, extending north to the Mohaka, west to the Ngaruroro, and southwest to encompass the Tukituki systems, with the southern border reaching the Tautane Stream just south of Cape Turnagain.

WATERFOWL

The mallard, grey duck and hybrids are the most popular game birds of the region. These species respond well to calling and decoying and can be found on most of the region's rivers, streams, dams and lakes. Shoveler are a transient population for most of the season and are renowned for their fast flying and elusiveness.

There are extensive hunting opportunities in the river beds of the region. Access is good and well-marked with signs.

A little time spent checking out backwaters pre-season can pay dividends during the season.

Paradise shelduck are wide-spread and can be hunted successfully in most locations. Low-lying farmland with water nearby is ideal for hunting using silhouette decoys. If you want to target parries, the pasture lands and river beds are a good place to start. Most landowners are only too happy for hunters to target parries on pasture if they are approached and asked first.

The Hawkes Bay region administers a number of Controlled Shooting Areas throughout the region. Periodically vacancies arise, creating a wetland enhancement and shooting opportunity for local shooters. If you want to shoot this season but don't have anywhere to hunt, give our local Fish and Game office a call.

UPLAND GAME

Hawkes Bay hosts a good population of ring-necked pheasant and varying numbers of California quail, with the best results achieved in scrubby river margins and forestry plantations with blocks of young trees. Pheasants are predominantly hunted in our major river systems with the Waipawa, Tukituki, Ngaruroro and Tutaekuri normally well worth a look. The best hunting is generally where good cover and watering opportunities are found (i.e. river basins), especially where these areas border orchards and/or assorted cropping areas. For most of these areas a dog is recommended as an easy way to cover ground effectively.

Some years forestry blocks are available for use by upland game bird hunters. This is possible through the assistance of Matariki and Pan Pac Forest managers. The blocks offer weekend hunting only, and for this reason are usually productive and worth applying for. Access to these blocks is administered through our Fish & Game office by way of a balloted permit

system. Balloting of these blocks will be advertised in early April via Facebook or call into the office to collect a form. If you are interested in applying, fax us a copy of your 2020 game bird hunting licence along with your name, address and phone number - along with the same details for any companions you will take. Include the make, model colour and registration number of the vehicle you will use. For further information contact the Game Farm office.

• A COUPLE OF THINGS TO REMEMBER

Access is a privilege not a right so if in doubt, please ask! Land owners frequently have paradise duck and swan problems and often appreciate flocks being dispersed by hunters. Often they might offer the opportunity to shoot a vacant pond. In any case the personal courteous approach is by far your best bet.

Please do not leave the bodies or parts of shot game on the hunting ground. If carcasses are left in the field it can encourage unwanted predators as well as ill feeling from other hunters and the non-hunting public. Please make yourself familiar with the Closed Game Areas and Wildlife Refuges scattered throughout Hawkes Bay.

WILDLIFE REFUGES

1. The bed of the Tuki Tuki River between Waimarama Bridge and a line running from the north of the Mangangara Stream to the road at the southwestern corner of Section 9 and 15 in the Te Mata Survey District (8km upstream)
2. Lakes Tutira, Orakei, and Waikopiro and certain surrounding land
3. Horseshoe Lake, Elsthorpe
4. The property of R H, J R, and T R Hartree, Puketitiri
5. The Westshore Ponds
6. The spit south of the mouth of the Ngaruroro River
7. Rakautana Forest, Waikoau
8. Pauhanui Bush, Gwavas Station, Tikokino Bay

POACHING PROBLEMS?

We have set up a 0800 POACHING (0800-762-244) number. If you witness any offending let us know as soon as possible.

WETLAND CREATION

For information and advice on wetland creation contact the staff at your local Fish & Game offices. Wetlands in the Hawkes Bay Region are now rare. In some parts less than 1% of the original wetlands remain. The Habitat Trust fund is one source of funding for enhancement,

purchase or development of wetlands. If you have a proposal to create or enhance an area of wetland we may be able to assist you obtaining some funding.

LICENCES

You can now order your game licence through our website www.fishandgame.org.nz

Appendix 2

AGREED

December 2018 minutes

8.1 That Council adopts the 2019 Hawke’s Bay Game Bird Conditions attached. Subject to monitoring of mallard & grey duck paradise shelduck, and black swam (if the January monitoring reveals there is a significant collapse in the populations council authorise staff to reduce the bag limit to restricted threshold criteria).

Pinker/Lumsden

2.2 Threshold Criteria for Paradise Shelduck

Table 1: Hawkes Bay Paradise Shelduck threshold

LONG TERM TREND	CONSTRAINT
Negative i.e. population declining	Restricted
Zero i.e. population stable	Intermediate
Positive i.e. population growing.	Relaxed

Table 2: Hawkes Bay Paradise Shelduck season conditions

SEASON	APPROPRIATE SEASON DURATION AND BAG LIMIT
Restricted	Restrictive season conditions, A 4-bird limit with the season length the same as the mallard.
Intermediate	Intermediate conditions, season length the same as the mallard & a 10 -bird limit.
Relaxed	Relaxed conditions, season length the same as the mallard & a 12-bird limit.

2.3 Threshold Criteria for Black Swan

Table 3: Hawkes Bay Black Swan threshold levels

POPULATION SIZE	TREND	SEASON CONDITIONS
Low (below 1,000)	Negative	Restricted
Low (below 1,000)	Zero	Restricted
Low (below 1,000)	Positive	Restricted
Moderate (between 1,000 and 3,000)	Negative	Intermediate
Moderate (between ,1,000 and 3,000)	Zero	Intermediate
Moderate (between 1,000 and 3,000)	Positive	Relaxed
Greater than 3,000	Negative	Relaxed
Greater than 3,000	Zero	Relaxed
Greater than 3,000	Positive	Relaxed

Table 4: Hawkes Bay Black Swan season conditions

SEASON	APPROPRIATE SEASON DURATION AND BAG LIMIT.
Restricted	Restrictive season conditions, closed season.
Intermediate	Intermediate season conditions, A 3-bird limit, with the season length the same as the mallard.
Relaxed	Relaxed conditions, 8-week season with a 5-bird limit.

Below Graph – Matthew McDougall- Eastern Fish & Game

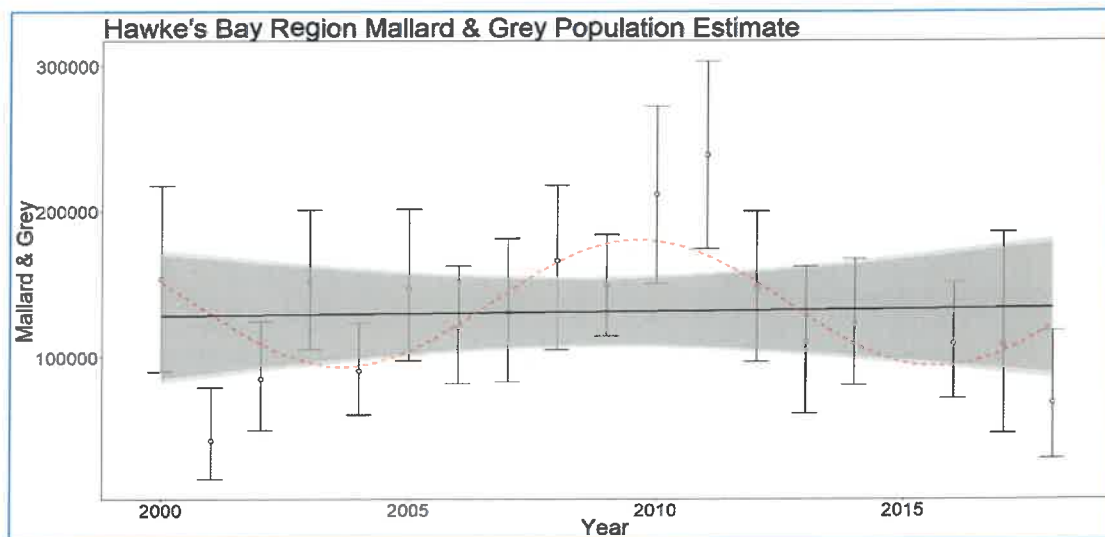


Figure 1. Hawke's Bay mallard and grey duck population (Greyland mean \pm 95% Credible Interval) 2000–2018. Black solid line is the regression line over time and the red dashed line is the Sine model (12 year cycle).

8. INFORMATION FOR THE 2018-2019 DRAFT PERFORMANCE REPORT

1. Purpose

To review the draft Chairman's report, Statement of Service Performance report and draft Financial Statements for the 2018-2019 Performance (Annual) Report.

2. Background

The Performance Report for the 2018-2019 year will be presented to the public annual general meeting to be held 03 December 2019 as per the requirement of Sections 26W and 26ZD(7) of the Conservation Act, 1987.

The annual Performance Report contains a Statement of Service Performance (SOSP) so that readers can assess the performance of the Council against the targets set in the 2018-2019 Operational Work Plan (OWP). The Performance Report aligns with the OWP to clearly show actual outcomes against targets identified in the annual work planning process.

The purpose of this paper is to enable the early consideration of the material being developed for inclusion in the Performance Report. A draft of the SOSP has been prepared, along with draft unaudited Financial Statements, and these have been circulated to Councillors prior to this meeting. The draft Chairman's report is also included.

The reports will be revised after Council consideration then compiled into the final Performance Report. This then needs to be approved at the 03 December 2019 meeting held immediately prior to the public annual general meeting where the Performance Report is presented to the public.

3.0 Recommendation:

3.1 That Council receives the draft reports comprising the Statement of Service Performance, Chairman's reports and draft Financial Statements for the 2018-2019 year, and identifies any changes required before finalising the Performance Report for the 2018-2019 year.

9. DATES THE HAWKE'S BAY FISH & GAME COUNCIL IN 2020 YEAR

1. Purpose

To set a dates for the Council meetings to be held in the 2020 year.

2. Background

The Council is required to meet on at least six occasions between 1 February and 31 December each year. Due to a need to supply regional feedback to the New Zealand Council on important matters such as regulation and licence fee setting, the timing of these meetings must fit within a national bi-monthly schedule. Meetings need to be held in February, April, June, August, October and December to consider the issues indicated in the table below. Meetings have typically been scheduled to take place on Tuesday evenings in the third week, and however to meet NZC deadlines some meeting dates have been moved forward..

Meeting dates and key issues for discussion.

	Date	Key Issues
1	<i>4 February 2020</i>	<ul style="list-style-type: none">• Council Priorities
2	<i>14 April, 2020</i>	<ul style="list-style-type: none">• OWP – initial draft• Anglers Notice – initial consideration
3	<i>9 June 2020</i>	<ul style="list-style-type: none">• Licence Fee• OWP – 2nd draft• Anglers Notice – finalise recommendations
4	<i>11 August 2020</i>	<ul style="list-style-type: none">• Finalise OWP
5	<i>20 October 2020</i>	<ul style="list-style-type: none">• Game Conditions – initial consideration• Annual Performance Report - draft
6	<i>8 December 2020</i>	<ul style="list-style-type: none">• Game Conditions – finalise recommendations
AGM	<i>8 December 2020</i>	<ul style="list-style-type: none">• Present Annual Performance Report

The Hawke's Bay Council met at 6 pm at the Game Farm located at 22 Burness Road, Greenmeadows.

NZ Council Meetings

03/04 February (Wgtn)

23-23 April (Wgtn)

12-13 June (Wgtn)

11-12 September (Wgtn)

20-22 November (Wgtn)

13. Recommendation

That the council approves the proposed meeting schedule and dates for the six regular meetings and one annual general meeting for 2020.

10. FUTURE FISH AND GAME LICENCE SALES SYSTEM

1. Purpose

For the Council to discuss the attached document outlining options for the future Fish and Game licence sale system and to seek feedback on which option is preferred.

2. Background

A sub committee of the NZC with a membership comprised of NZC Councillors and regional managers has been looking at options for the Fish and Game licence sales system when the current provider's contract expires on 31 August 2020. Regional Fish and Game Councils are requested to provide feedback to the NZC CEO on which option is preferred. See the attached document in the papers for information.

10.1 Recommendation

That the council discusses the document on options for future fish and game licence systems and provides feedback on which option is preferred.

11. POLICY ON HAWKE’S BAY FISH AND GAME HONORARY RANGER APPRECIATION.

1. Purpose

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

2. Background

At its June meeting, Council requested a policy be drawn up to outline the arrangements for gifting of petrol vouchers or other gifts to those Honorary Rangers deemed to be contributing significantly to compliance in the region on an annual basis. At its August meeting, Council requested changes be made to the wording of the policy to reflect that any gift would be a token gesture to show appreciation for the hard work our rangers put in and not an incentive.

11.1 Recommendation

That Hawkes Bay Fish and Game Council notes any changes it wishes to make to the draft policy on Hawke’s Bay Fish and Game Honorary Ranger Appreciation and approves the policy with any changes noted.

Policy on Hawke's Bay Fish and Game Honorary Ranger Appreciation

1.1 Purpose

The purpose of this policy is to outline the arrangements for providing tokens of appreciation to acknowledge those Honorary Rangers deemed to be contributing significantly to compliance in the region.

1.2 Scope

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

1.3 Related Legislation

Wildlife Act 1953

Conservation Act 1987

2. Arrangements for providing incentives

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

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

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

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

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.

12.1. 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.

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, 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-licence holders 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 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

13.0 LIAISON OFFICERS REPORTS

13.1 EAST COAST/HAWKE'S BAY CONSERVATION BOARD

13.2 REPORTS FROM OTHER AGENCIES

13.3 REPORTS FROM NEW ZEALAND COUNCIL

14. OPERATIONAL REPORTS

14.1 MANAGEMENT REPORT

30 September 2019

SPECIES MANAGEMENT

1111 Regional Didymo Surveillance

Didymo sampling was completed during August on the Ngaruroro and Tutaekuri rivers and samples sent to Waikato University for analysis.

1111 River Fisheries Investigations

Staff have completed the final round of spawning counts on the Esk River. We plan to continue with this in subsequent seasons. Staff will commence electric fishing in the Tukipo River, Makaretu and Mangaonuku stream to monitor the extent of movement of juvenile trout and spawning success. This study is a repeat of last years and will help enable us to find longer term trends.

1112 Data watch returns for the 2018-19 season

A total of 51 tags were returned during the 2018-19 data watch tag season from Tutira and 3 tags returned from Lake Hawkston (1 October 2018 to 24 September 2019).

1117 Game Bird research

Matt McDougall (Eastern Fish and Game) has updated the Hawke's Bay banding database and all band return letters have been sent to those who returned bands in the 2019 season.

1121 River Fisheries Creel Surveys

Staff have created an updated electronic angler diary after receiving reports that the current diary was too cumbersome. There was not enough data generated from the winter season to draw any meaningful conclusions and so a report hasn't been included. Staff hope that this issue has been solved with the new survey which has been circulated to anglers clubs and previous contributors.

1122 Game Bird Hunter Survey

SIT have completed the 2019 Gamebird Hunter Harvest Survey. The data has been compiled and the report is included in the papers

1151 Game Farm Operations

The presence of an invasive vine at the Game Farm has been brought to our attention by a member of the public. Control is ongoing. Workers from the Department of Corrections continue to re-pot plants at the shadehouse on Thursdays and /or Fridays.

1152 Game Farm Maintenance

Grounds maintenance is ongoing with Ace Lawn Services contracted to mow the lawns every fortnight. Predator control is also ongoing around the Game Farm site. Volunteers from

Napier Anglers Club and the Watts Family kindly assisted with a morning working bee at the Game Farm on Wednesday 11th Sep. Overhanging vegetation was cleared from mown areas and paths and raupo cleared from areas of the pond where it had spread.

1181 Game Bird Control

Five permits to disturb have been issued in September. Four for Pukeko, One black swan and one paradise shelduck.

HABITAT PROTECTION AND MAINTENANCE

1211 RMA Planning.

Staff attended the Tukituki Leaders Forum Meeting on the 27th September.

1. TANK plan change

Formal notification of this plan change is expected by the end of the year. There is some risk that the Hawkes Bay Regional Council wishes to use the streamlined planning process within the RMA - which cuts out some of the rights of appeal - to implement this, however, the Coalition government has recently put a bill before the House removing these parts of the RMA (and others). Fish and Game is engaging extensively with allies on this matter, as the water quantity sections of this remain a risk. The issue is not one of opposition to all water storage proposals, it is one of how those proposals have been assessed and their likely effects on rivers.

2. Ngaruroro Water Conservation Order

The New Zealand Fish and Game Council has appealed the special tribunal's decision to the Environment Court. The appeal is on relatively narrow grounds - on legal drafting errors and on the legalities of a "threat test" that has been included within the judgement, which states that even if values of a river are outstanding, they do not apply if there is no threat to them. This appears contrary to the law in Part 9 of the Act, and puts other WCOs elsewhere in New Zealand under threat.

Hawkes Bay Fish and Game Council has become part of the appeal proceedings, primarily on staff recommendation to ensure that information related to the appeal flows to the Hawkes Bay Fish and Game Council, as this has apparently been an issue in the past. There are no costs associated with this. Staff were given less than one day's notice of the ability to join the appeal.

1212 Consent Applications

Staff continue to review weekly consent applications emailed out by HBRC.

1221 Reserves Management

We are working with the Hawkes Bay Regional Council to renew our management agreement for Pukeora Pond. Staff have met with HBRC staff to discuss willow control at Railroad Wetland which Hawke's Bay Fish and Game have a management agreement over. This work will likely occur over the summer months.

1231 Maintain and Enhance Game Bird habitat

Staff assisted with the applications of three landowners in Hawke's Bay to the Gamebird Habitat Trust. All three projects received funding with a combined total of \$18,000 granted. The below table shows this years Gamebird Habitat Trust Grants.

7.3 This year's Grants

#	Project Name	Applicant	Region	\$ Grant
1	Majek Gully	C Prankerd	Taranaki	0
2	Eco Blue Wetland	Hamish Blue	Taranaki	2,000
3	Ledhaven Wetlands Stage 3	Murray Blue	Taranaki	3,000
4	Howatson Wetland	Glenn Howatson	Taranaki	6,000
5	Duck Haven Wetland	Bruce Bryant	Wellington	0
6	Tennent Wetland Project	Tom Tennent	Hawke's Bay	8,000
7	Coutada One	Mark Mossman	Wellington	4,000
8	Tainui Wetland Project	Ben Wilson	Hawke's Bay	8,000
9	Sweetwaters	Wayne McEntee	Auckland/Waikato	5,000
10	C & J Brennan Wetland	Chris Brennan	Auckland/Waikato	5,000
11	278 Austin Road Ponds	Nicholas Francis-Stead	Auckland/Waikato	4,000
12	Pine Pond	Bill Carswell	Wellington	8,000
13	Waikanae Wetland Restoration	Chris Jobson	Eastern	6,000
14	Maratuna Wetland	Ken Miller	Hawke's Bay	3,000
15	Airlie Wetland	Sam Clark	Hawke's Bay	3,000
16	Lower Cannon Bone Pond	Aaron Passey	Wellington	2,000
17	Gaddum Dam Restoration Project	Harry Gaddum	Hawke's Bay	2,000
18	Pakaraka Wetland	John Skeates	Northland	0
19	Omana Wetland	Scott Paterson	Northland	5,000
20	Pounamu Rakiraki	Whatarangi Murphy-Peehi	Taranaki	1,500
21	Pukepai Wetland	John Gordon	Taranaki	5,000
22	Takitakitoa extension	Otago Fish & Game	Otago	10,000

Staff continue to visit sites to offer advice on wetland development throughout Hawke's Bay and have provided native plants to four separate habitat projects. The majority of these plants were donated to us by Hastings Bay Plant Depot.

ANGLER AND HUNTER PARTICIPATION

1312 Signage

Staff have completed upgrading the current F&G access signs on the Tutaekuri River using funding obtained from the Walking Access Commission. Signage on the Ngaruroro has also been completed and temporary closed water signage replaced with permanent signage throughout Hawke's Bay. This will decrease staff time as previously closed water signage has been put up/taken down at the start and end of each season. A new boundary sign has been ordered to replace the damaged sign on the Napier-Wairoa Rd.

1331 Electronic Newsletters

Staff produced the Reel Life newsletters for August and September

1332 Fish & Game Magazines

The special fish edition of the Fish & Game Magazine and the Region's 2019-20 Fishing newsletter were distributed to 2018/19 Whole season fish licence holders and copies distributed to licence agents, all regional high schools and regional libraries.

1333 Fish and Game Website

The Facebook site is continuing to grow and has provided a way for staff to communicate with not only our licence holders but also other interested parties. We now have 650 likes and 686 followers. Nine face books posts were uploaded during the month of September.

1341 Information Pamphlets

Stocks of information pamphlets maintained in licence agents and other outlets throughout the region.

1351 Children's Fishing Programme

Staff plan to hold the kids fishing programme on the 7th March 2020.

1352 Angler/Hunter Training

Hastings Anglers Club continue to run a junior 'Learn to flyfish' course on Wednesday nights and an adult/novice course on Thursday nights. A women's course is planned for November and will be advertised via Facebook and Reel Life when dates are confirmed.

1353 Angler/Hunter Enquiries

Staff continue to field enquiries for information from anglers and hunters. Information packs have been sent out to novice anglers and those wanting to return to the sport.

1361 Fish and Game Club Communications

Staff maintain regular contact with presidents and members of fish and game clubs.

1371 Fish and Game huts

Staff have maintained the ground around Glenfalls Hut and the fire extinguisher has been checked.

PUBLIC INTERFACE

1411 Statutory Liaison and Political awareness

Staff continue to meet regularly with HBRC and DOC staff and attended the Mfe public consultation meeting on the NPS on freshwater on the 24th September.

1441 Public Promotions

Hawkes Bay Fish & Game will have a stand at the A&P Show on the 23rd and 24th October.

1451 Education

We had a visit from a group of agricultural students from EIT on Friday 6th Sep. Staff gave a talk on the role of Fish and Game and a tour of facilities including the shadehouse. EIT have expressed interest in using our facilities for further teaching.

COMPLIANCE

1511 Ranging

Staff ranged at Tutira and some of our lower river stretches when conditions have been favourable. Staff also spent Opening Day ranging the upper sections of our major rivers.

1521 Training

Nick Page (Casual Fish and Game Officer) attended a two day CERT course in Palmerston North. Nick will have a ranger warrant for the start of the fishing season. Staff have also been ranging in Tutira and plan to increase our presence in backcountry fisheries in the new season. Staff are planning to have a BBQ at the Game Farm for our rangers in early summer.

LICENCING

1611 Licence Production and Distribution

Licence information and access pamphlets were distributed to Napier, Hastings and Central Hawkes Bay I-sites. New licence category pricing list and licence option cards distributed 17 September 2019.

1612 Analysis of Licence Information

See Licence Sales Report for further details.

1613 National Licence Management

Kate Thompson from Eastern Fish & Game continues to provide regular updates of licence sales and reports from the Licence Working Party and R3 Working Group are received.

1614 Increase Licence Sales

Staff have actively promoted licence sales via our Facebook and have encouraged anglers to upgrade to family licences. Staff have explained our licence category options through phone calls received and licence agent visits.

Information packs consisting of a complimentary magazine, newsletter, fishing regulations and access pamphlets posted out to potential anglers who have called and visited the office.

1621 Licence Agent Support

Staff visited licence agents on 17 September in Napier, Hastings, Havelock North and Central Hawkes Bay. Licence category cards for the 2019/20 fishing season, regulation booklets, child licence pads, complimentary magazines/newsletters, didymo material and access pamphlets were provided.

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.

PLANNING AND REPORTING

1811 Sports Fish & Game Management Plan

Staff have met with DOC staff to discuss issues and it is expected that this will go to the minister for sign off shortly.

ADMINISTRATION

1921 Staff Communications

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

1932 Staff House

Security doors and mosquito mesh has been installed on the windows/doors of the staff house.

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

August vehicle checks have been completed and vehicles maintained to clean and tidy standard. The trailer has a new warrant and staff have bolted a new sheet of ply wood on to replace the rotted deck.

14.2 HEALTH AND SAFETY REPORT

27 September 2019

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. August/September 2019 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 goes out on field trips/ranging or when volunteers are assisting.

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

Fire extinguishers in the office, trucks and staff house have been checked and signed off for another year.

2. Monitoring and Reporting

Work Place Accident Register

As at 26 September 2019

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

Users of the meeting room complete the visitors agreement and register agreeing to undersign taking care of their own health & safety while using the meeting room facility.

Wormald Annual Fire Extinguisher service completed August 2019.

4. Training programme

CERT safety training completed by Field Officer Nick Page in August 2019

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 month of July and August 2019.

Find Attached:

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

Note every effort has been made to present these accounts as close as possible to the Financial Statements for the year ended 31 August 2019. However, as the Audit is yet to be started the final figures may differ slightly. A copy of the Draft Financial Statements will be circulated prior to the Council meeting.

2.0 YTD Profit and Loss

The profit and loss summary for the 2-month period ended 31 August 2019 is attached (Table 2).

Income

Licence Income

Total Licence Sales to August 2019 are \$457,274 (\$289,304 fish, \$152,268 game and Non-resident levy \$15,702) Fish sales have exceeded the budget for the year with game licences slightly under budget. Note there is a credit in August for \$5,513 in the Game Licences. This represents the portion of the Game licence that is levy for Gamebird Habitat Trust - \$3 per licence. Going forward in the 2019/20 year this will be split out at the time of the sale so as not to overstate the licence sales during the year. Note the Gamebird Habitat Trust levy is \$4 per licence for the 2020 game season.

Other Income

YTD Other Income totals \$37,731 against the budget of \$30,910. See table 1.

Table 1: Other Income	Budget \$	Actual \$	Variance
Sundry	-	595	(595)
Rent - Maize	5,000	4,522	478
Liberations - Contract	-	-	0
Game Bird Hire Equipment	-	296	(296)
Legal Funding	-	731	(731)
Reparations	-	2,217	(2,217)
Wetland Landowner Advice	-	-	0
Walking Access Grant	-	-	0
DVD Sales	-	9	(9)
Advertising - Newsletter	500	1,374	(874)
Junior Hunt Sponsorship	-	696	(696)
Take a Child Fishing	-	203	(203)
Glenfalls Hut	1,000	1,361	(361)
Fines	500	-	500
Salaries Contract	2,520	-	2,520
Rent - Staff houses	9,000	9,400	(400)
Meeting Room Hire	2,000	1,239	761
Interest received	10,390	12,837	(2,447)
Gain on Sale of Asset	-	2,223	(2,223)
Donations	-	30	(30)
Total Other Income	30,910	37,731	(6,821)

Expenditure

Depreciation

Depreciation has been calculated each month. YTD Depreciation is \$22,099 (slightly higher than budget) Total Budget Depreciation for the year is 21,564. Loss on sale \$1,349 on the sale of the Navara ST - GYB904. Note in the Income there was a gain on sale of Toyota Hilux ute of \$2,223.

Species Management

Population Monitoring – YTD \$10,995 Spent -Total Budget \$13,800.

The only spending in the period was for \$74 for Land and Sea fins.

Harvest Assessment –YTD \$2,700– Total Budget \$5,900

Spending in the period related to the Annual Dunk Hunter Survey which was undertaken by Southern Institute of Technology.

Game Farm – YTD \$16,360 Spent -Total Budget \$16,500

Stage one the development of the wetland project was undertaken by Jamieson Earthworks - \$10,500. Of this \$3,478 will be able to be claimed back from the Gamebird Habitat trust once the project is completed. Other costs in the period include payments to the Hawke's Bay Regional Council for the consents to take & discharge water from the well. The usual costs mowing lawns in the period were also incurred by Ace lawn.

Releases – YTD \$10,791 – Total Budget \$11,624

No Spending in period under review. Note however, there is a credit of \$1,000 in the month of August – this was a credit from Eastern Fish and Game Council for an overcharge of Fish Tags. (Charged twice in error)

Control – No Spending YTD – Total Budget \$600

Total Species Management \$40,846 under budget for the year by \$7,378. (15% of Budget remaining)

Habitat

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

No Spending in period under review.

Works and Management – YTD \$2,327 – Total Budget \$2,000

In August there were invoices from Mitre 10 for maintenance work on the reserves as well as the Consent for the discharging of contaminants for the purpose of controlling willow, raupo and other plants. (Lake Purimu – Lake Rd, Wanstead, Waipukurau)

Assisted Habitat – YTD \$9,349 - Total Budget \$10,000

Major spending in the period was for the supply of assorted native seedlings from the Garden Depot (\$5,475) Other costs relate to this e.g. – compost, shade house and portaloos services.

Total Habitat spending underbudget by \$6,593.

Participation

Access – YTD \$1,654– Total Budget \$2,500

Closed Water signs and other access signs purchased in the period.

Satisfaction Survey – YTD \$470 Total Budget \$500

Survey Monkey subscription pd July 19.

Newsletters – \$6,327 YTD – Total Budget \$9,250

The 8 page newsletter for 2019/20 Fish Season was produced in August 2019. Note this budget is underspent as the NZC have not charged for the National magazine pages for the Game and Fish magazine. (saving \$3,200)

Informational Publications –YTD \$776– Total Budget \$800

Printed a “Simple Steps to improve your farm pond” brochure.

Angler & Hunter Training – \$1,801 YTD – Total Budget \$4,700

Supply of 2 Mai Mai’s (still to be erected)

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

No expenditure in period under review.

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

No expenditure in period under review.

YTD \$11,730 vs Budget of \$18,850.

Public Interface

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

No expenditure in period under review.

Compliance

Total Compliance \$2,784 YTD vs Budget of \$2,700.

Legal costs incurred for prosecutions and petrol vouchers purchased for Honorary rangers.

Licensing

Agent Servicing – YTD \$268 Spent– Total Budget \$500

Morning tea for agent visits.

Commission – YTD \$19,129 Spent – Total Budget \$19,334

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

Council

Council Meetings– YTD \$1,708 Spent– Total Budget \$2,500

Other Council Expense – YTD \$11,374. No Budget (for legal assistance for Hawke's Bay Audit & Governance)

\$1,800 incurred in July relates to legal advice given to the Council regarding the Audit.

Planning & Reporting

Audit – YTD \$6,150 Spent– Total Budget \$6,400

Includes accrual for Audit fee

National Liaison – YTD \$141Spent– Total Budget \$300

Administration

- Salaries. YTD \$213,175 – which represents 90% of the budget. Accruals for Annual leave and TIL have been accrued as at 31/8/19.
- Within Staff Expenses – YTD \$17,126 Spent – Total Budget \$16,817. The main cost in this period is for the annual FBT (Fringe Benefit tax) Also includes, ACC, Kiwi saver, Staff training and clothing.
- Staff Houses – YTD \$7,964 Spent– Total Budget \$11,000. Current period costs are for new range hood and maintenance to the wash house, safety doors and insect screens and Rates.
- Office Premises– YTD \$11,942 Spent – Total Budget \$12,700. In the current period the major cost was for the annual insurance, rates, power and cleaning.
- Office Equipment – YTD \$2,625 Spent– Total Budget \$2,960. \$120 per month for the photocopy lease as well as the purchase of 2 tawa tables.
- Communication – YTD \$10,942 Spent– Total Budget \$13,500. These costs represent the monthly accounting fee- Xero, photocopy expenses, postage, stationery, and telephone costs and computer expenses.
- General – YTD \$931 Spent – Total Budget \$1,800. YTD the General Expense are monthly Bank Charges.
- General Equipment – YTD \$222 Spent – Total Budget \$3,800. A Gammin In Reach Employer was purchased \$709.
- Vehicles – YTD \$15,095 – Total Budget \$12,200. This represents petrol, Registrations, RUC's (Road User Charges) and Annual Insurance.

Levy to NZC YTD \$26,919. Per Budget 4 of 4 levies paid.

Draft Surplus for the year ended 31 August 2019 \$56,912

Table 2 Profit and Loss

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

	JUL 2019	AUG 2019	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
Income						
Licence Income						
Fish Licence Income	1,420	(468)	289,304	277,182	12,122	4
Game Licence Income	294	(5,513)	152,268	152,480	(212)	-
Non Resident Licence Revenue	43	187	15,702	14,774	928	6
Total Licence Income	1,757	(5,794)	457,274	444,436	12,838	3
Other Income	3,054	9,180	37,731	30,910	6,821	22
Total Income	4,812	3,385	495,005	475,346	19,659	4
Operating Expenses						
Depreciation	1,757	1,757	22,099	21,564	535	2
Loss on Disposal	-	-	1,349	1,189	160	13
1100 SPECIES MANAGEMENT						
1110 Population Monitoring	74	-	10,995	13,800	(2,805)	(20)
1120 Harvest Assessment	-	2,700	2,700	5,900	(3,200)	(54)
1150 Game Farm	342	12,839	16,360	16,300	60	-
1160 Releases	-	(1,000)	10,791	11,624	(833)	(7)
1180 Control	-	-	-	600	(600)	(100)
Total 1100 SPECIES MANAGEMENT	416	14,539	40,846	48,224	(7,378)	(15)
1200 HABITAT PROTECTION MANAGEMENT						
1210 Resource Management Act	-	-	731	7,000	(6,269)	(90)
1220 Works & Management	-	1,956	2,327	2,000	327	16
1230 Assisted Habitat	249	6,577	9,349	10,000	(651)	(7)
Total 1200 HABITAT PROTECTION MANAGEMENT	249	8,533	12,407	19,000	(6,593)	(35)
1300 PARTICIPATION						
1310 Access	563	530	1,654	2,500	(846)	(34)
1320 Satisfaction Survey	470	-	470	500	(30)	(6)
1330 Newsletters	-	2,586	6,327	9,250	(2,923)	(32)
1340 Informational Publications	776	-	776	800	(24)	(3)
1350 Angler & Hunter Training	-	1,043	1,801	4,700	(2,899)	(62)
1360 Club Relations	-	-	57	100	(43)	(43)
1370 Fish & Game Huts	-	-	646	1,000	(354)	(35)
Total 1300 PARTICIPATION	1,809	4,160	11,730	18,850	(7,120)	(38)
1400 PUBLIC INTERFACE						
1440 Public Promotions	-	-	464	2,500	(2,036)	(81)
Total 1400 PUBLIC INTERFACE	-	-	464	2,500	(2,036)	(81)
1500 COMPLIANCE						
1510 Ranging	16	261	1,831	1,500	331	22
1520 Ranger Training	-	-	304	700	(396)	(57)

Table 2 Profit and Loss

	JUL 2019	AUG 2019	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
1530 Compliance/Prosecutions	-	649	649	500	149	30
Total 1500 COMPLIANCE	16	910	2,784	2,700	84	3
1600 LICENSING						
1620 Agent Servicing	39	126	268	500	(232)	(46)
1630 Commission	85	59	19,129	19,334	(205)	(1)
Total 1600 LICENSING	125	185	19,396	19,834	(438)	(2)
1700 COUNCILS						
1720 Council Meetings						
Council Meeting Expenses	288	234	1,708	2,500	(792)	(32)
Public Notice	-	-	62	-	62	-
Other Council Expenses	1,926	-	11,374	-	11,374	-
Total 1720 Council Meetings	2,214	234	13,143	2,500	10,643	426
Total 1700 COUNCILS	2,214	234	13,143	2,500	10,643	426
1800 PLANNING/REPORTING						
1830 Reporting/Audit	-	2,142	6,150	6,400	(251)	(4)
1840 National Liaison	-	36	141	300	(159)	(53)
Total 1800 PLANNING/REPORTING	-	2,178	6,290	6,700	(410)	(6)
1900 ADMINISTRATION						
1910 Salaries	7,891	33,192	213,175	237,067	(23,892)	(10)
1920 Staff Expenses	1,053	1,157	17,126	16,817	309	2
1930 Staff Houses	1,234	2,836	7,964	11,000	(3,036)	(28)
1940 Office Premises	988	5,774	11,942	12,700	(758)	(6)
1950 Office Equipment	120	850	2,625	2,960	(335)	(11)
1960 Communications/Consumables	702	724	10,942	13,500	(2,558)	(19)
1970 General	12	27	866	1,800	(934)	(52)
1980 General Equipment	-	709	931	3,800	(2,869)	(75)
1990 Vehicles	1,182	2,682	15,095	12,200	2,895	24
Total 1900 ADMINISTRATION	13,181	47,952	280,666	311,844	(31,178)	(10)
NZ F&G Levy	6,730	-	26,919	26,920	(1)	-
Total Operating Expenses	26,496	80,447	438,093	481,825	(43,732)	(9)
Net Profit	(21,684)	(77,062)	56,912	(6,479)	63,391	(978)

3.0 Balance Sheet

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

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

Bank Accounts- there has been an increase in Bank from \$126,515 at 31/8/18 to \$179,243 as at 31 August 2019.

Debtors and prepayments \$28,565 - made up of Accounts receivable (\$17,875). The majority of the Accounts receivable as at 31 August was amounts owing by Eyede Solutions \$15,180 and GST owing of \$6,092 at balance date.

Accounts Payable - \$44,323. The largest creditor was for Jamiesons Earthworks \$12,075, the Garden Depot \$6,296, GBHT \$6,516 NS Southern Institute \$3,105.

Income in Advance \$34,942 relates to year end licence sales that are reported in advance and licences purchased in August 2019 for the new 19/20 season.

Employee costs payable \$19,062 – this is the accrual for annual leave owing as at 31 August 2019 and the last weeks wages that were paid in September for August 2019.

Equity has been presented as per the Annual Accounts.

Dedicated Reserves have moved by \$15,702 – For the Back-Country Fisheries Reserve which represents the amount received YTD for the Non-Resident Licence levy received YTD \$15,702.

There are still adjustments to be made to the Reserves for the final Audited accounts.

Table 3: Balance Sheet

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

	31 AUG 2019	31 AUG 2018
Assets		
Bank		
Westpac Call Account	103,793	62,000
Westpac Current Account	13,044	4,090
Petty Cash & Licence Float	230	230
Donation Account	62,176	60,195
Total Bank	179,243	126,515
Current Assets		
Debtors & prepayments		
Accounts Receivable	17,875	12,910
Interest Accrued & Prepayments	4,596	4,781
GST	6,093	13,697
Total Debtors & prepayments	28,564	31,388
Investments	349,439	313,895
Farmlands Shares	1,835	1,835
Total Current Assets	379,839	347,118
Fixed Assets	453,522	475,000
Total Assets	1,012,604	948,634
Liabilities		
Current Liabilities		
Creditors and accrued expenses		
Accounts Payable	44,323	39,700
Accrued Expenses	6,406	7,574
Income in Advance	34,942	28,741
Westpac Credit cards	1,579	741
Total Creditors and accrued expenses	87,250	76,756
Employee costs payable	19,062	22,498
Total Current Liabilities	106,312	99,254
Total Liabilities	106,312	99,254
Net Assets	906,292	849,380
Equity		
Accumulated Funds		
Accumulated Funds	658,502	643,950
Current Year Earnings	56,912	24,828
Transfer To/From Reserves	(15,702)	(10,276)
Total Accumulated Funds	699,712	658,502

Table 3: Balance Sheet

	31 AUG 2019	31 AUG 2018
Dedicated Reserves		
Asset Replacement Reserve	80,253	80,253
Back Country Fisheries Reserve	44,062	28,360
Hawke's Bay Pheasants Unlimited	1,602	1,602
River/Water Quality Donations	57,694	57,694
Total Dedicated Reserves	183,611	167,909
Restricted Reserves		
Hawke's Bay Wildlife Fund	22,969	22,969
Total Restricted Reserves	22,969	22,969
Total Equity	906,292	849,380

Table 4 : Region: Hawkes' Bay to 31 August 2019

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

Code	Project	EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST	Variance	%
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			
1110	Population Monitoring	\$ 13,800	\$ 10,995	543	682	\$ 34,039	\$ 40,810	\$ -	\$ -	\$ 47,839	\$ 51,805	\$ (3,966)	108.3	
1120	Harvest Assessment	\$ 5,900	\$ 2,700	150	114	\$ 9,403	\$ 6,822	\$ -	\$ -	\$ 15,303	\$ 9,522	\$ 5,781	62.2	
1130	Fish Salvage	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
1140	Hatchery Operations	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
1150	Game Farm	\$ 16,300	\$ 16,360	195	189	\$ 12,224	\$ 11,310	\$ -	\$ -	\$ 28,524	\$ 27,670	\$ 854	97.0	
1160	Liberations	\$ 11,624	\$ 10,791	10	13	\$ 627	\$ 778	\$ -	\$ -	\$ 12,251	\$ 11,569	\$ 682	94.4	
1170	Regulations	\$ -	\$ -	54	14	\$ 3,385	\$ 838	\$ -	\$ -	\$ 3,385	\$ 838	\$ 2,547	24.7	
1180	Control	\$ 600	\$ -	17	35	\$ 1,066	\$ 2,094	\$ -	\$ 296	\$ 1,666	\$ 1,799	\$ (133)	108.0	
	TOTAL - SPECIES MANAGEMENT	\$ 48,224	\$ 40,846	969	1,047	\$ 60,743	\$ 62,651	\$ -	\$ 296	\$ 108,967	\$ 103,201	\$ 5,766	94.7	
1210	RMA	\$ 7,000	\$ 731	330	261	\$ 20,686	\$ 15,618	\$ -	\$ 731	\$ 27,686	\$ 15,618	\$ 12,068	56.4	
1220	Works & Management	\$ 2,000	\$ 2,327	120	127	\$ 7,522	\$ 7,600	\$ 5,000	\$ 4,522	\$ 4,522	\$ 5,405	\$ (882)	179.5	
1230	Assisted Habitat	\$ 10,000	\$ 9,349	206	298	\$ 12,913	\$ 17,832	\$ -	\$ 2,217	\$ 22,913	\$ 24,964	\$ (2,050)	108.9	
1240	Assessment	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
1250	Legal Expenses Reimbursed	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
	TOTAL - HABITAT PROTECTION & MAM	\$ 19,000	\$ 12,407	656	686	\$ 41,122	\$ 41,049	\$ 5,000	\$ 7,470	\$ 55,122	\$ 45,987	\$ 9,136	83.4	
1310	Access	\$ 2,500	\$ 1,654	145	228	\$ 9,090	\$ 13,643	\$ -	\$ -	\$ 11,590	\$ 15,297	\$ (3,708)	132.0	
1320	Satisfaction Survey	\$ 500	\$ -	147	0	\$ 9,215	\$ -	\$ -	\$ -	\$ 9,715	\$ -	\$ 9,715	0.0	
1330	Newsletters	\$ 9,250	\$ 6,797	229	195	\$ 14,355	\$ 11,669	\$ 500	\$ 1,374	\$ 23,105	\$ 17,092	\$ 6,014	74.0	
1340	Other Publications	\$ 800	\$ 776	148	23	\$ 9,278	\$ 1,376	\$ -	\$ -	\$ 10,078	\$ 2,152	\$ 7,925	21.4	
1350	Training	\$ 4,700	\$ 1,801	336	289	\$ 21,063	\$ 17,293	\$ -	\$ 899	\$ 25,763	\$ 18,195	\$ 7,567	70.6	
1360	Club Relations	\$ 100	\$ 57	43	60	\$ 2,696	\$ 3,590	\$ -	\$ -	\$ 2,796	\$ 3,647	\$ (852)	130.5	
1370	Huts	\$ 1,000	\$ 646	31	37	\$ 1,943	\$ 2,214	\$ 1,000	\$ 1,361	\$ 1,943	\$ 1,499	\$ 444	77.1	
	TOTAL - ANGLER & HUNTER PARTICIP	\$ 18,850	\$ 11,731	1,079	832	\$ 67,638	\$ 49,786	\$ 1,500	\$ 3,634	\$ 84,988	\$ 57,883	\$ 27,106	68.1	
1410	Liaison	\$ -	\$ -	55	80	\$ 3,448	\$ 4,787	\$ -	\$ -	\$ 3,448	\$ 4,787	\$ (1,339)	138.8	
1420	Communication	\$ -	\$ -	60	39	\$ 3,761	\$ 2,334	\$ -	\$ -	\$ 3,761	\$ 2,334	\$ 1,427	62.0	
1430	Advocacy	\$ 1,000	\$ -	128	104	\$ 8,024	\$ 6,223	\$ -	\$ -	\$ 9,024	\$ 6,223	\$ 2,801	69.0	
1440	Public Promotions	\$ 1,000	\$ 464	71	31	\$ 4,451	\$ 1,855	\$ -	\$ -	\$ 5,451	\$ 2,319	\$ 3,132	42.5	
1450	Visitors/Education	\$ 500	\$ -	140	143	\$ 8,776	\$ 8,557	\$ -	\$ -	\$ 9,276	\$ 8,557	\$ 719	92.2	
	TOTAL - PUBLIC INTERFACE	\$ 2,500	\$ 464	454	397	\$ 28,460	\$ 23,756	\$ -	\$ -	\$ 30,960	\$ 24,220	\$ 6,740	78.2	
1510	Ranging	\$ 1,500	\$ 1,831	200	158	\$ 12,537	\$ 9,455	\$ -	\$ -	\$ 14,037	\$ 11,286	\$ 2,752	80.4	
1520	Ranger Training	\$ 700	\$ 304	48	60	\$ 3,009	\$ 3,590	\$ -	\$ -	\$ 3,709	\$ 3,894	\$ (185)	105.0	
1530	Compliance	\$ 500	\$ 649	148	133	\$ 9,278	\$ 7,959	\$ 500	\$ 500	\$ 9,278	\$ 8,608	\$ 670	92.8	
	TOTAL - COMPLIANCE	\$ 2,700	\$ 2,784	396	351	\$ 24,824	\$ 21,003	\$ 500	\$ 500	\$ 27,024	\$ 23,787	\$ 3,236	88.0	
1610	Licence Production	\$ -	\$ -	200	177	\$ 12,537	\$ 10,591	\$ -	\$ -	\$ 12,537	\$ 10,591	\$ 1,946	84.5	
1620	Agent Servicing	\$ 500	\$ 268	96	83	\$ 6,018	\$ 4,967	\$ -	\$ -	\$ 6,518	\$ 5,235	\$ 1,283	80.3	
1630	Agent Payments	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
	TOTAL - LICENSING	\$ 500	\$ 268	296	260	\$ 18,555	\$ 15,558	\$ -	\$ -	\$ 19,055	\$ 15,826	\$ 3,229	83.1	
1710	Council Elections	\$ -	\$ -	5	7	\$ 313	\$ 419	\$ -	\$ -	\$ 313	\$ 419	\$ (105)	133.6	
1720	Council Meetings & Expenses	\$ 2,500	\$ 13,143	450	457	\$ 28,209	\$ 27,346	\$ -	\$ -	\$ 30,709	\$ 40,489	\$ (9,780)	131.8	
	TOTAL - COUNCILS	\$ 2,500	\$ 13,143	455	464	\$ 28,522	\$ 27,765	\$ -	\$ -	\$ 31,022	\$ 40,908	\$ (9,886)	131.9	
1810	Management Plan	\$ -	\$ -	50	11	\$ 3,134	\$ 658	\$ -	\$ -	\$ 3,134	\$ 658	\$ 2,476	21.0	
1820	Annual Planning	\$ -	\$ -	116	103	\$ 7,272	\$ 6,163	\$ -	\$ -	\$ 7,272	\$ 6,163	\$ 1,108	84.8	
1830	Reporting - Auditing	\$ 6,400	\$ 6,150	228	285	\$ 14,292	\$ 17,054	\$ -	\$ -	\$ 20,692	\$ 23,204	\$ (2,512)	112.1	

47

Table 4 : Region: Hawkes' Bay to 31 August 2019

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

Code	Description	EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST	Variance	%
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			
1840	National Liaison	\$ 300	\$ 141	60		\$ 3,761	\$ 3,949	\$ -	\$ -	\$ 4,061	\$ 4,090	\$ (29)	100.7	
	TOTAL - PLANNING/REPORTING	\$ 6,700	\$ 6,291	454		\$ 28,460	\$ 27,825	\$ -	\$ -	\$ 35,160	\$ 34,116	\$ 1,044	97.0	
		\$ 100,974	\$ 87,934	4,759		\$ 298,324	\$ 269,394	\$ 7,000	\$ 11,399	\$ 392,298	\$ 345,928	\$ 46,370	88.2	
OVERHEADS														
		Budget	Actual					Budget	Actual	Budget	Actual	NET COST	Variance	%
1910	Salaries	\$ 237,067	\$ 213,175					\$ 2,520	\$ -	\$ 234,547	\$ 213,175	\$ 21,372	90.9	
1920	Staff Expenses	\$ 16,817	\$ 17,126					\$ -	\$ -	\$ 16,817	\$ 17,126	\$ (309)	101.8	
1930	Staff Houses	\$ 11,000	\$ 7,964					\$ 9,000	\$ 9,400	\$ 2,000	\$ (1,436)	\$ 3,436	-71.8	
1940	Office Premises	\$ 7,200	\$ 11,942					\$ -	\$ -	\$ 7,200	\$ 11,942	\$ (4,742)	165.9	
1950	Office Equipment	\$ 2,960	\$ 2,625					\$ 1,000	\$ 620	\$ 1,960	\$ 2,005	\$ (45)	102.3	
1960	Communications/Consumables	\$ 13,500	\$ 10,942					\$ -	\$ -	\$ 13,500	\$ 10,942	\$ 2,558	81.1	
1970	General	\$ 7,300	\$ 866					\$ -	\$ 633	\$ 7,300	\$ 233	\$ 7,067	3.2	
1980	General Equipment	\$ 3,800	\$ 931					\$ 1,000	\$ 620	\$ 2,800	\$ 311	\$ 2,489	11.1	
1990	Vehicles	\$ 12,200	\$ 15,095					\$ -	\$ -	\$ 12,200	\$ 15,095	\$ (2,895)	123.7	
	Administration	\$ 311,844	\$ 280,666					\$ 13,520	\$ 11,272	\$ 296,324	\$ 269,394	\$ 28,930	90.3	
	Total Overhead Net Cost									\$ 296,324	\$ 269,394			
	Total Outputs Staff Hours									4,759	4,502			
	Internal Cost Per Hour									\$ 62.69	\$ 59.84			

Code	Output	EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST	Variance	%
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			
1	Species Management	48,224	40,846	969	1,047	60,743	62,651	0	296	108,967	103,201	5,766	94.7	
2	Habitat Protection & Management	19,000	12,407	656	686	41,122	41,049	5,000	7,470	55,122	45,987	9,136	83.4	
3	Angler & Hunter Participation	18,850	11,731	1,079	832	67,638	49,766	1,500	3,634	84,988	57,863	27,106	68.1	
4	Public Interface	2,500	464	454	397	28,460	23,756	0	0	30,960	24,220	6,740	76.2	
5	Compliance	2,700	2,784	396	351	24,824	21,003	500	0	27,024	23,787	3,236	86.0	
6	Licensing	500	268	296	260	18,555	15,558	0	0	19,055	15,826	3,229	83.1	
7	Councils	2,500	13,143	455	464	28,522	27,765	0	0	31,022	40,908	-9,886	131.9	
8	Planning, Reporting	6,700	6,291	454	465	28,460	27,825	0	0	35,160	34,116	1,044	97.0	
9	Administration													
	Total Overhead Staff Hours			1,600	1,403									
	TOTAL BUDGET	100,974	87,934	6,359	5,905	298,324	269,394	7,000	11,399	392,298	345,928	46,370	88.2	

Licence Income 2018/19		Budget	Actual
2018/19 Fish licence		291,956	305,006
	Less Commission	(12,473)	(19,129)
Net Fish Licence Income		279,483	285,877
2019 Game Licence Income		152,480	152,268
	Less Commission	(6,862)	
Reconciliation:			
	Less Interest	(10,390)	(12,837)
	Plus Depreciation	21,564	22,099
		0	0
	Plus Loss/Less Profit on sale	1,189	(877)
	Plus Levy/Less Grant	26,919	26,919
	Licence revenue	(425,101)	(438,145)

2018/19 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME				
				0
Net Game Licence Income	145,618	152,268		
	444,436	457,274		
Total Licence Income				0
				0
Total Net 2018/19	425,101	438,145		
			(6,479)	
Surplus/(Deficit) YTD				56,912

4.0 Variance report

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

The figures in this report are taken from the Profit and Loss above - however, this report includes the staff hours. The Staff hours contribute to the Internal cost. Note that the Budget hours are for the total year and correspond with the Operational Work Plan- Actual hours are for September to August. 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 100% of the year completed – 95% of the hours have been reported against projects. There is a range of hours per project, from 0% for Satisfaction surveys to 206% of project hours. This is a good report for the Council/Management to reflect on and to decide where the hours need to be allocated or reallocated for the 2019/20 year.

To June 2019		HOURS		% of Actual hrs to Budget
Code	Project	Budget	Actual	
1320	Satisfaction Survey	147	0	0%
1340	Other Publications	148	23	16%
1810	Management Plan	50	11	22%
1170	Regulations	54	14	26%
1440	Public Promotions	71	31	44%
1420	Communication	60	39	65%
1120	Harvest Assessment	150	114	76%
1510	Ranging	200	158	79%
1210	RMA	330	261	79%
1430	Advocacy	128	104	81%
1330	Newsletters	229	195	85%
1350	Training	336	289	86%
1620	Agent Servicing	96	83	86%
1610	Licence Production	200	177	89%
1820	Annual Planning	116	103	89%
1530	Compliance	148	133	90%
1150	Game Farm	195	189	97%
1720	Council Meetings & Expenses	450	457	102%
1450	Visitors/Education	140	143	102%
1220	Works & Management	120	127	106%
1840	National Liaison	60	66	110%
1370	Huts	31	37	119%
1520	Ranger Training	48	60	125%
1830	Reporting - Auditing	228	285	125%
1110	Population Monitoring	543	682	126%
1160	Liberations	10	13	130%
1360	Club Relations	43	60	140%
1710	Council Elections	5	7	140%
1230	Assisted Habitat	206	298	145%
1410	Liaison	55	80	145%
1310	Access	145	228	157%
1180	Control	17	35	206%
		4,759	4,502	95%

5.0 Bank Transaction

5.1 *See attached Table 6 and 7 detailing the Payments for the months of July and August 2019*

6.0 Recommendation

14.3.1 *That Council approves the following payments:*

<i>July 2019 – Table 6</i>	<i>31,705.71</i>
<i>August 2019 – Table 7</i>	<i>46,320.39</i>
<i>Total to Approve</i>	<i>78,026.10</i>

14.3.2 *That Council accepts the Finance Report.*

14.4 LICENCE SALES REPORT

Ref: 6.01.05

31 August 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 105.0% of the annual sales target has been achieved.
- 2.3 Sales are reported to be 3.4 % above licences issued for the same period last year.
- 2.4 Nationally the licence sales are -1.6% below on last year's sales to the same time.

14.4 Recommendation

Council accepts the licence report

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

Channel	FWF	FWA	FWNA	FSLA	FLAA	FWZA	FLBA	FSBA	FDA	FDNA	FWJ	FWNJ	FDJ	FDND	FWC	FWNC	FDNC	Total Fish LEQ	Fish Var	Fish \$	
Agency Online	235	654	135	131	110	51	10	65	236	274	93	4	106	15	0	0	0	2,119			
Public Online	172	376	152	49	66	51	6	92	287	279	51	4	24	5	0	0	0	1,614			
Eyede Call Centre	6	0	0	5	0	0	0	0	1	1	0	0	0	0	0	0	0	13			
Total YTD 2017-2018	413	1030	287	185	176	102	16	157	524	554	144	8	130	20	0	0	0	2,491		\$275,074	
Agency Online	207	634	126	143	138	101	8	65	215	289	85	2	98	11	0	0	4	2,126			
Public Online	188	383	194	52	70	68	9	101	331	164	64	6	36	1	0	3	0	1,670			
Eyede Call Centre	3	3	1	2	3	0	2	2	0	0	0	0	0	0	0	0	0	16			
Total YTD 2018-2019	398	1020	321	197	211	169	19	168	546	453	149	8	134	12	0	3	4	3,812	3.4%	\$291,172	
																					\$16,098

Increase/(Decrease) on 2017/18 YTD

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	2,576	105.0%	\$291,172
Remaining to meet budget	124	5.0%	\$13,989

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	2,611	106.5%	\$295,167
Est Shortfall/Surplus 2018-19 Season vs Budget	159	6.5%	\$17,984

Non resident levy funds not incl in national budget

Category	Licences	Res Price	Res Price	Gross Levy	Incl GST	Levy Ex GST	Total ex GST
FWNA	321	169	130	39	37.25	32.39	\$10,396
FDNA	453	34	21	13	12.42	10.80	\$4,890
FWNJ	8	34	26	8	7.64	6.64	\$53
FDNJ	12	20	5	15	14.33	12.46	\$149
FWNC	3	34	0	34	32.47	28.23	\$85
FDNC	4	20	0	20	19.10	16.61	\$66
TOTAL	801						\$15,640

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

3. 2019 Game Licence Sales

- 3.1 The YTD Game licence sales for the 2019 season are reported in Table two.
- 3.2 Total Game sales YTD have decreased by -1.6 % when compared to the same period last year and a total of 98.1% of the annual sales target has been achieved.
- 3.3 Nationally the licence sales are -1.9% below on last year's sales to the same time.

Table two: 2019 Game Licence Sales Performance
Comparison of Game Licence LEQs to
31 August 2019

SALES CHANNEL	Adult Season	Junior Season	Child Season	Adult 24 Hour	Junior 24 Hour	Whole Season Equiv.	% Increase/Decrease on 2018
Direct Sales*	359	48	6	73	1	384	3.6%
Agent Online Sales	1466	131	51	35	1	1500	-2.9%
Total Game 2019	1825	179	57	108	2	1884	-1.6%
<i>Direct Sales*</i>	<i>343</i>	<i>33</i>	<i>11</i>	<i>96</i>	<i>1</i>	<i>367</i>	
<i>Agent Online Sales</i>	<i>1510</i>	<i>139</i>	<i>54</i>	<i>37</i>	<i>2</i>	<i>1545</i>	
Total Game 2018	1853	173	65	141	4	1915	

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	96.2%
2018 Total Sales	1902	181	87	100	7	1959	96.2%
2019 Estimated year end						1926	98.4%

15. PUBLIC EXCLUDED SESSION

1. Purpose

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

2. Recommendations

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

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

Time:

Resolved (/)

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

GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
1. Discussion on governance matters and the ongoing HB Audit.	Good reason to withhold exists under section 7 of the Local Government Official Information and Meetings Act 1987.	Section 48(1)(a)
2. Discussion on confidential report on river management	Good reason to withhold exists under section 9 of the Local Government Official Information and Meetings Act 1987.	Sec 9(2)(be)(i)

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

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

Note:

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

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

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

Time:

15. Recommendation

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

17 Meeting Closes