



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

***MEETING  
AGENDA***

**Tuesday 11 August 2020**

## 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 11 August 2020**

**Commences:** **6.00 PM**

#### Page Number

1	Welcome	(6.00 PM)	
2	Apologies		
3	Minutes of the previous meeting (9th June)		2
4	Matters Arising		
5	Notification of Items of General Business		
6	Conflict of Interest Register		6
7	Guest Speaker: Steve Doughty (Business Development Manager, NZC)		7
8	Approval of the 2020/21 Operational Work Plan		8
9	Evaluation of Council		9
10	Annual Review of Managers Performance		10
11	Liaison Officers Reports		11
12	Operational Reports		12
	12.1 Management Report		12
	12.2 Health & Safety Report		18
	12.3 Finance Report		20
	12.4 Licence Report		32
13	Public Excluded Session		36
14	Meeting closes		

## **MINUTES OF THE HAWKE'S BAY FISH AND GAME COUNCIL MEETING HELD AT THE GAME FARM ON THE 9<sup>th</sup> June 2020 AT 6:00pm**

**PRESENT:** Councillors Bates (Chairman), Niblett, Williams, Lumsden, Mackay, Pinker, Duley

### **IN ATTENDANCE:**

Jesse Friedlander (Regional Manager), Dave Stoney (Napier Anglers Club)

### **1.0 WELCOME:**

The Chairman opened the meeting at 6.00pm and notified everyone that the meeting would be recorded.

### **2.0 APOLOGIES:**

Crs. Nimon, Bowcock, Hickmott, Elstone and Hern

### **3.0 MINUTES OF THE PREVIOUS MEETING (14 April 2020)**

*3.1 That having previously been circulated to members, the minutes of the meeting of the Hawke's Bay Fish and Game Council held on 14 April 2020 are a true and accurate record.*

*Duley/Pinker*

### **5.0 GENERAL BUSINESS**

Nothing Tabled.

### **6.0 CONFLICT OF INTEREST REGISTER**

The conflict of interest register was passed around and no conflicts were tabled.

At this point it was decided to discuss the future of the Tutira fishery prior to the OWP as this would impact budgeting for the 2020/21 year.

### **8.0 Tutira**

Jesse provided Council with an update on the situation at Tutira. Members of the Maungaharuru Tangitu Trust have indicated that they cannot support further releases of trout into the lake until they have developed further understanding of the species interactions within the lake. Jesse has contacted Tania Hopmans and James Lyver and had offered to meet and discuss this.

It was discussed that it would be beneficial to meet with the MTT trustees and Cr. Bates, Cr. Duley and Jesse should do this.

*That Cr. Bates, Cr. Duley and Jesse are to request a meeting with the trustees of MTT to discuss the future of the Lake Tutira fishery.*

*Lumsden/Mackay*

### **7.0 DEVELOPMENT OF THE ANNUAL OPERATIONAL WORK PLAN**

Jesse gave Council an update on the proposed contract for Eastern administration work. This is forecast to total 120hrs at the cost of \$6720. We will also need to include extra money for any

field work that Eastern does for us. It was suggested that we keep a total of \$11,000 in this budget for the 202/21 year. This is a decrease of \$6,000 from the 2019/20 budget.

Jesse also gave Council an update on other savings made for the 202/21 financial year which were detailed in the agenda.

***That Council agrees in principal to a contract with Eastern Fish and Game for the 2020/21 year for 120hrs of admin work to the value of \$6720.***

***That Council agrees to reducing the existing Eastern Contract budget from \$17,000 to \$11,000.***

***Lumsden/Mackay***

Cr. Williams stated that he did not believe the \$4800 should be kept in Game Farm Development and the overall budget should be reduced by this amount. This was voted on.

***That Council agrees to keep \$4800 in the Game Farm development budget for the 2020/21 year.***

***Niblett/Pinker            Williams against.***

#### **9.0 Licence Fees**

***That the proposed 2020-2021 season adult whole season sports fish licence fee of \$133 and adult whole season game licence fee of \$98 (inclusive of a \$4 fee for the Game Bird Habitat Stamp) inclusive of GST be accepted.***

***Duley/Pinker***

#### **10.0 Anglers Notice**

It was discussed that many stores are no longer stocking lures with treble hooks.

***That Council considers and approves the Anglers Notice for the 2020-2021 year.***  
***Williams/Niblett***

#### **11.0 Fish and Game Licensing Contract**

The paper discussed by managers and written by Andy Garrick (Eastern Fish and Game Manager) and Kate Thompson (Office Manager, Eastern Fish and Game) was circulated and discussed.

***That Council supports in principal the signing of the contract with Eyde, with any amendments agreed upon by the licensing working party incorporated.***  
***Niblett/Mackay***

#### **12.0 Liaison Officer Reports**

Cr. Duley provided an update from NZC. There have been a lot of meetings via Zoom videoconference recently and these are available to watch via the NZ F&G website.

The Minister of Conservation is going ahead with a review of Fish and Game. The terms of reference for the review have not yet been released.

There was a discussion around Cr. Duley's attendance of NZC meetings. He has attended all meetings except three of the last four as they all occurred within two weeks while he was filming in Fiordland.

Cr. Williams requested an update on the Colmar Brunton survey which was to gauge the opinion of licence holders of Fish and Game's recent advocacy work that has received a lot of public attention. The NZC had decided that the NZC CEO was to refrain from making negative public comments about dairy farmers/the rural sector until the results of the poll was out. The poll has now been completed.

### **13.1 Management Report**

Jesse provided Council with an update on the TANK plan change and advised that a Hawke's Bay Fish and Game submission was being prepared.

### **13.2 Health and Safety Report**

*That Council accepts the health and safety report*  
**Lumsden/Mackay**

### **13.3 Finance Report**

Cr. Williams queried the costs associated with the development of the Game Farm site. This was over budget as the Hawke's Bay Wildlife Fund dedicated reserve had been approved for this use by Council and had been used in addition to the 2019/20 budgeted cost.

The variance report showing the staff had spent over the allocated budgeted hours for Assisted Habitat and Game Farm was also discussed. This was due to any greenhouse work being put to those two codes and the differing work schedule resulting from Covid-19.

*That the finance report is accepted*  
**Duley/Pinker**

### **13.4 Licence Report**

*That Council accepts the licence report*  
**Mackay/Williams**

### **14.0 Public Excluded Section 8:15pm**

*That the public be excluded from the following parts of the meeting*

**Mackay/Niblett**

*That the public meeting resumes 8:45pm*  
**Niblett/Duley**

**There being no further business the meeting closed at 8:45pm.**

## 6. CONFLICT OF INTEREST REGISTER

### 1. Purpose

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

### 2. Background

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

**Conflict of Interest** (refer s2.7 Governance Policies) means when the member can be shown to have actual bias or apparent bias in respect of a matter<sup>1</sup> i.e.:

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

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

- (i) There is a realistic connection between the member’s private interest(s) and the interest(s) of the Council;
- (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

---

<sup>1</sup> “Matter” means:

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

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

- (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. GUEST SPEAKER**

### **1. Purpose**

For Council to receive a talk prepared by Steve Doughty (NZC staff member)

### **2. Background**

Steve is the Business Development Manager for the New Zealand Fish and Game Council and has been tasked with the development and implementation of the R3 programme (Recruitment, Retention, Reactivation) which aims to increase Fish and Game's licenceholder base. Steve had planned to speak at the Hawke's Bay Fish and Game Council April meeting earlier this year, however this was postponed due to Covid-19.

### **3. Recommendation**

*That Council receives the presentation by Steve Doughty and discusses any questions that arise.*



## **8. APPROVAL OF THE 2020-2021 OWP**

### **1. Purpose**

To approve the Operational Work Plan prepared for the 2020-21 year.

### **2. Background**

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

At its June meeting, Council reviewed the draft OWP and budget which was prepared with Council's priorities in mind and agreed to reduce the Eastern Contract budget from \$17,000 to \$11,000 and therefore reduce the overall operating budget by a further \$6,000 from the June draft.

At this meeting, it is necessary for Council to confirm its Operational Work Plan for the 2020-2021 year taking into account any submissions that might have been received on the draft.

### **3. Submissions received on the draft OWP**

As at 28 July, no submissions on the Draft OWP had been received. Any late submissions will be tabled and can be discussed at the August meeting.

### **4. Recommendations**

- 4.1 That Council approves the Operational Work Plan and budget for the 2020-2021 year subject to the inclusion of any amendments agreed to at this meeting, and;**
- 4.2 That Council delegates authority to the Regional Manager to approve expenditure during the year as set out in the Council approved Operational Work Plan and budget.**

## **9. EVALUATION OF COUNCIL**

### **1. Purpose**

To assess the performance of the Hawke's Bay Fish and Game Council.

### **2. Background**

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

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

### **3. Recommendation**

***3.1 That Hawkes Bay Fish and Game Council makes arrangements to conduct a Council performance assessment for the 2019/20 year***

## **10. REVIEW OF MANAGERS PERFORMANCE**

### **1. Purpose**

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

### **2. Background**

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

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

### **3. Recommendation**

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

**11. LIAISON OFFICERS REPORTS**

**11.1 EAST COAST/HAWKE'S BAY CONSERVATION BOARD**

**11.2 REPORTS FROM OTHER AGENCIES**

**11.3 REPORTS FROM NEW ZEALAND COUNCIL**

## **12. OPERATIONAL REPORTS**

### **12.1 MANAGEMENT REPORT**

#### **SPECIES MANAGEMENT**

##### **1111 River Fisheries Investigations**

With the laboratory at Waikato University reopening post covid, staff have continued with the regional Didymo survey sampling. The last samples were taken from the Ngaruroro and Tutaekuri rivers on Wednesday 24<sup>th</sup> June. Staff requested that HBRC cover costs for the processing of didymo samples for the 2020/21 year and this has been confirmed.

Staff have continued monitoring of spawning in the region focusing on the Tukituki catchment, and Esk River. This will give us a better understanding of spawning and adult density figures in these rivers.

##### **1112 Data watch**

There have been 30 tags returned from Lake Tutira since 1 October. This is increased from the 19 tags reported during the same period over the 2018-19 season and 8 tags during the 2017-18 season.

One tag has been reported from Lake Hawkston compared to 3 from the 2018-19 season.

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

So far the Hawke's Bay region has had a total of 162 duck bands returned. All of these have been processed and hunters' letters have been sent out.

Staff will take part in the annual Australasian Shoveler duck counts at eight sites on the 3<sup>rd</sup> August. This data will be passed on to Matt McDougall (Eastern Fish and Game) for analysis.

The proposed new method of mallard monitoring using a drone to conduct aerial counts has been progressed. After mapping the regions wetlands that fit our monitoring criteria, we needed landowner contacts. HBRC offered assistance with this, however the process was stalled due to the covid-19 lockdown. We now have all landowner contacts and will be conducting site visits ready for our first pre-season monitoring period in March/April 2021.

##### **1119 Predator Control**

Staff met with Beau Fahnle from HBRC to discuss setting up predator control groups to enhance upland game hunting and biodiversity on the region's rivers. This was publicised via our newsletters and magazine. Our first meeting with volunteers was held at the Game Farm on the 22<sup>nd</sup> July. Trapping is likely to commence on the Tutaekuri above Puketapu in early spring. If successful, these trap networks will eventually link up with other networks set up by Predator Free organisations throughout Hawke's Bay.

##### **1121 River Fisheries Creel Surveys**

We received 83 diary entries for the summer fishing season this year and 6 so far for the winter season. This is up on previous years but will need to be further promoted if it is to be used as a

basis to make management decisions in the future. Plans are to advertise this in the 2020/21 season fishing newsletter.

#### **1122 Game Bird Hunter Surveys**

Staff have completed 4 out of 5 Game bird hunter survey periods. Staff will be contacting a random selection of 120 hunters a total of five times throughout the season to ask a short set of questions about their Game bird season. A report will be compiled at the close of the season and presented to Council

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

We continue to develop the shade house. Approximately 5000 wetland plants have been planted out in bags. Some of these will be kept to be planted out in our new wetland and the rest sold on to licence holders carrying out wetland developments at cost. As of the 22/7/20 we have sold 204 plants to two licence holders with more enquiries coming in for another 150. Workers from the Department of Corrections will resume helping in the shade house from the first week in June.

The trout in the holding tanks remain healthy and are growing well. We will begin to move some to the main pond early August before the Kids fishing day on the 30<sup>th</sup> of August. The tanks are regularly cleaned to remove accumulation of leaf litter and uneaten food collecting around the outflow. All predator traps are checked regularly and re-set.

A working bee was scheduled for the 22<sup>nd</sup> July, however we have postponed the event due to bad weather and will instead run it in spring.

#### **1152 Game Farm Maintenance**

The Lawn mowing contractors continue to keep the grounds tidy and weed spray when necessary.

Staff have also been spraying weeds (Moth plant and Thistle) around the larger area of game farm to reduce the spread of weeds into the new wetland area. This requires regular maintenance.

Unison has trimmed trees around the front of the staff house section which were growing close to the power lines. This was completed free of charge.

#### **1154 Game Farm Development**

Some planting has begun around the educational wetland, a small group from the Jervois town residential area have been volunteering to help staff with this. Large scale plantings have been put on hold as a small bund is required to keep water levels at the desired levels. Jamieson Earthworks will carry this out when the ground has dried out enough free of charge.

Staff have investigated potential funding options from the Walking access commission to help with the development and instalment of new signage for the wetland.

Staff have also been in discussion with the Department of Conservation funding advisory team regarding the DOC Community Fund. This is a potential option to apply for early next year to help with track building and planting around the wetland.

Staff are also in the process of applying for funding from the Trees that Count programme to help out with planting costs.

### 1171 Sports Fish Regulations

Sports fish regulations proof for the 2020/21 season checked and confirmation sent to NZC staff on the 20<sup>th</sup> July.

### 1180 Game Bird Control

Staff have issued 10 permits to disturb for Paradise Shelduck, 25 permits for Pukeko, and 3 for Black Swan since 1 September 2019. The number of landowners seeking help increased with the drought as landowners were losing much needed animal feed.

A special permit was issued to Cape Sanctuary to disturb Pukeko that were interfering with the captive breeding facility for the critically endangered Shore Plover.

*Permits issued to disturb game birds since 1 September 2019*

Month	Paradise shelduck	Black Swan	Pukeko
September	1	1	5
October	-	-	4
November	-	-	3
December	-	-	1
January	-	-	3
February	2	-	3
March	1	-	-
April	3	-	1
May	1	-	1
June	-	1	2
July	2	1	2
August	-	-	-
TOTAL	10	2	25

### 1211 RMA Planning

Staff have been working on a Hawke's Bay Fish and Game submission on the TANK Plan Change. Submissions are due on the 14<sup>th</sup> August. A draft submission will be presented to Council in this meeting.

Staff have continued to attend Tukituki Leaders Forum meetings. Meetings are now separated into two different workstreams; evaluating options for water storage in the Tukituki catchment and consideration of wider water security issues within the Central Hawke's Bay region.

### 1212 Consent Applications

Hawke's Bay Regional Council continues to email us weekly with a list of consent applications. We read through the list and determine if we need to request more information on certain consents.

### 1230 Assisted Habitat

We continue to offer advice to landowners on game bird habitat management. Staff have submitted three applications to the Gamebird Habitat Trust this year and are supplying plants and advice to those who do not require earthworks to enhance their ponds. The final sign off for outstanding 2018 grants has also taken place with the payment of the grant awarded to Rick Hunter in Porongahau. A 5 year report completed for Tony Jefford who was a grant winner in 2014.

Staff have also approached MPI and have provided details of 16 wetland areas throughout Hawke's Bay that could meet criteria necessary to receive funding via the Billion Trees Programme. Staff are waiting to hear back about this.

### **1312 Maintain and Enhance Access**

Staff continue to monitor the state of access signage throughout the region and have a stockpile of access signs to replace if and when needed. All signage is up to date.

### **1331 Newsletters**

Staff continue to produce Reel Life and Both Barrels newsletters for anglers and hunters.

Staff are currently working on the 2020/21 Fishing season newsletter; this will be distributed out to last season's fish licence holders.

### **1333 Fish & Game Web Site**

15 posts have been put on our Facebook page over the last two months covering the following topics

- Informing 2020 gamebird hunters phone survey are now underway
- Send your duck band details in
- Great family fishing day on Tutaekuri River
- Keen predator control volunteers need to assist with HBFG & HBRC predator control work on the river corridors
- Promote final waterfowl weekend – Take a mate hunting – promoting day licences
- Pheasant Recipe
- Both Barrels
- Get those band details in to WIN
- Closed Waters – 30 June 20
- Share Southland FB post of cooking mallard burgers video
- Holiday Local – Glenfalls Hut
- Lets do our part to make NZ predator free
- 2020 Datawatch tagged trout winner
- Lake Tutira Creel Survey work
- Minister of Conservation review of Fish and Game

We now have 805 people following our Facebook page

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

Fly fishing courses held at the Game farm had been postponed due to Covid-19. Further courses will be scheduled during September-December and will be advertised via newsletters and Facebook. A site has been identified for junior/novice hunter training for the 2021 season.

### **1352 Angler/Hunter Enquiries**

Staff continue to field enquiries from anglers and hunters on a regular basis.

### **1361 Fish & Game Club Communications**



Jesse spoke at the Hastings Anglers club meeting on the 1<sup>st</sup> July. The talk covered the main areas of work completed by staff over the last year and was well received by club members.

#### **1371 Fish & Game Huts**

General maintenance continues the Glenfalls Hut. Jesse visited the hut on the 3<sup>rd</sup> of July and found it to be in good condition. Grass to be mowed and cleanliness checked in August.

#### **1411 Statutory and Political Awareness**

Staff continue to have regular contact with Regional Council and DOC staff and Iwi over local issues. Staff met with representatives of the NZ Jet Boating Assn. on the 19<sup>th</sup> June. Staff attended a fundraising event at Wharerangi Marae on the 12<sup>th</sup> July.

#### **1421 Public Communications**

Staff put out a press release encouraging hunters to get out over closing weekend of the waterfowl season. This was picked up by the Hawke's Bay Today on the 16<sup>th</sup> June.

#### **1441 Public Promotions**

Steve Doughty (NZC Business Development manager) visited the Hawke's Bay office on the 15<sup>th</sup> June. Staff found the discussion very useful in developing an R3 focus and building on current work utilising social media and running fishing/hunting courses and events.

#### **1511 Ranging**

With the recent rain keeping the rivers up, staff have turned focus to Tutira. So far this year 99 licences have been checked in total. This is lower than usual as opening weekend ranging operated differently due to Covid restrictions and honorary rangers were not able to operate during Covid level 4,3 and 2.

#### **1531 Prosecutions**

The national prosecutions database has been updated with all offences detected in the Hawke's Bay region. Information on a man found netting at the Ngaruroro River Mouth was passed on to staff by MPI in early June. The man had trout in his nets, however he did not have time to keep or release the trout and therefore received only a warning letter. This was sent on the 15<sup>th</sup> June.

#### **1621 Licence Agent Support**

Staff visited our licence agents Thursday 25 June to discuss the current gamebird season, promote advertising in the 20/21 Trout Fishing Newsletter, restock access pamphlets and distribute complimentary magazines, encourage the stores to keep connected by following/sharing Hawkes bay Fish & Game Facebook posts. Displaying the predator traps for sale poster to promote predator trapping prior to the waterfowl breeding season.

#### **1841 NZ Fish and Game Liaison**

Managers continue to use Zoom to meet and discuss operational matters. Meetings have now been formalised with agendas and minutes.

**Office Premises**

The office is cleaned every two weeks by a commercial cleaning company. Gutters have been cleaned out to remove build-up of leaves. Front and back decked area was sprayed to kill off build-up of algae which made it slippery.

**1990 Vehicles**

Both vehicle mileage and services are up to date. One of the trucks had its windscreen replaced on the 13<sup>th</sup> July by Novus Glass.

## 12.2 HEALTH AND SAFETY REPORT

### 1. Background

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

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

### 2. June/July 2020 update

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

Debbie Mair (NZC) visited Hawke's Bay on the 15<sup>th</sup> and 16<sup>th</sup> of July as part of a national review of health and safety policy and practices. As Hawke's Bay was the first region to be visited, we will have to wait for Debbie's full report, however there were a few suggestions which we have implemented. These include:

- 1) 4wd certs to be taken by field staff
- 2) Electric equipment to be tagged and tested. This is not a requirement of our insurance however, staff are looking into tagging/testing field equipment which is exposed to the elements.
- 3) Staff manual to be available for each staff member. Currently we have all the required information and documentation, however this will be compiled into a folder for each member of staff.
- 4) 'Slippery when wet' signs have been purchased and are displayed as required.

Other steps we have taken in the last two months include:

- Sprayed the foyer steps, veranda steps and bridge with moss and mould remover
- Trimmed flaxes that were overhanging the bridge
- Purchased hand sanitiser for meeting room and reception area
- Added NZ Covid Tracer App QR code to front door and reception area along with a sign requesting visitors to sign in.
- Checked and updated the first aid kits in the meeting room, both vehicles and office
- Installed an eye wash station in the Hazard Chem Shed
- Updated safety data sheets of all chemicals stored in hazard shed
- Replaced spray pack
- Purchased new Weed Spraying in Progress sign
- Purchased key ring rescue me tool for both vehicles
- Replacement windscreen for MAE457 due to chip in drivers eyeline
- Purchased – Caution Slippery When Wet collapsible signs

- Checked Inreach text function is working
- Reminded all staff the importance of track & tracing all movements for Covid-19

### **3. Monitoring and Reporting**

#### **Workplace Accident Register**

As at 27 July 2020

Number of workplace injuries in 2019-2020 year	1
Number of workplace injuries in 2018-2019 year	0
Number of workplace injuries in 2017-2018 year	1
Number of workplace injuries in 2016-2017 year	0

### **4. Training programme**

- Nick Page attended a Growsafe course on the 7<sup>th</sup> of July, full day course located in Hastings – certificate to be posted.
- Jesse has enquired about 4wd safety courses being held in Hawke’s Bay as recommended by Debbie Mair (NZC).

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

Nick Page pulled his back while conducting a spawning count. This was recorded in the H&S incident register. The injury was minor, and Nick was back to normal after two days in the office.

#### **12.2. Recommendations:**

***That Council accepts the health and safety report***

## 12.3 Finance Report

### 1.0 Purpose

To inform the Council of the current financial position and approve payments for the months of May and June 2020.

Contained within this report:

Table 1 - Other Income

Table 2 - Profit & Loss to 30 June 2020

Table 3 - Balance Sheet as at 30 June 2020

Table 4 - Hawke's Bay Variance Report to 30 June 2020

Table 5 - Bank Transactions for period 1 May to 30 June 2020

### 2.YTD Profit and Loss

The Profit & Loss statement for the period ending 30 June is attached. This report documents the income and expenditure for the period.

### Income

#### *Licence Income*

Licence sales YTD are \$428,358 compared to the budget of \$457,309. Fish licence sales revenue is reported at just 2% below the annual target for the year with a further two months of sales to be returned. Game licence revenue on the other hand is 15% below the annual sales target and it is likely that this will not be far off the final result for the year with minimal numbers of day licence sold at this time of year.

#### *Interest Income*

Interest Income YTD is \$5,040 – compared to a budget of \$10,438.

#### *Government Wage Subsidy*

It is yet to be determined whether all regions will retain the Government Wages subsidy, an item which was to be discussed at the recent meeting of the New Zealand Council.

#### *Royston Health Trust Grant*

This grant was applied for and granted for the purchase of a defibrillator for the Site (\$2,396).

#### *Other Income*

Other Income YTD is \$20,601 (*Table 1*)

<b>Table 1: Other Income</b>	<b>Budget \$</b>	<b>Actual \$</b>	<b>Variance</b>
Sundry	-	209	(209.00)
Sale of Predator Traps		533	(532.61)
Rent - Maize	5,000	4,231	768.61
Game Bird Hire Equipment	-	61	(60.87)
Reparations	-	409	(409.00)
Wetland Landowner Advice	-	174	(174.00)
Wetland Plants		355	(354.79)
Walking Access Grant	-	499	(499.00)
Advertising - Newsletter	500	-	500.00
Junior Hunt Sponsorship	700		700.00
Glenfalls Hut	1,500	1,300	199.94

Rent - Staff houses	9,000	8,800	200.00
Meeting Room Hire	2,000	487	1,513.00
Game Bird Habitat Grant	-	3,478	(3,478.00)
Donations	-	65	(65.00)
<b>Total Other Income</b>	<b>18,700</b>	<b>20,601</b>	<b>(1,900.72)</b>

### **Expenditure**

Total expenditure for the 10 months ended 30 June 2020 was \$359,974 –73.6% of budgeted expenditure.

### ***Depreciation***

YTD Depreciation is \$17,505 – in line with budget.

### ***Species Management***

No transactions in the months of May and June.

Total Species Management \$22,104 against a total budget of \$30,524.

### ***Habitat***

Works and Management spending in May of \$371 related to an annual lease paid to Kiwi Rail on land at Clive, and in May a compliance fee of \$28 related to Ohiti Road land.

Within Assisted habitat costs in May (\$142) relate to portable toilet pickup and clean.

Total Habitat Protection Management spending to 30 June 2020 is \$8,465 against a budget of \$19,500.

### ***Participation***

The Satisfaction Survey spending in June of \$470 related to a Survey Monkey Subscription. Within the Newsletters budget \$403 was spent on the preliminary work for the Game Season newsletter which was subsequently cancelled due to the uncertainties surrounding the Game Bird Season due to Covid19.

Total Participation spending to 30 June 2020 \$1,845 against a budget of \$14,850.

### ***Public Interface***

Visitor Facility spending for May and June totalled \$3,574 with \$903 related to lawns and spraying, and \$2,671 related to pond lining, irrigation materials and labour, and various plantings.

Total Public Interface spending to 30 June 2020 \$37,939 against a budget of \$17,800

Costs YTD relate to the development of the wetland – with the major cost being the excavation by Jamieson Earthworks. This project will be transferred to a capital project at year end – but to ensure transparency in the costs for the project we will continue to report it in this area. As agreed by the Council – the restricted reserve of the Hawke’s Bay Wildlife Fund has been used to fund this project (\$22,969).

### ***Compliance***

No Spending YTD – budget \$3,500

### ***Licensing***

Agent Servicing spending of \$55 in June relates to an agent visit/morning tea.

The Commission budget includes agent commissions and the fees associated with the Public Online and 0800 sales. \$17,755 YTD is in line with sales reported for the period.

### ***Council***

Expenses were incurred relating to catering for June meeting of Council.

Total Council spending to 30 June 2020 \$3,803 against a budget of \$2,000.

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

No spending within the months of May and June.

Total Planning & Reporting \$4,372 against a total budget of \$7,200.

### ***Administration***

- Salaries. YTD \$183,273 – this includes the accrual for Annual Leave.
- Staff Expenses included the annual FBT return \$2,387 and several minor expenses related to morning teas, cleaning products and updates to first aid kits.
- There was no Staff Houses spending for the period.
- Office Premises expenditure relates to the usual power and cleaning costs.
- Office Equipment expenditure relates to the photocopier lease.
- Communications expenses are reported relating to telephones, stationery and photocopying. Junes expense is higher than May due to timing of cell phone accounts with two falling due within the month of June.
- General expenses include bank fees and the annual account fee for Farmlands. The air conditioning unit was serviced \$156 and costs were also incurred related to document destruction \$82, key cutting, and batteries \$41.
- Vehicles expenditure relates to fuel and Road User Charges for two vehicles. The monthly SmartTrack fee of \$78 is also recorded each month.

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

Total levy \$29,678 – 75% of budget.

## **3.0 Balance Sheet**

Table 3 Outlines the Balance Sheet as at 30 June 2020 and compares it to the year ended position as at 31 August 2019.

**Cash Position:** \$161,892 (Including donations of \$63,997.30) as at 30 June 2020.

**Debtors:** Outstanding Debtors \$107,427 as at 30 June 2020. Eyede being the largest debtor \$106,414.

**Investments:** \$392,568

**Employee Costs:** \$16,710.69 – this relates to the accrual of holiday pay outstanding as at 30 June 2020.

#### **4.0 Variance report**

The variance report is shown on Table 4.

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

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

#### **5.0 Bank Transactions**

Table 5 show the bank transactions for the period of 1 May 2020 to 30 June 2020, \$57,995.06.

#### **6.0 Recommendations**

***6.1 That the payments for 1 May to 30 June 2020 totalling \$57,995.06 be approved as per Table 5.***

***6.2 The Finance report be accepted for the 10 months ended 30 June 2020.***



## Table 2 Profit and Loss

### Hawke's Bay Fish and Game Council For the 2 months ended 30 June 2020

	MAY 2020	JUN 2020	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
<b>Income</b>						
<b>Licence Income</b>						
Fish Licence Income	7,910	4,086	281,327	286,297	(4,970)	(2)
Game Licence Income	113,709	3,053	133,006	156,612	(23,606)	(15)
Non Resident Licence Revenue	110	49	14,025	14,400	(375)	(3)
<b>Total Licence Income</b>	<b>121,730</b>	<b>7,188</b>	<b>428,358</b>	<b>457,309</b>	<b>(28,951)</b>	<b>(6)</b>
Interest Income	865	322	5,040	10,438	(5,398)	(52)
Government Wage Subsidy	-	-	28,118	-	28,118	-
Royston Health Trust Grant	-	-	2,396	-	2,396	-
Game Bird Habitat Grant	-	-	3,478	-	3,478	-
Other Income	1,213	2,385	17,122	18,700	(1,578)	(8)
<b>Total Income</b>	<b>123,807</b>	<b>9,895</b>	<b>484,512</b>	<b>486,447</b>	<b>(1,935)</b>	<b>-</b>
<b>Operating Expenses</b>						
Depreciation	1,718	1,718	17,505	21,427	(3,922)	(18)
<b>1100 SPECIES MANAGEMENT</b>						
1110 Population Monitoring	-	-	12,837	14,800	(1,963)	(13)
1120 Harvest Assessment	-	-	-	3,500	(3,500)	(100)
1160 Releases	-	-	9,267	11,624	(2,357)	(20)
1180 Control	-	-	-	600	(600)	(100)
<b>Total 1100 SPECIES MANAGEMENT</b>	<b>-</b>	<b>-</b>	<b>22,104</b>	<b>30,524</b>	<b>(8,420)</b>	<b>(28)</b>
<b>1200 HABITAT PROTECTION MANAGEMENT</b>						
1210 Resource Management Act	-	-	3,395	10,000	(6,605)	(66)
1220 Works & Management	371	28	1,621	1,500	121	8
1230 Assisted Habitat	142	-	3,423	8,000	(4,577)	(57)
<b>Total 1200 HABITAT PROTECTION MANAGEMENT</b>	<b>513</b>	<b>28</b>	<b>8,439</b>	<b>19,500</b>	<b>(11,061)</b>	<b>(57)</b>
<b>1300 PARTICIPATION</b>						
1310 Access	-	-	379	2,500	(2,121)	(85)
1320 Satisfaction Survey	-	470	470	-	470	-
1330 Newsletters	403	-	403	6,250	(5,847)	(94)
1350 Angler & Hunter Training	-	-	569	4,500	(3,931)	(87)
1360 Club Relations	-	-	-	100	(100)	(100)
1370 Fish & Game Huts	-	-	24	1,500	(1,476)	(98)
<b>Total 1300 PARTICIPATION</b>	<b>403</b>	<b>470</b>	<b>1,845</b>	<b>14,850</b>	<b>(13,005)</b>	<b>(88)</b>
<b>1400 PUBLIC INTERFACE</b>						
1440 Public Promotions	-	-	464	1,500	(1,036)	(69)
1450 Visitor Facility	573	3,001	37,475	16,300	21,175	130
<b>Total 1400 PUBLIC INTERFACE</b>	<b>573</b>	<b>3,001</b>	<b>37,939</b>	<b>17,800</b>	<b>20,139</b>	<b>113</b>

Table 2 Profit and Loss

	MAY 2020	JUN 2020	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
<b>1500 COMPLIANCE</b>						
1510 Ranging	-	-	-	2,000	(2,000)	(100)
1520 Ranger Training	-	-	-	1,000	(1,000)	(100)
1530 Compliance/Prosecutions	-	-	-	500	(500)	(100)
<b>Total 1500 COMPLIANCE</b>	-	-	-	<b>3,500</b>	<b>(3,500)</b>	<b>(100)</b>
<b>1600 LICENSING</b>						
1620 Agent Servicing	-	55	262	500	(238)	(48)
1630 Commission	5,448	301	17,755	19,931	(2,176)	(11)
<b>Total 1600 LICENSING</b>	<b>5,448</b>	<b>356</b>	<b>18,017</b>	<b>20,431</b>	<b>(2,414)</b>	<b>(12)</b>
<b>1700 COUNCILS</b>						
<b>1720 Council Meetings</b>						
Council Meeting Expenses	-	226	658	2,000	(1,342)	(67)
Other Council Expenses	-	-	3,145	-	3,145	-
<b>Total 1720 Council Meetings</b>	-	<b>226</b>	<b>3,803</b>	<b>2,000</b>	<b>1,803</b>	<b>90</b>
<b>Total 1700 COUNCILS</b>	-	<b>226</b>	<b>3,803</b>	<b>2,000</b>	<b>1,803</b>	<b>90</b>
<b>1800 PLANNING/REPORTING</b>						
1830 Reporting/Audit	-	-	4,313	6,900	(2,587)	(37)
1840 National Liaison	-	-	59	300	(241)	(80)
<b>Total 1800 PLANNING/REPORTING</b>	-	-	<b>4,372</b>	<b>7,200</b>	<b>(2,828)</b>	<b>(39)</b>
<b>1900 ADMINISTRATION</b>						
1910 Salaries	19,647	18,181	183,273	245,079	(61,806)	(25)
1920 Staff Expenses	2,452	106	5,251	13,200	(7,949)	(60)
1930 Staff Houses	-	-	576	8,000	(7,424)	(93)
1940 Office Premises	314	382	4,962	6,444	(1,482)	(23)
1950 Office Equipment	120	120	1,201	2,900	(1,699)	(59)
1960 Communications/Consumables	412	795	8,987	12,800	(3,813)	(30)
1970 General	88	292	2,206	6,700	(4,494)	(67)
1980 General Equipment	-	-	1,084	3,500	(2,416)	(69)
1990 Vehicles	354	919	8,732	13,800	(5,068)	(37)
<b>Total 1900 ADMINISTRATION</b>	<b>23,386</b>	<b>20,795</b>	<b>216,272</b>	<b>312,423</b>	<b>(96,151)</b>	<b>(31)</b>
NZ F&G Levy	-	-	29,678	39,570	(9,892)	(25)
<b>Total Operating Expenses</b>	<b>32,042</b>	<b>26,593</b>	<b>359,974</b>	<b>489,225</b>	<b>(129,251)</b>	<b>(26)</b>
<b>Net Profit</b>	<b>91,766</b>	<b>(16,699)</b>	<b>124,538</b>	<b>(2,778)</b>	<b>127,316</b>	<b>(4,583)</b>

# Table 3: Balance Sheet

## Hawke's Bay Fish and Game Council As at 30 June 2020

	30 JUN 2020	31 AUG 2019
<b>Assets</b>		
<b>Bank</b>		
Westpac Call Account	95,078.67	103,792.80
Westpac Current Account	2,585.73	13,044.38
Petty Cash & Licence Float	230.00	230.00
Donation Account	63,997.30	62,175.83
<b>Total Bank</b>	<b>161,891.70</b>	<b>179,243.01</b>
<b>Current Assets</b>		
<b>Debtors &amp; prepayments</b>		
Accounts Receivable	107,426.93	17,875.36
Interest Accrued & Prepayments	-	4,596.41
GST	-	6,438.24
<b>Total Debtors &amp; prepayments</b>	<b>107,426.93</b>	<b>28,910.01</b>
Investments	332,567.60	349,439.33
Farmlands Shares	1,835.00	1,835.00
Westpac Term Deposit - 024 a/c	60,000.00	-
<b>Total Current Assets</b>	<b>501,829.53</b>	<b>380,184.34</b>
Fixed Assets	442,554.97	455,825.67
<b>Total Assets</b>	<b>1,106,276.20</b>	<b>1,015,253.02</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Creditors and accrued expenses</b>		
Accounts Payable	4,529.97	46,971.94
Accrued Expenses	4,264.40	6,406.40
Income in Advance	23,799.00	34,941.61
GST	17,433.54	-
Game Bird Habitat Trust	7,259.31	-
Westpac Credit cards	1,448.85	1,578.58
<b>Total Creditors and accrued expenses</b>	<b>58,735.07</b>	<b>89,898.53</b>
Employee costs payable	16,710.69	19,062.29
Rounding	(0.10)	-
<b>Total Current Liabilities</b>	<b>75,445.66</b>	<b>108,960.82</b>
<b>Total Liabilities</b>	<b>75,445.66</b>	<b>108,960.82</b>
<b>Net Assets</b>	<b>1,030,830.54</b>	<b>906,292.20</b>
<b>Equity</b>		
<b>Accumulated Funds</b>		
Accumulated Funds	708,655.72	642,799.90

Table 3: Balance Sheet

	30 JUN 2020	31 AUG 2019
Current Year Earnings	124,538.34	56,912.30
<b>Total Accumulated Funds</b>	<b>833,194.06</b>	<b>699,712.20</b>
<b>Dedicated Reserves</b>		
Asset Replacement Reserve	80,253.00	80,253.00
Back Country Fisheries Reserve	58,087.48	44,062.00
Hawke's Bay Pheasants Unlimited	1,602.00	1,602.00
River/Water Quality Donations	57,694.00	57,694.00
<b>Total Dedicated Reserves</b>	<b>197,636.48</b>	<b>183,611.00</b>
<b>Restricted Reserves</b>		
Hawke's Bay Wildlife Fund	-	22,969.00
<b>Total Restricted Reserves</b>	<b>-</b>	<b>22,969.00</b>
<b>Total Equity</b>	<b>1,030,830.54</b>	<b>906,292.20</b>

**Table 4 : Region: Hawkes' Bay to 30 June 2020**

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

Code	Project	EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		Variance	%
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual		
1110	Population Monitoring	\$ 14,800	\$ 12,837	1,040	954	\$ 62,347	\$ 50,332	\$ -	\$ -	\$ 77,147	\$ 63,169	\$ 13,978	81.9
1120	Harvest Assessment	\$ 3,500	\$ -	210	97	\$ 12,589	\$ 5,094	\$ -	\$ -	\$ 16,089	\$ 5,094	\$ 10,995	31.7
1130	Fish Salvage	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1140	Hatchery Operations	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1150	Game Farm	\$ -	\$ -	0	307	\$ -	\$ 16,205	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1160	Liberations	\$ 11,624	\$ 9,267	25	18	\$ 1,498	\$ 950	\$ -	\$ -	\$ 13,123	\$ 10,217	\$ 2,906	77.9
1170	Regulations	\$ -	\$ -	50	42	\$ 2,997	\$ 211	\$ -	\$ -	\$ 2,997	\$ 211	\$ 2,786	7.0
1180	Control	\$ 600	\$ -	70	42	\$ 4,196	\$ 2,191	\$ -	\$ -	\$ 4,796	\$ 1,597	\$ 3,199	33.3
	<b>TOTAL - SPECIES MANAGEMENT</b>	\$ 30,524	\$ 22,104	1,395	1,421	\$ 83,629	\$ 74,983	\$ -	\$ -	\$ 114,153	\$ 96,493	\$ 17,659	84.5
1210	RMA	\$ 10,000	\$ 3,395	340	207	\$ 20,383	\$ 10,900	\$ -	\$ -	\$ 30,383	\$ 14,295	\$ 16,087	47.1
1220	Works & Management	\$ 1,500	\$ 1,621	27	16	\$ 1,619	\$ 818	\$ -	\$ 4,231	\$ 3,119	\$ (1,792)	\$ 4,911	-57.5
1230	Assisted Habitat	\$ 8,000	\$ 3,423	145	512	\$ 8,693	\$ 27,027	\$ -	\$ 938	\$ 16,693	\$ 29,512	\$ (12,820)	176.8
1240	Assessment	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1250	Legal Expenses Reimbursed	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	<b>TOTAL - HABITAT PROTECTION &amp; M</b>	\$ 19,500	\$ 8,439	512	734	\$ 30,694	\$ 38,745	\$ -	\$ 5,169	\$ 50,194	\$ 42,015	\$ 8,178	83.7
1310	Access	\$ 2,500	\$ 379	100	78	\$ 5,995	\$ 4,091	\$ -	\$ 499	\$ 8,495	\$ 3,971	\$ 4,524	46.7
1320	Satisfaction Survey	\$ -	\$ 470	80	0	\$ 4,796	\$ -	\$ -	\$ -	\$ 4,796	\$ 470	\$ 4,326	9.8
1330	Newsletters	\$ 6,250	\$ 403	240	170	\$ 14,388	\$ 8,974	\$ 500	\$ -	\$ 20,138	\$ 9,377	\$ 10,761	46.6
1340	Other Publications	\$ -	\$ -	40	16	\$ 2,398	\$ 845	\$ -	\$ -	\$ 2,398	\$ 845	\$ 1,553	35.2
1350	Training	\$ 4,500	\$ 569	371	239	\$ 22,241	\$ 12,616	\$ 700	\$ -	\$ 26,041	\$ 13,185	\$ 12,856	50.6
1360	Club Relations	\$ 100	\$ -	55	21	\$ 3,297	\$ 1,109	\$ -	\$ -	\$ 3,297	\$ 1,109	\$ 2,289	32.6
1370	Huts	\$ 1,500	\$ 24	61	53	\$ 3,657	\$ 2,771	\$ 1,500	\$ -	\$ 3,657	\$ 1,495	\$ 2,162	40.9
	<b>TOTAL - ANGLER &amp; HUNTER PARTICIP</b>	\$ 14,850	\$ 1,845	947	576	\$ 56,772	\$ 30,405	\$ 2,700	\$ 1,799	\$ 68,922	\$ 30,451	\$ 38,471	44.2
1410	Liaison	\$ -	\$ -	100	35	\$ 5,995	\$ 1,848	\$ -	\$ -	\$ 5,995	\$ 1,848	\$ 4,147	30.8
1420	Communication	\$ -	\$ -	60	29	\$ 3,597	\$ 1,531	\$ -	\$ -	\$ 3,597	\$ 1,531	\$ 2,066	42.6
1430	Advocacy	\$ -	\$ -	40	45	\$ 2,398	\$ 2,375	\$ -	\$ -	\$ 2,398	\$ 2,375	\$ 23	99.1
1440	Public Promotions	\$ 1,500	\$ 464	96	29	\$ 5,755	\$ 1,531	\$ -	\$ -	\$ 7,255	\$ 1,995	\$ 5,260	27.5
1450	Visitors/Education	\$ 16,300	\$ 37,475	350	88	\$ 20,982	\$ 4,645	\$ 5,000	\$ 3,478	\$ 32,282	\$ 38,642	\$ (6,360)	119.7
	<b>TOTAL - PUBLIC INTERFACE</b>	\$ 17,800	\$ 37,939	646	226	\$ 38,727	\$ 11,930	\$ 5,000	\$ 3,478	\$ 51,527	\$ 46,391	\$ 5,136	90.0
1510	Ranging	\$ 2,000	\$ -	170	160	\$ 10,191	\$ 8,446	\$ -	\$ -	\$ 12,191	\$ 8,446	\$ 3,746	69.3
1520	Ranger Training	\$ 1,000	\$ -	80	2	\$ 4,796	\$ 106	\$ -	\$ -	\$ 5,796	\$ 106	\$ 5,690	1.8
1530	Compliance	\$ 500	\$ -	100	13	\$ 5,995	\$ 686	\$ -	\$ -	\$ 6,495	\$ 686	\$ 5,809	10.6
	<b>TOTAL - COMPLIANCE</b>	\$ 3,500	\$ -	350	175	\$ 20,982	\$ 9,238	\$ -	\$ -	\$ 24,482	\$ 9,238	\$ 15,245	37.7
1610	Licence Production	\$ -	\$ -	145	129	\$ 8,693	\$ 6,783	\$ -	\$ -	\$ 8,693	\$ 6,783	\$ 1,910	78.0
1620	Agent Servicing	\$ 500	\$ 262	113	76	\$ 6,774	\$ 3,985	\$ -	\$ -	\$ 7,274	\$ 4,247	\$ 3,027	58.4
1630	Agent Payments	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	<b>TOTAL - LICENSING</b>	\$ 500	\$ 262	258	204	\$ 15,467	\$ 10,768	\$ -	\$ -	\$ 15,967	\$ 11,030	\$ 4,936	69.1
1710	Council Elections	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1720	Council Meetings & Expenses	\$ 2,000	\$ 3,803	440	342	\$ 26,378	\$ 18,027	\$ -	\$ -	\$ 26,378	\$ 21,830	\$ 6,548	76.9
	<b>TOTAL - COUNCILS</b>	\$ 2,000	\$ 3,803	440	342	\$ 26,378	\$ 18,027	\$ -	\$ -	\$ 26,378	\$ 21,830	\$ 6,548	76.9
1810	Management Plan	\$ -	\$ -	10	1	\$ 599	\$ 53	\$ -	\$ -	\$ 599	\$ 53	\$ 547	8.8
1820	Annual Planning	\$ -	\$ -	160	39	\$ 9,592	\$ 2,032	\$ -	\$ -	\$ 9,592	\$ 2,032	\$ 7,560	21.2
1830	Reporting - Auditing	\$ 6,900	\$ 4,313	250	143	\$ 14,987	\$ 7,522	\$ -	\$ -	\$ 21,887	\$ 11,835	\$ 10,052	54.1
1840	National Liaison	\$ 300	\$ 59	60	57	\$ 3,597	\$ 3,009	\$ -	\$ -	\$ 3,897	\$ 3,068	\$ 829	78.7
	<b>TOTAL - PLANNING/REPORTING</b>	\$ 7,200	\$ 4,372	480	239	\$ 28,775	\$ 12,616	\$ -	\$ -	\$ 35,975	\$ 16,988	\$ 18,988	47.2

**Table 4 : Region: Hawkes' Bay to 30 June 2020**

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

		\$ 95,874	\$ 78,764	5,028	3,916	\$ 301,423	\$ 206,711	\$ 7,700	\$ 11,040	\$ 389,597	\$ 274,436	\$ 115,161	70.4
		EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	%
<b>OVERHEADS</b>													
1910	Salaries	\$ 245,079	\$ 183,273					\$ -	\$ -	\$ 245,079	\$ 183,273	\$ 61,806	74.8
1920	Staff Expenses	\$ 13,200	\$ 5,251					\$ -	\$ -	\$ 13,200	\$ 5,251	\$ 7,949	39.8
1930	Staff Houses	\$ 8,000	\$ 576					\$ 9,000	\$ 8,800	\$ (1,000)	\$ (8,224)	\$ 7,224	822.4
1940	Office Premises	\$ 6,444	\$ 4,962					\$ -	\$ -	\$ 6,444	\$ 4,962	\$ 1,482	77.0
1950	Office Equipment	\$ 2,900	\$ 1,201					\$ 1,000	\$ -	\$ 1,900	\$ 968	\$ 943	50.4
1960	Communications/Consumables	\$ 12,800	\$ 8,987					\$ -	\$ -	\$ 12,800	\$ 8,987	\$ 3,813	70.2
1970	General	\$ 6,700	\$ 2,206					\$ -	\$ 274	\$ 6,700	\$ 1,932	\$ 4,768	28.8
1980	General Equipment	\$ 3,500	\$ 1,084					\$ 1,000	\$ 244	\$ 2,500	\$ 841	\$ 1,660	33.6
1990	Vehicles	\$ 13,800	\$ 8,732					\$ -	\$ -	\$ 13,800	\$ 8,732	\$ 5,068	63.3
	Administration	\$ 312,423	\$ 216,272					\$ 11,000	\$ 9,561	\$ 301,423	\$ 206,711	\$ 94,712	69.6
	Total Overhead Net Cost							\$ 301,423	\$ 206,711				
	Total Outputs Staff Hours							\$ 5,028	\$ 3,916				
	Internal Cost Per Hour							\$ 59.95	\$ 52.79				
<b>Schedule C</b>													
		EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	%
1	Species Management	30,524	22,104	1,395	1,421	83,629	74,983	0	593	114,153	96,493	17,659	84.5
2	Habitat Protection & Management	19,500	8,439	512	734	30,694	38,745	0	5,169	50,194	42,015	8,178	83.7
3	Angler & Hunter Participation	14,850	1,845	947	576	56,772	30,405	2,700	1,799	66,922	30,451	36,471	44.2
4	Public Interface	17,800	37,939	646	226	38,727	11,930	5,000	3,478	51,527	46,391	5,136	90.0
5	Compliance	3,500	0	350	175	20,982	9,238	0	0	24,482	9,238	15,245	37.7
6	Licensing	500	262	258	204	15,467	10,768	0	0	15,967	11,030	4,936	69.1
7	Councils	2,000	3,803	440	342	26,378	18,027	0	0	28,378	21,830	6,548	76.9
8	Planning, Reporting	7,200	4,372	480	239	28,775	12,616	0	0	35,975	16,988	18,988	47.2
9	Administration												
	Total Overhead Staff Hours			1,600	1,205								
	TOTAL BUDGET	95,874	78,764	6,628	5,121	301,423	206,711	7,700	11,040	389,597	274,436	115,161	70.4
<b>Licence Income 2019/20</b>		<b>Budget</b>	<b>Actual</b>										
2019/20	Fish licence	300,697	295,352							(10,437)	(5,040)		
	Less Commission	(19,931)	(17,755)							21,427	17,505		
	<b>Net Fish Licence Income</b>	<b>280,766</b>	<b>277,597</b>							0	(28,118)		
2020	Game Licence Income	156,612	133,006							39,569	29,678		
	Less Commission	0	0							(437,378)	(410,603)		
	<b>Net Game Licence Income</b>	<b>156,612</b>	<b>133,006</b>							0	(2,396)		
	Total Licence Income	<b>457,309</b>	<b>428,358</b>							0	0		
	Total Net 2019/20	437,378	410,603			<b>Approved Budget</b>	<b>Surplus/(Deficit) YTD</b>			(2,778)	124,538		

## **Licence Sales Report**

**Ref: 6.01.05**

**23 July 2020**

### **1. Introduction**

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

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

63

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

2.2 A total of 98.7% of the annual sales target has been achieved.

2.3 Sales are reported to be 4.5 % below licences issued for the same period last year.

2.4 Nationally at the same date YTD fish licence sales are reporting to be 7.7 below sales reported for the same period during the 2018-19 season.

### **2.5 Recommendation**

*Council accepts the licence report*



### Hawke's Bay Fish Licence Sales YTD to 23 July 2020

Channel	FWF	FWA	FWNA	FSLA	FLAA	FWIA	FLBA	FSBA	FDA	FDNA	FWJ	FWND	FDJ	FDNJ	FWC	FWNC	FDNC	Total Fish	Fish LEQ	Fish Var	Fish \$
Agency Online	207	634	126	143	137	96	8	63	204	287	84	2	97	11	0	0	4	2,103			
Public Online	188	383	194	52	70	65	9	97	314	153	63	3	32	1	0	3	0	1,627			
Eyede Call Centre	3	3	1	2	3	0	2	2	0	0	0	0	0	0	0	0	0	16			
<b>Total YTD 2018-2019</b>	<b>398</b>	<b>1020</b>	<b>321</b>	<b>197</b>	<b>210</b>	<b>161</b>	<b>19</b>	<b>162</b>	<b>518</b>	<b>440</b>	<b>147</b>	<b>5</b>	<b>129</b>	<b>12</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>3,746</b>	<b>2,560</b>		<b>\$289,400</b>
Agency Online	237	644	121	146	116	61	6	50	195	221	99	2	45	8	0	1	1	1,953			
Public Online	144	391	129	53	62	79	11	94	361	140	71	3	41	1	0	4	0	1,584			
Eyede Call Centre	5	3	2	3	0	1	0	0	2	0	3	0	0	0	0	0	0	19			
<b>Total YTD 2019-2020</b>	<b>386</b>	<b>1038</b>	<b>252</b>	<b>202</b>	<b>178</b>	<b>141</b>	<b>17</b>	<b>144</b>	<b>558</b>	<b>361</b>	<b>173</b>	<b>5</b>	<b>86</b>	<b>9</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>3,556</b>	<b>2,445</b>	<b>-4.5%</b>	<b>\$282,743</b>
<b>Increase/(Decrease) on 2017/18 YTD</b>																					
<b>-115</b>																					
<b>-\$6,657</b>																					

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

2019-20 Annual Fish Licence Sales Budget	2,476	100.0%	\$277,183
2019-20 YTD Actual	2,445	98.7%	\$282,743
Remaining to meet budget	-31	-1.3%	\$5,560

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

2019-20 Budgeted LEQ's	2,452	100.0%	\$277,183
2018-19 Complete Season* LEQ's	2,525		\$285,435
2019-20 Est year end based on current variance	2,411	98.3%	\$278,869
Est Shortfall/Surplus 2018-19 Season vs Budget	-41	-1.7%	\$1,686

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

Category	Licences	Res Price	ent Price	Gross Levy	Incl GST	Levy Ex GST	Total ex GST
FWNA	252	180	133	47	44.89	39.03	\$9,836
FDNA	361	34	21	13	12.42	10.80	\$3,897
FWNJ	5	34	27	7	6.69	5.81	\$29
FDNJ	9	20	5	15	14.33	12.46	\$112
FWNC	5	34	0	34	32.47	28.23	\$141
FDNC	1	20	0	20	19.10	16.61	\$17
<b>TOTAL</b>	<b>633</b>						<b>\$14,032</b>



**3. 2020 Game Licence Sales**

- 3.1 The YTD Game licence sales for the 2020 season are reported in Table two.
- 3.2 Total Game sales YTD have decreased by -13.2 % when compared to the same period last year and a total of 85.3% of the annual sales target has been achieved.
- 3.3 Nationally the licence sales are -9.6% below on last year's sales to the same time.

Comparison of Game Licence LEQs to									
	Adult Season	Junior Season	Child Season	Adult 24 Hour	Junior 24 Hour	Whole Season Equiv.	% Increase / Decrease on 2017		
<b>SALES CHANNEL</b>									
Direct Sales*	468	57	15	49	6	490	28.1%		
Agent Online Sales	1123	84	45	21	4	1144	-23.7%		
<b>Total Game 2020</b>	<b>1591</b>	<b>141</b>	<b>60</b>	<b>70</b>	<b>10</b>	<b>1635</b>	<b>-13.2%</b>		
Direct Sales*	359	48	6	66	1	382			
Agent Online Sales	1466	131	51	34	1	1500			
<b>Total Game 2019</b>	<b>1825</b>	<b>179</b>	<b>57</b>	<b>100</b>	<b>2</b>	<b>1882</b>			
<b>TARGETS</b>									
Adult Season	1865	170	80	80	7	1916	85.3%		
2020 Total Budget	1902	181	87	98	7	1959	83.4%		
2019 Total Sales									
2020 Estimated year end						1702	88.8%		

## 14. Public Excluded Session

### 1. Purpose

To discuss ongoing Hawkes Bay Audit and governance matters as well as a submission on the TANK plan change.

### 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 the Hawke's Bay Fish and Game Council TANK plan change submission.*

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:

### *Recommendation*

*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
1.3.1.1 Discussion on governance matters and the ongoing HB Audit.	Good reason to withhold exists under section 7 of the Local Government Official Information and Meetings Act 1987.	Section 48(1)(a)
1.3.1.2 Discussion on the TANK plan change submission.	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 Hawke's 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 Hawke's Bay Fish and Game Council TANK plan change submission.

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.”

**Recommendation:**

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

## 15 Meeting Closes