



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

***MEETING
AGENDA***

Tuesday 20 October 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 20 October 2020**

Commences: **6.00 PM**

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Meeting closes

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**MINUTES OF THE HAWKE'S BAY FISH AND GAME COUNCIL
MEETING HELD AT THE GAME FARM ON TUESDAY THE 11
AUGUST 2020 AT 6.00PM**

PRESENT: Councillors Bates (Chairman), Niblett, Williams, Lumsden, MacKay,
Pinker, Elstone, Hern

IN ATTENDANCE:

Jesse Friedlander (Regional Manager), Steve Doughty (NZC)

WELCOME:

The Chairman opened the meeting at 6.00pm and welcomed staff, councillors and Steve Doughty to the meeting.

APOLOGIES:

Councillors Duley, Nimon, Hickmott and Bowcock sent their apologies.

3.0 MINUTES OF THE PREVIOUS MEETING (9 June 2020)

AGREED

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 the 9th June 2020 are a true and accurate record.

Niblett/Mackay

4.0 MATTERS ARISING FROM THE MINUTES

Cr. Williams enquired whether Cr. Bates, Cr. Duley and Jesse had met with Maungahururu Tangitu regarding further releases of trout into Lake Tūtira. Jesse has met with the General Manager of MTT however as yet no agreement has been reached on further releases of trout into the lake.

Cr. Williams requested an update on permits for releases of small numbers of gamebirds. Jesse has approached DOC and requested that they look in to whether Hawke's Bay Fish and Game could be delegated the authority to issue permits for small releases of gamebirds. This would aid those who would like to supplement wild populations on their own properties as the process is currently costly and time consuming. Jesse will follow up again, however at this point he has not heard back after the initial conversations.

Some Fish and Game Councils are issuing permits, however it is thought that this is unlawful. NZC therefore needs to formulate policy on this.

5.0 NOTIFICATION OF ITEMS OF GENERAL BUSINESS

Cr. Bates put forward the following topics to be discussed in general Business:

- The Review of the Fish and Game organisation (date the reviewers will meet Hawke's Bay staff and Council is confirmed as the 2nd October).
- The next NZC meeting. Cr. Bates has been invited to speak at the meeting on the audit of the Hawke's Bay Fish and Game Council.
- The wage subsidy received by Hawke's Bay Fish and Game Council.
- The arrangement around the staff house currently leased to the manager.
- Councillor conduct.
- Policies including the update of Hawke's Bay Fish and Game Council policies.
- Upland game preserves.
- Fish farming.

6.0 CONFLICT OF INTEREST REGISTER

The conflict of interest register was passed around and signed by all councillors present.

7.0 GUEST SPEAKER STEVE DOUGHTY

Steve Doughty (Business Development Manager NZC) gave a presentation on R3 principles (recruit, retain, reactivate) and how the strategy is being implemented at a national level. The talk was well received, and Council thanked Steve for his time.

8.0 2020/2021 Operational Work Plan

- 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.*

9.0 EVALUATION OF COUNCIL

That Council resolves to discuss at the next meeting the results of evaluation forms sent out to Councillors collated by Cr. Bates.

Niblett/Hern

10.0 REVIEW OF MANAGERS PERFORMANCE

That Crs. Bates, Mackay and Elstone make up the committee to conduct the annual review of managers performance for the 2019/2020 year.

Williams/Lumsden

11.0 LIASION OFFICERS REPORTS

Cr. Duley could not be at this meeting of Council as he is in the South Island. Cr. Williams objects to Cr. Duley's absence from our Hawke's Bay Fish and Game Council meetings as he is The Hawke's Bay NZC appointee.

12.1 MANAGEMENT REPORT

Jesse provided Council with an update on the TANK plan change process. The draft submission prepared by staff has been circulated to Council for comment.

Tukituki leaders forum meetings have continued with a focus on water storage options in Central Hawke's Bay. The most recent meeting was based around evaluation of water storage options, one of which was the failed Ruitaniwha scheme. After this, two members of the forum (local representatives of Forest and Bird) stood down from the group. Council would like staff to remain in the group and be part of the decision-making process.

12.2 HEALTH AND SAFETY REPORT

Debbie Mair visited Hawke's Bay to conduct a review of our health and safety practices and policy. All recommendations made by Debbie have been actioned by staff, however there may be further recommendations once she has reviewed other regions.

That Council Accepts this health and safety report

Niblett/Mackay

12.3 FINANCE REPORT

Discussion centred around whether the 12-week wage subsidy should be paid back. The subsidy was applied for as income was down and it was uncertain whether there would be a gamebird hunting season. Income over the specified period was low enough to merit keeping the wage subsidy, however it is for Council to decide.

That Council agrees to keep the wage subsidy but review this decision at each bi-monthly meeting until a final decision is reached on whether to pay back or keep the money.

Williams/Hern

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

That the Finance report be accepted for the 10 months ended 30 June 2020.

Lumsden/Pinker

12.4 LICENCE REPORT

That Council accepts the licence sales report

Mackay/Hern

13.0 ITEMS OF GENERAL BUSINESS

- **Upland game preserves.**

Cr. Bates provided Council an update on pheasant preserves. It was discussed that the NZC paper on preserves lacks balance and does not discuss the positives of preserves

in terms of getting people into the sport. Cr. Williams disagreed with this, stating that pheasant preserves are illegal under the current law and the NZC paper presents options to address this. There was disagreement around whether preserves are illegal under the wildlife act as the legal opinion from Geoffery Palmer (which takes this view) has not been tested in court.

The NZC paper assumes that on a commercial preserve, upland gamebirds are the property of the landowner. Crs. Niblett and Bates disagree with this as preserve permits state that once released, pheasants are gamebirds under schedule 1 or wildlife under schedule 3 and therefore owned by the public.

It was questioned where the evidence was to back up the statement in the NZC paper regarding the probable starvation of many thousands of preserve pheasants. There is no evidence to support this.

Cock birds have been collected at the end of past seasons on Hawke's Bay preserves and banded/released on public rivers. 25% of these birds were shot and bands returned. As many hunters are known not to return bands, this shows that there is a high survival rate of preserve reared pheasants.

The paper puts forward the idea that commercialisation of pheasant preserves puts the entire Fish and Game resource in jeopardy, however the paper on trout farming also included in the NZC agenda appears to contradict this.

It was requested that Council conduct an informal vote on the options set out in the NZC paper. Cr. Williams preferred option 1. Cr. Mackay option 2. Cr. Elstone would like further information than this to answer. Cr. Hern is very unhappy with the NZC paper but did not give a preferred option. Crs. Pinker, Bates and Niblett did not give a preferred option. Cr. Lumsden prefers 4,3 and 2 in that order.

As Council has no clear preferred option as a whole, Cr. Bates suggested that Council simply write to NZC expressing its dissatisfaction with the NZC paper on preserves. There was general agreement with this.

- **The Review of the Fish and Game organisation (date the reviewers will meet Hawke's Bay staff and Council is confirmed as the 2nd October).**
Discussion centred around the date and that Cr. Hern will be unable to be there in person.
- **The next NZC meeting. Cr. Bates has been invited to speak at the meeting on the audit of the Hawke's Bay Fish and Game Council.**
It was discussed that Council would have preferred a full Council-Council meeting and this is what had been requested by the Hawke's Bay F&G Council. Cr. Bates will mention this at the meeting.
- **The wage subsidy received by Hawke's Bay Fish and Game Council.**
Discussed during the Finance Report.
- **The arrangement around the staff house currently leased to the manager.**
To be discussed in public excluded.
- **Councillor conduct.**

Cr. Bates reminded Councillors to keep email communication polite. The recent comments made by an Eastern F&G Councillor recently are unacceptable and unhelpful when trying to get women into our sports.

- **Policies including the update of Hawke's Bay Fish and Game Council policies.**
Cr. Bates questioned whether there are any policies in particular that Council would like to look at updating. Cr. Williams stated that he was disappointed that his comments were not included to NZC on the communications strategy and reserves policy. Jesse had provided NZC feedback based on the majority view of Council as per feedback received. In future if comments are requested then they will be included in feedback to NZC.
- **Fish farming**
It was discussed that if trout are to be farmed, Fish and Game should be involved in this as per the NZC paper. There was disagreement on this and whether Fish and Game should support trout farming.

At this point it was resolved *that Council enters the public excluded section of the meeting while allowing Jesse Friedlander and Steve Doughty to remain in the room.*

Elstone/Pinker

(8.35pm).

That the public section of the meeting resumes.

Mackay/Pinker

There being no further business, the meeting closed at 9:00pm.

6. CONFLICT OF INTEREST REGISTER

22 September 2020

1. Purpose

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

2. Background

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

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

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

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

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.

- (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.

8. 2021 GAME SEASON CONDITIONS

1. Purpose

To review the 2020 Hawkes Bay Game Season conditions (see Appendix 1) and highlight 2021 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. Council currently sets 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.

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.

3. Issues Identified for Consideration

3.1 Refer to 2020 Paradise Shelduck/Black Swan Trend Count Report.

3.2 Staff have been requested by HBRC staff to add HBRC designated no shooting areas into our regulations for the 2021 year.

3.3 From 2021, non-toxic shot will be required for waterfowl hunting over open water in all shotguns except the .410. This applies to all public (including DOC) and private lands.

After today's meeting, clubs will be invited to comment on any issues they wish to raise for consideration at Council's next meeting (8 December 2020).

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 rhynchos*)

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 2021 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 2020 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 Season**

Species	Season Duration (dates inclusive)	Daily Bag Limit	Hunting Area
Mallard/grey duck	2 May to 16 June 2020	8	All areas
NZ Shoveler duck	2 May to 16 June 2020	2	All areas
Paradise shelduck	2 May to 16 June 2020	8	All areas
Pukeko	2 May to 25 Aug 2020	10	All areas
Black swan	2 May to 16 June 2020	3	All areas
Brown quail	Closed season	0	All areas
California quail	2 May to 25 Aug 2020	10	All areas
Cock pheasant	2 May to 25 Aug 2020	2	All areas

2. Shooting Hours

6.15 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 three shells in the magazine and chamber combined at any one time.

4.2 Any licenced 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.

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

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

Pinker/Bowcock

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 6-bird limit with the season length the same as the mallard.
Intermediate	Intermediate conditions, season length the same as the mallard & a 8 -bird limit.
Relaxed	Relaxed conditions, season length the same as the mallard & a 10-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, a one bird limit with season length the same as mallard.
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.

9. INFORMATION FOR THE 2019-2020 DRAFT PERFORMANCE REPORT

1. Purpose

To review the draft Chairman's report, Statement of Service Performance report and draft Financial Statements for the 2019-2020 Performance (Annual) Report.

2. Background

The Performance Report for the 2019-2020 year will be presented to the public annual general meeting to be held 8th December 2020 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 2019-2020 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 8th December 2020 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 2019-2020 year, and identifies any changes required before finalising the Performance Report for the 2019-2020 year.

10. DATES THE HAWKE'S BAY FISH & GAME COUNCIL IN 2021 YEAR

1. Purpose

To set a date for the Council meetings to be held in the 2021 year and provide the NZ Fish and Game Council with feedback on their proposed 2021 meeting schedule (included in papers for information).

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 sometimes the second week of these months.

Meeting dates and key issues for discussion.

	Date	Key Issues
1	<i>9 February 2021</i>	<ul style="list-style-type: none">• Council Priorities
2	<i>6 April, 2021</i>	<ul style="list-style-type: none">• OWP – initial draft• Anglers Notice – initial consideration
3	<i>8 June 2021</i>	<ul style="list-style-type: none">• Licence Fee• OWP – 2nd draft• Anglers Notice – finalise recommendations
4	<i>17 August 2021</i>	<ul style="list-style-type: none">• Finalise OWP
5	<i>2nd November 2021</i>	<ul style="list-style-type: none">• Game Conditions – initial consideration• Annual Performance Report – draft• Inaugural meeting of new Council
6	<i>7 December 2021</i>	<ul style="list-style-type: none">• Game Conditions – finalise recommendations
AGM	<i>7 December 2021</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.

Proposed NZ Council Meeting Dates

- *November 20th -22nd in Wellington 2020*
- *February 16th and/or 18th by Zoom 2021*
- *April 16th and 17th in Wellington 2021*
- *June 17th by Zoom 2021*
- *August 27th and 28th in Wellington 2021 or other location*

13. Recommendation

That the council approves the proposed meeting schedule and dates for the six regular meetings and one annual general meeting for 2021 and provide feedback on the proposed NZC meeting schedule.

11. THEFT AND FRAUD PREVENTION POLICY

1. Purpose

To review the Theft and Fraud Prevention Policy adopted 8 August 2017.

2. Background

The Theft and Fraud Prevention Policy approved by NZC was shared with all regions April 2017, with the recommendation that regions updated their policy. Hawkes Bay Fish & Game reviewed their approved version of the Theft and Fraud Policy dated 2007 and agreed to align this policy with NZ Council Policies at the June 2017 Council Meeting. Amendments to the policy document were made and the Theft and Fraud Prevention Policy was adopted at the 8th August 2017 Hawkes Bay Fish & Game Council meeting. A copy of the Policy is attached below.

3. Recommendation

3.1 That Council reviews the Theft and Fraud Prevention Policy.

HAWKES BAY FISH AND GAME COUNCIL
THEFT AND FRAUD PREVENTION POLICY

Ref: 7-02-01

13 June 2017

Fraud is defined as “criminal deception, dishonest artifice or trick”. It can be regarded not only as the inappropriate taking of the entity’s money or property, but also as steps to disguise the fact that the taking has occurred. Theft is defined as “a criminal act in which property belonging to another is taken without the owner’s consent”. Theft encompasses many forms of deceitful taking of property including swindling, embezzlement and false pretences.

1.0 Introduction

1.1 Hawkes Bay Fish and Game Council (HBFGC) accepts that it has a responsibility to protect the physical and financial resources of the HBFGC. The HBFGC has agreed that through its Regional Manager the HBFGC has a responsibility to prevent and detect the theft and fraudulent actions by persons who are employed or contracted by the HBFGC or who are service recipients of, or service providers to the HBFGC. The HBFGC accepts that any investigation into any theft or fraudulent actions will be conducted in a manner that confirms to the principles of natural justice and is procedurally just and fair.

1.2 The HBFGC therefore requires the Regional Manager to establish systems and procedures to guard against the actions of theft and fraud. The Regional Manager is to report such actions to the Council Chairman as prescribed in the procedures set out below.

2.0 General

2.1 As preventative measures against theft and fraud the HBFGC requires the Regional Manager to ensure that:

- a) The HBFGC's physical resources are kept secure and accounted for and a proper register is maintained of office keys and any lock combinations and that security and computer system passwords are managed and maintained in terms of best business practice.
- b) The HBFGC's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Public Finance Act 1989, Section 45C(b) and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
- c) Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Regional Manager are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.

d) All staff members are aware of their responsibility to immediately inform the Regional Manager should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, volunteers or other persons associated with the HBFGC.

2.2 Objective

The prevention of loss of assets of the Hawkes Bay Fish and Game Council by fraud.

2.3 There will be zero tolerance of fraud.

2.4 Fraud represents serious misconduct and is grounds for termination of employment or of working relationship.

2.5 In the event of an allegation or the discovery of theft or fraud the Regional Manager shall act in accordance with the following procedures:

a) Decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph.

b) So far as it is possible and within 24 hours:

i) Record the details of the allegation, the person or persons allegedly involved and the quantity and/or value of the theft or fraud.

ii) Request a written statement from the person who has informed the Regional Manager, with details, as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft.

iii) Decide on the initial actions to be taken including consulting with the person who provided the information and, if appropriate, confidentially consulting with other senior members of staff about the person who is the subject of the allegations.

iv) Inform the HBFGC Chairman of the information received and consult with Councillors as appropriate.

c) On the basis of advice received and after consultation with the HBFGC Chairman, the Regional Manager shall decide whether or not a *prima facie* case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.

d) The Regional Manager shall then carry out the following procedures:

i) Investigate the matter further in terms of procedures as set out in sub-paragraph (d);

ii) If a *prima facie* case is thought to exist to continue with their investigation;

iii) Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member,

iv) Lay a complaint with the New Zealand Police;

- v) If necessary, commission an independent expert investigation;
 - vi) In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
 - vii) Seek legal or other specialist advice; or
 - viii) Inform the HBFGC, and/or the auditors.
- e) Once all available evidence is obtained the Regional Manager shall consult the HBFGC Chairman. The Chairman may, if they consider it necessary, seek legal or other advice as to what further action should be taken.
- f) If a case is considered to exist the Regional Manager or a person designated by them shall, unless another course of action is more appropriate:
- i) Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present.
 - ii) Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them.
 - iii) Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present).
 - iv) Advise the person in writing of the processes to be involved from this point on.

3.0 The HBFGC recognises that supposed or actual instances of theft or fraud can affect the rights and reputation of the person or persons implicated. All matters related to the case shall remain strictly confidential with all written information kept secure. Should any delegated staff member or any other staff member improperly disclose information the Regional Manager shall consider if that person or persons are in breach of confidence and if further action is required.

Any action the Regional Manager considers must be in terms of the applicable conditions contained in their contract of employment and any code of ethics or code of responsibility by which the staff member is bound.

4.0 The HBFGC affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated.

5.0 Any intimation or written statement made on behalf of the HBFGC and related to any instance of supposed or actual theft or fraud shall be made by the HBFGC Chairman who shall do so after consultation with the Regional Manager and if considered appropriate after taking expert advice.

Allegations Concerning the Regional Manager, Councillor or Chairman

6.0 Any allegation concerning the Regional Manager should be made to the HBFGC Chairman. The Chairman will then investigate in accordance with the requirements of paragraph 4 of this Policy.

7.0 Any allegation concerning a member of the Council should be made to the Regional Manager. The Regional Manager will then advise the Council Chairman and commence investigation in accordance with the requirements of paragraph 4 of this Policy.

8.0 Any allegation concerning the Chairman should be made to the HBFGC. The Council will then investigate in accordance with the requirements of paragraph 4 of this Policy.

Approval

9.0 When the HBFGC approved the Policy, it was agreed that no variations of this Policy or amendments to it can be made except by the majority approval of the HBFGC.

10.0 As part of its approval the HBFGC requires the Regional Manager to circulate this Policy to all staff. The HBFGC requires that the Regional Manager arrange for all new staff to be made familiar with this Policy.

Signed

Hawkes Bay Fish and Game Council Chairman

On behalf of, and with the authority of the Council on



28 Sept 2017

12. **Strengthening Iwi and Hapū engagement**

1. **Purpose**

For Council to discuss options for further strengthening our relationships with our local Iwi and Hapū within the Hawke's Bay region.

2. **Background**

In order to carry out its statutory functions effectively, the Hawke's Bay Fish and Game Council needs to maintain and further develop relationships with local Iwi and Hapū. The Council may wish to appoint or employ someone in an advisory capacity to ensure appropriate tikanga and protocols are observed and respected. This would also provide further opportunities for Hawke's Bay Fish and Game to work in partnership with Iwi on future goals that support the common interests of both parties.

3. **Recommendation**

That Council discusses options for further strengthening relationships with local Iwi and Hapū

13. Commercial Origin Salmon Release Policy

1. Purpose

To provide feedback to the New Zealand Fish and Game Council on the Commercial Origin Salmon Release Policy.

2. Background

NZC are seeking the feedback of Regional Councils on a proposed Commercial Origin Salmon Release Policy that stems from a recommendation of the National Sea Run Salmon Committee. The policy seeks to prevent the release of commercial origin salmon into open systems of water where they may compete with wild fish. It does not prevent the release of commercial origin salmon into closed systems of water. It is seen as a key part of the overall process of restoring the wild sea run salmon fishery.



Commercial Origin Salmon Release Policy

1. The release of commercial origin chinook salmon into open systems of water, where these fish are able to reach the ocean, is undesirable because it dilutes the wild chinook salmon population with genetically inferior fish that reduce the available food and spawning habitats for wild fish. The effect of this is a diminishment of wild fish spawning, resulting in an overall degradation of the wild salmon population.
2. For this reason, Fish & Game does not support the release of hatchery reared commercial origin chinook salmon into any open system of water, or the planting of ova from such sources.
3. In implementing this policy:
 - a. no Fish and Game council will release ova or hatchery reared commercial origin chinook salmon into any open system of water; and
 - b. no approval will be granted by any Fish & Game council for external parties seeking to release ova or hatchery reared commercial origin chinook salmon into open systems.
4. Note this policy explicitly does not apply to the release of commercial origin chinook salmon into closed systems, and does not preclude any Fish and Game council from releasing chinook salmon into a closed system or from granting approval for an external party to do so.
5. It also does not apply to the release of salmon reared in a hatchery from wild sea run stock, as these are genetically similar to wild fish, and therefore do not have the same detrimental effect on wild populations.

6. This policy forms part of a co-ordinated set of initiatives to restore wild chinook salmon populations.
7. The scientific basis for this policy is supported by advice from both NIWA and the Cawthron Institute, and a review by Dr Robin Holmes (2018) from the Cawthron Institute. See the Appendix for further information.

Definitions:

- Open system is defined as any system of water where there is a connection, or possible connection, to the ocean. This includes waterways where a connection may occur at specific times of the year or during high water events.
- Closed system is defined as any system of water where there is no connection, or possible connection, to the ocean.
- Hatchery reared commercial origin chinook salmon is defined as any salmon (or ova) originating from or bred in a commercial hatchery, excluding those reared from wild sea run stock.

3. Recommendation

That Council discuss the Commercial Origin Salmon Release Policy and provide feedback to NZ Council

14. Video Recording of Hawke’s Bay Fish and Game Council Meetings

1. Purpose

For Council to decide whether it supports video recording of its meetings and if so, to approve the purchase of a video recording device.

2. Background

NZ Fish and Game Council now video records its meetings. The links to these are posted on the Fish and Game website. It has been suggested by Councillors that this could be an efficient and transparent way of recording Hawke’s Bay Fish and Game Council meetings also. Currently, Hawke’s Bay Fish and Game Council meetings are recorded on an audio recorder and minutes are transcribed from this recording.

3. Recommendation

3.1 That Council approves or disapproves of video recording of its meetings.

3.2 That Council approves or disapproves expenditure in addition to the approved 2020/21 budget for the purchase of a video recorder.

15. 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.

At its August meeting, the Hawke's Bay Fish and Game Council decided:

That Council resolves to discuss at the next meeting the results of evaluation forms sent out to Councillors collated by Cr. Bates.

Niblett/Hern

3. Recommendation

3.1 *That Hawkes Bay Fish and Game Council discusses the results of evaluation forms for the 2019/2020 year.*

16. Wage Subsidy

1. Purpose

For Council to review its decision to keep the wage subsidy received by Hawke's Bay Fish and Game

2. Background

Hawke's Bay Fish and Game Council received a government wage subsidy due to a decrease in income caused by the Covid-19 pandemic. At its August meeting, the Hawke's Bay Fish and Game Council made the following decision:

That Council agrees to keep the wage subsidy but review this decision at each bi-monthly meeting until a final decision is reached on whether to pay back or keep the money.

3. Recommendation

That Council reviews its decision to keep the Government covid-19 wage subsidy.

17. Customs Import Prohibition (Trout) Order

1. Purpose

For Council to discuss and provide feedback to NZC on the continuation of the Customs Import Prohibition (Trout) Order.

2. Background

NZ Fish and Game Council have been asked by DOC for their position on the continuation of the Customs Import Prohibition (Trout) Order, which is the instrument that prohibits the importation of trout (alive or dead) and any product derived from trout into New Zealand. At its 147th NZC meeting, the NZ Fish and Game Council resolved to 'Agree to reject and advocate against the importation of trout flesh'. NZC are now seeking regional council's perspectives specifically on the continuation of this Order.

Historically Fish & Game's grounds for opposition have been that the importation and sale of trout products would provide cover for the illegal harvest and sale of domestic trout. However, as this Order also prohibits the live/fresh importation of trout there is also a strong biosecurity argument for continuing this prohibition as it mitigates the risk of inadvertently introducing disease into the wild population.

See PFI for current Customs Import Prohibition Order on trout.

3. Recommendation

That Council discusses and provides feedback to the NZ Fish and Game Council on the continuation of the Customs Import Prohibition (Trout) Order.

18. National Policy on the Accumulation, Management and Application of Reserves within Fish and Game

1. Purpose

For Council to discuss the draft National Policy on the Accumulation, Management and Application of Reserves within Fish and Game and provide feedback to NZ Council.

2. Background

NZ Council is now undertaking formal consultation with regional Fish and Game councils regarding a new national policy for reserves. This is included below along with further background information.

3. Recommendation

That Council discusses the draft National Policy on the Accumulation, Management and Application of Reserves within Fish and Game and provides feedback to NZ Council.

Draft Policy on the Accumulation, Management and Application of Reserves within Fish and Game

Author: Ray Grubb, Chair of the Standing Finance Committee, NZC

Definitions

General and Dedicated Reserves are defined as unused licence holder funds which have no restrictions on their use. They can be accumulated from a number of sources.

Restricted Reserves have specific limitations on their use, usually involving third party conditions, that render them unable to be used for any other purpose.

General and Dedicated Reserves

Overriding Principles

1. Both the New Zealand Fish and Game Council (NZC) and the Regional Fish and Game Councils, as individual Bodies Corporate under the Conservation Act (1987), have individual responsibility to manage financial resources under the Public Finance Act (1989). They therefore manage their own reserves.
2. Councils accept there is a collective responsibility for the financial health of the overall organisation and accept the need for a National Reserves Policy and an associated reporting and monitoring system.
3. General Reserves are held for:

- a. Risk management
 - b. Cashflow support
4. Dedicated Reserves are held for defined future purposes.
5. General and Dedicated Reserves can be amalgamated at any time for the purpose of risk management or cashflow support (and therefore become General Reserves).
6. A Committee of the NZC will be established called the ' National Audit and Risk Committee '. This Committee is a financial governance group and will perform an overview and monitoring role. The Committee will comprise representatives of Regional governance and NZC governance. The Committee may co-opt independent members to assist. The Committee itself cannot make decisions; its role is to make recommendations to the NZ Council which may make any decisions it see fit
7. For Levy paying regions, the total of General and Dedicated Reserves should be maintained at between 30% and 50% of licence income.
8. For Grant receiving Regions, the total of General and Dedicated Reserves should be maintained at between 30% and 50% of annual operational budget.
9. For the NZC, the total of General and Dedicated Reserves should be maintained at between 30% and 50% of annual Operational Budget.
10. Reserves should not be held for unnecessarily long periods of time. As a general rule, they should be used for current licence holder benefit.
11. Every Region shall adopt a Risk Management Policy

Policy

1. Every council that holds more than 50% General and Dedicated Reserves for a financial year shall seek NZC approval through the Audit and Risk Committee to continue to hold elevated reserves.
2. Every Council that wishes to reduce its General and Dedicated Reserve below 30% for a period greater than six months shall seek NZC approval through the Audit and Risk Committee.
3. the Audit and Risk Committee may require a management plan be entered into to return reserves to the 30%/50% band.
4. Following consultation, the NZC can change and set new levels of reserves in this policy in response to circumstances that affect the organisations overall financial wellbeing.
5. Every Council shall report quarterly to NZC on its;
 - a. Level of General Reserve

- b. Movement in the level of its General Reserve for the quarter
- c. Details of expenditure of General Reserve for the preceding quarter.

Dedicated Reserves

1. Dedicated Reserves may be established by any council at any time
2. Every Dedicated Reserve shall be established with a standard template and set of rules that include:
 - a. The singular purpose of the reserve
 - b. The means for approving the actual expenditure of the reserve
 - c. The period of time within which the reserve shall be used
 - d. The process for annual review of continuing purpose of the reserve.
3. Every council shall report quarterly to NZC on its
 - a. Level of Dedicated Reserves
 - b. Movement in the level of Dedicated Reserves
 - c. Establishment, level, and conditions surrounding new Dedicated Reserves
 - d. And report annually on changes resulting from the annual review of continuing purpose.

NZC Reserves

NZC will operate in the same way as regions, that is, have an audit and risk policy and General and Dedicated Reserves held within the same 30%-50% bands of income.

1. NZC General and Dedicated Reserves are to support cashflow and make provision for financial risk.
2. The NZC Dedicated Reserves should be set aside to meet Statutory obligations (RMA and Research) with levels set by the Audit and Risk Committee in consultation with the regions and approved by NZC.
3. NZC shall report quarterly on General and Dedicated Reserves.

Assets and Trust Funds

These include fixed assets (land and buildings), non-fixed assets such as vehicles and machinery. Trust Funds are those for which Fish and Game has a level of financial responsibility.

Policy

1. They should be shown in the region's balance sheet.
2. A comprehensive asset register of all assets and trust funds should be held centrally with NZC.
3. Liability provisions should be reported annually and a register of liabilities should be maintained by NZC. Each council must hold liability insurance against failure of an asset where the failure may affect other parties. (For example, a wetland managed by Fish and Game causes flooding to nearby farmland).
4. Depreciation should be standardised.

Note.

Opinion in responses to the reserves discussion document was divided as to whether a central risk management fund, separate to the NZC Reserves, should be introduced. Comment on this is requested

Summary Points

Keeping restricted and dedicated reserves separate from General Reserves considerations for cash flow assessment purposes and reserve limits.

General reserves should provide for adequate cashflow throughout the year and provide for an appropriate level of risk management.

Definitions need to be clearly defined and current reserves having a confirmed classification.

There could be a three-tiered approach for use of reserves depending on the general reserve level compared to budget:

- 1) 0-30% general reserve ratio to budget: justification to NZ Council required (guidelines for cash flow required for operations might become under pressure – may be prudent to maintain all cash reserves). Advice can be provided to regions if cash flows are under pressure.
- 2) 30-50% general reserve ratio to budget: notification only required. Use of dedicated reserves seen as day to day business
- 3) 50%+ general reserve ratio to budget: justification to NZ Council required if extend period (why does the regional council need such a high level of cash reserve)

Central reserves should be separated into defined purpose reserves:

- 1) NZ Council Operations: Cash reserves required to manage the NZ Council operational functions and risk management contingency
- 2) NZ Fish and Game Research: Cash reserves to manage the research function – accumulating.
- 3) Regional Legal Fund: cash reserves to provide for adequate advocacy for regions – accumulating.
- 4) Provision for Updates on Nationally Managed Technical Projects: Funds should be provisioned for updates or functionality improvements for major technical projects such as licence management system and website improvements to avoid inaction on updates due to cash requirements.

Spending from any central reserves should be considered by Standing Finance Committee of NZ Council – it is often joint purpose (regional/national) reserves not intended to be managed for NZC's sole discretion.

Management of cash reserves within the Fish and Game system needs to be fully transparent, including income derived from donations.

Non-licence income that is not offset against expenditure could be directed into a central reserve.

Purpose of Cash Reserves

Cash reserves serve a variety of purposes: the need for financial provision for management of assets or projects, help with cash flow management and allow for preparation for various risk contingencies. Various examples might include:

- Create adequate cash flow in regions where income may be pulsed for essentially two products – Game licence sales dominate income for April to May but fish licence sales might be modest for October to January only
- Create provision for infrequent projects but material expenditure – e.g. National Angler Survey
- Create provision for ring fencing projects that have an income stream specific to purpose/project.
- Create cash reserves when there are financial shocks - material drop in sales income

A risk management strategy should be defined for each region and NZC to define what level of risk is being provisioned for – to determine the appropriate cash reserve size.

KEY DEFINITIONS

There have been several terms used to classify cash reserves in the past: **dedicated reserves, special reserves, historical reserves, asset replacement (fund) reserves, restricted reserves, national project reserves (research fund (general), research fund (mallard)), centrally managed funds such as the regional legal pool fund, and general reserve.**

This has created a robustness for the organisation for decades, but has also resulted in different treatments of cash reserves in terms of **treatment interest bearing reserves (income or accumulating), and accumulating reserve or transfer to general reserve.**

Restricted Reserves:

This has not been a commonly used description for a reserve until recent years. There had also been another term, a 'special reserve', which related to a specific third-party agreement (Tuhoë for Waikaremoana/ Eastern region).

In recent years this has been interpreted to refer to a reserve built up from a third part contribution and also makes a decision on how it is spent. There could be a contract specified or specific obligations to complete a task.

Examples:

Contracts to use grant monies from a public entity to perform a task or undertake a project (Waikato River Authority, MfE)

Monies are obtained from mitigation monies with annual report required for project reporting (Genesis Grant for TPD mitigation central NI).

This reserve should also include cash reserves that had income generated in addition to licence sales that have specific provisions in regional policy for purposes of expenditure

Examples:

Funds derived from compliance actions – diversion – specific policy defined on what it could be used for. Legal advice notes that it should not be used on administration but on projects to assist habitat enhancement or education

Funds paid by hunters for specific track maintenance on private land to gain access to public land – this is provision for pulsed expenditure that may occur in a 2 - 4 year cycle

Funds paid by hunters for hut maintenance – this is provision for pulsed expenditure on an as need basis

Dedicated Reserves:

These can be created by regional Fish and Game Councils if there is a specific purpose required for cash reserves. This may be to establish provision for capital items that have a short life 1-10 years that are over \$2000. This also includes reserves for specific purposes that have been ring – fenced in accordance with interpretation of Ministerial advice. Some items previously noted as a dedicated reserves have recently been classified as ‘restricted reserves’ above.

Each dedicated reserve should have a specific policy attached to it, setting it up and describing its general purpose. Reserve spending should be at any time of the year – opportunities arise that are specifically purposed for pulsed expenditure – e.g. track maintenance can be every 2-4 years depending on rainfall during hunting season. Provision is made to cover these costs

There has been not been any approval required by NZ Council defining a particular dedicated reserve and how the policy is defined, but the specific purpose may have been derived from policy decisions made by NZ Council – e.g. compliance policy and ring fencing of funds derived from diversion

Asset Replacement Fund: Provision is made for larger capital items (>\$2000) so that when the asset needs replacing (which is normally mid-term 3-5 years). This can be material in size but is also an expression of replacement policy of a regional Council – assets as newer vehicles or assets as cash with ability to purchase vehicles.

General Reserves:

This is cash reserves that has been built up over many years from small surpluses.

There has been a goal for regions to manage this reserve between 30-50% of budget.

These General Reserves have been supplemented on occasion through the budget setting process, where regions have fallen below 30% of budget reserves have been ‘topped up’ to 30%. The purpose of this function was to maintain sufficient cashflow capabilities.

Interest from General Reserves has been classed as income for budgeting purposes.

RESERVE LEVELS

The 30% (of budget) limit – is for the level set for regional general reserves available for cash flow purposes.

More recently this has also included cash reserves provisioned for asset replacement (ARF Asset Replacement Fund).

I would recommend that the limit be based on regional general reserve as the other reserve components should be available for use for their intended purpose.

The 30% limit was set with a certain amount of risk contingency and has by and large worked over the last couple of decades.

Is this level appropriate? Does it build in enough or too much for cash flow purposes and risk contingency? What has changed since this level was established? The flow of monies from licence sales has become much more regular and reliable – whereas previously game sales were pulsed for revenue payments at the end of June.

A review of reserves available for cash flow should be undertaken for each region, assess the variation and confirm 30% limit is still applicable - then consider an appropriate component for risk contingency.

The 50% limit was set to reflect when a region was generating several surpluses to build up general reserves. It was an indicator that some of this “surplus reserve” (>50%) could be used as part of that regions budget – normally as part of the base fund allocation resulting in less of a draw of licence fee funding. This situation was normally only existing for 1-2 years before the general reserves fell between 30-50% of budget.

How do the cash reserves build up?

This is cash reserves for a General Reserve has been built up over many years from small surpluses.

How these surpluses are formed should also be looked at – scrutiny as to whether budgets were overestimated originally, or some other systematic change favouring surpluses in certain regions – such as (a) the levy system not precise enough over time, or (b) changes in licence categories for fish in recent years has resulted in lower LEQs (-10%) for some North Island regions with similar numbers of participants.

There has been a goal for regions to manage this reserve between 30-50% of budget.

These General Reserves have been supplemented on occasion through the budget setting process (indirectly through levy/grant adjustment), where regions have fallen below 30% of budget reserves

have been 'topped up' to 30%. The purpose of this function was to maintain sufficient cashflow capabilities. There should be evidence of prudent management of budget to ensure poor practices are not rewarded.

DECISIONS ON USE OF RESERVES

All restricted and dedicated reserve levels should be known – as well as any trust accounts linked to a fish and game activity. These should be declared annually in the regions' Annual Report – with the policy outlining the purpose to which they are dedicated.

A region should be able to set up a dedicated reserve without NZC approval– if meet criteria on income stream being additional to core licence fee.

Can regions use funds from dedicated reserve as of right and just notify – or approval required?

Suggestion:

The concept of having a three tier approach to dealing with use of dedicated and restricted reserves:

0-30% budget as General Reserve level - approval required by NZC to use any dedicated or restricted reserves and be able to exhibit cash flow management is acceptable

30-50% budget as General Reserve Level – notification only by regions to NZC to use any dedicated or restricted reserves

50+% budget as General Reserve level - notification by regions to use any dedicated or restricted reserves. After consecutive two years any excess of General Reserve greater than 50% of budget be included as part of a central regional risk contingency reserve.

The use of General Reserves should require approval – this affects cashflow management outcomes and potential for 'topping- up' if below 30% budget level. Spending from General Reserves – must be notified to NZC – as this could alert financial difficulty of entity or it could be taking advantage of an opportunity. At what point can NZC take action – i.e. an alert of financial situation and intervene.

- **Standing Finance Committee – notification to determine if expenditure from that reserve will have:**
 - a material effect on cash flow
 - reserves are applied to intended and specific purposes
 - income stream for reserve is also assessed

Should NZC or Standing Finance Committee be able to initiate an audit if there is concern over Reserves use.

- There should be a series of steps before a formal audit is activated:
- Initial flag of concern
- Demonstrable operating below a specific reserves limit

- Demonstrate actions being taken to address cash flow / reserve levels
- Formal audit if trajectory of restoration is not on target.

This should not exclude consideration for exceptional expenditure in exceptional circumstances but a decision as to the source of that funding – cash reserves is only one option. Other considerations might relate to long term benefits - e.g. owning a building v renting – but could be approved in context of total reserves available. There will be a potential psychological barrier in that regions may consider it is their reserves to spend, after they have prudently managed their funds over many years.

Needs to be assessed in terms of cash flow requirements component of general reserve and potential level of risk contingency desired – e.g. for reduced licence sales from exceptional event.

APPROVAL PROCESS AND PRECAUTIONARY APPROACH

Notifying NZ Council and the wider organisation of use of reserves.

Scenarios:

- If General Reserves are between 30 and 50% of budget then notifying only,
- If General Reserves are over 50% then special levy to Regional Risk Reserve (unless special justification to keep in region)
- If General Reserves are under 30% then greater justification and approval required from NZ Council.

For the latter scenario, if reserves fall below a certain level for cashflow then could provide for early warning triggers and constructive audit process and advice for actions

Decision on Use of Reserves: Regions know best how to effectively use resources for their licence holders. How does NZ Council decision making add value – where is their point of difference?

NZ Council's role is not determining the merits of a case (but is technical based in context of a strategic statement) but managing the funds to ensure sustainability.

NZC should only provide additional insight into assessing if regions have a genuine cashflow management problem, and if one does exist then providing advice as to how to remedy. This advice might include not proceeding with use of restricted or dedicated reserves in the short term - approving General Reserve use would be seen as required as it can have a wider organisational impact.

Timing of notification:

If projects can be identified at the time of the budget setting process, then these can be stated as additional to the base funding amount.

It is beneficial to provide flexibility in the use of dedicated reserves that have specific purposes as opportunities arise during the year and can be responsive to such situations. This can be accounted

for by recasting the regional budget, or operating at a budgeted deficit to that known amount (i.e. equivalent amount used from reserves).

Who makes the decision or assessment?

The assessment to NZC should be undertaken by the Standing Finance Committee that can provide a wider view (governance and operational) and be considered within the budget cycle

Exceptions (timing) can be assessed by the Standing Finance Committee on an adhoc basis. This promotes innovation.

CENTRAL RESERVE

The purpose of central cash reserves managed by NZ Council:

1. Cash Flow for NZ Council operations

This should provide sufficient cash flow for staff and overhead management. This can be objectively determined to provide for an appropriate contingency level.

2. Contingency for regional risk management

Currently not calculated and risk contingencies not identified. This would be managed by NZC but not be available for use other than regional risk management. An appropriate reserve for managing contingency for Regional Risk Reserve component should be considered.

If any central fund for regional risk contingency should be for that purpose only and not able to be influenced by political interference. The level of funding could be determined by determining to what extent NZ Council would expect to assist a large Fish and Game Council that has a cash flow issue (20% of regional budget) or several Fish and Game councils of lesser amount. This could be determined by assessment of surplus/deficit pattern for each entity

The risk contingency should also cover situations when the Court decision is not in our favour and costs are awarded against.

3. Cash Reserves for national projects:

Research Fund – fund managed by NZ Council budget (around \$100k per year) and should be accumulating and set at appropriate level of funding. An additional \$34k per year was accumulating for mallard research to allow for enough critical mass of funds to be available to undertake worthwhile research.

In terms of managing for cash flow, these can be calculated on a project by project basis. It would be prudent to retain the budgeted project amounts as cash in the 'research' component of cash reserves as there are inferred liabilities and commitments made.

Provision should be made in the reserve for long term strategic projects that recur, such as the National Angler Survey

Regional Legal Pool Fund – This is a reserve established as a nationally managed fund that is available for regional legal projects – this is the alternative to each region making provision in their regional budgets for advocacy in regional planning processes or higher court actions. Projects at regional planning level or higher court processes often stretch over multiple financial years.

For those projects with a confirmed budget but unspent funds at the end of the financial year, then this component should remain ring fenced in the 'regional legal component' of cash reserve as there are impending future liabilities.

For unallocated funds from the overall regional legal budget each year – these could still be ring fenced for legal cases as a **risk contingency**. Cost overruns are often outside of the control of regional project management – i.e. the processes run by the regional councils or courts can often require unforeseen representations. A strategic decision needs to be made as to whether Fish and Game is to be represented in the regional planning processes adequately – as some years an underspend of the total regional legal fund budget will be matched by and overspend in a subsequent year.

Licence Management Improvements – The current agreement removed a payment contingency to the provider for extra developments beyond 'normal' system improvements. This was not provisioned for projects, but should have been as it was left to regions to justify expenditure for new functionality.

Website Improvements – no provisioning was made for periodic website updates – large upgrade required every 3-5 years.

Provision could be made to replace or update technologies such as website etc. (Noted above)

Why is the NZ Council reserve limit set at 50%-70% budget? This should be objectively assessed considering the last ten years of expenditure to assess patterns for:

- NZ Council overhead purposes,
- Functional project expenditure
- Risk Management purposes.

Spending from central reserve should be considered by Standing Finance Committee – it is often joint purpose (regional/national) reserves not intended to be managed for NZC's sole discretion.

NZ Council's application to use reserves should follow same process as regions – what is allocated to the particular national reserve managed for joint purpose (regional/national)

Additional considerations:

- Accumulating each year for unspent or unallocated funds (e.g. Regional Legal Fund)– or transfer to General Reserves?
- How is interest from reserves treated – some reserves interest is accumulated and others it is not and it has been treated as income. Where land has been sold and not replaced in a timely manner then the replacement land value becomes materially affect (i.e. land sold for

\$250K in ten years equivalent land is \$450K). Exceptions have also been made on an adhoc basis (e.g. North Canterbury F&GC property settlement post-red zone settlement)..

- If Fish and Game experiences a period of licence growth across most regions – then there will be a distribution of small surpluses across many regions – e.g. \$500,000 higher than budgeted licence revenue and regions remain within budget might result in \$30-60k surpluses for several regions which individually does little to strengthen their cashflow position. It might be prudent to pool this is a regional risk contingency reserve at that stage. Unfortunately, we have not been in that position since F&G's introduction of licence categories four years ago.
- How do you reward prudent management?
- Should there be restrictions on reserves being used for operational items? This is only a short-term option anyway. (i.e. don't use reserves for salaries for long term, perhaps only short terms projects/casual staff)
- ***What opportunities are there to transfer reserves to other projects (or regions):***
 - Southland – mallard project funding
 - Northland - may want to transfer Non-resident licence premium component to another region's project
 - Regional reserves cannot through legislation be forcibly used elsewhere -only indirectly through setting levy
- **How does F&G establish a mutual support ethos – regional resources contributed to wider organisation needs? E.g. Wellington region contribute staff time and expertise, not cash from reserves.**
- Physical Assets: How deal with these? Listed in annual report – note of how liquid these assets are
- How does the system deal with transferring cash reserves to purchase of land assets (and vice versa)?
- Does the current cash reserves system favour purchasing non-liquid assets?
- ARF – prudent management of assets – where's the incentive to have assets depreciating v cash available for replacement – this ARF is poorly provisioned for in some regions.
- Agree with concept that all reserve levels are known and broadly agree that the appropriateness of their use in agreed to

Using Non-Licence Fee Income (not tagged for a specific purpose) for Cash Reserve Management

Under the Conservation Act the budgeting system is set up to provide for a licence fee recommendation that covers the costs of operations.

There is potential scope that income derived from other sources that are not offset for operational purposes (e.g. advertising offsetting magazine postage) then these are set aside in reserves for specific non-operational purposes. Income from licence sales system (e.g. advertising derived from website advertising when buying a licence) can be directed to a risk management reserve if it is not offset from costs of licence management system. Likewise, income from use of an APP for licence regulation information can generate income and if not offset against cost of APP management then it goes to risk management reserve.

Cash Reserves for donations might also be operated so that the funds are applied to specific projects, specific functional areas (salmon fishery), or specific regions (of origin). There needs to be full transparency as to the management of these reserves.

A clear indication of how any Fish and Game council interactions with specific Trusts needs to be fully transparent.

19.0 LIAISON OFFICERS REPORTS

19.1 EAST COAST/HAWKE'S BAY CONSERVATION BOARD

19.2 REPORTS FROM OTHER AGENCIES

19.3 REPORTS FROM NEW ZEALAND COUNCIL

20.0 OPERATIONAL REPORTS

20.1 MANAGEMENT REPORT

23 September 2020

SPECIES MANAGEMENT

1111 Regional Didymo Surveillance

Didymo sampling was completed on the 25th of August and will be carried out as per normal in October on both the Ngaruroro and Tutaekuri rivers and samples sent to Waikato University for analysis. All results have come back negative.

1111 River Fisheries Investigations

Staff have completed the final round of spawning counts on Tukituki, Waipawa, Makaroro, Makaretu, Tukipo, Mangaonuku and 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 in early summer. This study is a repeat of last years and will help enable us to establish longer term trends.

1112 Data watch returns for the 2019-20 season

For the year (since 1 October 2019) there have been 47 tagged trout reported from Lake Tutira and 1 tagged trout from Lake Hawkston.

Fish caught over the 2019-20 season have been longer (10mm on average) compared to the 2018-19 season, however the age demographic shows that there are more 4-yr old fish in the catch which raises the average size (58% 4-yr-old versus 8% during the 2018-19 season). Average weight and condition of catch also increased though not significantly.

1114 Lake Tūtira

Staff relocated over 50 trout that had become trapped after attempting to spawn in a small stream at Lake Tūtira on the 13th August.

1117 Game Bird research

We have received a total of 168 duck bands for the 2020 gamebird season with all hunters receiving their letters including information on their returned band.

Staff have begun contacting landowners to request access to wetlands which will be included in our long-term waterfowl monitoring programme using drone photography. This was postponed due to the covid-19 pandemic; however we plan to conduct initial site visits and a pilot run later this year.

1119 Predator Control

Staff have worked alongside HBRC staff to begin the initial phase of trapping along the Tutaekuri River to protect local birdlife and enhance upland game hunting opportunities.

Approximately 40 DOC200, DOC250 and Chimney traps have been set up between Puketapu Bridge and the confluence with the Managaone. Once fully operational, the trap lines will be checked by staff and volunteers.

1121 River Fisheries Creel Surveys

Staff continue to monitor the online angler diary. A winter season creel survey was undertaken at Lake Tūtira to gauge angler satisfaction and catch rates/condition.

1122 Game Bird Hunter Survey

Staff have completed the final series of phone surveys for the Gamebird Hunter Harvest Survey. The data has been compiled and the report is included in the papers.

1151 Game Farm Operations

Workers from the Department of Corrections continue to re-pot plants at the shade house on Thursdays.

We have now sold approximately 1700 plants to landowners undertaking habitat restoration projects. These plants were raised in our shadehouse on-site.

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 with capture information uploaded to trap.nz.

1154 Game Farm Development

Staff applied to the Trees that Count Foundation and received funding of over \$2400 to pay for 600 trees. These will be planted on berms around the new ponds by local schools and volunteers in the next planting season. Jamieson Earthworks revisited the site on the 01/10/20 and built a berm to keep water levels as planned.

1181 Game Bird Control

Five permits to disturb have been issued so far since 31st August. All have been for pukeko.

HABITAT PROTECTION AND MAINTENANCE

1211 RMA Planning.

Staff attended the Tukituki Leaders Forum Meeting on the 27th September. The submission on the TANK plan change is complete and has been sent to the Hawkes Bay Regional Council. Analysis of submissions by the regional council is not complete and once this is done, further (otherwise known as cross submissions) submissions will need to be made. Hearings will likely be held in 2021.

Further submissions on the outstanding water bodies plan change (plan change 7) have been made and sent into the regional council. Hearing dates are unknown, but likely to be the first half of 2021.

Staff have been in contact with the HBRC Works Group Manager to discuss their beach raking programme. Changes have subsequently been made to the programme to avoid raking spawning tributaries during the months May-October.

1212 Consent Applications

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

1221 Reserves Management

Weir structures at Purimu and Runanga have been inspected by staff in line with our consent conditions.

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 \$22,500 granted.

These include:

- Lake Spencer - \$8000.00 (Waipukurau)
- Christiansen Dam \$4500.00 (Porongahau)
- Ludlow Wetland- \$10000.00 (Otane)

Staff continue to visit sites to offer advice on wetland development throughout Hawke's Bay, most recently Andrew Mclean in Wallingford. October farm visits have been scheduled.

ANGLER AND HUNTER PARTICIPATION

1312 Signage

Damaged sign replaced on Waitara road at the Aurora Road access point on the 22nd of September.

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 2020-21 Fishing newsletter have been distributed to 2019/20 Whole season fish licence holders.

1333 Fish and Game Website

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

- Kids Fish Out Day – Sunday 30 August
- Staff participated in National Shoveler Duck Count
- 20/21 Trout Fishing Licences go on sale Thursday 20th August
- Buy Dad a new season fishing licence for Father's Day
- Promote Introduction to Trout Fishing Workshops for Families
- Trapping should be constant and intensive....predators traps for sale
- HBFG staff banded and released 188 cock pheasants with short video
- Staycation locally at Glenfalls Hut
- Share NZC – Every River you Cross video
- Share NZC – Hook in to your own backyard
- Snapshot of Inaugural Intro to Trout Fishing for Families attendees and Adam Jerram
- HBFG and HBRC team together with predator control along our rivers
- REEL LIFE September 2020
- Looking to plant up your duck pond

- One more sleep to go....

We now have 903 people following our Facebook page

1341 Information Pamphlets

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

1351 Children's Fishing Programme

Successful children's day was held on Sunday the 30th August. 52 Children attended the day, all of whom landed a fish. We had great volunteer turn out to support staff and everyone enjoyed themselves. A survey was run to gauge the feedback from those that attended, all of which was positive.

1352 Angler/Hunter Training

Hastings Anglers Club have run two successful spin fishing workshops for families alongside Fish and Game staff. Courses were held over the weekend of the 12th and 13th of September. Those that attended learnt about fishing gear, how to tie knots, read the water, cast and finally how to hook, land, kill and clean a fish. A women's flyfishing course is planned for the weekend of the 7 and 8th November and will be advertised via Facebook and Reel Life.

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 and attended the August Ongaonga/Tikokino hunting and fishing club meeting.

1371 Fish and Game huts

Staff have maintained the grounds around Glenfalls Hut and tidied inside with excess cutlery and plates removed to avoid cluttering the hut. The fire extinguisher has been checked/serviced.

PUBLIC INTERFACE

1411 Statutory Liaison and Political awareness

Staff maintain regular contact with HBRC staff and DOC over issues of mutual interest.

1431 Angler/Hunter interests

Staff collected, banded and released 190 donated cock pheasants on the 2nd of September in public upland game hunting areas in Hawkes Bay.

1441 Public Promotions

New Didymo billboard was put up for display over the expressway on the 11th of August. Staff have distributed the latest Fish & Game Magazine, sports fishing regulation booklets and 20/21 licence category card to the region's libraries and fishing guides.

1451 Education

We have regular visits from school children to the Game Farm. School planting days at the new Game Farm development are planned for Autumn 2021. Staff met with the Hawke's Bay Coordinator for EnviroSchools on 25 August to discuss future use of the Game Farm for environmental education.

COMPLIANCE

1511 Ranging

Staff and voluntary rangers were out on opening day and the first weekend of the season. Areas covered included CHB (Upper Tuki, upper Waipawa, Tukipo, Makaretu and Mangaonuku), Upper Tutaekuri (including Mangaone, and Mangatutu), Esk River above Waipunga Road bridge and the Aroparonui River. A total of 35 contacts were made. 0 offences were recorded.

1521 Training

Jesse and Nick attended part one of a 2-day 4wd course on the 4th September in line with our H&S review recommendations. We are currently waiting to have a date confirmed for the practical day to complete the course.

LICENSING

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 National Public Awareness 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 our licence agents Wednesday 19 August to distribute the 20/21 Sports Fishing Regulation booklet, remind all counter staff to identify the customers checking the sale of the correct licence category and verify all contact details are current and correct. Distribute a non-resident counter top guide. Encourage the stores to keep connected by following/sharing Hawkes bay Fish & Game Facebook posts. Display flyers promoting the Introduction to Trout Fishing for Families Workshop to be held 12th & 13th Sept and Introduction to Trout Fishing for Ladies Trout Fishing Workshop scheduled 7th & 8th November 2020.

COUNCILS

1721 Council

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

ADMINISTRATION

1921 Staff Communications

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

1932 Staff House

Chimney has been cleaned. Driveway sprayed for weeds.

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. Mission statement has been put up above door in the meeting room. A donated taxidermied trout has been put on display.

1991 Vehicle Maintenance

August vehicle checks have been completed and vehicles maintained to clean and tidy standard.

20.2 HEALTH AND SAFETY REPORT

27 September 2020

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 2020 update

1. Implementation and adherence to the Health and Safety Plan

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

the risks.

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

Staff are using a field intentions form to record their trip intentions when undertaking work in the field.

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

2. Monitoring and Reporting Work Place Accident Register

As at 26 September 2020

Number of workplace injuries in 2020-2021 year	0
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	0

4 October 2020

20.3 Finance Report

1.0 Purpose

To inform the Council of the current financial position and approve payments for the months of July and August 2020.

Contained within this report:

Table 1 - Other Income

Table 2 - Profit & Loss to 31 August 2020

Table 3 - Balance Sheet as at 31 August 2020

Table 4 - Hawke's Bay Variance Report to 31 August 2020

Tables 5 & 6 - Bank Transactions for period 1 July to 31 August 2020

2.0 YTD Profit and Loss

The Profit & Loss statement for the period ending 31 August is attached. This report documents the income and expenditure for the period. Please note there are a number of end of year accruals are yet to occur which will be incorporated into the Financial Statements once complete.

Income

Licence Income

Licence sales accruals have been completed and the final result for licence revenue is \$433,525 compared to the budget of \$457,309. Fish licence sales revenue ended the year at 0.3% (\$820) below the annual target and Game licence revenue fell below the annual target by 14.7% (\$22,963).

Other Income

Revenue from other sources over the period was made up of the following; rentals including staff houses, meeting room hire, maize paddock lease, and Glen Falls hut (\$3,532), sale of predator traps (\$383), wetland plants (\$165), and trout fishing DVD/booklets (\$13). Income for the recent Children's fishing day totalled \$266 and this included proceeds from the registration and sausage sizzle. Advertising revenue was received for the trout fishing newsletter (\$1,100), a dividend was paid by the Hawke's Bay Power Consumers Trust (\$200), and contributions for the Didymo billboard canvas (\$1,260) were also received from the Ministry for Primary Industries, and Hawke's Bay Regional Council. Interest was paid on investments (\$2,524).

A summary of "Other Income" at year end is reported in Table 1. Revenue from other sources ended the year \$36,460 over budget and this was primarily due to the Government Wage Subsidy (\$28,118), and various grants/sponsorship which were received (\$7,633) for project work, advertising, and a defibrillator.

Table 1: Other Income	Budget \$	Actual \$	Variance
Wetland Landowner Advice		174	174
Wetland Plants		520	520
Game Bird Habitat Grant		3,478	3,478
Game Bird Hire Equipment		61	61
Sale of Predator Traps		916	916
Walking Access Grant		499	499
Advertising - Newsletter	500	1,100	600
Kids Fishing		266	266
Junior Hunt Sponsorship	700		-700
Glen Falls Hut	1,500	1,452	-48
Reparations		409	409
Sponsored Didymo advertising		1,260	1,260
Royston Health Grant - Defibrillator		2,396	2,396
Government Wages Subsidy		28,118	28,118
Rent - Staff houses	9,000	10,800	1,800
Meeting Room Hire	2,000	737	-1,263
Rent - Maize	5,000	5,362	362
Sundry		422	422
Interest Income	10,438	7,563	-2,875
Donations		65	65
Total Other Income	29,138	65,598	36,460

Expenditure

Total expenditure for the year ended 31 August 2020 was \$434,103 –89% of budgeted expenditure.

Depreciation

Depreciation at year end was \$20,941 – in line with budget.

Species Management

Expenses are reported within the River Fisheries budget relating to the Didymo billboard (\$1,890), of which \$1,260 was funded by external parties as described within Other Income. Expenses were also incurred for predator traps (\$615), catering for a predator control meeting (\$42), and duck banding (\$36).

Total Species Management expenditure was \$24,687 against a total budget of \$30,524.

Habitat

Minimal spending in the Works and Management budget related to petrol for sprayer, however a late invoice was received from the Hawke's Bay Regional Council and posted into the prior period for a consent for the Game farm and the property at Lake Road. (\$2,656)

Within the Assisted habitat budgets expenditure related to the purchase of native seedlings and associated materials \$3,009. Minor expenses were also incurred for a fish bin, Lake Tutira meeting expenses, and oxygen for moving stranded trout at Lake Tutira.

Total Habitat Protection Management expenditure was \$13,037 against a budget of \$19,500.

Participation

The new season's Trout Fishing newsletter was produced and distributed to 1,800 licence holders and 400 to the office (\$2,586).

Rods, reels, lures, safety glasses, fish smoker materials, and BBQ food were purchased for the Children's fish out day (\$1,175).

Total Participation expenditure was \$5,616 against a budget of \$14,850.

Public Interface

Visitor Facility spending for July and August totalled \$974 and related to lawns, tree trimming along the boundary, septic tank servicing, predator traps, and minor maintenance materials. A payment for Rates is also reported

Total Public Interface expenditure was \$40,047 against a budget of \$17,800

The costs expended over budget 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 for the Annual Report – but to ensure transparency in the costs for the project we have continued 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

Compliance spending for the period related to a CERT Systems training course including meals and accommodation (\$888).

Total Compliance expenditure \$888 against a budget of \$3,500.

Licensing

Agent Servicing spending of \$59 in August relates to morning tea for agents.

The Commission budget includes agent commissions and the fees associated with the Public Online and 0800 sales. \$17,894 YTD is in line with sales reported for the period.

Council

Expenses were incurred relating to catering for August meeting of Council, and legal fees associated with the Council audit.

Total Council expenditure was \$4,561 against a budget of \$2,000.

Planning & Reporting

Minor costs were incurred in August related to parking and meeting expenses.

Total Planning & Reporting expenditure was \$4,390 against a budget of \$7,200.

Administration

- Salaries. YTD \$221,749 – this includes the accrual for Annual Leave.
- Staff Expenses included the costs associated with a dive medical, electrofishing course (\$600), Dale Carnegie course (\$2,995), health and safety signage, and minor health & safety and first aid equipment purchases.
- Spending within the Staff Houses budgets related to the purchase and installation of an oven (\$945), a chimney clean, and Rates.
- Office Premises expenditure relates to the usual power and cleaning costs. A refrigerator was purchased for the meeting room (\$478).
- Office Equipment expenditure relates to the photocopier lease.
- Communications expenses are reported relating to telephones, stationery and photocopying. Courier costs were increased with the Electric Fishing Machine couriered to NIWA, Christchurch, and a Claybird shield to North Canterbury.
- General Expenses included the annual insurance premium which was paid in July (\$5,793). The faulty fridge was inspected but unable to be repaired (\$78). Minor costs were also incurred related a power board, a new kettle, key cutting, and bank fees.
- Vehicle expenditure related to fuel and road user charges for two vehicles, and a 45k service on LPA433. The insurance premium for the vehicles was paid in July (\$2,131) and maintenance expenses were incurred for “Rescue me” tools for keyrings, and bars bugs. The monthly SmartTrack fee of \$78 is also recorded each month.

NZ F & G Levy

Total levy \$39,570 – 100% of budget.

3.0 Balance Sheet

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

Cash Position: \$184,674.42 (Including donations of \$63,997.44) as at 31 August 2020.

Debtors: Outstanding Debtors \$22,184.31 as at 31 August 2020.

Investments: \$395,077.51

Employee Costs: \$19,312.06 – this relates to the accrual of holiday pay outstanding as at 31 August 2020.

4.0 Variance report (Table 4)

The figures in the Variance Report report are taken from 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

Bank transactions for the period of 1 July to 31 August 2020 are shown on tables 5 and 6.

6.0 Recommendations

6.1 That the payments for 1 July to 31 August 2020 totalling \$90,703.66 be approved as per Tables 4 and 5.

6.2 The Finance report be accepted for the 12 months ended 31 August 2020.

Table 2 Profit and Loss

Hawke's Bay Fish and Game Council For the year ended 31 August 2020

	JUL 2020	AUG 2020	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
Income						
Licence Income						
Fish Licence Income	1,870	2,509	285,791	286,297	(506)	-
Game Licence Income	477	251	133,649	156,612	(22,963)	(15)
Non Resident Licence Revenue	22	39	14,086	14,400	(314)	(2)
Total Licence Income	2,368	2,799	433,525	457,309	(23,784)	(5)
Other Income	3,665	5,779	65,598	29,138	36,460	125
Total Income	6,033	8,578	499,124	486,447	12,677	3
Operating Expenses						
Depreciation	1,718	1,718	20,941	21,427	(486)	(2)
1100 SPECIES MANAGEMENT						
1110 Population Monitoring	2,583	-	15,420	14,800	620	4
1120 Harvest Assessment	-	-	-	3,500	(3,500)	(100)
1160 Releases	-	-	9,267	11,624	(2,357)	(20)
1180 Control	-	-	-	600	(600)	(100)
Total 1100 SPECIES MANAGEMENT	2,583	-	24,687	30,524	(5,837)	(19)
1200 HABITAT PROTECTION MANAGEMENT						
1210 Resource Management Act	-	-	3,395	10,000	(6,605)	(66)
1220 Works & Management	13	-	3,157	1,500	1,657	110
1230 Assisted Habitat	31	3,031	6,486	8,000	(1,514)	(19)
Total 1200 HABITAT PROTECTION MANAGEMENT	44	3,031	13,037	19,500	(6,463)	(33)
1300 PARTICIPATION						
1310 Access	10	-	389	2,500	(2,111)	(84)
1320 Satisfaction Survey	-	-	470	-	470	-
1330 Newsletters	-	2,586	2,989	6,250	(3,261)	(52)
1350 Angler & Hunter Training	120	1,055	1,744	4,500	(2,756)	(61)
1360 Club Relations	-	-	-	100	(100)	(100)
1370 Fish & Game Huts	-	-	24	1,500	(1,476)	(98)
Total 1300 PARTICIPATION	130	3,641	5,616	14,850	(9,234)	(62)
1400 PUBLIC INTERFACE						
1440 Public Promotions	-	-	464	1,500	(1,036)	(69)
1450 Visitor Facility	172	802	39,583	16,300	23,283	143
Total 1400 PUBLIC INTERFACE	172	802	40,047	17,800	22,247	125
1500 COMPLIANCE						
1510 Ranging	-	-	-	2,000	(2,000)	(100)
1520 Ranger Training	-	888	888	1,000	(112)	(11)
1530 Compliance/Prosecutions	-	-	-	500	(500)	(100)
Total 1500 COMPLIANCE	-	888	888	3,500	(2,612)	(75)

Table 2 Profit and Loss

	JUL 2020	AUG 2020	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
1600 LICENSING						
1620 Agent Servicing	-	59	321	500	(179)	(36)
1630 Commission	95	44	17,894	19,931	(2,037)	(10)
Total 1600 LICENSING	95	103	18,215	20,431	(2,216)	(11)
1700 COUNCILS						
1720 Council Meetings						
Council Meeting Expenses	-	247	905	2,000	(1,095)	(55)
Other Council Expenses	-	511	3,656	-	3,656	-
Total 1720 Council Meetings	-	758	4,561	2,000	2,561	128
Total 1700 COUNCILS	-	758	4,561	2,000	2,561	128
1800 PLANNING/REPORTING						
1830 Reporting/Audit	-	-	4,313	6,900	(2,587)	(37)
1840 National Liaison	19	-	77	300	(223)	(74)
Total 1800 PLANNING/REPORTING	19	-	4,390	7,200	(2,810)	(39)
1900 ADMINISTRATION						
1910 Salaries	3,234	35,241	221,749	245,079	(23,330)	(10)
1920 Staff Expenses	355	3,747	9,361	13,200	(3,839)	(29)
1930 Staff Houses	-	1,132	1,707	8,000	(6,293)	(79)
1940 Office Premises	1,141	674	6,778	6,444	334	5
1950 Office Equipment	120	120	1,441	2,900	(1,459)	(50)
1960 Communications/Consumables	856	1,403	11,246	12,800	(1,554)	(12)
1970 General	5,897	136	8,239	6,700	1,539	23
1980 General Equipment	161	662	1,907	3,500	(1,593)	(46)
1990 Vehicles	2,628	824	12,184	13,800	(1,616)	(12)
Total 1900 ADMINISTRATION	14,392	43,940	274,612	312,423	(37,811)	(12)
NZ F&G Levy	9,893	-	39,570	39,570	-	-
Total Operating Expenses	29,046	54,881	446,566	489,225	(42,659)	(9)
Net Profit	(23,013)	(46,302)	52,558	(2,778)	55,336	(1,992)

Table 3: Balance Sheet

Hawke's Bay Fish and Game Council As at 31 August 2020

	31 AUG 2020	31 AUG 2019
Assets		
Bank		
Westpac Call Account	115,091.53	103,792.80
Westpac Current Account	5,355.45	13,044.38
Petty Cash & Licence Float	230.00	230.00
Donation Account	63,997.44	62,175.83
Total Bank	184,674.42	179,243.01
Current Assets		
Debtors & prepayments		
Accounts Receivable	22,184.31	17,875.36
Interest Accrued & Prepayments	1,275.50	4,596.41
GST	5,073.26	6,438.24
Total Debtors & prepayments	28,533.07	28,910.01
Investments	395,077.51	349,439.33
Farmlands Shares	1,835.00	1,835.00
Total Current Assets	425,445.58	380,184.34
Fixed Assets	439,118.85	455,825.67
Total Assets	1,049,238.85	1,015,253.02
Liabilities		
Current Liabilities		
Creditors and accrued expenses		
Accounts Payable	26,724.28	46,971.94
Accrued Expenses	4,314.40	6,406.40
Income in Advance	39,476.00	34,941.61
Westpac Credit cards	562.24	1,578.58
Total Creditors and accrued expenses	71,076.92	89,898.53
Employee costs payable	19,312.06	19,062.29
Rounding	(0.07)	-
Total Current Liabilities	90,388.91	108,960.82
Total Liabilities	90,388.91	108,960.82
Net Assets	958,849.94	906,292.20
Equity		
Accumulated Funds		
Accumulated Funds	708,595.11	642,799.90
Current Year Earnings	52,557.74	56,912.30
Total Accumulated Funds	761,152.85	699,712.20
Dedicated Reserves		

Table 3: Balance Sheet

	31 AUG 2020	31 AUG 2019
Asset Replacement Reserve	80,253.00	80,253.00
Back Country Fisheries Reserve	58,148.09	44,062.00
Hawke's Bay Pheasants Unlimited	1,602.00	1,602.00
River/Water Quality Donations	57,694.00	57,694.00
Total Dedicated Reserves	197,697.09	183,611.00
Restricted Reserves		
Hawke's Bay Wildlife Fund	-	22,969.00
Total Restricted Reserves	-	22,969.00
Total Equity	958,849.94	906,292.20

Table 4 : Region: Hawkes' Bay to 31 August 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		NET COST Variance	%	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			
		\$	\$			\$	\$	\$	\$	\$	\$			
1110	Population Monitoring	14,800	15,420	1,040	1,171	62,347	64,259	1,260	-	77,147	78,419	(1,272)	101.6	
1120	Harvest Assessment	3,500	-	210	165	12,589	9,031	-	-	16,089	9,031	7,058	56.1	
1130	Fish Salvage	-	-	0	0	-	-	-	-	-	-	-	0.0	
1140	Hatchery Operations	-	-	0	0	-	-	-	-	-	-	-	0.0	
1150	Game Farm	-	-	0	314	-	17,238	-	-	-	17,238	(17,238)	#DIV/0!	
1160	Liberations	11,624	9,267	25	29	1,499	1,565	-	-	13,123	10,832	2,291	82.5	
1170	Regulations	-	-	50	12	2,997	659	-	-	2,997	659	2,339	22.0	
1180	Control	600	-	70	53	4,196	2,882	977	-	4,796	1,905	2,891	39.7	
	TOTAL - SPECIES MANAGEMENT	30,524	24,687	1,395	1,742	83,629	95,634	2,237	-	114,153	118,084	(3,931)	103.4	
1210	RMA	10,000	3,395	340	278	20,383	15,262	-	-	30,383	18,657	11,726	61.4	
1220	Works & Management	1,500	3,157	27	18	1,619	961	5,362	-	3,119	(1,244)	4,363	-39.9	
1230	Assisted Habitat	8,000	6,486	145	524	8,693	28,767	1,103	-	16,693	34,150	(17,457)	204.6	
1240	Assessment	-	-	0	0	-	-	-	-	-	-	-	0.0	
1250	Legal Expenses Reimbursed	-	-	0	0	-	-	-	-	-	-	-	0.0	
	TOTAL - HABITAT PROTECTION & MAM	19,500	13,038	512	820	30,694	44,990	6,465	-	50,194	51,563	(1,369)	102.7	
1310	Access	2,500	389	100	81	5,995	4,419	-	-	8,495	4,309	4,186	50.7	
1320	Satisfaction Survey	-	470	80	0	4,796	-	499	-	-	4,796	470	4,326	9.8
1330	Newsletters	6,250	2,989	240	224	14,388	12,297	500	-	20,138	14,186	5,951	70.4	
1340	Other Publications	-	-	40	22	2,398	1,208	-	-	2,398	1,208	1,190	50.4	
1350	Training	4,500	1,744	371	303	22,241	16,607	700	-	26,041	18,085	7,956	69.4	
1360	Club Relations	100	-	55	33	3,297	1,784	-	-	3,397	1,784	1,613	52.5	
1370	Huts	1,500	24	61	55	3,657	2,992	1,452	-	3,657	1,564	2,093	42.8	
	TOTAL - ANGLER & HUNTER PARTICIP	14,850	5,616	947	716	56,772	39,308	2,700	-	68,922	41,607	27,315	60.4	
1410	Liaison	-	-	100	57	5,995	3,102	-	-	5,995	3,102	2,893	51.7	
1420	Communication	-	-	60	39	3,597	2,114	-	-	3,597	2,114	1,483	58.8	
1430	Advocacy	-	-	40	48	2,398	2,635	-	-	2,398	2,635	(237)	109.9	
1440	Public Promotions	1,500	464	96	46	5,755	2,498	-	-	7,255	2,962	4,293	40.8	
1450	Visitors/Education	16,300	39,583	350	128	20,982	7,000	5,000	-	32,282	43,105	(10,822)	133.5	
	TOTAL - PUBLIC INTERFACE	17,800	40,047	646	316	36,727	17,348	5,000	-	51,527	53,917	(2,390)	104.6	
1510	Ranging	2,000	-	170	166	10,191	9,113	-	-	12,191	9,113	3,078	74.8	
1520	Ranger Training	1,000	888	80	13	4,796	686	-	-	5,796	1,574	4,222	27.2	
1530	Compliance	500	-	100	23	5,995	1,263	-	-	6,495	1,263	5,232	19.4	
	TOTAL - COMPLIANCE	3,500	888	350	202	20,982	11,062	-	-	24,482	11,950	12,532	48.8	
1610	Licence Production	-	-	145	161	8,693	8,652	-	-	8,693	8,652	41	101.8	
1620	Agent Servicing	500	321	113	97	6,774	5,325	-	-	7,274	5,646	1,628	77.6	
1630	Agent Payments	-	-	0	0	-	-	-	-	-	-	-	0.0	
	TOTAL - LICENSING	500	321	258	258	15,467	14,178	-	-	15,967	14,499	1,468	90.8	
1710	Council Elections	-	-	0	0	-	-	-	-	-	-	-	0.0	
1720	Council Meetings & Expenses	2,000	4,561	440	434	26,378	23,799	-	-	28,378	28,360	18	99.9	
	TOTAL - COUNCILS	2,000	4,561	440	434	26,378	23,799	-	-	28,378	28,360	18	99.9	
1810	Management Plan	-	-	10	1	599	55	-	-	599	55	545	9.2	
1820	Annual Planning	-	-	160	73	9,592	3,980	-	-	9,592	3,980	5,612	41.5	
1830	Reporting - Auditing	6,900	4,313	250	163	14,987	8,943	-	-	21,887	13,256	8,631	60.6	

Table 4 : Region: Hawkes' Bay to 31 August 2020

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

1840 National Liaison		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	NET INCOME	NET COST	Variance	%	
TOTAL - PLANNING/REPORTING		300	77	60	3,294	3,597	3,294	-	-	3,897	3,371	526	86.5	
		7,200	4,390	296	28,775	28,775	16,272	-	-	35,975	20,662	15,313	57.4	
		95,874	93,548	5,028	4,783	301,423	262,589	7,700	15,497	389,597	340,640	48,957	87.4	
OVERHEADS														
EXTERNAL COSTS		Budget	Actual											
1910 Salaries		245,079	221,749								245,079	221,749	23,330	90.5
1920 Staff Expenses		13,200	9,361								13,200	9,361	3,839	70.9
1930 Staff Houses		8,000	1,707					10,800			(1,000)	(9,093)	8,093	909.3
1940 Office Premises		6,444	6,778								6,444	6,778	(334)	105.2
1950 Office Equipment		2,900	1,441						369		1,900	1,073	828	56.4
1960 Communications/Consumables		12,800	11,246								12,800	11,246	1,554	87.9
1970 General		6,700	8,239						487		6,700	7,752	(1,052)	115.7
1980 General Equipment		3,500	1,907						369		2,500	1,539	962	61.5
1990 Vehicles		13,800	12,185								13,800	12,185	1,615	88.3
Administration		312,423	274,613						12,024		301,423	262,589	38,834	87.1
Total Overhead Net Cost														
Total Outputs Staff Hours														
Internal Cost Per Hour														
Schedule C														
EXTERNAL COSTS		Budget	Actual	HOURS		INTERNAL COST		NETABLE INCOME		NET COST		Variance		
Code	Output			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			
1	Species Management	30,524	24,887	1,395	1,742	83,629	95,634	0	2,237	114,153	118,084	-3,931	103.4	
2	Habitat Protection & Management	19,500	13,038	512	820	30,694	44,990	0	6,465	50,194	51,563	-1,369	102.7	
3	Angler & Hunter Participation	14,850	5,616	947	716	56,772	39,308	2,700	3,317	68,922	41,607	27,315	60.4	
4	Public Interface	17,800	40,047	646	316	38,727	17,348	5,000	3,478	51,527	53,917	-2,390	104.6	
5	Compliance	3,500	888	350	202	20,982	11,062	0	0	24,482	11,950	12,532	48.8	
6	Licensing	500	321	258	258	15,467	14,178	0	0	15,967	14,499	1,468	90.8	
7	Councils	2,000	4,561	440	434	26,378	23,799	0	0	26,378	28,360	-1,982	99.9	
8	Planning, Reporting	7,200	4,390	480	296	28,775	16,272	0	0	35,975	20,662	15,313	57.4	
9	Administration													
Total Overhead Staff Hours				1,600	1,453									
TOTAL BUDGET		95,874	93,548	6,828	6,236	301,423	262,589	7,700	15,497	389,597	340,640	48,957	87.4	
Licence Income 2019/20														
2019/20 Fish licence		Budget	Actual											
		300,697	299,877											
	Less Commission	(19,931)	(17,894)											
	Net Fish Licence Income	280,766	281,983											
2020 Game Licence Income		Budget	Actual											
		156,612	133,649											
	Less Commission	0	0											
	Net Game Licence Income	156,612	133,649											
Reconciliation:														
	Less Interest									(10,437)	(7,563)	2,874		
	Plus Depreciation									21,427	20,941	486		
	Less Govt Wage Subsidy									0	(28,118)	(28,118)		
	Plus Loss/Less Profit on sale									0	0	0		
	Plus Levy/Less Grant									39,569	39,570	-1		
	Licence revenue									(437,378)	(415,632)	21,746		
	Less Other Income									0	(2,396)	(2,396)		

Table 4 : Region: Hawkes' Bay to 31 August 2020

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

Total Licence Income	457,309	433,526						
						Plus other Expenses	0	0
Total Net 2019/20	437,378	415,632			Approved Budget	Surplus/(Deficit) YTD	(2,778)	52,558

Licence Sales Report

Ref: 6.01.05

31 August 2020

1. Introduction

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

2. 2019-2020 Fish Licence Sales

- 2.1 Licence sales for the 2019-2020 season comparison against the 2018-2019 season are summarised in Table one.
- 2.2 A total of 98.6% of the annual sales target has been achieved.
- 2.3 Sales are reported to be 4.3 % below licences issued for the same period last year.
- 2.4 Nationally at the same date YTD fish licence sales are reporting to be 5.0% 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 31 August 2020

Channel	FWF	FWA	FWNA	FWNA	FLAA	FWLA	FLBA	FSBA	FDA	FDNA	FWJ	FWND	FDJ	FDND	FWC	FWNC	FDNC	Total Fish	Fish LEQ	Fish Var	Fish \$
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	2,576		\$291,169
Agency Online	237	644	121	146	116	68	6	57	201	221	99	2	48	8	0	1	1	1,976			
Public Online	145	391	129	53	62	84	11	100	403	140	71	3	45	1	0	4	0	1,642			
Eyede Call Centre	5	3	2	3	0	1	0	0	2	0	3	0	0	0	0	0	0	19			
Total YTD 2019-2020	387	1038	252	202	178	153	17	157	606	361	173	5	93	9	0	5	1	3,637	2,466	-4.3%	\$285,178
Increase/(Decrease) on 2017/18 YTD																					
-110																					
-\$5,991																					

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	2,466	99.6%	\$285,178
Remaining to meet budget	-10	-0.4%	\$7,995

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	2,417	98.6%	\$279,562
Est Shortfall/Surplus 2018-19 Season vs Budget	-35	-1.4%	\$2,379

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
TOTAL	633			20	19.10	16.61	\$14,032

*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 seasons as is dedicated to back country/sensitive fisheries.

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 -13.1 % when compared to the same period last year and a total of 88.9% of the annual sales target has been achieved.
- 3.3 Nationally the licence sales are -9.5% 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
SALES CHANNEL							
Direct Sales*	468	57	15	61	6	492	28.2%
Agent Online Sales	1123	84	45	24	5	0	
Total Game 2020	1591	141	60	85	11	1145	-23.7%
Direct Sales*	359	48	6	73	1	1638	-13.1%
Agent Online Sales	1466	131	51	35	1	384	
Total Game 2019	1825	179	57	108	2	1500	
						1884	
TARGETS							
2020 Total Budget	1865	170	80	80	7	1916	85.5%
2019 Total Sales	1902	181	87	98	7	1959	83.6%
2020 Estimated year end						1703	88.9%

* Direct Sales - Internet, 0800, Mail order