



**HAWKES BAY  
FISH AND GAME COUNCIL**

***MEETING  
AGENDA***

**Tuesday 13 February 2018**

## AGENDA

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

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

**Date:** Tuesday 13 February 2018

**Commences:** 6.00 PM

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**MINUTES OF THE HAWKES BAY FISH AND GAME COUNCIL HELD  
AT THE GAME FARM ON THURSDAY 30<sup>TH</sup> NOVEMBER 2017 AT  
6.00PM**

**PRESENT:**

Councillors Hern, Williams, Bates (Chairman), Niblett, Lumsden, Mackie and Duley.

**IN ATTENDANCE:**

Mark Venman (Regional Manager), Nathan Burkepile, Christine Tuck (Hawkes Bay Fish and Game staff) and Glenis Phillips (Minute Taker).

**MEMBERS OF THE PUBLIC:**

Red Hooper, Fred Nichol, Paul Elstone, Bob Spain, Lindsay Morris and Adam Jerram.

**1.0 WELCOME**

The Chairman opened the meeting at 6.00pm and welcomed members of the public.

The Chairman advised Councillors that this meeting will be recorded.

**2.0 APOLOGIES**

No apology was received from Cr McIntosh.

**3.0 MINUTES OF PREVIOUS MEETING (TUESDAY 17 OCTOBER 2017)  
AGREED**

*3.1 That having previously been circulated to members, the Minutes of the meeting of the Hawkes Bay Fish and Game Council held on Tuesday, 17 October 2017, are a true and correct record. [17/11/3.1]*

**Hern/Niblett**

**4.0 MATTERS ARISING**

- Cr Hern at the last meeting, queried Appendix I of the First Schedule regarding “camouflaged” row boats and where you can and cannot use them. Cr Williams was asked by Councillors to check with the New Zealand Council and report back as to whether a change could be made to read “*unmoored boat/watercraft*” rather than “*camouflaged rowboat*”. Cr Williams advised Council that it is in the Wildlife Act, and cannot easily be changed.
- Cr Williams was also asked by Councillors to find out more information on the status of sports fish because there have been three requests to remove trout or sports fish from waters in Northland, Wellington and Otago. Sir Geoffrey Palmer has been asked for a legal opinion on the status of sports fish but as yet there has been no reply.
- Cr Duley brought up the subject again of fish handling and the catch and release video. He is still very much of the opinion that the best fish handling techniques are not being promoted and it appears to be getting worse with trout being held up out of the water for extended periods. After some discussion Councillors asked Mark to send another letter voicing our concerns to the Chairman of the New Zealand Council so that it can be included as an agenda item.

## **5.0 NOTIFICATION OF ITEMS OF GENERAL BUSINESS:**

Nothing tabled.

## **6.0 CONFLICT OF INTEREST REGISTER**

The Conflict of Interest Register was passed around to Councillors to sign. Cr Bates noted that his family have put in a submission regarding the Ngaruroro Water Conservation Order.

## **7.0 2016-2017 PERFORMANCE REPORT**

The Council adopted the Performance Report for the 2016-2017 year.

## **AGREED**

**7.1** *That Council adopts the Performance Report for the 2016-2017 year. [17/11/7.1]*

**Williams/Mackie**

## **8.0 2018 GAME SEASON CONDITIONS**

Cr Niblett raised concern about bag limits for mallard and grey duck and referred to recommendation 4.3 where it stated “...*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...*”. The Chairman said that it would need to be a very good reason to reduce the bag limit to such a level and that if something drastic changed in January then, the Manager should notify Councillors of the situation. Council have asked that the Manager email them the game season conditions for the 2018 hunting season prior to it being sent off to Robert Sowman in late January. Cr Lumsden asked whether there is a possibility that we will have restrictive conditions for the 2018 game season. Nathan said that it is likely that we will have intermediate conditions. Cr Lumsden said that the shoveler duck season length should be the same as the mallard season to keep the conditions simple to understand and this concept was supported by the Council.

Cr Williams asked whether the paradise shelduck season was going to tie in with the school holidays as the holidays were in July. Nathan said that the paradise shelduck counts will be carried out in January and we should have a better idea then of the current state of the population. If the season length is left at 10 weeks, then it will cover the first week of the school holidays in early July 2018. The Chairman said that having the first week of the school holidays in July is a great opportunity to take kids out hunting for paradise shelducks as highlighted by the game bird hunter survey data. He added that he was keen to keep the season length at 10 weeks so that the juniors could participate during the July school holidays even if it meant having to reduce the bag limit. The Chairman suggested that staff should talk to Matt McDougall to see whether we need to reduce the bag limit if we wish to have a ten-week season. Cr Duley suggested that a relaxed season for paradise shelduck could be a 10-bird limit and 10-week season for relaxed conditions and an 8-bird limit and 10-week season for intermediate conditions.

Cr Duley made comment regarding Table 2 of the paradise shelduck season conditions on page 28 of the agenda as it states that the season length should be the same as that for mallard ducks. He added that the threshold criteria for the paradise shelduck would therefore require a minor change. Nathan added that a permitted system will operate for any junior paradise shelduck shoots much like occurs in the Auckland/Waikato region with registrations required.

Cr Williams said that at the present time we are unlikely to be in relaxed conditions (8 weeks season) for mallards and so unlikely to get out of the 6-week season length that applies to both

restrictive and intermediate conditions. He suggested that Council could look at a 6-week season length for restricted conditions, 8 weeks for intermediate and 10 weeks for relaxed conditions. It was suggested that this could be reviewed next year at the October 2018 Council meeting.

Cr Niblett noted that there were two Upland Game properties that needed to be removed from the list and these included Glencoe Station and Thurlsholm Farm. Mark agreed to remove them from the list of Upland Game properties.

#### **AGREED**

**8.1** *That the shoveler duck season length is to remain the same as that for mallard and grey duck. [17/11/8.1]*

**Lumsden/Duley**

**8.2** *That the season length for paradise shelduck should be 10 weeks for both relaxed and intermediate conditions with a 10-bird limit for relaxed and an 8-bird limit for intermediate conditions. [17/11/8.2]*

**Duley/Lumsden**

**8.3** *That Council re-affirms the threshold approach to setting mallard and grey duck harvest regulations (where grey duck are treated as mallard due to the difficulty in distinguishing between the species). [17/11/8.3]*

**Williams/Duley**

**8.4** *That if the Hawke's Bay mallard and grey duck population is predicted to be equal to, or below 100,000 then a restricted set applies. Above 100,000 and below 200,000 the intermediate set applies, and above 200,000 a relaxed set of conditions apply. [17/11/8.4]*

**Williams/Duley**

**8.5** *That restrictive conditions for the 2018 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. Staff are to notify Councillors if the monitoring in January shows any major changes in the populations that would require a reduction in the bag limit. [17/11/8.5]*

**Williams/Duley**

**8.6** *That the 2018 season conditions for shoveler duck be a 2-bird bag limit with a season length the same as that for both mallard and grey ducks. [17/11/8.6]*

**Williams/Duley**

**8.7** *That Council maintain the length of the pukeko season to coincide with that for pheasants. [17/11/8.7]*

**Williams/Duley**

**8.8** *That black swan thresholds remain the status quo but the bag limit if Restrictive conditions apply be increased from none to one, and the 2018 regulations be based on January 2018 monitoring results. [17/11/8.8]*

**Williams/Duley**

**8.9** *That the shooting hours become 6:30am to 6:00pm. [17/11/8.9]*

**Williams/Duley**

**8.9.1** *That the remaining conditions for 2018 are as per those that applied in 2017 and/or are set out in Appendix 2. [17/11/8.9.1]*

**Williams/Duley**

The Chairman asked Mark who put the draft Game Season conditions together this year and Mark advised him that he had drafted them based on last year's before asking Nathan to check them over.

### **9.0 LAKE TUTIRA**

Mark advised Council that an opportunity has come up for saved money to be put back into habitat improvements at Lake Tutira and is looking for Council approval to go ahead.

Mark asked Councillors for their approval to spend up to \$5,000 on native plants for planting at Lake Tutira. Council asked Mark if this money was saved from reducing the trout liberations at Lake Tutira and Mark confirmed that it was.

The number of trout liberated into Lake Tutira during the 2017/2018 year has been reduced this season from 5,000 trout down to approximately 2,000 trout until conditions improve within the lake. Some of the money saved by reducing the size of the liberation this year has been earmarked towards "*monitoring the Lake Tutira trout fishery and working with Iwi and other agencies to help improve water quality*" as described in our current Operational Work Plan.

Mark informed council that an area of land on the eastern side of Lake Tutira has recently been cleared of willow and pest plants as part of the Tutira Mai Nga Iwi project. The area is due to be planted with a variety of native plants in June 2018. The proposed plant list includes a large proportion of *Carex Secta* and *Carex virgata* which can also provide habitat for various waterfowl species. The planting project could also provide an opportunity for members from the various angling clubs to attend and help plant this area and help give something back to this special area.

Cr Williams informed Council that the Regional Manager has got the authority to spend up to \$10,000 and does not have to ask for Council permission, but Councillors agreed that it is good that he informs Council so that they are kept in the loop as to what is happening and can communicate with licence holders.

### **AGREED**

**9.1** *That Council approves the use of \$5,000 to assist with this large-scale revegetation project at Lake Tutira. [17/11/9.1]*

**Williams/Lumsden**

## **10.0 DATES FOR COUNCIL MEETINGS IN 2018**

The Chairman opened the discussion around the proposed 2018 meeting dates and advised Councillors that he was unable to attend the 12 June meeting and asked if it could be moved to Thursday the 14<sup>th</sup> June if that would fit in with the NZ Council. Cr Williams advised that it would not interfere with the NZ Council meeting and all other Councillors were happy to change to the new date of 14 June.

Cr Lumsden then advised Councillors that the October date could be an issue for him due to other commitments. He said there could be a clash here, but he would have to check and report back to Council with the outcome. Cr Duley asked if we could bring the first meeting forward to the end of January as he may not be able to attend the 13 February meeting.

The Chairman then asked if we have to have these dates confirmed at this meeting and Mark said that we need to at least confirm the first meeting which is set down for 13 February 2018.

Unconfirmed dates for 2018 Council meetings are: 13 February, 3 April, 14 June, 7 August, 16 October and 27 November. Dates to be confirmed for the full year at the 13 February 2018 Council meeting.

## **11.0 DRAFT SPORTS FISH AND GAME MANAGEMENT PLAN**

Cr Niblett commented that it was a good draft. Cr Williams said that it was good to see a RMA component featuring throughout the document.

Cr Duley asked if a panel of three Councillors could be selected to review any submissions received. Councillors Niblett and Bates indicated that they were keen to be on the panel and Cr Duley said that he might be able to assist but it depends on his availability early in the new year. The Chairman advised the Council that whoever wants to be on the panel can be, we just need a minimum of three. He advised Councillors that we can have more than three on the panel as it doesn't have to be restricted to just three, but it doesn't have to be a full Council.

Cr Duley asked when the submissions will be received, and Mark said that once it is approved by Councillors tonight, staff should be able to get the draft plan sent out next week. A minimum of 40 working days is required for written submissions to be received. It was decided to select a panel at the February Council meeting as submissions close in early March 2018.

### ***AGREED***

***11.1 That Council provide staff with any additional feedback on the 10-year draft Sports Fish and Game Management Plan and approve it to be circulated more widely for public consultation. [17/11/11.1]***

***11.2 That Councillors select a panel of at least three Councillors to form a committee to deal with any submissions received at the February 2018 Council meeting. [17/11/11.2]***

**Niblett/Mackie**

## **12.0 DEPARTMENT OF CONSERVATION MANAGED PROPERTY**

The proposal that Nathan put forward at the August 2017 Council meeting was revisited for consideration by Councillors. Staff are looking for feedback and guidance as to whether this opportunity near the Waipawa River is still worth pursuing.

At the August meeting, Councillors said that it could be a good way to increase hunting opportunities especially for those wanting to learn, but costs needed to be weighed up and a plan

produced. An updated plan and estimated budget has been included in the Papers for Information with this Agenda.

Cr Niblett asked how much staff time would it involve. Mark said the report estimated that it would involve 1 week of work each year and Nathan confirmed this. Cr Niblett then asked how much would that cost for just the staff time. The Chairman said we operate at approximately \$57/hr (average for person, vehicles *etc*) and so approximately \$2,300. Concerns were also raised about the cost of fencing and who should be responsible for fixing or replacing it. Nathan said that he hasn't had discussions yet with the landowners regarding fencing until he knows whether or not to proceed with this particular project.

There was good discussion about this piece of land, but Councillors ultimately wondered whether it was worth it. The Chairman said that it is a very hungry and expensive piece of dirt and with the river right there, are we going to get much benefit from our efforts?

It was noted that it is marginal pheasant country, but it might contain some quail. Councillors questioned the number of birds that would be present there and also questioned what sort of opportunity it would create for hunters. Even 40 hectares of excellent habitat might not hold that many birds and it might not be sustainable with a lot of hunting pressure. Nathan said that access wasn't great, but Councillors replied that we need to create somewhere that is accessible for hunters. Nathan added that it could be more useful for breeding and nesting habitat rather than just purely for hunting. Councillors agreed that if it is going to cost us significant money then perhaps it is a waste of money. Our resources are limited, and it is a very dry and rocky area that will be difficult to revegetate.

Council felt that perhaps we need to look at this later. If we take it on how much work do we have to do? Nathan advised Councillors that fencing is probably the first thing that is required. Cr Mackie was asked to help check out the state of the fencing and report back on his findings.

### **13.0 5 YEAR STRATEGIC WATERFOWL HABITAT PLAN**

Mark asked for any further feedback from Councillors regarding the draft 5-year waterfowl habitat plan for the Hawkes Bay.

He advised Council that a draft 5-year strategic waterfowl habitat plan for Council to review had been prepared, and feedback was provided at the August and October Council meetings. The plan has been modified based upon the feedback received.

There was a quick discussion around how the Hawkes Bay Regional Council owns the drains and how permission needs to be obtained from the HBRC to do anything on them. Cr Williams said that some of the corporate orchard owners might want to contribute to the costs of maintaining some of their drains through planting native vegetation.

Cr Niblett queried the use of cameras to monitor waterfowl in terms of them being time consuming and expensive. Nathan said that there is software available now that can help with sorting large numbers of images. Cr Niblett said that he would like staff to create a decent plan first for consideration by Councillors before starting on such projects.

Cr Duley mentioned that weeping willows had not been included in the habitat plan and Nathan said that he would add in some comments regarding their use.

### **AGREED**

*13.1 That Councillors approve the 5-year waterfowl habitat plan. [17/11/13.1]*

**Williams/Niblett**



#### **14.0 REVIEW OF REGIONAL MANAGER'S PERFORMANCE**

The Regional Manager's performance over the past 12 months is to be reviewed and is to be reviewed on an annual basis. A committee of three Councillors, including the Chairman, needs to be selected to undertake this review and the Executive Committee will consist of Cr Bates (Chairman), Cr Niblett and Cr Lumsden.

Cr Williams asked Council for a bit more discussion to formalise this matter and to put forward a resolution and vote on it. A quick discussion around involving outside help was discussed and whether to include it in the resolution. The question was asked by Council if there was already an organisation in mind to help with this and Cr Bates advised that an organisation had been approached. Mark has met the person and so has Cr Bates and at the end of the day as long as the Regional Manager is happy then we can use them if the Executive Committee deem necessary.

The person to be approached if required, is Digby Livingston, and Council asked the question of when this review would likely take place. Cr Bates said that it would be nice if it could be done before Christmas, but that would depend on the Regional Manager's schedule and whether he could complete reviews with his staff prior to the Christmas holidays.

#### **AGREED**

*14.1 That Councillors have approved a review of the Regionals Manager's performance and an Executive Committee consisting of the Chairman and two councillors to undertake this review has been selected. Councillors have agreed to an external organisation's input, if deemed necessary, by the Executive Committee. [17/11/14.1]*

**Duley/Hern**

#### **15.0 LIAISON OFFICERS REPORTS**

##### **15.1 EAST COAST/HAWKES BAY CONSERVATION BOARD**

Mark received an e-mail from Te Kaha Hawaikirangi to be presented to Council at this meeting.

Te Kaha advised that their last meeting was a quiet one but there are a few points which may be of interest to Councillors.

There was discussion around what the DOC environment looks like with a new Government and new Minister. Obviously with the first Green party member now Minister for Conservation (Eugenie Sage), we hope to see more resource and priority given to DOC.

He goes on to say that the understanding of the new Government and new Minister is that they are pro 1080, focused on tourism sustainability and looking to double the number of DOC Rangers.

DOC are looking to reorganise the position of the Conservation Management Strategy to better place into the business case framework and align budgets with the outcomes required in the CMS. DOC has also released an updated National Compliance Strategy.

##### **15.2 REPORTS FROM OTHER AGENCIES**

Nothing Tabled.

##### **15.3 REPORTS FROM NEW ZEALAND COUNCIL**

Cr Williams gave a quick overview of Robert Sowman's summary of the November NZ Council meeting which was held in Wellington. He advised Councillors that this was the first meeting with the newly appointed NZ Council Chief Executive, Martin Taylor.

- Eugenie Sage, Minister of Conservation, attended the meeting for 40 minutes. This is a first for a Minister of Conservation in several years. She told the NZ Council her new position is her dream job and that she valued and recognised the advocacy role Fish and Game has played. DOC is to be asked to play a stronger advocacy role.
- Minister David Parker is leading work on freshwater. One outcome is to send a strong message to regional (govt) councils to change their ways. Her advice is that Fish & Game needs to continue to advocate for healthy waterways. She also said it could look at ways to make savings in doing this, such as with an internal legal advisor.
- Cr Williams advised Council that the new CEO of the NZ Council is on first name terms with the Minister for the Environment, David Parker.
- The science paper from Dr Murray Williams and memorandum provided to NZ Council on the release of captive reared mallards is to be consulted with Fish and Game Councils and others who have asked to see it with a request to respond by 1 March 2018 to a set of questions posed in the memorandum.
- Land Care Trust is to be advised that Fish and Game will continue to be represented on the Trust by the NZ Council Chief Executive.
- Three members of the Professional Fishing Guides Association attended the meeting to speak on the need for a guide's licence.
- The NZ Council office is to prepare a revised guide licence proposal for submission to the Minister of Conservation by the end of February 2018. The revised proposal is to be shared with Nelson/Marlborough, West Coast, Otago and Southland F&G staff and the Professional Fishing Guides Association Executive prior to being finalised.
- Term of Reference and recommended membership for a salmon committee to deal with restoring the rea run salmon fishery is to be provided following consultation with F&G councils.
- Cr Williams talked about environmental DNA which has been developed by a staff member in Wellington. He went on to say that basically you can detect fish spawning by the DNA collected in a water sample. It takes about 10 minutes, and this will give you an idea of whether the fish are spawning in the stream or not upstream of where the sample was taken.

## **16.0 OPERATIONAL REPORTS**

### **16.1 MANAGEMENT REPORT**

The Chairman asked Mark if there was anything he wanted to discuss regarding the Management Report.

Mark asked Council for confirmation around the liberations of 2,000 rainbow trout into Lakes Tutira and Waikopiro which is planned for 7<sup>th</sup> December. This is the only liberation planned for these lakes during the 2017/2018 season. The annual liberation of trout was reduced to 2,000 trout this year until conditions in Lake Tutira improve. A proportion of the money saved will be put back into habitat enhancement work around these two lakes.

Mark said that there is an option to liberate 500 browns into the Maraetotara Stream at the same time. We plan to liberate 50 tagged rainbows into Lake Hawkston to complete this annual liberation as well. Craggy Range Winery have also enquired about purchasing some display trout for their pond.

Council left it to the Manager's discretion. Council suggested perhaps putting some brown trout in there and floy tagging them as this will give us some information and it can be pushed as a marketing tool.

Cr Niblett asked for some more information regarding the Game Bird Research Committee meetings that Nathan has attended and asked for information on research proposals to be reported back to Councillors on a more regular basis so that they can have some input into what is happening. Nathan spoke about some of the research that was being carried out especially involving cats. Nathan added that Darryl McKenzie is independently reviewing aerial transect counts and banding projects with a report due to be presented at the next NZ Council meeting. Cr Williams said that he had brought it up in May at NZ Council that we didn't see any information about research projects and results should be shared with other Councillors and staff.

## **16.2 HEATH AND SAFETY REPORT**

**AGREED**

*16.2.1 That the Health and Safety Report be accepted. [17/11/16.2.1]*

**Duley/Niblett**

## **16.3 FINANCE REPORT**

### **Westpac Bank Accounts**

**AGREED**

*16.3.1 That Bruce Bates (Chairman) be added as a signatory to the Hawkes Bay Fish and Game Council Bank Accounts. [17/11/16.3]*

**Williams/Hern**

**AGREED**

*16.3.2 That Kevin Williams be removed as a signatory to the Hawkes Bay Fish and Game Council Bank Accounts. [17/11/16.3.2]*

**Williams/Hern**

**AGREED**

*16.3.3 That the bank authorities and cheques are amended for Mark Venman (Regional Manager) to sign jointly with Christine Tuck (Administrator), Carmel Veitch (Eastern Fish and Game Accountant), Bruce Bates (Chairman) and/or John Lumsden (Councillor). [17/11/16.3.3]*

**Williams/Hern**

**AGREED**

*16.3.4 That Council approves the following payments [17/11/16.3.4]*

<b>September 2017</b>	<b>\$61,892.90</b>
<b>October 2017</b>	<b>\$46,719.06</b>
<b>TOTAL:</b>	<b>\$108,611.96</b>

**Williams/Duley**

**AGREED**

*16.3.5 That Council approves the proposed budget figures for the Statement of Financial Position and Statement of Financial Performance & Cash flow for the 2016-17 financial*

*year with Deficit of \$17,398 and approves the purchase of fixed assets valued at \$45,000 [17/11/16.3.5]*

**Williams/Niblett**

**AGREED**

*16.3.6 That Council approves the exterior painting of the staff house. Three quotes received and final decision to be left to the Manager. [17/11/16.3.6]*

**Williams/Lumsden**

**AGREED**

*16.3.7 That the Finance Report be accepted. [17/11/16.3.7]*

**Williams/Duley**

**16.4 LICENCE SALES REPORT**

Cr Williams started off a quick discussion around this issue by asking why are we the only Council in “the black”. Christine added that the agents used to have a drop-down box where they could tick “Hawkes Bay” but this has now disappeared from their screens and appears to be done automatically now. This could be one reason why our licence sales are tracking well.

Council then held a discussion on perhaps direct debiting licences in the future as an automatic renewal unless you choose to opt out. This would mean that the fish and game bird licences would be issued to anglers and hunters before the start of the season and Fish and Game would receive the money earlier too and is a good marketing tool. Cr Bates asked if there is an easy way for this to work as it could help address some of the lapsed licence sales. Christine said that she would follow up with Kate who is part of the licence working party to see if she could identify any issues with this concept.

There was a discussion about printing costs for the regulation booklets and whether we needed to be printing as many for both islands. Electronic versions might be the best way forward with a cell phone app being an alternative option. Cr Williams commented on the North Island fish LEQ’s and noted that Eastern’s LEQ’s have dropped from 20,000 in the 1980’s to 10,000 last year while many of the other North Island regions remained relatively consistent.

**AGREED**

*16.4.1 That the Licence Sales Report be accepted. [17/11/16.4.1]*

**Duley/Lumsden**

**17. MEETING CLOSES**

There being no further business, the meeting closed at 7.47pm.

**CONFIRMED**

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**CHAIRMAN**

**DATE:**        /        /

## SUMMARY OF RESOLUTIONS

- 3.1 *That having previously been circulated to members, the Minutes of the meeting of the Hawkes Bay Fish and Game Council held on Tuesday, 17 October 2017, are a true and correct record. [17/11/3.1]*

Hern/Niblett

- 7.1 *That Council adopts the Performance Report for the 2016-2017 year. [17/11/7.1]*

Williams/Mackie

- 8.1 *That the shoveler duck season length is to remain the same as that for mallard and grey duck. [17/11/8.1]*

Lumsden/Duley

- 8.2 *That the season length for paradise shelduck should be 10 weeks for both relaxed and intermediate conditions with a 10-bird limit for relaxed and an 8-bird limit for intermediate conditions. [17/11/8.2]*

Duley/Lumsden

- 8.3 *That Council re-affirms the threshold approach to setting mallard and grey duck harvest regulations (where grey duck are treated as mallard due to the difficulty in distinguishing between the species). [17/11/8.3]*

Williams/Duley

- 8.4 *That if the Hawke's Bay mallard and grey duck population is predicted to be equal to, or below 100,000 then a restricted set applies. Above 100,000 and below 200,000 the intermediate set applies, and above 200,000 a relaxed set of conditions apply. [17/11/8.4]*

Williams/Duley

- 8.5 *That restrictive conditions for the 2018 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. Staff are to notify Councillors if the monitoring in January shows any major changes in the populations that would require a reduction in the bag limit. [17/11/8.5]*

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- 8.7 *That Council maintain the length of the pukeko season to coincide with that for pheasants. [17/11/8.7]*

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**8.8** *That black swan thresholds remain the status quo but the bag limit if Restrictive conditions apply be increased from none to one, and the 2018 regulations be based on January 2018 monitoring results. [17/11/8.8]*

**Williams/Duley**

**8.9** *That the shooting hours become 6:30am to 6:00pm. [17/11/8.9]*

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**Williams/Duley**

**9.1** *That Council approves the use of \$5,000 to assist with this large-scale revegetation project at Lake Tutira. [17/11/9.1]*

**Williams/Lumsden**

**11.1** *That Council provide staff with any additional feedback on the 10-year draft Sports Fish and Game Management Plan and approve it to be circulated more widely for public consultation. [17/11/11.1]*

**11.2** *That Councillors select a panel of at least three Councillors to form a committee to deal with any submissions received at the February 2018 Council meeting. [17/11/11.2]*

**Niblett/Mackie**

**13.1** *That Councillors approve the 5-year waterfowl habitat plan. [17/11/13.1]*

**Williams/Niblett**

**14.1** *That Councillors have approved a review of the Regionals Manager's performance and an Executive Committee consisting of the Chairman and two councillors to undertake this review has been selected. Councillors have agreed to an external organisation's input, if deemed necessary, by the Executive Committee. [17/11/14.1]*

**Duley/Hern**

**16.2.1** *That the Health and Safety Report be accepted. [17/11/16.2.1]*

**Duley/Niblett**

**16.3.1** *That Bruce Bates (Chairman) be added as a signatory to the Hawkes Bay Fish and Game Council Bank Accounts. [17/11/16.3.1]*

**Williams/Hern**

**16.3.2** *That Kevin Williams be removed as a signatory to the Hawkes Bay Fish and Game Council Bank Accounts. [17/11/16.3.2]*

**Williams/Hern**

**16.3.3 That the bank authorities and cheques are amended for Mark Venman (Regional Manager) to sign jointly with Christine Tuck (Administrator), Carmel Veitch (Eastern Fish and Game Accountant), Bruce Bates (Chairman) and/or John Lumsden (Councillor). [17/11/16.3.3]**

**Williams/Hern**

**16.3.4 That Council approves the following payments [17/11/16.3.4]**

<b>September 2017</b>	<b>\$61,892.90</b>
<b>October 2017</b>	<b>\$46,719.06</b>
<b>TOTAL:</b>	<b>\$108,611.96</b>

**Williams/Duley**

**16.3.5 That Council approves the proposed budget figures for the Statement of Financial Position and Statement of Financial Performance & Cash flow for the 2016-17 financial year with Deficit of \$17,398 and approves the purchase of fixed assets valued at \$45,000 [17/11/16.3.5]**

**Williams/Niblett**

**16.3.6 That Council approves the exterior painting of the staff house. Three quotes received and final decision to be left to the Manager. [17/11/16.3.6]**

**Williams/Lumsden**

**16.3.7 That the Finance Report be accepted. [17/11/16.3.7]**

**Williams/Duley**

**16.4.1 That the Licence Sales Report be accepted. [17/11/16.4.1]**

**Duley/Lumsden**

## 6. CONFLICT OF INTEREST REGISTER

Ref: 7.02.01

31 January 2018

### 1. Purpose

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

### 2. Background

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

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

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

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

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<sup>1</sup> “Matter” means:

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

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



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

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

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

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

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

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

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

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

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

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

**3. Recommendation**

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

## 7.0 DATE FOR COUNCIL MEETINGS IN 2018

Ref: 7.02.01

8 January 2018

### 1. Purpose

To set Council's 2018 meeting dates.

### 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 November 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.

The Hawkes Bay Council has in past years set its annual schedule at the February meeting when the proposed meeting dates for the New Zealand Council meetings have been advised, but these dates are now available, and Council can decide now what dates it wishes to meet on for all of its meetings in 2018. Council may also wish to review the time at which it meets and the venue.

#### *Proposed meeting dates and key issues for discussion.*

	Date	Key Issues
1	13 February 2018	<ul style="list-style-type: none"><li>• Council Priorities</li></ul>
2	3 April 2018	<ul style="list-style-type: none"><li>• OWP – initial draft</li><li>• Anglers Notice – initial consideration</li></ul>
3	14 June 2018*	<ul style="list-style-type: none"><li>• Licence Fee</li><li>• OWP – 2<sup>nd</sup> draft</li><li>• Anglers Notice – finalise recommendations</li></ul>
4	7 August 2018	<ul style="list-style-type: none"><li>• Finalise OWP</li></ul>
5	18 October 2018*	<ul style="list-style-type: none"><li>• Game Conditions – initial consideration</li><li>• Annual Performance Report - draft</li></ul>
6	27 November 2018	<ul style="list-style-type: none"><li>• Game Conditions – finalise recommendations</li></ul>
AGM	27 November 2018	<ul style="list-style-type: none"><li>• Present Annual Performance Report</li></ul>

The Hawkes Bay Council has typically met at 6pm and this also needs to be reviewed.

### 3. Recommendation

**3.1 That Council decides on the time, dates and locations at which it meets in 2018.**

## **8.0 COUNCIL PRIORITIES**

**Ref: 8.02.01**

**11 January 2018**

### **1. Purpose**

To review Council's priorities for the 2017/18 year and identify changes in priorities or work areas and projects to be incorporated into the 2018/19 Operational Work Plan.

### **1. Background**

At each meeting an opportunity will be provided for Council to review the progress of projects and initiatives that have been developed in response to Council's key priorities. The February meeting marks the beginning of the operational planning cycle for activities we intend to carry out in the 2018/19 OWP year. At this meeting it is important to consider Council's current priorities, and if there should be changes to priorities, or directions within a priority, in the next OWP year. This will allow us time to undertake appropriate project planning over the coming months.

The Council's key regional priorities for the current 2017/18 OWP year are:

- RMA issues that involve the potential loss of habitat for sports fish (water quality and quantity) and game birds (including upland game); the Ruataniwha Water Storage Project and Tukituki Catchment Plan Change 6; water take consents; and Catchment Plan Changes for the Tutaekuri, Ahuriri, Ngaruroro, Karamu (TANK), and the Mohaka.
- The Ngaruroro WCO.
- Participation in the East Coast Mallard Research Programme (based on Duck Management Units (DMUs)).
- Habitat related activities aimed at enhancing wetlands and waterfowl production which includes investigating the impact of predators.
- Hunter participation – junior hunts and balloted blocks.
- Compliance – increasing compliance activities in conjunction with education.
- Licencing – work both regionally and nationally to promote an increase in licence sales.

The 2017/18 projects arising from these priorities and other ongoing programmes include the following:

<p><b>1. WETLAND HABITAT</b></p> <p><b><i>Key Projects for 2017-2018</i></b></p> <ul style="list-style-type: none"> <li>• Continue to promote habitat development on private land. Look for more engagement with landowners to see the uptake of services. Continue to work with Hawke's Bay Regional Council (HBRC) with their on-farm programme, Regional Landcare Scheme (RLS).</li> <li>• Increase involvement with landowners and assist them with grant applications to the Game Bird Habitat Trust.</li> <li>• Seek external funding for significant wetland programmes.</li> <li>• Participate in National and Inter Regional Mallard Research Programmes.</li> </ul> <p><b><i>Developing Issues</i></b></p> <ul style="list-style-type: none"> <li>• Competition for funding among projects, HBRC RLS scheme oversubscribed.</li> </ul> <p><b><i>Proposed Project Areas</i></b></p> <ul style="list-style-type: none"> <li>• Actively promote habitat development on private land.</li> <li>• Implementation of the regional biodiversity strategy in conjunction with Hawke's Bay Regional Council, DOC and others.</li> <li>• Seek funding for habitat enhancement for significant wetland areas.</li> </ul>
<p><b>2. RIVERINE HABITAT</b></p> <p><b><i>Key Projects 2017-2018</i></b></p> <ul style="list-style-type: none"> <li>• Maintain regional Didymo advocacy programme.</li> <li>• Continued participation in Mohaka/Taharua catchment plan change through the stakeholder group.</li> <li>• Submit to consent processes of significance to the region's river fisheries i.e. catchment plan changes, TANK and Mohaka catchments.</li> <li>• Continued participation in EPA BOI process for the Tukituki plan change and Ruataniwha storage scheme.</li> <li>• Proceed with the WCO on the Ngaruroro River with co-signatories.</li> </ul> <p><b><i>Developing Issues</i></b></p> <ul style="list-style-type: none"> <li>• Government has signalled a change in the way freshwater issues will be managed. This presents both opportunity and risk. Regional engagement is essential for good outcomes.</li> <li>• RMA reforms could have detrimental effects on water quality and biodiversity.</li> <li>• Didymo remains out of the North Island. The longer it remains out of the North Island the more difficult it is to maintain the motivation of freshwater users to be vigilant. The national programme has now been extended to include other aquatic pests.</li> <li>• The general continued decline in water quality of Hawke's Bay catchments and further demand by irrigators for more extraction.</li> <li>• Regional Policy Statement and plan changes.</li> <li>• Ruataniwha Water Storage Project developments.</li> </ul> <p><b><i>Proposed Project Areas</i></b></p> <ul style="list-style-type: none"> <li>• Input to the WCO process for the Ngaruroro River with co-signatories.</li> <li>• Preparation of consent submissions.</li> <li>• Ongoing commitment to Didymo advocacy.</li> </ul>

<b>3. GAME FARM</b>
<b><i>Key Projects 2017-2018</i></b>
<ul style="list-style-type: none"> <li>• Development of the proposed adjacent wetland site.</li> </ul>
<b><i>Developing Issues</i></b>
<ul style="list-style-type: none"> <li>• Funding may limit options.</li> </ul>
<b><i>Proposed Project Areas</i></b>
<ul style="list-style-type: none"> <li>• Review further options for the development of the site in a phased approach.</li> </ul>
<b>4. ACCESS/CLIENT SERVICING</b>
<b><i>Key Projects 2017-2018</i></b>
<ul style="list-style-type: none"> <li>• Maintain the current level of access and signage across the region.</li> <li>• Engage with the Walking Access Commission to improve access where possible.</li> <li>• Improve and/or clarify access to public areas for game bird hunting.</li> <li>• Increasing junior and female participation in both fishing and game bird hunting.</li> </ul>
<b><i>Developing Issues</i></b>
<ul style="list-style-type: none"> <li>• Promotion of and clarification of access to fishing and hunting opportunities as they arise.</li> <li>• Competing leisure activities and financial constraints changing people's spending priorities and the way they spend their time.</li> </ul>
<b><i>Proposed Project Areas</i></b>
<ul style="list-style-type: none"> <li>• Continue erecting new and replacement signage.</li> <li>• Review pamphlets and keep website updated and use other media for more effective distribution of access information.</li> </ul>
<b>5. COMPLIANCE</b>
<b><i>Key Projects 2017-2018</i></b>
<ul style="list-style-type: none"> <li>• Improve the level of compliance activity throughout the region particularly at key times.</li> <li>• Develop a strategy to check a minimum of 10% of licence holders per season.</li> </ul>
<b><i>Developing Issues</i></b>
<ul style="list-style-type: none"> <li>• Recession placing pressure on people's discretionary spending. Temptation to continue fishing/hunting without purchasing a licence. Hawke's Bay is a large area and anglers tend to be well spread throughout. Obtaining a large number of contacts requires a considerable amount of effort. Backcountry areas need to be targeted for enforcement.</li> </ul>
<b><i>Proposed Project Areas</i></b>
<ul style="list-style-type: none"> <li>• Improve the delivery and efficiency of field operations via the use and co-ordination of honorary rangers which will include additional recruitment and training. Focus on upskilling a new team of active honorary rangers.</li> </ul>
<b>6. COUNCIL</b>
<b><i>Key Projects 2017-2018</i></b>
<ul style="list-style-type: none"> <li>• Improve capacity for Council to engage with Governors from other agencies to influence the thinking and decision making processes.</li> </ul>
<b><i>Developing Issues</i></b>
<ul style="list-style-type: none"> <li>• Councils tend to be disenfranchised from the interactions with Governors from other key decision making agencies.</li> <li>• Councillors unsure/unable to facilitate meetings.</li> <li>• Iwi will be key players in future decision making processes around freshwater.</li> </ul>
<b><i>Proposed Project Areas</i></b>
<ul style="list-style-type: none"> <li>• Further develop relationships and engage with local iwi and Hapu groups.</li> </ul>
<b>7. LICENSING</b>
<b><i>Key Projects 2017-2018</i></b>
<ul style="list-style-type: none"> <li>• Continue to improve point of sale options for clients via Agents online and Public online. Monitor effectiveness of new licence categories.</li> </ul>

<p><b><i>Developing Issues</i></b></p> <ul style="list-style-type: none"> <li>• Fish &amp; Game clients are seeking innovative and easier ways of accessing licences such as via smart phones. A wider range of licensing options is preferred and is being reviewed nationally.</li> </ul>
<p><b><i>Proposed Project Areas</i></b></p> <ul style="list-style-type: none"> <li>• Work with National Office staff and the licence working party to review licence categories and point of sale options and promote increased sales.</li> </ul>
<p><b>8. PLANNING</b></p>
<p><b><i>Key Projects 2017-2018</i></b></p> <ul style="list-style-type: none"> <li>• Sports Fish and Game Bird Management Plan. – Consultation process underway.</li> </ul>
<p><b><i>Developing Issues</i></b></p> <ul style="list-style-type: none"> <li>• Hawke's Bay has in the past provided some staff time for East Coast servicing as part of its exchange of hours with the Eastern Region.</li> <li>• The management of game birds in particular is common across the two areas.</li> </ul>
<p><b><i>Proposed Project Areas</i></b></p> <ul style="list-style-type: none"> <li>• Further staff exchanges with other Fish &amp; Game regions.</li> </ul>

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

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

### **3. Developing the 2018/19 Operational Work Plan**

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

In April, an indication of resources required for any changes in the OWP, along with options for re-allocations, will be presented for discussion. At the April meeting it will be necessary for Council to consider indicative performance targets for projects so a draft OWP and budget can be prepared for both the April managers meeting and licence holder consultation. At the June Council meeting, the refined draft OWP will be further considered along with any feedback received from licence holders. The final version of the OWP for the 2018/19 year will be signed off at the August meeting.

### **4. Recommendations**

***4.1 That Council reviews the priorities for the 2017/18 year and identifies any changes to priorities or projects for incorporation into the draft operational work plan for the 2018/19 year.***



## **9. ANGLERS NOTICE REVIEW**

**Ref: 1.07.01**

**11 January 2018**

### **1. Purpose**

To review the 2017-18 Anglers Notice and identify any changes to the current regulations that might be warranted in the 2018/19 season.

### **2. Background**

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

The proposed process for undertaking the review is as follows:

- (i) Advise angling clubs early on that the process is underway and that any suggested changes, and rationale for those changes are welcomed. Notification would include advertising the process on the Hawkes Bay webpage, Facebook page and in the Fish and Game “Reel Life” electronic newsletter.
- (ii) At the February Council meeting, a list of any submissions on the Anglers Notice that have been received at that point will be presented to the Council for discussion. The Council will consider which submissions have merit and warrant further investigation along with any that it might wish to propose. Staff will then produce a preliminary “Issues and Options” paper for distribution to clubs and submitters, and then advertising via electronic media.
- (iii) Prior to the April meeting, Councillors will receive feedback from staff and submitters including any new suggestions in the form of an Agenda item. At the April meeting, all submissions received will be debated and the Council will decide which of these are worthy of further examination. If warranted, a second “issues and Options” paper will be produced and again circulated for consultation. This will include a press release to inform the public along with licence holders who might not be aware of the process taking place.
- (iv) At its June 2018 meeting, Council will receive any additional correspondence arising from the undertakings to date and will finalise the content of the 2018/19 Anglers Notice.

### **3. Initial suggestions**

- (i) A move away from multi-pointed hooks/treble hooks was proposed at last year’s regulation review with a number of angling clubs asking for them to be banned. As they feature in the first schedule of the regulations, any ban would need to occur across the whole of New Zealand. It is timely to review the use of treble hooks at a national level.
- (ii) The headwaters of the Mohaka River and the Ngaruroro River could be classified in the regulations as “backcountry fisheries” rather than headwater fisheries. This would have the benefit of requiring anglers to register to provide Fish and Game with a full list of backcountry fishery users and enable us to monitor angler

use/angler satisfaction of those areas. Designated backcountry reaches, and their tributaries would need to be determined for each river.

- (iii) A submission was received from one angler enquiring why the Fish and Game Hawkes Bay boundary is different to the standard boundary for the Hawkes Bay region as he wished to fish further north of the Mohaka River.

#### **4. Recommendations**

- 4.1 That Council agrees to the consultation process and time frame for considering changes to the 2018/19 Anglers Notice.***
- 4.2 That Council identifies any issues for further discussion in the initial "Issues and Options" paper to be prepared in April.***

## **10. NGARURORO WATER CONSERVATION ORDER (WCO)**

**Ref: 2.06.03**

**21 January 2018**

### **1. Purpose**

To review progress on the Ngaruroro Water Conservation Order and review a plan for 2018.

### **2. Background**

Hawkes Bay Fish and Game Council resolved in June 2008 to start an application for a Water Conservation Order for the upper Ngaruroro River and begin a programme of work for it in the 2008/09 financial year. The initial interest in doing a WCO stemmed from a perceived threat of hydroelectric development in the upper catchment.

In April 2011, Council supported the reactivation of the application for a WCO for the Ngaruroro River. Council sought clarification that there would be no cost to the Hawkes Bay region and it was confirmed that this would be paid from the National Budget.

The WCO application was signed off in late 2015 by the Acting Regional Manager at that time.

In mid-November 2017, the first hearing of evidence before a special tribunal occurred in Napier for the upper Ngaruroro River upstream of Whanawhana. The second part of the hearing for the river downstream of Whanawhana is scheduled to occur later this year in July 2018. It is timely to discuss where the application is at and how Councillors wish to proceed.

### **3. Recommendations**

***3.1 That Council reviews the current status of the Ngaruroro WCO and determines how it wishes to proceed during 2018 with the application for the lower river.***

## **11. RELEASE OF CAPTIVE REARED MALLARDS**

**Ref: 1.09.03**

**23 January 2018**

### **1. Purpose**

To discuss the release of captive reared mallards (CRMs) into the wild with a view to developing a national policy.

### **2. Background**

The subject of captive reared mallard is a growing practice in parts of the North Island and has generated diverse opinion on its legal and ethical position. There is a wish to develop policy that can be followed in a consistent way across all of Fish and Game. A paper for discussion has been prepared to be shared with regional Fish and Game councils with the feedback received provided to NZ Council for further discussion during 2018.

The attached memorandum asks a series of questions which require feedback from regional Fish and Game Councils as a precursor to creating a draft policy on CRMs. Once feedback has been received, policy, criteria and conditions or controls can be developed. The five questions for discussion are as follows:

- (i) Is Fish & Game supportive of releasing CRMs as a tool to augment wild populations?
- (ii) Is Fish & Game supportive of releasing CRMs as a tool that could be used to hasten the recovery of wild populations that are at low levels as a consequence for example, of a series of very poor breeding seasons or serious botulism outbreaks arising from climatic conditions, or over harvesting?
- (iii) Does Fish & Game support the concept of 'put and take' operations where CRMs are released for the principal purpose of providing an immediate hunting opportunity?
- (iv) If the latter is something Fish & Game wishes to facilitate, support or promote, would we accept the development of commercial enterprises run along the lines of many upland game operations, or would we require 'put and take' operations to be of a non-commercial nature only? [An argument to consider is if Fish & Game allows commercial pheasant/quail/partridge hunting, should it not also allow commercial exploitation of mallards or other gamebirds and change the law to enable this if necessary?].
- (v) If Fish & Game allows release of 'put and take' operations, would we wish to see the birds hunted in a similar way to how wild mallards are hunted now, or would we be accepting of the upland game equivalent of 'driven hunts', where birds are encouraged to fly over hunters from point A to point B, or some other approach?

Cr Niblett has also asked the question "*Have Councillors been supplied with enough information to make informed decisions on the five questions that the NZ Council has asked surrounding Fish and Game's position relating to Captive Reared Mallards?*" This question has been put to all regional Fish and Game councils for comment.

**3. Recommendation**

- 3.1 *That Councillors review Dr Murray Williams' report and the attached memorandum and provide feedback to each of the five questions raised in the memorandum and the question raised by Cr Niblett prior to 1 March 2018.***

# **RELEASE OF CAPTIVE REARED MALLARDS**

**Meeting of NZ Fish and Game Council November 2017**

**Prepared by:** Robert Sowman, Policy & Planning Manager, NZ Council Office & Andy Garrick, Regional Manager, Eastern Fish & Game

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## **1. PURPOSE**

The purpose of this memorandum is to invite discussion on the release into the wild of captive reared mallards (CRMs) with a view to developing national policy for the guidance of regional Fish and Game Councils, the Department of Conservation (DOC), and people applying to DOC for authorisation to undertake this and related activities.

## **2. BACKGROUND**

### **2.1 Overview**

The rearing, supply and release of mallards into the wild is a growing enterprise in parts of the North Island, with the practice being promoted as a means of augmenting wild populations. Over the past 3 or 4 years we are aware of up to 6,500 birds per annum being released into sites in the Eastern, Hawke's Bay, and Auckland/Waikato Fish & Game regions. We understand that mallards have also been released into the Wellington region. Typically, groups of hunters purchase in the order of 100 up to 1,200 juvenile CRM each year and release these onto private land prior to the game season, where they are encouraged to remain or return, by ad lib feeding and a constant supply of food. Suppliers of the mallards maintain the position that they are not selling the birds but are solely seeking recovery for the costs of producing them.

Unlike pheasants on gazetted upland game properties with special conditions, bag limits and all other game season regulations for hunting wild mallards apply to the hunting of these released birds. However, interest has been expressed, in the Eastern Region if not others, in obtaining dispensation for less restrictive bag limits at specific locations/properties where CRM have been released. There have been indications from some quarters too, of a desire to establish commercial operations along the lines of those run by a number of upland game properties.

There are a variety of potential issues and downsides associated with the release of CRM. Some of these could be significant if not appropriately recognised and provided for via conditions attached to the permits by DOC. These are issued to individuals or collectives to undertake these activities (e.g. to capture, rear, hold, transfer and/or release birds). Some issues, however, may not be able to be addressed via such conditions.

Potential issues relate to genetic introgression and behavioural and morphological maladaptation in captivity, disease, compliance and law enforcement, impacts on wild mallard monitoring programmes, negative impacts on hunting opportunities in neighbouring areas, public perception, legislation (buying and selling of birds and hunting opportunity), and additional workloads for Fish & Game staff.

On the other hand, the concept theoretically has potential upsides, including augmentation or re-establishment of depleted wild populations, and additional or alternative opportunities for hunters.

There is therefore a need to develop national policy and/or guidelines to determine whether Fish & Game NZ is supportive of or wishes to promote the release of CRM and if so, what conditions or controls should apply to the practice.

## 2.2 Legal Position

The Wildlife Act 1953 is the key legislation governing the catching, holding, rearing, transfer and release of game birds, and the sale of game and shooting rights. The following provides an overview and brief commentary of the provisions of the Act relevant to this agenda item.

### 2.2.1 First Schedule - Wildlife Declared to be Game

The First Schedule specifically provides that the mallard or associated mallard hybrid is wildlife that is declared to be game for the purposes of the Wildlife Act. The declaration in the First Schedule is not restricted by any reference to “not being a domestic bird” or similar caveats/delineation.

However, the Schedule creates a distinction between pheasants that are deemed to be game versus pheasants that are deemed to be domestic birds – a distinction that does not apply to mallards or other gamebirds. That distinction is elaborated on in the definition of a “domestic bird” in s2, which provides that the restriction in relation to pheasants being defined as domestic birds is limited to pheasants bred/raised for the predominant purpose of sale of pheasant meat or live pheasants for human consumption, excluding:

1. Any pheasant living in a wild state; or
2. Any pheasants held pursuant to a permit under sections 23, 53 and 56 for the purposes of liberation at large as game “shall not be deemed to be a domestic bird”.

The effect of this is that a pheasant that is bred/held in captivity for subsequent liberation to be hunted/killed as game is similarly defined as “game”.

### 2.2.2 Section 2 - Interpretation

Game is defined as “all animals and game birds for the time being specified in the First Schedule”. The First Schedule specifically provides that grey and mallard duck and any associated hybrid, are wildlife declared to be “game”. In order for a captive mallard to be defined as a “domestic bird”, it would have to be accepted that a general reference to any domestic duck overrides specific mention of the mallard duck as “game”.

Wildlife means any animal living in a wild state, and includes any such animal, egg or offspring of any such animal held, hatched or born in captivity. In turn, the definition of animal includes any bird not considered a domestic bird.

The discretion to grant/decline permits under sections 23, 53 and 56 in relation to wildlife, (including game) for these activities rests with the Director-General of Conservation as opposed to Fish & Game, notwithstanding Fish & Game’s statutory role in the management of game populations and setting of associated hunting regulations.

### 2.2.3 Sale of Game and Sale of Shooting Rights Prohibited

Section 23(1) of the Wildlife Act provides that, subject to obtaining the prior consent of the Director-General of Conservation, it is lawful for a person to buy or sell game or game eggs. Such consent can be provided on a conditional basis.

It is noted that s26Q(b)(ii) of the Conservation Act contemplates Fish & Game Councils maintaining and improving the game resource by maintaining hatchery and breeding programmes where required for the stocking or restocking of game habitat. Hence, game breeding/stocking is an anticipated Fish & Game Council function. Further, it is legally permissible under the Wildlife Act for individuals to undertake this activity, subject to their holding the necessary permits under sections 23, 53 and 56 of the Act.

However, people undertaking these activities cannot legally sell or let the right to hunt or kill liberated mallards, including those bred/raised in captivity, because of the restriction in s23(2) of the Wildlife Act.

The real issue from Fish & Game's perspective is whether the Director-General of Conservation is required to consult with Fish & Game in exercising that discretion to provide consent to buy or sell game or game eggs and, if so, the extent to which they are required to take into account Fish & Game's view(s).

It seems somewhat inappropriate that consent is to be obtained from the Director-General of Conservation, rather than Fish & Game, given that Fish & Game Councils are specifically tasked with management of game populations, with issuing licences to hunt or kill game (see s26Q of the Conservation Act) and with setting regulations in relation to the harvest of game by way of Game Notices promulgated under the Wildlife Act.

As a minimum requirement, the Director-General of Conservation and delegated staff should consult with the relevant Fish & Game region in light of Fish & Game's specific statutory functions in relation to game.

Furthermore, any decision making by the Director-General of Conservation and delegated staff should take account of the relevant sports fish and game management plan for the relevant Fish & Game region.

Notwithstanding that someone may be able to legally buy or sell game or game eggs, including mallards and their eggs, it remains unlawful under s23(2) to sell/let for reward the right to hunt or kill game on any land or on any water-adjointing land. This means that if someone legally purchased mallards for liberation, they cannot subsequently legally sell the right to hunt them.

#### 2.2.4 Director-General may Authorise Taking or Killing of Wildlife for Certain Purposes

Section 53(1) provides that the Director-General of Conservation may authorise a specified person to catch or kill game for an approved purpose if such hunting or killing is not permitted at the time.

#### 2.2.5 Restrictions on Liberation or Export of Animals, Birds, etc

Section 56(1) provides that, subject to obtaining the prior consent of the Director-General of Conservation, it is lawful to liberate wildlife, which - as explained above - includes game birds such as mallards. Under s56(2) this approval can be granted on either a conditional or an unconditional basis. The Director-General or delegated staff should consult with Fish & Game in making any such decision regarding liberation.

### **2.3 Biological, Behavioural, Ecological, and Operational Considerations**

#### 2.3.1 Overview

As indicated earlier, there are potential concerns of a biological, behavioural and ecological nature, e.g. genetics/development of maladaptive traits; disease transmission; negative interaction with wild mallards; and interspecific hybridisation. There are also matters of an operational nature that need to be evaluated in relation to monitoring and management of wild populations (e.g. impacts on aerial transects/counts, banding studies, harvest surveys, population estimates, and regulation setting); reduced hunting opportunity in neighbouring areas (decoy effect of large numbers of released birds in an area and/or cafeteria feeding); and issues relating to compliance and law enforcement (arising from the concept of 'property rights', where more liberal hunting regulations have been approved for properties on which CRMs have been released, compared to the regulations applying elsewhere).

There are however, potential benefits that could arise from releasing mallards, e.g. as a tool to hasten the recovery of wild populations that are at low levels as a consequence, for example, of a series of poor breeding seasons or serious botulism outbreaks, or over harvesting (as opposed to a lack of quality



habitat); providing ‘put and take’ hunting for groups of hunters at specific locations akin to that provided by upland game properties; and providing additional hunting opportunity for game bird hunters more generally and/or further afield.

Earlier this year Fish & Game commissioned an independent review by Dr Murray Williams of the potential pros and cons of releasing CRM into the wild in New Zealand. His key findings are outlined below. The full report was considered by Fish & Game managers in August 2017, who agreed it be accompanied by commentary by the legal and ethical practices and forwarded to the NZ council with a recommendation that it be circulated for consultation to regions.

Managers agreed Dr Williams’ full report needs to be read in its entirety prior to determining whether or not, and under what circumstances, the release of CRM is something that Fish & Game should support or enable.

2.3.2 Synopsis Extracted from Dr Williams’ Report (note that where provided, *italicised* page references relate to discussions on the topic concerned in the main body of the report)

- This report provides a review of literature detailing the nature and scale of releases of captive-reared mallards (CRMs) internationally, and the efficacy and biological consequences for wild mallards of these release programmes. Drawing upon those findings, it outlines the potential consequences (positive and negative) of more extensive mallard releases in New Zealand.
- A distinction is made between “put-and-take” releases, which are intended to improve hunter opportunity and satisfaction, and releases designed to supplement the wild mallard population.
- Large-scale releases of CRMs dominate in Western Europe and United Kingdom; 3-5 million are released annually and the bulk of mallards shot by hunters are released birds. Numbers released considerably exceed the wild mallard population resident or wintering in many European countries.
- Prolonged captive-rearing of mallards in Western Europe has resulted in birds being released having larger bodies, reduced flight capability, greater human tolerance and reduced anti-predator responses relative to wild mallards - all a consequence of captive mallards being selected for captive rather than wild traits. None of these changes have yet become manifest in the wild population.
- Despite captive-rearing facilities having been identified as potential concentrations of disease, transfer of diseases from captive to wild birds has not yet been detected in either Western Europe or USA. The reverse has, however, been detected (*e.g. transfer of influenza virus from wild birds to captive birds*), and throughout Western Europe, captive flocks and wild birds are kept separate during winter months. Newly-released captive birds lack immunity to wild pathogens and have been found to act as amplifiers of avian flu viruses already circulating in the wild.
- In the USA, there is a century-long tradition of releasing CRMs onto commercial hunting preserves. There is an equally long record of State and Federal wildlife management agencies releasing CRMs to augment wild mallard populations, especially in response to major declines in wild mallard populations.
- In the USA, large-scale releases of CRMs to supplement the wild population have conflicted with State and Federal waterfowl management activities, including population monitoring, band reporting rates, and annual harvest surveys. Similar conflicts have arisen in Nordic countries.
- In the USA, such has been the lamentable ineffectiveness of all releases intended to supplement wild mallard populations that Federal and most State agencies no longer do so, and instead focus on habitat creation and enhancement under the North American Waterfowl Management Programme. A plethora of published research has failed to demonstrate anywhere that population supplementation has worked without complementary habitat-focused initiatives.

- Private releases of CRMs in New Zealand, conducted under permits (*Wildlife Act 1953*) issued by the Department of Conservation, are (knowingly) of 5-year duration and, most recently (2017), resulted in 6000 mallards being released within 4 North Island Fish & Game regions. Since 2012, the DOC has issued 36 permits to individuals or corporate bodies to release mallards, and for periods of 3-11 (mostly 5-7) years (*refer pp 8, 9*).
- All CRMs released are required to be banded, and banding details supplied to the DOC Banding Office. There is already strong evidence for bands retrieved from released CRMs being hoarded and not reported to the Banding Office, or not being reported in the year(s) in which the birds were shot. Thus, determining what proportion of the released birds are shot is problematic. Inevitably, bands from wild birds will be caught up in any reluctance to report a band (*refer pp 10, 11, 12, 15*).
- In New Zealand, CRM releases should be viewed as intended solely to improve hunter opportunity and satisfaction. The wild mallard population is constrained by habitat availability and quality, and habitat expansion and management is the key to its expansion. Releasing CRMs as a stand-alone response to its modern decline will prove entirely ineffective (*refer pp 13, 18*).
- CRM releases are regulated by permits issued by the Department of Conservation. Fish & Game Councils, having statutory responsibilities to manage the gamebird resource, are not formally involved in approving permits and/or setting permit conditions. They should be (*refer p 14*).
- CRM releases have the potential to compromise some of Fish & Game’s waterfowl monitoring and assessment activities (*refer pp 14, 15*).
- The requirement to band all CRMs released is challenged because it is without obvious purpose, may compromise band returns from wild mallards, and imposes an unnecessary burden on the DOC Banding Office and Fish & Game administrations (*refer p 15*).
- CRM releases pose no identifiable disease risk to the wild mallard population, nor to its size or genetic integrity (*refer pp 16, 17*).
- The potential for present-scale private CRM releases to expand into commercial-scale waterfowl hunting preserves is foreshadowed (*refer p 14 and Appendix 4*).

## **2.4 Public Perception, Animal Welfare, and Philosophical Considerations**

In his report, Dr Williams notes on page 3:

“There is considerable variability in the way mallard “put-and-take” operations are conducted in Europe, UK and USA, and much of this is a response to the cost of maintaining birds in confinement, or in the wild, for the protracted interval between fledging and the onset of the hunting season. For example, commercial facilities that breed and hold birds for multiple weeks (or months) are compensated by high prices for the birds they sell or for the right to hunt on their preserve. In Europe, most sales of mallards from duck farms are as downy ducklings and the costs of maintenance are born by the hunters, hunters’ organisations, or estates that undertake the releases. Other approaches include releasing birds onto selected ponds at 6-12 weeks of age and maintaining the birds there by constant provisioning until the commencement of the hunting season”.

And on page 22:

“In most countries where restocking takes place, regulations or guidance that define best practice are limited or non-existent. Furthermore, current practices differ considerably from one country to another. In France, Mallards mostly come from a handful of breeding facilities that sell day-old ducklings. Such birds are then hand-reared in aviaries in the region of release, which generally occurs at the age of 6–9 weeks, about two months before the start of the hunting season. In order to keep hand-reared Mallard

on the hunting estate, the provision of corn, wheat or rice is common practice. Hand-reared Mallard are thus likely to be highly faithful to the place where they were released, at least until the hunting season commences”.

On page 13:

“The mallard in New Zealand has lost places in which to live in safety and in which to breed successfully. Unless this loss of space and habitat quality is addressed, releasing CRMs into the wild to increase population size will be without enduring effect. And in the absence of appropriate habitat management there will be some who may consider such releases to be ethically questionable given that most, or all, ducks released will knowingly starve, or be predated”.

In Appendix 2 he describes some of the approaches and manner in which hunting of CRMs takes place overseas:

“Traditionally, shooting preserves released their flighted mallards from towers. This release method consists of holding birds in pens until their release from high towers and their flight directed towards waiting hunters. The hunters are positioned on a flight path towards a pond with which the birds are familiar, and released birds not shot but which land in the pond, are trapped and taken back to pens or, if they are trained to do so, return to the pens by themselves. This method of release is cost-effective, since most birds are either shot immediately upon release or the survivors are later gathered up and contained for a subsequent release. An estimated 70% of the CRMs are shot immediately on their release (USFWS 2013). This “put-and-take” method prevents the CRMs intermingling freely with wild ducks and ensures few escape to the wild.

However, a liberal interpretation of USFWS regulations saw shooting preserves adopt another release method whereby greater numbers of free-flying CRMs mallards were released and the birds “trained” to move freely among several impoundments on the preserve that serve as feeding and loafing areas. Once they are released, the birds are not trapped or put back into captivity, but instead visit flooded grain crops and other feeding sites which the preserves provide. In this way the ducks remain on, or near to, the preserve. While hunters derive a more “wild” hunting experience, fewer of the CRMs are shot (approx. 40%; USFWS 2013) and a greater number escape to mingle with the wild population”.

It is unclear the extent to which predator control and supplementary feeding are undertaken at sites into which CRMs are released in New Zealand, and whether these activities continue beyond the end of the game season. The manner in which CRMs are harvested in New Zealand is also unclear, though staff are aware that some of the hunters who release birds hunt them from their maimai as they would wild birds. Anecdotal reports have been received from third parties, however, that driven hunts are also conducted, in which birds are encouraged to fly over hunters from one point to another, e.g. between feeding and roosting areas. Reports have also been received of birds being spotlighted on ponds, and birds that were reluctant to fly being chased into the air.

These are matters that need to be considered from a public perception and/or animal welfare point of view.

There is similarly a need to consider the philosophical and judicial appropriateness of authorising the captive rearing and release of mallards for ‘put and take’ operations - particularly if these were to be commercialised given the history and intent behind Fish & Game and its predecessors, and the organisations’ ‘reason for being’.

### 3. FISH & GAME'S POSITION

As a precursor to drafting policy, Fish & Game needs to determine what its position is in relation to the following matters:

- (vi) Is Fish & Game supportive of releasing CRMs as a tool to augment wild populations?
- (vii) Is Fish & Game supportive of releasing CRMs as a tool that could be used to hasten the recovery of wild populations that are at low levels as a consequence for example, of a series of very poor breeding seasons or serious botulism outbreaks arising from climatic conditions, or over harvesting?
- (viii) Does Fish & Game support the concept of 'put and take' operations where CRMs are released for the principal purpose of providing an immediate hunting opportunity?
- (ix) If the latter is something Fish & Game wishes to facilitate, support or promote, would we accept the development of commercial enterprises run along the lines of many upland game operations, or would we require 'put and take' operations to be of a non-commercial nature only? [An argument to consider is if Fish & Game allows commercial pheasant/quail/partridge hunting, should it not also allow commercial exploitation of mallards or other gamebirds and change the law to enable this if necessary?].
- (x) If Fish & Game allows release of 'put and take' operations, would we wish to see the birds hunted in a similar way to how wild mallards are hunted now, or would we be accepting of the upland game equivalent of 'driven hunts', where birds are encouraged to fly over hunters from point A to point B, or some other approach?

Once these questions have been answered, and any others that might be raised, policy, criteria, and conditions or controls can be developed.

### 4. RECOMMENDATIONS

**That the New Zealand Council:**

- (i) receives Dr Williams' report and notes his key findings**
- (ii) agrees to make it available to interested parties with an invitation to provide comment on it back to the NZ Council by 1 March 2018**
- (iii) agrees to send Dr Williams' report and this memorandum to Fish and Game Councils asking them to respond by 1 March 2018 to each of the five questions raised under 3. Fish & Game's Position above.**

## **12. POLICY ON CONTROLLING SENSITIVE EXPENDITURE**

**Ref: 7.02.02**

**21 January 2018**

### **1. Purpose**

To review Hawkes Bay Fish and Game Council's 2009 policy on controlling sensitive expenditure.

### **2. Background**

Councillors have asked staff to review their policies throughout the year to ensure that they are kept up-to-date and adhered to.

### **3. Recommendation**

***3.1 That Councillors review the policy on controlling sensitive expenditure and provide feedback to the Regional Manager.***

## **POLICIES ON CONTROLLING SENSITIVE EXPENDITURE HAWKES BAY FISH AND GAME COUNCIL**

Ref: 7.02.02

October 2009

### **Introduction**

1. The Council agrees that it has a responsibility to ensure that **sensitive expenditure** incurred by the Hawkes Bay Fish and Game Council must clearly be linked to the business of the Council. The Council agreed on the fundamental principles of this Policy in October 2009. The Council delegated responsibility for the implementation and monitoring of this Policy to the Regional Manager.
2. The Council requires the Regional Manager, as the chief executive and the Council's most senior employee, to implement and manage this Policy. The Regional Manager may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this Policy.
3. This Policy must be read in conjunction with other Council Policies, and the exercising of all authority and may not exceed an individual's established level of delegated authority.
4. Sub Policies directly linked to this Policy include:
  - Travel Policy – Appendix I
  - Entertainment Policy – Appendix II
  - Gift Policy – Appendix III
  - Credit Card Policy – Appendix IV
5. Hawkes Bay Fish and Game Council spends licence holder's money, and all such spending must meet standards of probity that will enable it to withstand Parliamentary and licence holder scrutiny.
6. This Policy outlines the Council's procedures for dealing with **sensitive expenditure**, to ensure payments for goods and services are subject to proper authorisation and controls.

### **What is Sensitive Expenditure?**

7. "**Sensitive Expenditure**" is expenditure within Hawkes Bay Fish and Game Council that could be seen as giving some private benefit to an individual staff member or Council member that is additional to the business benefit. Travel, accommodation, and hospitality spending are examples of areas where problems often arise. It also includes expenditure that could be considered unusual for the purpose/or function of the Council, for example purchasing gifts to acknowledge someone that provides a service free of charge.

## **Principles applicable to sensitive expenditure**

8. Expenditure decisions need to:
  - have a justifiable business purpose;
  - preserve impartiality;
  - are made with integrity;
  - are moderate and conservative, having regard to circumstances;
  - are made transparently; and
  - are appropriate in all respects.
  
9. Approval of items that are considered to be **sensitive expenditure** should be:
  - given only when the person approving the expenditure is satisfied that a justified business purpose and other principles have been adequately met;
  - given before the expenditure is incurred, where practical;
  - made within the statutory limits of Fish and Game Council's delegations;
  - made only when budgetary provision and delegated authority exist; and
  - given by a person senior to the person who will benefit or who might be perceived to benefit for the sensitive expenditure, where possible. Where this is not possible, this fact should be recorded, and any such expenditure should be subject to some form of monitoring.
  - authorised by the Regional Manager prior to the expenditure taking place.

Refer to Appendix I of the Hawkes Bay Region Operational Work Plan (OWP) for the internal systems and procedures for approval of project expenditure. All expenditure must fall within the Direct Cost of the annual OWP for any output area.

## **Spending limits**

10. Expenditure over the value of \$50 that might be considered sensitive expenditure must be approved by the Regional Manager. Note any spending should be approved by a person that is more senior to the person who will benefit or might be perceived to benefit.
  
11. Expenditure over the value of \$1500 that might be considered sensitive expenditure must also be approved by the Council. This should occur at an ordinary meeting, where possible. However, if a decision needs to be made prior to the next ordinary meeting the Chair must get written approval from fellow Councillors that they agree and accept the **sensitive expenditure** before **sensitive expenditure** is incurred.

## **Monitoring and reporting**

12. Any expenditure which is considered to be sensitive by type or nature shall be reported to the Council at an ordinary meeting within the financial reports.
  
13. A schedule of sensitive expenditure will be held and reported to the Council.

**Approval**

14. When the Council approved this Policy, it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Council.
15. As part of its approval the Council requires the regional manager to circulate this Policy to all staff, and for a copy to be included in the Hawkes Bay Fish and Game Council Policy Manual, copies of which shall be available to all staff. The Council requires that the Regional Manager arrange for all new staff to be made familiar with this Policy and other policies approved by the Council.

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Signed

Council Chairman

On behalf of, and with the authority of the Hawkes Bay Council on \_\_\_\_\_



## **Appendix I to Policies on Controlling Sensitive Expenditure**

### **SUB POLICY – TRAVEL**

#### **Principles**

1. The Council agrees to ensure that:
  - the travel expenditure is on the Council’s business, and the Hawkes Bay Region Fish and Game Council obtains an acceptable benefit from the travel when considered against the cost;
  - expenses are reimbursed on an actual and reasonable basis; and
  - staff and/or Councillors that are required to travel on business do not suffer any negative financial effect.

#### **Process for Making Travel Arrangements**

2. All booking for international and domestic travel is to be conducted through the Hawkes Bay Region Fish and Game Council’s normal purchase procedures. This includes the booking of accommodation, flights and rental cars when appropriate.
3. In order to secure the most cost-effective bookings the use of the internet to book accommodation, flights and rental cars will be accepted.

#### **Travel within New Zealand**

4. It is to be transparent and must relate to a Hawkes Bay Region Fish and Game Council need.
5. All domestic air travel is to be economy class.

#### **International Travel**

6. Prior to international travel being undertaken, the traveller must be given a copy of this policy and be required to sign it off to signify that they have read and understood it.
7. All international travel should be authorised by the Council before it is commenced. A proposal must be put to the Council detailing the purpose of the trip, the expected benefit to the Council which will arise from the trip and an estimate of the costs of the trip. The Council will approve the travel via the normal Council meetings.
8. At the end of the trip overseas, the traveller must prepare a trip report, which details the costs incurred during the trip, activities which took place during the trip and the benefits to the Council and the Hawkes Bay Region Fish and Game Council of the trip.
9. All international air travel is to be economy class.
10. If a staff member has a travel time without a stopover in excess of 20 hours, a rest period of 24 hours before commencing work is permitted.

### **Accommodation**

11. Staff and Councillors requiring accommodation on Fish and Game Council business should opt for the cost effective but not superior accommodation and must be prepared to justify exceptions to this rule to the Council.
12. Staff and Councillors who stay privately will be reimbursed on production of receipts, for koha or for the cost of a gift given to the people they have stayed with. Prior to travel the staff member should receive authorisation for the value of the intended koha/gift. (Refer to Gift Policy)

### **Vehicles**

13. When using rental cars, staff should opt for good but not superior model vehicles and should be prepared to justify any exceptions to this rule to the Council.
14. Staff use of private vehicles for work related activities is to be approved by the Regional Manager and reimbursement will be at the rate specified by the Council.
15. If taxis are used, then staff should pay for the taxis out of their own pocket, obtain a receipt and seek reimbursement through petty cash or as part of an expense claim.

### **Reimbursement of Expenses**

16. The reimbursement for business related travel expenses is on the basis of actual and reasonable costs. Actual and reasonable expenditure is defined as “the actual cost incurred in the particular circumstance, provided that it is a reasonable minimum charge”.
17. For travel within New Zealand, actual and reasonable expenses are those incurred above the normal day to day costs. For example, a staff member would normally incur personal expenditure for lunch on a daily basis and the cost of lunch when travelling should not be reimbursed unless the costs are greater than that normally incurred.
18. All personal expenditure is to be met by the staff member. Examples of this are mini bar purchases, in house movies, laundry and private phone call charges are to be paid separately by the travelling staff member.
19. All receipts must be retained and attached to the travel claim. The claim is to be authorised on a one-up basis.
20. For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should be a GST invoice to ensure that GST can be reclaimed by the Hawkes Bay Region Fish and Game Council.
21. Authorisation can still be given for expenditure less than \$50 where there is no receipt, for example if it is not practical to obtain a receipt or if the receipt is lost. The expenditure can be reimbursed provided there is no doubt about its nature or the reasons for it.

### **Discretionary Travel Benefits**

22. Travel benefits, including airpoints and loyalty scheme rewards/points (Flybuys, Global etc), accrued from official travel are able to be redeemed for personal use.
23. Staff must travel by the most direct route unless scheduling dictates otherwise.
24. The Hawkes Bay Region Fish and Game Council will not meet expenses incurred on behalf of a spouse or travelling companion. In the event of a person travelling with an employee, a reconciliation of expenses should clearly demonstrate that the Hawkes Bay Region Fish and Game Council did in no way incur additional expenditure.

## **Appendix II to Policies on Controlling Sensitive Expenditure**

### **SUB POLICY – ENTERTAINMENT**

#### Purposes of Entertainment

1. Entertainment expenditure in general will be for the following purposes:
  - Building relationships and goodwill
  - Representation of the Hawkes Bay Fish and Game Council in a social situation
  - Hospitality provided in the course of Hawkes Bay Fish and Game Council business to external parties
  - Internal social functions or functions to develop internal organisational efficiencies
2. The purpose of all purchases should be transparent, and the amount expended able to be demonstrated as reasonable and appropriate.

#### **Hawkes Bay Fish and Game Council Events and Staff Meetings**

3. This includes conferences, seminars, workshops, training courses and meetings.
4. When deciding upon a venue, staff should take into account location, accommodation standard and tariff rates. They should give due consideration to the nature of the event, total cost, expectations of the participants and their home location.
5. When deciding upon catering, staff should take into account the nature of the event and the quality of food required. Lunch should only be provided for staff meetings where it is not possible to arrange the meeting for a period which avoids the lunch break.

#### **Alcohol Purchases**

6. The Hawkes Bay Fish and Game Council should only purchase alcohol for entertainment purposes.
7. Purchases are usually for the consumption by Councillors, staff and guests at Hawkes Bay Fish and Game Council hosted events. The amount expended needs to be demonstrably reasonable and appropriate for the event and should be sufficient for moderate consumption only.

## **Appendix III to Policies on Controlling Sensitive Expenditure**

### **SUB POLICY – GIFTS**

#### **Giving Gifts**

1. The Council accepts that there may be rare occasions when it is appropriate to give gifts to persons or organisations that offer significant services to Fish and Game without charging for these services.
2. The cost of a gift should be modest, reasonable and appropriate for the circumstances.
3. All gifts should be purchased through the Hawkes Bay Fish and Game Council's normal purchase procedures.
4. Gifts must not be given in lieu of remuneration or remunerative benefits for employment; nor should they conflict with the terms of contract agreements for employees.
5. A full register must be maintained of all gifts given, including why the gift was given, what the gift was, what the gift cost (or what the gift was worth, if it was acquired at less than full value) and who it was given to. The Council will review this register periodically.
6. If the gift is to be given during international travel, then the staff member should receive authorisation for the value of the intended gift before the travel. If the need to purchase a gift arises unexpectedly during the international travel, then a full record of the gift should be added to the gift register. The cost of such a gift should be justifiable to the Council.

#### **Receiving Gifts**

7. Gifts should not be accepted if there is possibility or concern that their acceptance could be seen by others as inducement or a reward that might place the recipient under an obligation or alter a recipient's decision making.
8. Staff can receive and retain gifts that are inexpensive and openly distributed by suppliers or clients (e.g. pens, badges, confectionary, calendars etc).
9. If the gift is more valuable than the recipient must disclose the gift to the Regional Manager. The gift should remain the property of the Council to use unless the Council agrees to an exception.
10. A formal register of gifts must be kept if the gift is in excess of \$50 in value or is attractive in nature. Gifts regarded as attractive in nature include jewellery, watches and electronic items.

## **Appendix IV to Policies on Controlling Sensitive Expenditure**

### **SUB POLICY – CREDIT CARDS**

#### **Process for Issue of Credit Cards**

1. Credit cards should only be issued to staff members after being authorised by the Council.
2. A register of cardholders should be maintained.
3. The limits set for credit card use should not exceed the overall financial delegation of the cardholder. Any variations require Council approval.
4. Prior to the card being issued, the recipient must be given a copy of this policy and be required to sign it off to signify that they have read and understood it.

#### **Procedures to be Followed when Using the Card**

5. The credit card is not to be used for any personal expenditure.
6. The credit card will only be used for:
  - Payment of actual and reasonable travel, accommodation and meal expenses incurred on Hawkes Bay Fish and Game Council business.
7. All expenditure charged to the credit card should be supported by:
  - A credit card slip
  - A detailed invoice or receipt to confirm that the expenses are properly incurred on Hawkes Bay Fish and Game Council business.
  - For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to support the GST input credit.
8. The credit card statement should be certified by the cardholder as evidence of the validity of expenditure.
9. All purchases should be accounted for within 5 working days of receiving a credit card statement.

#### **Cash Advances**

10. Cash advances are not permitted except in an emergency.
11. Where cash advances are taken, the cardholder must provide a full reconciliation, with receipts wherever possible, of how the cash was used. Any unspent monies must be returned to the Hawkes Bay Fish and Game Council.

### **Discretionary Benefits**

12. Any benefits of the credit card such as a membership awards programme are only to be used for the benefit of the Hawkes Bay Fish and Game Council. They should not be redeemed for personal use.

### **Cardholder Responsibilities**

13. The cardholder should never allow another person to use the card.
14. The cardholder must protect the pin number of the card.
15. The cardholder must only purchase within the credit limit applicable to the card.
16. The cardholder must notify the credit card company and the Hawkes Bay Fish and Game Council immediately if the card is lost or stolen.
17. The cardholder must return the credit card to the Hawkes Bay Fish and Game Council upon ceasing employment there or at any time upon request by the Council.

## **13. DRAFT SPORTS FISH AND GAME MANAGEMENT PLAN**

**Ref: 8.01.01**

**29 January 2018**

### **1. Purpose**

To select a panel of at least three Councillors to form a committee to deal with any submissions received on the draft Sports Fish and Game Management Plan.

### **2. Background**

The Sports Fish and Game Management Plan sets out the strategic direction for managing the fish and game resource in the Hawkes Bay Fish and Game region over the next ten-year period. It describes the vision and objectives for management and defines policies and methods that will be used towards these longer-term goals.

A draft of the plan was circulated for wider public consultation in early December 2017 with feedback on the plan due by 5pm on Friday 2 March 2018.

### **3. Recommendations**

**3.1 *That Councillors select a panel of at least three Councillors to form a committee to deal with any submissions received.***



## **14. ADDITIONAL COSTS INCURRED DURING THE 2015/16 YEAR**

**Ref: 1.01.09.02**

**30 January 2018**

### **1. Purpose**

To discuss additional costs incurred during the 2015/16 financial year.

### **2. Background**

At the August 2017 Council meeting, during a discussion about duck banding and the 2017/18 Operational Work Plan, Councillors asked for a detailed breakdown of the costs charged by Eastern Fish and Game region during the 2015/16 year. Councillors questioned what they actually got for the additional costs incurred.

### **3. Recommendation**

***3.1 That Council reviews any information that is available and seeks further information, if required, to better understand how this money was spent.***

## **15. NATIONAL SALMON COMMITTEE**

**Ref: 1.00.02**

**31 January 2018**

### **1. Purpose**

To provide feedback to the NZ Fish and Game Council on establishing the terms of reference for a Fish and Game NZ National Salmon Committee.

### **2. Background**

The attached recommendations have been prepared by Matthew Hall, Central South Island Fish and Game Councillor, appointee to the NZ Council and co-convenor of the Salmon Symposium Steering Committee. The recommendations have been circulated to and approved by the Symposium Steering Committee.

Feedback is required by Friday 2 March 2018 for consideration by the NZ Fish and Game Council at its March 2018 meeting.

### **3. Recommendation**

- 3.1** *That Councillors review the suggested recommendations that would form the terms of reference for a National Salmon Committee and provide feedback to the NZ Fish and Game Council.*

## **NATIONAL SALMON COMMITTEE**

**New Zealand Fish and Game Council**

**Prepared by:** Robert Sowman, Policy & Planning Manager

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The purpose of this memorandum is to invite consultation and feedback from regional Fish and Game Councils on establishing the terms of reference for a Fish & Game NZ National Salmon Committee.

The attached recommendations have been prepared by Matthew Hall, Central South Island Fish and Game Councillor, appointee to the NZ Council and co-convenor of the Salmon Symposium Steering Committee. These recommendations have been circulated to and approved by the Symposium Steering Committee.

Feedback on the attached is required in time for consideration by the NZ Fish and Game Council at its March 2018 meeting. For this to occur, please provide feedback to the NZ Council Office by Friday 2 March 2018.

## **New Zealand Fish and Game Salmon Committee.**

This is a brief paper prepared for the purposes of establishing terms of reference for a New Zealand Fish and Game Salmon Committee.

At the New Zealand Council Meeting – Friday 24th November 2017 it was resolved

**That**

**The New Zealand Fish and Game Council scope out the formation of a salmon committee and the terms of reference needed to deal with restoring the Sea Run Salmon Fishery here in New Zealand. In achieving these objectives, the council will**

- I. Consult with Fish and Game Councils requesting them to recommend their preferred terms of reference.**
- II. List out and where appropriate speak to, other stake holders who would form part of the committee.**
- III. Give advice on the committee's responsibility to the New Zealand Fish and Game Council and or other Councils.**
- IV. In setting up the committee consider the various recommendations that were collated from the workshop at the Salmon Symposium.**
- V. Research and advise how a South Island Salmon Management Plan could be integrated into various Species Management Plans so that the recommendations on salmon had status under the Conservation Act and the Resource Management Act. This forming part of the scoping exercise in considering the functions of a Salmon Committee.**
- VI. Cost out the running of the committee for a year of operation.**
- VII. Report on and make recommendations to the first council meeting in 2018.**

## **Suggested recommendations that would lead to Terms of Reference for a National Salmon Committee**

- 1. The name of the Committee shall be the National Salmon Committee. (Alternative National Sea Run Salmon Committee?)**
- 2. The Committee shall be a committee of the New Zealand Fish and Game Council.**
- 3. The purpose of the committee is to develop a co-ordinated approach within Fish and Game and key stakeholders to ways that will maintain and enhance the sea run salmon fishery in the interest of anglers. (The current crisis facing the salmon fishery drives this purpose.)**
- 4. The New Zealand Council shall approve the terms of reference for the National Salmon Committee after consultation with the regions.**
- 5. To gain the best expertise, advice and advocacy, membership of the committee shall be invited from those organisations that have as part of their objectives the future well-being of the sea run salmon fishery. Individuals dedicated to the salmon fishery or who can provide valuable support may also be invited to join the committee.**
- 6. The committee shall be chaired by a person approved by the New Zealand Council. (An alternative that the chairman shall be a member of the New Zealand Council)**
- 7. The committee shall report to the New Zealand Fish and Game Council and shall be bound the Governance Policies established by the Council.**

8. The committee shall be funded from the National Budget.
9. Initially the terms of reference for the committee shall be reviewed annually.

## **10. The committee shall**

- 1) Meet as required, but at least twice a year.
- 2) Meet in Christchurch or at such other location that the committee so decides.
- 3) For membership, draw on the voluntary contribution of governors within Fish and Game who have a special interest in the salmon and staff with expertise in matters relating to the salmon fishery.
- 4) For membership, the committee can call on representation from the wider community and also from groups with a special interest in the sea run salmon fishery. (The objective is not to limit membership; the objective is to add as much value as possible to Fish and Game's efforts in protecting the fishery)
- 5) Assist in the review of the South Island Salmon Management Plan with a view of making better use of its strategic base.
- 6) Advocate the interests of the salmon fishery. (In the widest possible sense)
- 7) Recognise the autonomy Regional Fish and Game Councils have and their statutory function to manage salmon. The purpose of the National Salmon Committee is, to where possible, support and enhance the work of the regions.
- 8) Seek the support of government and other statutory entities and the ways they can support the welfare of salmon.
- 9) Prioritise the recommendations from the Salmon Symposium, work on them and where appropriate include them in the Salmon Management Plan.
- 10) Look at any gaps in the science relating to salmon and on a needs basis recommend the studies required. (Make the best use of the scientists who can contribute to the fishery)
- 11) Investigate and promote ways to fund the work on the salmon fishery. Where appropriate this funding to be accounted for through New Zealand Fish and Game)
- 12) The Committee and indeed Fish and Game accepts that there are other stakeholders who financially and in some cases voluntarily contribute towards the welfare of the sea run salmon fishery. The National Salmon Committee will support the work of these stakeholders. (Other than where this is not deemed to be prudent)
- 13) Complete a budget for the work of the committee and have this approved by the New Zealand Council. (Note – no expense can be incurred by the committee without the approval of the New Zealand Fish and Game Council unless covered elsewhere within the budgetary processes used by Fish and Game.)
- 14) Report on activities primarily to the New Zealand Council but also to Regional Councils and those parties who form the membership of the committee.
- 15) Recommend to the New Zealand Fish and Game Council and changes to the terms of reference of the Committee that the committee believes will improve its functioning.

**16. LIAISON OFFICERS REPORTS**

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

**16.2 REPORTS FROM OTHER AGENCIES**

**16.3 REPORTS FROM NEW ZEALAND COUNCIL**

## **17. OPERATIONAL REPORTS**

### **17.1 MANAGEMENT REPORT**

**1 February 2018**

#### **SPECIES MANAGEMENT**

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

Didymo sampling is scheduled to occur in February on both the Ngaruroro and Tutaekuri rivers. The November 2017 sampling results have both come back negative.

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

Staff drift dived the Esk River on 21 December 2017 from the Waipunga Road bridge down to the holiday camp. Only two rainbow trout were counted over this stretch compared with fifteen counted the same time last year.

##### **1112 Data watch returns for the 2017-18 season**

No tagged trout returns received so far, this season from Lake Tutira, Lake Hawkston or the Maraetotara Stream.

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

Staff fished Lake Waikopiro from a boat with HBRC staff to try and get a sample of trout to measure and weigh, but no trout were caught during early December. A trout kill occurred on 12 January 2018 with approximately 50 rainbows collected by HBRC staff. It is thought that the trout died due to low oxygen conditions that resulted from the die off of a ceratium bloom in the lake. This ceratium bloom was present in the lake prior to the aeration bubbler system being installed in September 2017. HBRC staff have kept the trout and we will investigate the growth rates and condition of these trout in the near future. Staff also assisted with the clean-up of dead bullies around the margins of Lake Waikopiro and helped HBRC and Maungaharuru Tangitu Trust with the transfer of 66 large eels into Tutira where conditions were more favourable. Lake Tutira currently looks good for this time of year.

The Lake Tutira monitoring buoy has been installed into Lake Waikopiro during late January to closer monitor conditions in Lake Waikopiro. It is currently showing that the oxygen levels are slowly rising. Surface waters appear to be well oxygenated during the day and get mixed in with the deeper layers overnight.

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

Staff have created survey forms to capture data and angler satisfaction from angling trips into the region's headwater fisheries. These survey forms have been displayed on custom stands and have been placed inside the helicopter hangers at both East Kaweka helicopters and Heli Sika. A drift dive of the upper Ngaruroro River has been scheduled for 8 February 2018. Two fish sampling trips have been planned for the upper Ngaruroro during January/early February to repeat sampling that occurred in 2007 and 2012 and provide an up-to-date snapshot of the size and condition of trout in these upper reaches. The first two-day trip from Rocks Ahead to Omar Biv produced a sample of 26 adult trout. Rainbows averaged 521mm and 1.6kg (3.5lbs)

with an average condition factor of 40.1. A lone brown caught measured 405mm and was in good condition. The heaviest rainbow for the trip was a hen measuring 635mm and weighing an impressive 2.9kg (6.4lbs). Another trip is planned for Ngaawapurua in February.

*Average length, weight and condition factor of rainbow trout caught above Kiwi Stream confluence, Ngaruroro River, from 1970, 2007, 2012 and 2018.*

Year	Month	No. of rainbow trout	Average length (mm)	Average weight (kg)	Condition factor	Longest (mm)	Heaviest (kg)	Brown trout
1970	February	46		2.9		695	4.9	1
2007	November	90	553	2.4	49.3	680	3.4*	1
2012	Nov/Dec	38	526	1.7	40.9	619	2.7*	0
2018	January	26	521	1.6	40.1	635	2.9	1

*\* Heaviest and longest trout were not the same fish*

### 1116 Game Bird Trend Counts

Trend count flights for black swan and paradise shelduck were scheduled throughout January with assistance from Eastern staff but were postponed due to adverse weather conditions. It is hoped to undertake these counts in early February and the results will be presented at the next Council meeting.

### 1117 Game Bird Research

Staff are working on developing research around habitat on farm ponds that will direct future management. Over the past couple of months, staff have visited several farm ponds that could potentially be used for monitoring or manipulation of the habitat. Staff have submitted a letter of support for HBRC's proposal to Predator Free 2050. Staff are also working with the Pekapeka Shooter's Association to summarise their efforts at predator control in the Pekapeka swamp.

### 1118 Waterfowl Monitoring Programme

Five additional metal game bird traps have been built and galvanised to increase the number of sites that can be trapped at the one time. A further 3 traps are currently in the process of being built. Staff started baiting some of the traps on 8 January 2018. The first few weeks of banding have produced over 400 newly banded mallard/grey ducks and almost 80 band recoveries. One duck recovered had been banded 10 years ago.

Date(s)	Location	Number of traps	Number banded	Band recoveries
18 & 19 January	Lake Rotokare	6	175	64
23 & 24 January	Mutiny Road	2	69	3
24 January	Swamp Road	1	51	4
25 & 26 January	Rotowhenua Road	5	113	4
1 February	Waitangi	2	24	2
<b>Totals</b>			<b>432</b>	<b>77</b>



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

Over 100 individual angling diary entries have been received via the online angling diary scheme since the start of the fishing season in October. A total of 163 trout have also been measured and/or weighed during this period. Data for the summer season will continue to be collected until the end of March 2018.

### **Winter 2017 Online Angling Diary Summary**

Online angling diary submissions were received during the winter between June and the end of September 2017. The winter was exceptionally wet for the Hawkes Bay region and a number of the region's rivers were in flood for extended periods throughout the winter. A good example of this was the Mohaka River which held colour and was running high for a large part of the winter. This limited the number of fishing opportunities for anglers and resulted in just 32 diary submissions over the 4-month winter period. A basic summary is provided below but is limited by the very low number of entries received over the winter months.

#### **Tukituki River**

From the diary information, the most popular river visited was the Tukituki with 12 individual submissions received. A total of 21 trout were recorded as caught during the winter months. No trout were reported as kept, with 3 greater than 350mm caught and released and 18 trout less than 350mm in length also released. Four rainbows measured and weighed by Tukituki anglers averaged 400mm and 1.1kg (2.4lbs) with the heaviest trout reported a female rainbow weighing 1.75kg (3.85lbs) and measuring 450mm caught just upstream of the Patangata bridge as the river was clearing after a fresh. Nymphing was the most popular method recorded and was practiced by 83% of Tukituki anglers. The most popular section fished was from Patangata to Waipawa junction but the river from the mouth to Red Bridge was also quite popular with winter anglers. The majority of anglers chose to fish this river during the morning period and the average trip length was 2 hours and 45 minutes. The Tukipo tributary was visited twice by one angler in late May and early June and he reported very few fish in the upper river at that time but did measure and weigh one jack at 420mm and 1.0kg that was in great condition. He did report good numbers of juvenile trout in the lower reaches.

#### **Tutaekuri River**

The Tutaekuri was the second most popular river with diary anglers last winter with 11 individual submissions received. Only 7 trout were recorded as caught over winter with 5 greater than 350mm returned and 2 less than 350mm also returned. Four small rainbows weighed during the winter period averaged 0.8kg (1.8lbs). The heaviest rainbow weighed by diary anglers was a jack weighing 1.7kg (3.7lbs) caught Czech nymphing between the mouth and Wiohiki. The most popular section fished was between Wiohiki and the Mangaone confluence and accounted for 82% of diary entries. Nymphing was the most popular winter method on the Tutaekuri followed by Czech nymphing and wet lining. Mornings were also preferred by anglers fishing the Tutaekuri over winter with an average trip length of 2 hours and 53 minutes.

## Lake Tutira

Angler numbers were very low over the winter period and this was reflected by the low number of online submissions received. Only four diary submissions were received for Lake Tutira with one also received for neighbouring Lake Waikopiro. Average trip length was 5 hours and 24 minutes. No trout were reported caught from Lake Tutira through the diary scheme, but one rainbow hen was reported caught harling at Lake Waikopiro which measured 510mm and weighed 2kg (4.4lbs) and was in excellent pre-spawning condition.

### **1151 Game Farm Operations**

100 yearling rainbow trout were purchased for the children's fishing pond in December and coincided with other liberations in the region.

### **1152 Game Farm Maintenance**

Predator control is also ongoing around the Game Farm site and staff house. Grass has been maintained around sheds in the paddock. Staff are continuing to work on the shade house with hopes that it will be operating before the growing season next year. Flax has been trimmed around the rear deck and bridge by volunteers.

### **1161 Liberations**

A total of 2,250 yearling rainbow trout were liberated into Lake Tutira with approximately 200 of these rainbows released into Waikopiro on 13 December. This is the only liberation planned for these lakes during the 2017/18 season. The annual liberation of trout was reduced this year until conditions in Lake Tutira improve. A proportion of the money saved has been put back into habitat enhancement work around these two lakes.

A total of 500 floy tagged yearling browns were liberated into the Maraetotara Stream that had been originally destined for Lake Tutira. Staff also liberated 50 tagged yearling rainbows into Lake Hawkston to complete this annual liberation. Craggy Range Winery also purchased 100 yearling rainbow trout for their display pond.

### **1172 Game Bird Regulations**

Draft game season conditions for the 2018 season were emailed to Robert Sowman at NZ Council on 31 January 2018.

### **1181 Game Bird Control**

Staff have issued 4 permits to disturb for paradise shelducks and 3 permits for pukeko since the start of December. Hawkes Bay Regional Council are starting to receive numerous pukeko complaints and staff are meeting with them to discuss options.

### Avian influenza surveillance

Dr Wlodek Stanislawek from MPI produced a brief report on avian influenza in 2017. In response to the influenza H5N1 epidemic in 2003 in Asia, the MPI Animal Health Laboratory has been conducting avian influenza (AI) surveillance for subtypes H5 and H7 in particular, in migratory and resident wild birds to provide information for veterinary and human health authorities. In January 2017, MPI collected oropharyngeal and cloacal samples from 720 mainly mallard ducks at the mouth of the Kaituna River (n=320), Gisborne (n=300) and Lake Te Rotokare (n=100) during duck banding in the Eastern and Hawkes Bay regions.

All samples were first tested by generic influenza A real time RT/PCR followed by specific H5 and H7 real time RT/PCR TaqMan – these two most important AI subtypes targeted in this surveillance because of disease outbreaks that some of the pathogenic strains of these viruses can cause. Virus isolation was also carried out from randomly selected AI PCR positive samples.

The results for individual sites are as follows:

### **1. Mouth of Kaituna River**

#### *Real time RT/PCR results*

- AI viruses detected in 55.3% of oropharyngeal and in 75.3% of cloacal samples.
- Only one AI H7 virus was detected in oropharyngeal and in cloacal samples.
- No AI H5 virus was detected in these samples.

#### *Virus isolation*

- A number of AI viruses were isolated subtypes: H3N8, H6N2, and H7N7 (which was characterized as non-pathogenic AI).

### **2. Gisborne area/Grandiek's –Candys-Holdsworth-Ledge St**

#### *Real time RT/PCR results*

- AI viruses detected in 35% of oropharyngeal and in 45% of cloacal samples.
- (Holdsworth had the highest prevalence of AI).
- No AI H5 or H7 viruses were detected in these samples.

#### *Virus isolation*

- A number of AI viruses were isolated (only in Holdsworth) subtypes H4N2 and H4N8.

### **3. Lake Te Rotokare**

#### *Real time RT/PCR results*

- AI virus detected in 85% of oropharyngeal and in 92% of cloacal samples and is considered to be very high in comparison to the previous year.
- No AI H5 or H7 virus was detected in these samples.

#### *Virus isolation*

- A number of AI viruses were isolated subtypes H4N6 and H6N2.

Continuation of surveillance is important because the situation is likely to be dynamic with new strains of AI viruses emerging. Another batch of samples were collected at Lake Te Rotokare in January 2018 while duck banding was being undertaken.

## **HABITAT PROTECTION AND MAINTENANCE**

### **1211 RMA Planning**

Staff met with HBRC staff in January to discuss monitoring options for river beach raking. We have been informed that beach raking will occur on the Tutaekuri from the Expressway Bridge to the Mangaone Confluence from 1 February to 23 February. The Waipawa River will be beach raked from the Tukituki confluence to just upstream of Caldwell Road from 26 February to 16 March. The upper Tukituki River will be raked from Tamamu Bridge to the Tukipo confluence from 19 March to 6 April. This programme is subject to weather conditions and ecological clearance for nesting birds. HBRC have notified us that the Mangaonuku Stream will not be beach raked this year.

Staff continue to attend TANK meetings and participate in the process. Currently, staff are involved in the Water Augmentation Group which is currently exploring viable options for water storage to supply water for agriculture on the Heretaunga Plains. Recent reports from the TANK group is included in the Papers for Information.

### **1212 Consent Applications**

Staff review weekly consent applications emailed out by HBRC. Staff have reviewed a consent application for the storage of water taken from a spring along the Waipawa River during high flows. Staff have also reviewed a consent application for work on an existing culvert under SH5 in a small tributary of the lower Esk River.

### **1213 Ngaruroro WCO**

The following update on the Water Conservation Order application for the Ngaruroro River has been provided by Greg Carlyon from the Catalyst Group.

Hawkes Bay Fish and Game is a party to an application for a WCO on the Ngaruroro River. The other partners in this project include Forest and Bird, Jet Boating NZ, Whitewater NZ, Operation Patiki Kohupatiki Marae and New Zealand Fish and Game.

There are a large number of supporters formally alongside us and many others indicated their support through submissions and at the recent hearings.

The WCO seeks to protect current Outstanding values on the Ngaruroro River. The different groups are advocating for different values, e.g. native flora and fauna values in the lower Ngaruroro River – Forest and Bird. For Fish and Game, we have been focused on the Outstanding trout fishery and angler experience in the upper Ngaruroro (upstream Whanawhana cableway).

The hearings for the WCO have been split into two components - upstream (Whanawhana cableway) and downstream to the coast. The bulk of our interests and case are tied to the upper river and the case was presented in the latter part of 2017, in Napier. We were represented by our solicitor, Maree Baker-Galloway, and The Catalyst Group, along with a number of expert fishery witnesses, fishing guides and other witnesses, who identified and spoke for Outstanding values in the upper river.

The case has become particularly contentious, as HBRC has worked with submitters in opposition to the WCO in order to reinforce the TANK project it is running for the Ngaruroro River and Heretaunga aquifer. Their assertion is, that these things cannot exist together, when that is clearly not the case. The region and a large number of industry parties have opposed the WCO on the basis that it interferes with their statutory obligations and the future opportunities for the horticulture and viticulture sectors in particular.

Given those interests, it is somewhat confusing to see such strong opposition for the WCO in the upper river, which is largely in its natural state and in which many of the parties in opposition previously publicly expressed their support, or lack of interest.

Regardless of the positions taken in the phase 1 hearing (now complete), we are committed to the process through until the end of the phase 2 hearings in mid-2018. While Fish and Game's interests are less through this period, we have an ongoing interest to ensure support for our co-applicants, maintenance of a flow regime to protect the trout fishery in the lower river and Outstanding fishery in the upper river, and the protection of game bird values across the entirety

of the catchment (these are not Outstanding). It is equally important that we follow the strategy we have throughout the WCO application of engaging constructively with all interested parties in the WCO. The hearing committee has indicated a desire for the co-applicants to engage further with parties with an interest in the upper river, and to seek resolution for key challenges and concerns in the lower river. It is important that we are involved in this to maintain relationships with a large number of parties we work closely with in Hawkes Bay, and where there has been confusion on the respective positions taken in the hearing to date, that we get face-to-face to resolve those issues and move on.

The Catalyst Group will be meeting with the project team in mid-February, in order to confirm a case strategy for the coming part 2 hearings. This will allow us to confirm our representation, degree of involvement and financial commitments for the coming year.

### **1221 Reserves Management**

We have started to do weed control on the railroad wetland at Waitangi including some willow spraying. We are preparing the site for habitat planting over the next couple of years.

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

Staff continue to do site visits on private land to discuss habitat management for game birds and sports fish. We are currently working with one landowner to develop a proposal for an Air New Zealand Environment grant. Staff have met with HBRC's Land Management team on 2 properties in the Tukipo catchment. On both of these properties we will be developing plans to reduce sediment loss and protect tributary streams of the Tukipo River. There is also an opportunity to develop some game bird habitat on both properties.

Three projects that were funded through the Game Bird Habitat Trust have been completed. Two of these projects were on private land and the third was the enhancement of Pukeora Ponds on HBRC's managed land. Work completed at Pukeora Ponds involved expanding the wetland area and spraying weeds. We are currently preparing the site for planting and are approaching the Hawkes Bay Regional Council for funding some of the plantings.

One of the private land projects was a farm pond enhancement project where we will monitor the waterfowl response over the next few years. Photos from this project were posted on Facebook and generated a lot of discussion.

## **ANGLER AND HUNTER PARTICIPATION**

### **1311 Angler Access**

The landowner at Matapiro Road, Ngaruroro River has requested that we remove access point 5 from any future reprints of the Ngaruroro River access pamphlet as he is no longer allowing anglers to access this private gravel track. Current pamphlets in stock have had this section blacked out. It refers to a private gravel track that leads down to the river approximately 1 kilometre past the junction of Omapare Road. No Fish and Game access sign is present at this location.

### **1312 Signage**

Staff have started to replace the old, damaged and faded angler access signs on the Tukituki River courtesy of funding obtained from the Walking Access Commission with this project expected to be completed by the end of February.

### **1331 Electronic Newsletters**

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

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

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

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

Eight Facebook posts were published during November, six during December and seven during January. The Facebook site is continuing to grow and has provided a way for staff to regularly communicate with not only our licence holders but also other interested parties. A total of 380 page likes to date with 395 people following the Facebook page.

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

Children's fishing day scheduled for Saturday 3 March 2018. Staff have been in contact with the Scouts regarding running a kids fishing day for a group of 10 interested kids.

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

Staff have been working on organising and setting dates for the shotgun patterning event and the duck hunters day. Both these events are aimed at improving duck hunter skills. Staff have been working with Eastern Fish and Game region on the subjects to cover as they have run similar events.

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

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

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

Staff attended the Pekapeka Shooters Associations AGM. We will be working with them to find funding to replace traps that have been stolen over recent years. Hunting and shooting clubs were contacted to get dates for their duck shooter events.

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

A wooden box to hold kindling and firewood and a table have been donated to the Glen Falls hut. The grass around the hut and driveway was cut and mowed in late November. A Facebook post advertising the Glen Falls hut was posted in early January to promote the hut to licence holders. Reel Life newsletter has also been used to promote the hut. The plan is to install the new firebox over summer.

## **PUBLIC INTERFACE**

### **1411 Statutory Liaison and Political awareness**

Staff attended a Tutira Mai Nga Iwi Governance Group Hui in early December.

### **1421 Public Communications**

Staff provided comment to Hawkes Bay Today regarding the trout deaths and eel transfers at Lake Waikopiro in January. Staff also commented on a joint media release with HBRC regarding concerns over warm water temperatures and fish handling techniques at the end of January. Staff also commented in Hawkes Bay Today during early February on the dumping of animal parts in the Tutaekuri River. Staff are working with Farm Forestry to develop a field day to discuss options for forestry, wetlands and game bird habitat with farmers.

### **1432 Wetland Restoration Symposium**

Staff continue to be involved with the planning committee preparing for the 2018 National Wetland Restoration Symposium in Napier.

## **COMPLIANCE**

### **1511 Ranging**

Honorary Rangers are continuing to range across the region. A brochure holder with regulation booklets and F&G brochures has been put up on the wall inside the Te Puia hut during early January.

### **Contacts 2017-2018 season (1/9/2017 to 31/12/2017)**

So far, this season, Rangers have made 80 contacts with anglers. Four anglers have been encountered fishing without valid licences and have been issued written warnings. Two further anglers have been found fishing without a licence in late January and are currently being processed.

<b>Offences YTD 2017/18 season to 31/12/17</b>	<b>Number</b>
Fish without licence	4
Hunt without a licence	1
Shooting paradise shelduck out of season	1
Hunting game birds with an air rifle	1
<b>Total</b>	<b>7</b>

### **1521 Training**

Three new Ranger applicants are required to attend a two-day Ranger Safety training course. Four applicants were initially booked but one attendee has pulled out due to other commitments. This course is scheduled to occur in Rotorua on 10 and 11 March 2018.

### **1531 Prosecutions**

Two offenders from the 2016/17 year are continuing to pay fines to Fish and Game via the Court. One offender completed paying his fines in January 2018. The second offender still has the majority of his fine to complete paying.

## **LICENCING**

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

See Licence Sales Report for further details.

### **1614 Increase Licence Sales**

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

At the November 2017 meeting, Council discussed the possibility of having an auto renewal option for fish and game licences. This could be processed by our regional office and paid by direct debit annually once the early bird licences go online. Kate Thompson from Eastern

Region has informed staff that this concept is being discussed with Eyede and the licence working party will notify us once they know more information.

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

Staff visited licence agents on 15 December in Napier, Hastings and Central Hawkes Bay. A morning tea was provided as a Christmas thank you.

### **COUNCILS**

#### **1721 Council**

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

### **PLANNING AND REPORTING**

#### **1811 Management Plan**

Second draft presented to Council at the November 2017 meeting and accepted by Councillors for public consultation. Posted on the Fish and Game website, advertised in the Hawkes Bay Today and Central Hawkes Bay Mail newspapers and circulated to key groups and individuals from 7 December 2017. Submissions on the plan close on Friday 2 March.

#### **1832 Audit**

Annual Performance Report completed for the 2016-17 financial year and presented to Council at the November 2017 Council meeting.

### **ADMINISTRATION**

#### **1921 Staff Communications**

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

#### **1932 Staff House**

Painting of the staff house and roof was completed by contractors during the week 22 January. A board on the edge of the patio was replaced prior to painting and a number of roofing nails were replaced prior to the roof being painted. Metal door handles were purchased to replace the wooden ones. New corrugated polycarbonate sheeting will be replaced on top of the front porch.

#### **1941 Office Premises**

Cleaner contracted to clean the offices on a fortnightly basis.

#### **1942 Meeting Room**

Meeting room maintained to a clean and tidy standard.

#### **1991 Vehicle Maintenance**

Nissan registered for another 3 months. Stone chip repaired on windscreen of Nissan.



## 17.2 HEALTH AND SAFETY REPORT

Ref: 9.01.07

30 January 2018

### 1. Background

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

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

### 2. December 2017 / January 2018 update

#### **1. Implementation and adherence to the Health and Safety Plan**

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

‘Tailgate’ forms are used when staff go out on field trips/ranging or when volunteers are assisting.

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

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

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

*As at 30 January 2018*

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

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

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

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

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

### **4. Training programme**

**First Aid refresher course booked for Mark in March 2018.**

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

**No incidents to report.**

### **6. Recommendations**

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

## 17.3 FINANCE REPORT

### 1.0 Purpose

To inform the Council of the current financial position and approve payments for the months of November and December 2017.

### 2.0 YTD Profit and Loss

The profit and loss summary for the 2-month period ended 31 December 2017 is attached (Table 2).

### Income

#### *Licence Income*

Total Licence Sales to December 2017 is \$228,269 (\$227,763 fish and \$506 game) compared to a total budget of \$448,052 (\$292,322 for Fish and \$155,730 for Game). This relates to 78% of the Fish Sales budget. At the same time last year Fish sales were \$221,406.

#### *Other Income*

YTD Other Income totals \$30,812 against the budget of \$34,970. See Table 1 Other Income. Once again, the \$25,300 received for legal funding from NZC and Other parties is the major contributor to the Other Income.

<b>Table 1: Other Income</b>	<b>Budget \$</b>	<b>Actual \$</b>	<b>Variance</b>
Sundry	-	669	- 669
Rent - Maize	5,000	1,261	3,739
Liberations - Contract	-	-	-
Legal Funding	-	25,300	-25,300
Reparations	-	-	-
Wetland Landowner Advice	-	-	-
Walking Access Grant	1,000	-	1,000
DVD Sales	-	66	- 66
Advertising - Newsletter	1,500	-	1,500
Junior Hunt Sponsorship	-	-	-
Take a Child Fishing	2,000	-	2,000
Glenfalls Hut	1,000	283	717
Fines	1,500	-	1,500
Salaries Contract	2,520	-	2,520
Rent - Staff houses	9,000	3,600	5,400
Meeting Room Hire	2,000	1,074	926
Interest received	9,450	- 1,441	10,891
Donations	-	-	-
<b>Total Other Income</b>	<b>34,970</b>	<b>30,812</b>	<b>4,158</b>

### Expenditure

#### *Depreciation*

In line with the Financial Budget, depreciation has been calculated each month. Total Depreciation for the year is \$22,933 - The monthly figure is \$1,871.

### ***Species Management***

Population Monitoring – YTD \$5,133 Spent -Total Budget \$25,300.

In November \$633 was spent on materials for backcountry angler survey stands, Didymo testing equipment and metal bands for duck banding (\$440). In December, \$4,499 was spent. The major expenditure in this area was for the purchase of native plants for the Lake Tutira Project \$4,347.83.

Harvest Assessment – No Spending YTD – Total Budget \$4,000

Game Farm – YTD \$944 Spent -Total Budget \$17,000

\$290 spent in November lawn mowing service, In December Lawn mowing services, lawn seed and predator control for the fish out pond.

Releases – YTD \$ 153 Spent – Total Budget \$7,000

Small expenditure in December of \$76 for oxygen bottle hire to liberate the trout into Lake Hawkston.

Control – No Spending YTD – Total Budget \$500

### ***Habitat***

RMA – YTD \$25,750 – Total Budget \$2,000 - Offsetting Income \$25,300

Legal Expenses to Anderson Lloyd relating to Plan Change 5 were reported in November 2017, \$3,068. In December \$340 was spent on Plan Change 5 (Perception Planning) and \$450 to SJ Olsen for Groundwater Consent Applications.

Works and Management – YTD \$9 – Total Budget \$1,000

Assisted Habitat – YTD \$115 - Total Budget \$7,000

Hire of the laser level and tripod for Taikura School Water Feature \$115 was recorded in November 2017.

### ***Participation***

Access – YTD \$ 966 Spent -Total Budget \$4,700

30 x Access signs purchased in November 2017 \$966.

Newsletters – No Spending YTD – Total Budget \$9,250

Informational Pamphlets – No Spending YTD – Total Budget \$800

Angler and Hunter Training – YTD \$151 Spent – Total Budget \$2,500

In December \$72 spent on getting started DVD's and colour pencils for education visits.

Fish & Game Huts– No Spending YTD – Total Budget \$2,000

### ***Public Interface***

Public Promotion – YTD \$8 Spent -Total Budget \$500

### ***Compliance***

Ranging – YTD \$58 Spent – Total Budget \$1,500

Ranging Training – No Spending YTD – Total Budget \$700

Compliance – No Spending YTD – Total Budget \$500

### ***Licensing***

Agent Servicing – YTD \$78 Spent– Total Budget \$750

Commission – YTD \$8,534 Spent – Total Budget \$22,403

Commission as a percentage to Sales is 3.7%. The budget for commission is 5% which is the agent commission – a reduction in commission reflects the use of online purchasing.

### ***Council***

Council Meetings– YTD \$316 Spent– Total Budget \$2,500

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

Management/ Strategic Planning – YTD \$ 771 Spent– Total Budget \$500

These costs relate to the reviewing of the Sports Fish and Game Management plan and advertising the plan in the public notices.

Audit – YTD \$1,892 Spent– Total Budget \$6,500

Owen McLeod have still not invoiced for the 2017 Audit.

National Liaison – YTD \$10,580 Spent– Total Budget \$42,539

This is in line with Budget and represents the National levy payable by the Council.

### ***Administration***

- Salaries. YTD \$69,859 Spent – which represents 29% of the budget (33% of year is completed)
- Within Staff Expenses – YTD \$2,576 Spent – Total Budget \$16,606. These costs include Kiwisaver contributions, Xmas lunch for staff, Health and Safety equipment and employment equipment.
- Staff Houses – YTD \$841 Spent– Total Budget \$12,900. No spending in period under review.
- Office Premises– YTD \$1,376 Spent – Total Budget \$8,200. In the current period costs related to the cleaning cost and power.
- Office Equipment – YTD \$453 Spent – Total Budget \$2,960. \$113 per month for the photocopy lease.
- Communication – YTD \$3,770 Spent – Total Budget \$12,450. These costs represent the monthly accounting fee, photocopy expenses, postage, stationery, telephone and interest costs. In November there was a large cost of the Yellow Pages advertising and December the purchase of stamps.

- General – YTD \$153 Spent – Total Budget \$6,200. YTD the general expenses are monthly Bank Charges.
- General Equipment – YTD \$897 Spent – Total Budget \$3,800. A new line trimmer was purchased in December \$708.
- Vehicles – YTD \$2,105 – Total Budget \$15,400. This represent petrol, Registrations, WOF and maintenance – In November GYB904 had a service and in December there was a reimbursement for personal mileage.

**Table 2: Profit and Loss**

Hawke's Bay Fish and Game Council

For the 2 months ended 31 December 2017

Account	Nov 2017	Dec 2017	YTD ACTUAL	Total Budget	Var to Budget	% Var
<b>Income</b>						
<b>Licence Income</b>						
Fish Licence Income	50,417	38,831	227,763	292,322	(64,559)	(22)
Game Licence Income	0	0	506	155,730	(155,224)	(100)
<b>Total Licence Income</b>	<b>50,417</b>	<b>38,831</b>	<b>228,269</b>	<b>448,052</b>	<b>(219,783)</b>	<b>(49)</b>
Other Income	5,897	1,359	30,812	34,970	(4,158)	(12)
<b>Total Income</b>	<b>56,314</b>	<b>40,190</b>	<b>259,081</b>	<b>483,022</b>	<b>(223,941)</b>	<b>(46)</b>
<b>Operating Expenses</b>						
Depreciation	1,871	1,871	7,485	22,933	(15,448)	(67)
<b>1100 SPECIES MANAGEMENT</b>						
1110 Population Monitoring	633	4,499	5,133	25,300	(20,167)	(80)
1120 Harvest Assessment	0	0	0	4,000	(4,000)	(100)
1150 Game Farm	290	333	944	17,000	(16,056)	(94)
1160 Releases	0	76	153	7,000	(6,847)	(98)
1180 Control	0	0	0	500	(500)	(100)
<b>Total 1100 SPECIES MANAGEMENT</b>	<b>923</b>	<b>4,909</b>	<b>6,229</b>	<b>53,800</b>	<b>(47,571)</b>	<b>(88)</b>
<b>1200 HABITAT PROTECTION MANAGEMENT</b>						
1210 Resource Management Act	3,068	790	25,750	2,000	23,750	1,187
1220 Works & Management	0	9	9	1,000	(991)	(99)
1230 Assisted Habitat	115	0	115	7,000	(6,885)	(98)
<b>Total 1200 HABITAT PROTECTION MANAGEMEN</b>	<b>3,184</b>	<b>799</b>	<b>25,874</b>	<b>10,000</b>	<b>15,874</b>	<b>159</b>
<b>1300 PARTICIPATION</b>						
1310 Access	966	0	966	4,700	(3,734)	(79)
1330 Newsletters	0	0	0	9,250	(9,250)	(100)
1340 Informational Publications	0	0	0	800	(800)	(100)
1350 Angler & Hunter Training	0	72	151	2,500	(2,349)	(94)
1360 Angler & Hunter Participation	0	0	0	250	(250)	(100)
1370 Fish & Game Huts	0	0	0	2,000	(2,000)	(100)
<b>Total 1300 PARTICIPATION</b>	<b>966</b>	<b>72</b>	<b>1,117</b>	<b>19,500</b>	<b>(18,383)</b>	<b>(94)</b>
<b>1400 PUBLIC INTERFACE</b>						
1440 Public Promotions	0	0	8	500	(492)	(98)
<b>Total 1400 PUBLIC INTERFACE</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>500</b>	<b>(492)</b>	<b>(98)</b>
<b>1500 COMPLIANCE</b>						
1510 Ranging	0	38	58	1,500	(1,442)	(96)
1520 Ranger Training	0	0	0	700	(700)	(100)
1530 Compliance/Prosecutions	0	0	0	500	(500)	(100)
<b>Total 1500 COMPLIANCE</b>	<b>0</b>	<b>38</b>	<b>58</b>	<b>2,700</b>	<b>(2,642)</b>	<b>(98)</b>
<b>1600 LICENSING</b>						
1620 Agent Servicing	0	37	78	750	(672)	(90)
1630 Commission	1,870	1,558	8,534	22,403	(13,869)	(62)
<b>Total 1600 LICENSING</b>	<b>1,870</b>	<b>1,595</b>	<b>8,612</b>	<b>23,153</b>	<b>(14,541)</b>	<b>(63)</b>

**Table 2 con't :Profit and Loss**

Hawke's Bay Fish and Game Council

For the 2 months ended 31 December 2017

Account	Nov 2017	Dec 2017	YTD ACTUAL	Total Budget	Var to Budget	% Var
<b>1700 COUNCILS</b>						
1720 Council Meetings	0	157	316	2,500	(2,184)	(87)
<b>Total 1700 COUNCILS</b>	<b>0</b>	<b>157</b>	<b>316</b>	<b>2,500</b>	<b>(2,184)</b>	<b>(87)</b>
<b>1800 PLANNING/REPORTING</b>						
1810 Management/Strategic Planning	438	333	771	500	271	54
1830 Reporting/Audit	250	0	(1,892)	6,500	(8,392)	(129)
1840 National Liaison	0	20	10,580	42,539	(31,959)	(75)
<b>Total 1800 PLANNING/REPORTING</b>	<b>687</b>	<b>353</b>	<b>9,458</b>	<b>49,539</b>	<b>(40,081)</b>	<b>(81)</b>
<b>1900 ADMINISTRATION</b>						
1910 Salaries	17,668	16,615	69,859	237,281	(167,422)	(71)
1920 Staff Expenses	589	880	2,576	16,606	(14,030)	(84)
1930 Staff Houses	0	0	841	12,900	(12,059)	(93)
1940 Office Premises	309	291	1,376	8,200	(6,824)	(83)
1950 Office Equipment	113	113	453	2,960	(2,507)	(85)
1960 Communications/Consumables	1,649	742	3,770	12,450	(8,680)	(70)
1970 General	13	13	153	6,200	(6,047)	(98)
1980 General Equipment	19	857	897	3,800	(2,903)	(76)
1990 Vehicles	626	635	2,105	15,400	(13,295)	(86)
<b>Total 1900 ADMINISTRATION</b>	<b>20,986</b>	<b>20,147</b>	<b>82,032</b>	<b>315,797</b>	<b>(233,765)</b>	<b>(74)</b>
<b>Total Operating Expenses</b>	<b>30,488</b>	<b>29,941</b>	<b>141,189</b>	<b>500,422</b>	<b>(359,233)</b>	<b>(72)</b>
<b>Net Profit</b>	<b>25,826</b>	<b>10,249</b>	<b>117,892</b>	<b>(17,400)</b>	<b>135,292</b>	<b>25</b>

**2.0 Variance report**

The variance report is shown on the following page - Table 3.

The figures in this report are taken from the Profit and Loss above. However, this report includes the staff hours. The Staff hours contribute to the Internal cost. Note that the Budget hours are for the total year and correspond with the Operational Work Plan- Actual hours are for September to December - so 4 months of the year. Income received for projects is set against each project to calculate a Net Cost for each project.

At this early stage in the year the figures can be distorted. We are 33% into the year. Areas that are over 50% of the hour budget are as follows. Bear in mind that projects are all completed at different times of the year and projects such as duck banding occur in the first 6 months.

Hours Over 50% of Budget		HOURS		
Code	Project	Budget	Actual	% of Hours
1160	Liberations	10	15	150%
1810	Management Plan	50	50	100%
1410	Liaison	55	54	98%
1210	RMA	360	241	67%
1830	Reporting - Auditing	230	152	66%
1230	Assisted Habitat	200	104	52%

Table 3: Region: Hawkes' Bay to 31 December 2017

Table 3: 2017/18 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME

Schedule B		EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST	%
Code	Project	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	
1110	Population Monitoring	\$ 25,300	\$ 5,133	722	202	\$ 46,228	\$ 9,557	\$ -	\$ -	\$ 71,528	\$ 14,690	\$ 56,839	20.5
1120	Harvest Assessment	\$ 4,000	\$ -	84	21	\$ 5,378	\$ 994	\$ -	\$ -	\$ 9,378	\$ 994	\$ 8,385	10.6
1130	Fish Salvage	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1140	Hatchery Operations	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1150	Game Farm	\$ 17,000	\$ 944	182	38	\$ 11,653	\$ 1,798	\$ -	\$ -	\$ 28,653	\$ 2,742	\$ 25,911	9.6
1160	Liberations	\$ 7,000	\$ 153	10	15	\$ 640	\$ 710	\$ -	\$ -	\$ 7,640	\$ 863	\$ 6,778	11.3
1170	Regulations	\$ -	\$ -	64	2	\$ 4,098	\$ 95	\$ -	\$ -	\$ 4,098	\$ 95	\$ 4,003	2.3
1180	Control	\$ 500	\$ -	17	8	\$ 1,088	\$ 378	\$ -	\$ -	\$ 1,588	\$ 378	\$ 1,210	23.8
	<b>TOTAL - SPECIES MANAGEMENT</b>	<b>\$ 53,800</b>	<b>\$ 6,230</b>	<b>1,079</b>	<b>286</b>	<b>\$ 69,086</b>	<b>\$ 13,531</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 122,886</b>	<b>\$ 19,761</b>	<b>\$ 103,125</b>	<b>16.1</b>
1210	RMA	\$ 2,000	\$ 25,750	360	241	\$ 23,050	\$ 11,402	\$ -	\$ 25,300	\$ 25,050	\$ 11,852	\$ 13,198	47.3
1220	Works & Management	\$ 1,000	\$ 9	100	5	\$ 6,403	\$ 237	\$ 5,000	\$ 1,261	\$ 2,403	\$ (1,015)	\$ 3,418	-42.3
1230	Assisted Habitat	\$ 7,000	\$ 115	200	104	\$ 12,806	\$ 4,920	\$ -	\$ -	\$ 19,806	\$ 5,035	\$ 14,770	25.4
1240	Assessment	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1250	Legal Expenses Reimbursed	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	<b>TOTAL - HABITAT PROTECTION &amp; M</b>	<b>\$ 10,000</b>	<b>\$ 25,874</b>	<b>660</b>	<b>350</b>	<b>\$ 42,259</b>	<b>\$ 16,559</b>	<b>\$ 5,000</b>	<b>\$ 28,561</b>	<b>\$ 47,259</b>	<b>\$ 15,872</b>	<b>\$ 31,387</b>	<b>33.6</b>
1310	Access	\$ 4,700	\$ 966	162	27	\$ 10,373	\$ 1,277	\$ 1,000	\$ -	\$ 14,073	\$ 2,243	\$ 11,829	15.9
1320	Satisfaction Survey	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1330	Newsletters	\$ 9,250	\$ -	239	52	\$ 15,303	\$ 2,460	\$ 1,500	\$ -	\$ 23,053	\$ 2,460	\$ 20,593	10.7
1340	Other Publications	\$ 800	\$ -	148	11	\$ 9,476	\$ 520	\$ -	\$ -	\$ 10,276	\$ 520	\$ 9,756	5.1
1350	Training	\$ 2,500	\$ 151	324	144	\$ 20,745	\$ 6,813	\$ 2,000	\$ -	\$ 21,245	\$ 6,964	\$ 14,281	32.8
1360	Club Relations	\$ 250	\$ -	43	10	\$ 2,753	\$ 473	\$ -	\$ -	\$ 3,003	\$ 473	\$ 2,530	15.8
1370	Huts	\$ 2,000	\$ -	37	10	\$ 2,369	\$ 473	\$ 1,000	\$ 283	\$ 3,369	\$ 190	\$ 3,179	5.6
	<b>TOTAL - ANGLER &amp; HUNTER PARTIC</b>	<b>\$ 19,500</b>	<b>\$ 1,117</b>	<b>953</b>	<b>254</b>	<b>\$ 61,019</b>	<b>\$ 12,017</b>	<b>\$ 5,500</b>	<b>\$ 283</b>	<b>\$ 75,019</b>	<b>\$ 12,851</b>	<b>\$ 62,168</b>	<b>17.1</b>
1410	Liaison	\$ -	\$ -	55	54	\$ 3,522	\$ 2,555	\$ -	\$ -	\$ 3,522	\$ 2,555	\$ 967	72.5
1420	Communication	\$ -	\$ -	60	22	\$ 3,842	\$ 1,041	\$ -	\$ -	\$ 3,842	\$ 1,041	\$ 2,801	27.1
1430	Advocacy	\$ -	\$ -	140	37	\$ 8,964	\$ 1,751	\$ -	\$ -	\$ 8,964	\$ 1,751	\$ 7,213	19.5
1440	Public Promotions	\$ 500	\$ 8	71	31	\$ 4,546	\$ 1,467	\$ -	\$ -	\$ 5,046	\$ 1,475	\$ 3,571	29.2
1450	Visitors/Education	\$ -	\$ -	140	39	\$ 8,964	\$ 1,845	\$ -	\$ -	\$ 8,964	\$ 1,845	\$ 7,119	20.6
	<b>TOTAL - PUBLIC INTERFACE</b>	<b>\$ 500</b>	<b>\$ 8</b>	<b>466</b>	<b>183</b>	<b>\$ 29,837</b>	<b>\$ 8,658</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,337</b>	<b>\$ 8,666</b>	<b>\$ 21,671</b>	<b>28.6</b>
1510	Ranging	\$ 1,500	\$ 58	200	23	\$ 12,806	\$ 1,088	\$ -	\$ -	\$ 14,306	\$ 1,146	\$ 13,159	8.0
1520	Ranger Training	\$ 700	\$ -	48	23	\$ 3,073	\$ 1,088	\$ -	\$ -	\$ 3,773	\$ 1,088	\$ 2,685	28.8
1530	Compliance	\$ 500	\$ -	88	36	\$ 5,634	\$ 1,703	\$ 1,500	\$ -	\$ 4,634	\$ 1,703	\$ 2,931	36.8
	<b>TOTAL - COMPLIANCE</b>	<b>\$ 2,700</b>	<b>\$ 58</b>	<b>336</b>	<b>82</b>	<b>\$ 21,513</b>	<b>\$ 3,879</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 22,713</b>	<b>\$ 3,937</b>	<b>\$ 18,776</b>	<b>17.3</b>
1610	Licence Production	\$ -	\$ -	200	42	\$ 12,806	\$ 1,987	\$ -	\$ -	\$ 12,806	\$ 1,987	\$ 10,819	15.5
1620	Agent Servicing	\$ 750	\$ 78	96	39	\$ 6,147	\$ 1,821	\$ -	\$ -	\$ 6,897	\$ 1,899	\$ 4,997	27.5
1630	Agent Payments	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	<b>TOTAL - LICENSING</b>	<b>\$ 750</b>	<b>\$ 78</b>	<b>296</b>	<b>81</b>	<b>\$ 18,952</b>	<b>\$ 3,809</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,702</b>	<b>\$ 3,887</b>	<b>\$ 15,816</b>	<b>19.7</b>
1710	Council Elections	\$ -	\$ -	5	0	\$ 320	\$ -	\$ -	\$ -	\$ 320	\$ -	\$ 320	0.0
1720	Council Meetings	\$ 2,500	\$ 316	480	169	\$ 30,734	\$ 7,996	\$ -	\$ -	\$ 33,234	\$ 8,312	\$ 24,922	25.0
	<b>TOTAL - COUNCILS</b>	<b>\$ 2,500</b>	<b>\$ 316</b>	<b>485</b>	<b>169</b>	<b>\$ 31,054</b>	<b>\$ 7,996</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,554</b>	<b>\$ 8,312</b>	<b>\$ 25,242</b>	<b>24.8</b>
1810	Management Plan	\$ 500	\$ 771	50	50	\$ 3,201	\$ 2,366	\$ -	\$ -	\$ 3,701	\$ 3,137	\$ 565	84.7
1820	Annual Planning	\$ -	\$ -	106	13	\$ 6,787	\$ 615	\$ -	\$ -	\$ 6,787	\$ 615	\$ 6,172	9.1
1830	Reporting - Auditing	\$ 6,500	\$ (1,892)	230	152	\$ 14,726	\$ 7,191	\$ -	\$ -	\$ 21,226	\$ 5,299	\$ 15,927	25.0
1840	National Liaison	\$ 300	\$ 20	60	0	\$ 3,842	\$ -	\$ -	\$ -	\$ 4,142	\$ 20	\$ 4,122	0.5
	<b>TOTAL - PLANNING/REPORTING</b>	<b>\$ 7,300</b>	<b>\$ (1,101)</b>	<b>446</b>	<b>215</b>	<b>\$ 28,557</b>	<b>\$ 10,172</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,857</b>	<b>\$ 9,071</b>	<b>\$ 26,786</b>	<b>25.3</b>
		<b>\$ 97,050</b>	<b>\$ 32,580</b>	<b>4,721</b>	<b>1,620</b>	<b>\$ 302,277</b>	<b>\$ 76,620</b>	<b>\$ 12,000</b>	<b>\$ 26,844</b>	<b>\$ 387,327</b>	<b>\$ 82,356</b>	<b>\$ 304,971</b>	<b>21.3</b>
	<b>OVERHEADS</b>												
		EXTERNAL COSTS						NETABLE INCOME		NET COST		NET COST	%
		Budget	Actual					Budget	Actual	Budget	Actual	Variance	
1910	Salaries	\$ 243,217	\$ 69,859					\$ 2,520	\$ -	\$ 240,697	\$ 69,859	\$ 170,838	29.0
1920	Staff Expenses	\$ 10,670	\$ 2,575					\$ -	\$ -	\$ 10,670	\$ 2,575	\$ 8,095	24.1
1930	Staff Houses	\$ 12,900	\$ 841					\$ 9,000	\$ 3,600	\$ 3,900	\$ (2,759)	\$ 6,659	-70.7
1940	Office Premises	\$ 8,200	\$ 1,376					\$ -	\$ -	\$ 8,200	\$ 1,376	\$ 6,824	16.8
1950	Office Equipment	\$ 2,960	\$ 453					\$ 1,000	\$ 537	\$ 1,960	\$ (84)	\$ 2,044	-4.3
1960	Communications/Consumables	\$ 12,450	\$ 3,770					\$ -	\$ -	\$ 12,450	\$ 3,770	\$ 8,680	30.3
1970	General	\$ 6,200	\$ 153					\$ -	\$ 735	\$ 6,200	\$ (582)	\$ 6,782	-9.4
1980	General Equipment	\$ 3,800	\$ 897					\$ 1,000	\$ 537	\$ 2,800	\$ 360	\$ 2,440	12.9
1990	Vehicles	\$ 15,400	\$ 2,105					\$ -	\$ -	\$ 15,400	\$ 2,105	\$ 13,295	13.7
	Administration	\$ 315,797	\$ 82,029					\$ 13,520	\$ 5,409	\$ 302,277	\$ 76,620	\$ 225,657	25.3
	Total Overhead Net Cost									\$ 302,277	\$ 76,620		
	Total Outputs Staff Hours										4,721	1,620	
	Internal Cost Per Hour										\$ 64.03	\$ 47.31	





## 17.4 Licence Sales Report

Ref: 6.01.05

31 January 2018

### 1. Introduction

This report provides an overview of the initial licence sales for the commencement of the 2017-2018 season.

### 2. 2017-2018 Fish Licence Sales

- 2.1 Licence sales for the 2017-2018 season YTD are summarised in Table one.
- 2.2 A total of 81.7% of the annual sales target has been achieved.
- 2.3 Sales are reported to be 1.6 % below licences issued for the same period last year.
- 2.4 Nationally the licence sales are 1.0 % above on last year's sales to the same time.
- 2.5 The non- resident levy of 225 x \$38.00 = \$8,550 hasn't been deducted off the sales figure; this will be transferred to non- resident levy – back country fisheries reserve at the end of the financial year.

**Comparison of Fish Licence LEQs to 31 January 2018**

SALES CHANNEL	Family Season	Adult Season	Adult Non-Res		Adult Loyal Senior		Adult Local Area		Junior Season	Adult Winter		Junior Winter	Adult Long Break		Adult Short Break	Adult Hour	Junior Hour	Whole Season Equiv.	% Increase/Decrease on 2016-17	
			Adult Non-Res	Adult Loyal Senior	Adult Local Area	Adult Loyal Senior	Adult Local Area	Adult Winter		Adult Winter	Adult Long Break		Adult Short Break	Adult Hour						Junior Hour
Agent Online Sales	226	630	101	130	107	80	7	34	265	58	1298									-4.9%
Agent Book Sales	0	0	0	0	0	0			0	0	0									-100.0%
Direct Sales*	165	361	124	53	55	44	2	35	332	23	865									6.2%
<b>Total Fish 2017-2018</b>	<b>391</b>	<b>991</b>	<b>225</b>	<b>183</b>	<b>162</b>	<b>124</b>	<b>9</b>	<b>69</b>	<b>597</b>	<b>81</b>	<b>2163</b>									<b>-1.6%</b>
Agent Online Sales	263	677	66	125	120	66	4	37	285	56	1365									
Agent Book Sales	1	7	0			2			64	2	19									
Direct Sales*	157	380	77	46	53	28	10	290	11	814										
<b>Total Fish 2016-2017</b>	<b>421</b>	<b>1064</b>	<b>143</b>	<b>171</b>	<b>173</b>	<b>96</b>	<b>14</b>	<b>69</b>	<b>639</b>	<b>69</b>	<b>2198</b>									

TARGETS	Family Season	Adult Season	Adult Non-Res		Adult Loyal Senior		Adult Local Area		Junior Season	Adult Winter		Junior Winter	Adult Long Break		Adult Short Break	Adult Hour	Junior Hour	Whole Season Equiv.	Actual to date % of Target
			Adult Non-Res	Adult Loyal Senior	Adult Local Area	Adult Loyal Senior	Adult Local Area	Adult Winter		Adult Winter	Adult Long Break		Adult Short Break	Adult Hour					
2017-2018 Total Budget	445	1160	253	163	200	136	14	161	1100	100	2647								81.7%
2016-2017 Total Sales	438	1115	197	173	181	117	19	162	1258	124	2525								85.76%
2017-2018 Estimated year end											2497								93.8%

\* Direct Sales - Internet, 0800 Licence

**3. Recommendation**

**3.1 That Council accepts the licence sales report to 31 January 2018.**