



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

***MEETING
AGENDA***

Tuesday 7 August 2018

AGENDA

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

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

Date: **Tuesday 7 August 2018**

Commences: **6.00 PM**

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HAWKE'S BAY FISH & GAME COUNCIL
UNCONFIRMED MINUTES OF THE HAWKE'S BAY FISH & GAME COUNCIL
MEETING HELD
AT THE GAME FARM ON THURSDAY 21ST JUNE 2018 AT 6.00PM

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

IN ATTENDANCE: Nathan Burkepile, Christine Tuck (Hawke's Bay Fish & Game staff) and Glenis Phillips (Minute Taker)

MEMBERS OF THE PUBLIC: Fred Nichol, Red Hooper, Matt Bradley (DOC representative), Ross MacKay and Colin Rose (Fish & Game Ranger).

1.0 WELCOME

The chairman opened the meeting at 6.00pm and welcomed members of the public. He also welcomed and introduced the guest speaker Iain Maxwell Group Manager, Integrated Catchment Management with the Hawke's Bay Regional Council.

2.0 APOLOGIES

No apology was received from Cr McIntosh.

3.0 PRESENTATION FROM GUEST SPEAKER, HAWKE'S BAY REGIONAL COUNCIL

Iain Maxwell, Group Manager Integrated Catchment Management with the Hawke's Bay Regional Council gave a power point presentation, outlining future opportunities to connect and engage with landowners with some of the million dollar project funding and how working together with Fish & Game to develop and implement change and make positive differences to our land management and wetland creations would benefit the region.

He discussed how Hawke's Bay Regional Council aims to be more involved with the landowners and the importance of being able to connect with the landowners, as this was the key to enable his team to help make changes and potentially use the resources HBRC have to offer. Iain believes with Fish & Game's involvement together we could implement change and achieve great outcomes.

Iain explained how central and local government wants to see change and regulations are coming. In the interim there is a window of opportunity before national regulations are enforced.

Key objectives and aims are:

- Influence/Insulate/Invest/Instruct – the level of understanding across the wider community
- Dealing with biodiversity hotspots through the region and integrated intervention to achieve the outcomes
- Connecting with the community is vital
- Connecting with the landowners with assistance to use the current resources

- Landowners will see some change within the system – landowners control the influences

Iain concluded his presentation stating the Hawke’s Bay Regional Councils primary aim at this point is to firstly promote the concept to the landowners and ideally by working in conjunction with Fish & Game and other organisations would give a win-win situation to achieving results. Iain left the meeting at 7.00pm.

4.0 MINUTES OF THE PREVIOUS MEETINGS

AGREED

4.1 That having previously been circulated to members, the Minutes of the meeting of the Hawke’s Bay Fish and Game Council held on 3rd April 2018 are a true and accurate record and the Extraordinary Minutes of the Hawke’s Bay Fish & Game meeting held on 23rd May 2018 are a true and accurate record.

Lumsden/Hern

5.0 MATTERS ARISING

- Council agreed to write to NZ Fish & Game Council in support of the Participation Report itemised in the 3rd April 2018 agenda.
- NZ Landcare Biodiversity Part time Position has been advertised. Cr Bates & Nathan were investigating opportunities of this new position to work in partnership with Fish & Game’s wetland work to maximise staff time and efforts.

6.0 NOTIFICATION OF ITEMS OF GENERAL BUSINESS

- 2018 Junior Pheasant Hunt Draw
- Tutira Planting Day 21st July
- Use of the hatchery

7.0 CONFLICT OF INTEREST REGISTER

No conflict of interest was registered.

8.0 DEVELOPMENT OF THE 2018-2019 OPERATIONAL WORK PLAN

Cr Bates advised Councillors that any amendments made would go to Carmel Veitch, Eastern Fish & Game, to update and then this draft OWP would be circulated to the hunting and fishing clubs for comment.

Council discussed planning projects with no current fulltime manager. Cr Bates advised the council of the need to staying focused and the importance of keeping within the set timeframe of setting next year’s Operational Work Plan.

Cr Niblett reminded council of the discussions our council had with Martin Taylor, Fish & Game CEO, at the April meeting on the Participation Paper and how he wanted council to prioritise a customer satisfaction survey (s) and set increased licence sales as primary goals. Setting and obtaining a baseline to monitor performance measures and monitoring if council are achieving their goals and listening to the licence holder was the aim of conducting satisfaction surveys.

Nathan informed council he and Carmel Veitch had discussed options such as Survey Monkey. Council instructed the NZ Council Appointee Cr Williams to enquire whether the NZ Council would consider conducting a satisfaction survey. It was suggested that if licence holders were their primary target then we should be encouraging NZ Council to action such surveys. Nathan informed the cost for “Monkey Survey” is approx. \$40 per month. Agreed to add hours and \$ to conducting a satisfaction survey and investigate the options of adding additional questions to the gamebird hunter harvest survey.

Main issues discussed were:

Key objectives and aims needed to be identified to help format good the questions.

Analysing the data & measuring success

Repeat periods scheduled every 2-3 years.

The needs to identify what licence holders want and if we were achieving these goals.

Integrate some satisfaction questions with the Game Bird Hunter Survey.

Look at including this as part of our performance measure.

Discussions of why we use banding as a monitoring tool was raised and the concerns how currently the regions bag limits and regulations were set from data recorded from the previous year’s banding data. Council enquired with staff of the rationale of banding, the cost of staff time involved and how the 9k external costs were calculated. Council instructed staff to investigate other monitoring options available to produce relevant & current data to assist with setting the bag limits. It was agreed that the long term harvest survey data trends appear to be staying the same. Council agreed they had a statutory obligation to monitor, maintain & enhance and acknowledged the need to fulfil this obligation for the licence holder. It was agreed to remove from gamebird research to remove (iii) investigate the impacts of predators on waterfowl via field trial, from waterfowl monitoring remove (i) the banding and transient count flight survey and remove (ii) investigate the merits of releasing captive reared mallards.

Cr Bates advised council of the global consent granted by HBRC for the Game Farm and informed council if we didn’t use the allocated water, we would lose it. Council discussed the potential of a wetland enhancement project at the Game Farm as a working example for the public and landowners to visit. Nathan explained to the council the education wetland work from the Gamebird Habitat Trust grant of 4k hadn’t been carried out this year due to staffing circumstances, the funding deadline was 31 August 2019 however he had never been denied an extension of time if required.

Councillors discussed staff communication and performance measures and requested a weekly e-mail be sent all councillors each week after staff meetings informing our current projects and work in progress updates.

9.0 LICENCE FEES

The New Zealand Council meeting was held on 27 April 2018 (telephone conference call) and licence fee recommendations for the 2018-2019 fishing and hunting seasons were addressed, NZ Council recommended that the sports fish licence fees be based on an adult whole season licence fee of \$130 (incl. GST), and the game licence fees be based on an adult whole season licence fee of \$96 (incl. GST) and \$3 Game Bird Habitat Stamp.

AGREED

9.0.1. That Council supports the proposed licence fee for the 2018-2019 season of \$130 (AWS Fish) and \$96 (AWS Game, inclusive of the \$3 Game Bird Habitat Stamp).

Lumsden/Hern

10.0 2018-2019 ANGLER NOTICE

Cr Williams informed councillors that other regions are waiting, The matter was discussed at the last Eastern Fish & Game Council meeting and it was concluded that Andy Garrick was to discuss further with Managers and the New Zealand Council.

Cr Williams advised our Council to put something in writing and then it will be forced onto the NZ Council agenda. He said when putting this forward make sure to say that –

Hawke's Bay Fish & Game write to NZ Council requesting the use of multiple point hooks be prohibited nationally and included on Schedule 1. For trout fishing only.

Add Lake Hawkston to Schedule 11. Season length 1 Nov – 31 March with the daily bag limit of 2. Fishing permitted only in daylight hours and phoning Dave Mc Phee 0275-422-665 prior to access of the lake.

Walk in only

AGREED

10.0.1. That council approves the 2018-19 Anglers Notice with the inclusion of Lake Hawkston as a fishery from 1 November to 31 March.

Lumsden/Hern

11.0 APPOINTMENT OF AN ACTING REGIONAL MANAGER

At the Extraordinary meeting held on May 23rd 2018 there was unanimous agreement regarding the appointment of an acting regional manager.

AGREED

11.1 Council agreed to confirm what was unanimously agreed to at the extraordinary meeting which was to appoint Cr Bates as the Acting Regional Manager (as an unpaid position) until such time as a new Hawke's Bay Fish and Game Manger is appointed.

Hern/Lumsden

12.0 APPOINTMENT PROCESS OF A REGIONAL MANAGER

At the Extraordinary meeting held 23rd May 2018 council discussed appointing a selection recruitment panel to review the applications for the Regional manager's position. It was agreed to keep the same three Councillors (Cr Bates, Cr Lumsden and Cr Niblett) who were appointed to the Review Executive Committee at the council meeting held November 30th 2017.

The committee informed councillors

- The job applications closed on 8 June 2018.
- Background checks on successful personnel were progressing
- Thank you letters to the unsuccessful applicants have been sent out
- The Review Committee will be at interview stage shortly and will report back to Councillors with the results

Councillors acknowledged and thanked both Christine and Nathan for the extra work they have been doing in absence of a full time Manager.

AGREED

12.1 Council agreed to appointing Cr Bates (Chairman), Cr Lumsden and Cr Niblett to the recruitment panel to appoint the new Regional Manager. *Duley/Mackie*

13.0 LIAISON OFFICERS REPORT

13.1 EAST COAST/HAWKE'S BAY CONSERVATION BOARD

Nothing Tabled

13.2 REPORTS FROM OTHER AGENCIES

Nothing Tabled

13.3 REPORTS FROM NEW ZEALAND COUNCIL

Cr Williams updated council on matters discussed at the NZ Council meeting held 27th & 28th April 2018.

- A joint meeting was held with Managers and a Contestable Funding Board established
- It was agreed to audit all Councils staff salaries and terms and conditions to standardise salary scales.
- Licence Fee set at \$130 Fish and \$96 game
- Staff Development Grant
- Proposed Research Funding
 1. Cost benefit analysis NZ Sports Fish hatcheries
 2. Native Fish/Sports Fish interactions
- Minor adjustment of fishing licence ratios
- Strategic planning workshop to begin to formulate a strategic plan for NZ Council for 2018-21

14.0 OPERATIONAL REPORTS

14.1 Management Report

AGREED

14.1.1 That the Management Report be accepted

Hern/Niblett

14.2 Health and Safety Report

AGREED

14.2.1 That Council agrees to the renewal of the contract with Smartrak 's GPS System , transferring the existing GPS unit from the 2013 Nissan Navarra into the replacement vehicle and incorporating the vehicle Smartrak GPS system into HBF&G Health & Safety Policy.

Niblett/ Lumsden

Against Williams

14.3 Finance Report

AGREED

14.3.1 That the payments for March 2018 and April 2018 totalling \$70,733.10 be approved as per Tables 5 and 6.

Williams/Niblett

AGREED

14.3.2 That council agrees to Mark Venman be removed as a signatory and authoriser to all Westpac Bank accounts and the Westpac Business Mastercard is destroyed.

Williams/Hern

14.4 Licence Report

AGREED

14.4.1 That council agrees to the Licence Sales Report be accepted.

Williams/Lumsden

15.0 GENERAL BUSINESS

- Junior Pheasant Shoot draw was drawn by staff
- Tutira Planting day scheduled 21st July 2018 – Fish & Game Hawke’s Bay donated 5K and have organized 15 volunteers for this community planting day.
- Potential duck breeding area – Nathan to check this out
- Further spawning work in the Tukituki River and Esk River was being investigated by Tom Winlove.
- Dr Adam Canning from Wellington Fish & Game has expressed an interest in using the Hatchery for native fish /trout interaction research work. Water sample has been taken to check the nitrogen levels

16.0 MEETING CLOSES

There being no further business, the meeting closed at 9.15pm

CONFIRMED

CHAIRMAN

DATE: / /

SUMMARY OF RESOLUTIONS

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Williams/Hern

14.4 Licence Report

AGREED

14.4.1 That the Licence Report be accepted.

Williams/Lumsden

6. CONFLICT OF INTEREST REGISTER

Ref: 7.02.01

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

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

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

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

- (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

¹ “Matter” means:

- (i) The Council’s performance of its functions or exercise of its powers as set out in Part 5A of the Conservation Act 1987, subject to the Council’s statutory purpose set out in section 26P(1) of the Conservation Act; or
- (ii) An arrangement, agreement, or contract made or entered into, or proposed to be entered into, by the Council.

- (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. HAWKES BAY FISH AND GAME COUNCIL 2018 COUNCIL ELECTION

Ref: 7.01.02

28 July 2018

1. Purpose

To inform councillors and licence holders of the next Election Day 12 October 2018 and the election timetable schedule.

2. Background

It was agreed at the August 2017 council meeting the number of councillors for the 2018 election return to twelve councillors for the next three year term. Notification of the coming election will be advertised in the public notices of HB Today – Saturday 11 August and CHB Mail 14 August 2018 informing the licence holders of the 2018 Council election process.

The election timetable is attached overleaf.

FISH AND GAME NEW ZEALAND 2018 Regional Council Elections

ELECTION TIMETABLE

12 October 2018

Returning Officer:	Warwick Lampp,	wlampp@electionz.com	0800 666 029
Elections Administrators	Anthony Morton	amorton@electionz.com	0800 666 029
	Michele Day	mday@electionz.com	0800 666 029
Contract Manager:	Robert Sowman	rsowman@fishandgame.org.nz	04 499-4767 021 290 0625
Complexity:	Postal and online voting, one issue for potentially 12 regions, more than 12 candidates for 12 places		

May 2017	Proposal and timetable provided to F&G by Returning Officer
October 2017	Ratification of election timetable and appointment of Returning Officer
July 2018	RO to prepare nomination documents, setup communication systems with RMs, confirm service providers, costs finalised and contract drawn up
Friday 27 July	Public notices and nominations documents signed off
Mon to Fri 30 July to 3 Aug	Public Notices and Nomination Papers, candidate handbook sent to RMs
Friday 10 August	Interim electoral rolls via Eyede sent to Returning Officer
From Saturday 11 August roll	Public Notice of Election - Call for candidacy/registration for electoral roll
Monday 13 August	Nominations open
Thursday 30 August	Nominations Close at 5pm
Mon to Fri 3 to 7 September	Voting documents designed and sent to RMs (envelopes, voting papers, candidate profile booklets)
Wednesday 12 September	Electoral Roll closes at 5pm Voting Documents signed off, online voting site commenced
Friday 14 September	Final electoral rolls for contested regions sent to Returning Officer
Monday 17 September	Online voting site signed off
Thursday 20 September	Lodgement of Voter Packs with NZ Post
20 – 25 September	Delivery of voter packs by NZ Post
8 – 12 October	Progressive Processing of returned voting papers
Friday 12 October 2018	Election Day - Voting closes 5pm
Tuesday 16 October	Postal votes close - Official Results produced Returning Officer signs certificate, candidates advised of Final Results
Wednesday 17 October	Public notices prepared and signed off for publication

Saturday 20 October	Official Declaration - Public Notice of Results in regional dailies Voting papers sealed up and kept at RO's office
Wednesday 24 October	Closure for period for application to NZ Council for recount
Wednesday 31 October	Elected members to take office
Wednesday 21 November	Last day for new councils to have met and appointed one representative as member of the NZ Council
Monday 14 January 2019	Voting papers securely destroyed by RO

8. APPROVAL OF THE 2018-19 OWP

Ref: 8.02.01

26 July 2018

1. Purpose

To approve the Operational Work Plan prepared for the 2018-19 year.

2. Background

Operational Work Plans are developed over several months from February onwards, and involve a review by Council of strategic and overall priorities in addition to core functions, project themes and allocation of resources. At its June 21st meeting, Council reviewed the draft OWP and budget which was prepared with Council's priorities in mind and identified changes that were required to be made. The updated draft OWP was circulated to Council by email on the 2nd July 2018 and to other interested parties for their comment.

At this meeting, it is necessary for Council to confirm its Operational Work Plan for the 2018-2019 year taking into account any submissions that might have been received on the draft.

3. Changes made to the OWP/Budget from the June 21st Council meeting

The following table highlights the changes made to the OWP/budget.

Changes made to Budget since 21 June 2018			
Code	Project/ Category Item	Dollars Increase/ (Decrease)	Hours Increase/ (Decrease)
1111	River fisheries investigations	\$ -	5.0
1118	Waterfowl monitoring programme	\$ (8,000)	(184.0)
1122	Game Bird Hunter Survey	\$ 2,700	66.0
1154	Investigate Game Farm Developmnet	\$ 4,800	13.0
1172	Sports Game Regulations	\$ -	(10.0)
1231	Maintain/Create and Enhance Game Bird Habitat	\$ -	(50.0)
1232	Riparian Habitat	\$ -	36.0
1235	Lake Tutira Habitat	\$ -	20.0
1313	Hunter Ballots	\$ -	(17.0)
1321	Satisfaction Survey	\$ 500	147.0
1333	Fish and Game Website	\$ -	(10.0)
1355	Maintain Balloted Stands	\$ -	12.0
1371	Fish & Game Huts	\$ -	(6.0)
1432	Wetland forum	\$ -	(12.0)
1531	Prosecutions	\$ -	60.0
1721	Council	\$ -	(30.0)
1821	OWP preparation	\$ -	10.0
1832	Audit	\$ -	(10.0)
1835	Annual Meeting	\$ -	(2.0)
1900	Administtration	\$ -	(38.0)
TOTAL		\$ -	0

Please also note that there were also changes to the wording of the Document in the following areas.

Project Code	Project Name
1117	Game Bird Research (iii)
1118	Waterfowl monitoring (i) & (ii)
1154	Investigate Game farm Development - new
1211	RMA planning (vii)
1231	Maintain and Enhance Game Bird Habitat (viii)
1321	Satisfaction survey
1921	Staff Communication

The Changes made to this budget and OWP are a departure from the agreement that was negotiated and signed between the Eastern Fish and Game Council and Hawkes Bay Fish and Game Council in April 2018. These changes affect staffing allocations within the Eastern Region and have not yet been communicated to the Eastern Fish and Game Council.

4. Submissions received on the draft OWP

As at 26 July, no submissions on the Draft OWP had been received. Any late submissions will be tabled and can be discussed at the August meeting. (refer to Papers of information for correspondence received)

Recommendations

- 8.1 *That Council approves the Operational Work Plan and budget for the 2018-2019 year subject to the inclusion of any amendments agreed to at this meeting, and;***
- 8.2 *That Council delegates authority to the Regional Manager to approve expenditure during the year as set out in the Council approved Operational Work Plan and budget.***

9. PROVIDING PLANTS TO LANDOWNERS

26 July 2018

1. Purpose

To discuss the provision and benefits of providing plants for waterfowl habitat to private landowners.

2. Background

Hawkes Bay Fish & Game council approved the impletion of the 5 year Strategic Waterfowl Plan at the 30 November 2017 meeting. Staff have prepared the “Providing Plants for Waterfowl Habitat to Private Landowners” for discussion and invite feedback from council. Refer to the Hawkes Bay Fish & Game 5 Year Strategic Waterfowl included in the Papers for Information.

9. Recommendation

9.1 That Council considers the report and determines whether council should continue to budget for the purchase of plants for wetland work carried out on private landowners property.

Providing Plants for Waterfowl Habitat to Private Landowners

By Nathan Burkepile

Earlier this year, the Hawke's Bay Fish & Game Council approved the 5-year Strategic Plan for Waterfowl Habitat. To implement this plan, the Council needs to decide if they want to invest into the success of this plan. Hawke's Bay Fish & Game cannot afford to implement this plan without external funding. However, we should put some funding toward the plan to get projects started.

Over the past 2 years, the Hawke's Bay Fish & Game councils has budgeted some money to the enhancement of game bird habitat. I have used this money to start implementing the 5-year plan. This money has gone into the restoration of a wetland and providing plants to provide for habitat of waterfowl broods. These plants provide the landowner with an incentive to start creating habitat. The majority of landowners that we provided plants have continued to plant habitat.

There is very little public land in Hawke's Bay that we can invest in creating waterfowl breeding habitat. We should be taking every opportunity to create habitat on public land. However, our greatest opportunity to enhance waterfowl habitat is on private lands.

We need to look at waterfowl management at a landscape level when looking at increasing the population. Currently, in Hawke's Bay we have a few large wetlands and shallow lakes that are isolated. Many of these wetlands and shallow lakes are degraded and have low waterfowl production. They are also mainly found on private lands.

We also know from waterfowl research around the world that isolated wetlands and lakes do not produce as well as wetlands and lakes that are connected to other wetlands and lakes across the landscape. By providing plants to landowners to plant around their farm ponds and degraded wetland habitats, we can start connecting these isolated lakes and wetlands.

Benefits of Providing Plants for Waterfowl Habitat to Private Landowners

Public Relations – By providing plants to landowners, it benefits Hawke's Bay Fish & Game by creating a positive relationship between us and the landowner. It also shows that Hawke's Bay Fish & Game are willing to work with landowners to provide good waterfowl habitat in our region. Our most popular Facebook post are ones where we are creating waterfowl habitat.

Compliance – By working with landowners to improve the waterfowl population, we will reduce the likelihood of non-compliance. Game bird hunters will see that Hawke's Bay Fish & Game are putting license holder's money to good use and creating waterfowl habitat to increase the population. Therefore, they are more likely to purchase a game bird license.

Opens Doors to Other Properties

When neighbours see that we are working with landowners, they will be willing to talk to us about their property and how they can improve it for waterfowl.

Creating Habitat for the Future of Waterfowl

By working with private landowners to create good waterfowl breeding habitat, we are investing in the future of waterfowl and our sport. We need to make sure that waterfowl habitat is there for our children and grandchildren to enjoy hunting waterfowl. The council want to implement the 3R program, but we need to make sure that there are good waterfowl numbers for us to recruit, retain, and reactivate waterfowl hunters.

Improved License Sales

Actively working with landowners to improve waterfowl habitat will not only increase the population, but license sales will increase. This is due to the increase in numbers of waterfowl which increases opportunities to harvest birds. Also, it demonstrates to license holders that we are dedicated to waterfowl conservation and we are using their license fees wisely to invest in improving waterfowl populations by providing good habitat.

13. LIAISON OFFICERS REPORTS

13.1 EAST COAST/HAWKE'S BAY CONSERVATION BOARD

13.2 REPORTS FROM OTHER AGENCIES

13.3 REPORTS FROM NEW ZEALAND COUNCIL

14. OPERATIONAL REPORTS

14.1 MANAGEMENT REPORT

26 July 2018

SPECIES MANAGEMENT

Regional Didymo Surveillance

The next Didymo delimiting survey sampling is due in August.

Lake Tutira

On the Saturday 21st July, Hawke's Bay Fish & Game staff, volunteers from the Napier Freshwaters Anglers Club, Hastings Freshwater Anglers Club, Central Hawke's Bay Freshwater Anglers Club and staff from the Maungaharuru Tangitu Trust planted over 2,500 native trees, sedges, and grasses on a section of the lake edge. This was an awesome community planting day promoted on our Facebook page. Thank you to all who help make this day so successful. Ongoing discussions on the air curtain on Lake Waikopiro and issues with reduced oxygen levels.

Two temperature data loggers are currently at Fish & Game office.

Data watch

Nine tagged trout from Lake Tutira has been reported for the 2017/18 season.

Game Bird Hunter Surveys

Southern Institute of Technology are conducting the fortnightly surveys of the game bird harvest and will continue to do these surveys until the end of August.

Game Bird Control

Staff have issued two permits to disturb pukeko causing damage to crops.

Game Farm Operations

Dr Adam Canning from Wellington Fish & Game has taken a water sample from the stream at the game farm as part of a scoping exercise for the use of the hatchery for research purposes.

The 2017/18 4k funding grant received from the Game Bird Habitat Trust for the creation of an educational wetland in the maize paddock has not been started due to staffing circumstances It is hoped this work will be begin soon.

Game Farm maintenance

Clarke Danvers kindly donated his time to repair door hinges in the office and a new lock on the filing cabinet.

The Watts Family continue to provide weekly assistance with maintenance and projects at the Game Farm, over the past two months they have planted out akeake and karamu seeds in seedling trays now growing on in the shade house, completed wiring the banding traps, water

blasted the front steps and entrance ramp, clean and cleared the guttering along the administration building, trimmed and tidied vegetation and reassemble the Esk River sign post. This assistance is greatly appreciated.

Tree Monkey pruned the limb of the silver dollar tree in corner of property which was over hanging the boundary fence.

Eastek repaired the alarm wires in the administration block, expected damaged caused by a rat. Rodent traps regularly baited around the site.

Liberations

Spring liberation is scheduled for late September/October.

Sports Fish Regulations

Drafts approved and sent to Robert Sowman NZ Fish & Game Head Office.

RMA Planning

Ngaruroro/Clive Water Conservation Order

The hearing for the upper Ngaruroro Waters was concluded in December 2017. After the conclusion of the hearing the Special Tribunal issued two key directives: (1) the co-applicants are to engage with submitters to resolve/refine points difference, and (2) HBRC to make its TANK science/research available to the WCO process – both by the end of June 2018.

HBRC did not meet its deadline and sought an extension of several months which was duly granted.

The co-applicants held a supporters meeting, public drop-in session, and a public meeting on 15/16 July, and then held a series of meetings with key opposing stakeholders (winegrowers, growers, irrigators, and John Bostock) to discuss their concerns, and present a revised draft Order. The draft Order is now on its third iteration (most of the changes have been to the water allocation and water quality provisions, as they relate to the lower Ngaruroro waters). The order has been revised to clarify the co-applicants position in relation to the minimum flow and high-flow harvesting. The changes now more closely align the draft Order with where the co-applicants understand TANK has got to. Key stakeholder feedback on the revisions ranged from positive to adverse. The co-applicants believe there is sufficient common ground with some of the stakeholders for their opposition to the WCO to be withdrawn.

Throughout the period since adjournment of the Stage 1 hearing there has been constant contact between the legal counsel for the co-applicants and HBRC.

The WCO was re-notified on 26 July to address concerns the original application notification did not adequately capture the extent of hydraulically connected groundwater in the catchment. Submissions close on 22 August. Submitters to the original application do not need to resubmit.

There has been no indication from the Special Tribunal when the Stage 2 hearing will commence. However, if a hearing date is not confirmed soon, there will be insufficient time to hold the hearing this year – given the need to allow time for the preparation and swapping of evidence etc.

Ruataniwha Water Storage Scheme/Plan change 6

HBRC recently sold the intellectual property rights to the RWSS to a consortium of HB farmers for a paltry sum of \$100k, thus confirming its withdrawal from the process. A \$20M exercise that achieved little other than dividing the community.

Despite this outcome, the RWSS lives on in Plan Change 6 (PC 6). PC 6's water quality limits and standards were set on the basis the RWSS would proceed. Achievement of these water quality limits and standards was dependent upon the higher minimum flows (dilution) that would be generated under the RWSS. Now that the RWSS is not going ahead, or at least not in its originally proposed form or scale, HBRC has a major dilemma, as the water quality improvements required under PC 6 cannot be achieved. In fact, given currently technologies, the only way the PC 6 water quality limits and standards can be achieved is through a deintensification or taking-out of production large areas of existing farmland. Riparian planting and implementation of Farm Environment Management Plans (FEMP) will be insufficient.

The upshot is that rather than delivering large quantities of irrigation water, insulation from climate change, diversification/intensification of landuse, and improved water quality, the RWSS's legacy will be harder times ahead for existing farmers and traditional land uses.

HBFG has \$45k funding from the NZ Council to defend the current water quality and minimum flow requirements in PC 6.

TANK

TANK has been running for more than 5 years, with over 40 meetings in that time. The TANK process is ending, with a single meeting remaining (at the time of writing) before the TANK group is disbanded.

TANK was established to generate a community-based solution to the twin issues of over allocation and degraded/declining water quality in the four TANK catchments. While TANK has been a great initiative to share ideas and get a better appreciation and understanding of the perspectives of other users of the river, it is very disappointing that it has only been in the final two meetings of the TANK process that members have had the opportunity to meaningfully discuss minimum flows and water quality limits. With so little time to discuss these very important matters, it is unsurprising that agreement was not reached within TANK.

What this means for the plan change drafting process is unknown. The plan drafting process has been underway for many months, with various outlines and drafts provided to TANK

members to comment on. However, the most recent draft is still has missing sections and the policy framework for the water quality remain unresolved.

Despite the investment in TANK, it is highly likely HBF&G will need to defend its position into the TANK plan change hearing process, as the member parties look to protect their rights and interests. The areas of focus will be like those in the Tukituki plan change process.

Related matter

It was reported on 26 July that treaty settlement entities were advocating for independent commissioners at HBRC in response to dissatisfaction with the Regional Planning Committee (RPC) and declining environmental health.

<https://www.stuff.co.nz/environment/105751963/treaty-claimant-groups-call-on-crown-to-replace-hawkes-bay-regional-council-with-commissioners>

Dissatisfaction with the RPC is in part related to concerns with the TANK process and the lack of progress on the water allocation and water quality issues.

1212 Consent Applications

We reviewed and approved 2 permits for surface water takes for Sandy Creek. Both water takes were for irrigation on dairy farms. The applications for water take have adequate minimum and residual flows on them.

An application for a waiver of a consent condition was received from Trustpower to enable them to replace a concreted ford. Trustpower have access arrangements over private land by easement to access their Esk hydroelectric scheme, and their current consent conditions prevent them from replacing the ford during the period from May-October. In return for waiving the spawning season exclusion on ford replacement and maintenance, Trustpower have offered Fish and Game access over their easements to enable spawning surveys to be undertaken in the Esk, for a period of up to 5 years.

1221 Reserves Management

Lake Purimu

The Treaty Settlements for Lake Purimu have been finalized for the Heretaunga Tamatea Settlement Trust. We have been in contact with the trust and will start working on the management plan over the next few years. We are required to have an agreed management plan within 5 years of the signing of the settlement Claim.

Railroad Wetland

We continue to plant the railroad wetland. Staff are currently developing a planting plan for this wetland. Over the next few years, there will be a concerted effort to get this wetland planted to the point where maintenance is minimal. As this is a visible wetland, staff want to showcase the proper planting and managing of a wetland.

Table 1: Species and number planted at the Railroad Wetland

Species	Number
Apodasmia similis	12
Coprosma propinqua	12
Cordyline australis	98
Muehlenbeckia complexa	6
Leptospermum scoparium	44

Pukeora Ponds

This past summer, we extended the open water area of Pukeora Ponds which was funded through the Game Bird Habitat Trust. This winter we planted the excavated area with sedges and a few shrubs and trees. The species planted have been provided to the Hawke's Bay Regional Council for their approval.

Table 2: Species and number planted at the Pukeora Ponds

Species	Number
Carex secta	294
Coprosma propinqua	6
Coprosma robusta	6
Cyperus ustulatus	196
Leptospermum scoparium	
Carex comans	6
Plagianthus regius	2

1231 Maintain and Enhance Game Bird Habitat

We have made some good gains for waterfowl habitat over the past 2 months. With the Raupare Enhancement Group, we planted 700m of drain. Plans for next year, will include 4km of drains planted. We will continue to work with stakeholders to monitor the wildlife response to these plantings and provide feedback on the species to plant. we also provide some *Cyperus ustulatus* for a landowner who has a drain that flows into Muddy Creek. This landowner will be planting trees (one every 50m) with the approval of the Hawke's Bay Regional Council Works Group which manage the drains.

We provided a mixture of sedges and toetoe to a landowner who wanted to convert his farm pond for waterfowl production. The work done to the pond was funded by the Game Bird Habitat Trust and we provided plants to get him started. The landowner has since at least tripled the number of plants that he planted. We put a lot of time and effort in this project, because it is a good example of how we can provide waterfowl habitat using existing ponds.

We have also provided some *Carex secta* plants to a landowner who is fencing a small pond and wants to create some brood-rearing habitat. The landowner will be planting some of the *Carex secta* in grass hay bales to see if grass hay is as good as lucerne for establishing *Carex secta* in water. Extra plants will be used to plant a fenced off section of the pond to create nesting habitat. We also provided a landowner (who allowed us to band on his section of a wetland) some *Cyperus ustulatus* plants for planting along the wetland edge.

We are working with one landowner to get a Million Metre Stream Project started on his property. This property is above Wanstead Lagoon and the stream can provide a corridor for duck broods moving from nesting habitat to brood-rearing habitat. The landowner has already fenced the stream and is seeking funding for plants.

We assisted 7 landowners with their applications for the Game Bird Habitat Trust. We originally had 15 interested landowners. Two landowners pulled out due to unforeseen circumstances and will probably want to submit an application in the near future. Three landowners had riparian habitat which would most likely not get funded, so we are looking for other funding sources for these projects. The other 3 projects, I did not have time to thoroughly work with the landowner and will be submitted in the next funding round.

Murphy Wetland – Proposed a 3ha area to be fenced and create a 2ha wetland located in the Porangahau Catchment near Wanstead Lagoon. We applied for \$13,000 to do the excavation of the wetland basin. The total cost for the project will be \$23,015.

Long Island Wetland Complex – We proposed the restoration of a 1ha ephemeral wetland on a property not too far from Wantead Lagoon and Lake Purimu. The area of the whole project will be 1.5 ha and will add to the wetland work that was previously done by the landowner. We applied for \$4,227 with the total cost of the project being \$13,743.

Longview Wetland Complex – We have submitted an application for this landowner to restore 3 dam walls that have eroded away and create 0.8ha of water and 2.2 ha of game bird habitat. We have done very little work in this area of Hawke's Bay and this project may open some doors for more work in the area. We applied for \$20,000 to do the excavation of the wetland basin. The total cost for the project will be \$33,00.

Wairangi Wetland – We submitted a proposal to restore a 3ha ephemeral wetland that is in the Lake Whatuma catchment. The wetland will be fenced and planted to create 4.2 ha of game bird habitat. This project will greatly enhance the number of waterfowl in the area and build on the other wetland that was created the previous year by a neighboring landowner. We applied for \$7,550 to do the excavation of the wetland basin. The total cost for the project will be \$21,550.

Waiwhero Wetland – This application is for funds to start planting a dam that the landowner has restored the dam wall and fenced the dam. The area flooded is 4 ha and has a large shallow water area. With the fencing and planting this project will create 6 ha of game bird habitat. We applied for \$8,000 for plants and the total cost for the project will be \$22,000.

Wilder Wetland – This landowner wants to create a 0.4ha wetland in a wet area that is poor for grazing. The main object of this project is to create a breeding wetland that connects to other wetlands and ponds in the area. The landowner has already started to fence and plant the ponds to enhance waterfowl habitat and this wetland will greatly add to the waterfowl value of the land. We applied for \$4,000 for the excavator work and the landowner will pay for fencing.

Lake Rotohirawa – This project is the restoration of a 3.6 ha lake that had been previously drained. The project area is close to Elsthorpe and will contribute to the production of the lakes and wetlands in the area. With fencing and planting this project will create 5.1 ha of game bird habitat. We applied for \$10,000 for excavator work and the total cost of the project will be \$12,000. The landowner already has completed the fencing.

Signage

All angler access sign have been replaced in the Tukituki catchment and the completed progress report has been sent to the Walking Access Commission to sign off and reimburse the funding grant of \$1,000.

Fish and Game magazine

A 2-page supplement has been prepared for the fishing edition of the Fish and Game magazine. Regular Facebook posts have been created on our Facebook page to keep anglers and hunters updated on regional material.

Fish and Game Club Communications

We gave a presentation to the Hastings Deer Stalkers Association about Hawke's Bay Fish & Game's 5-year strategic plan for waterfowl habitat and the 3R program. They are interested in working with Hawke's Bay Fish & Game on the 3r strategy. Several other Fish & Game regions have developed programs with the local chapters of the Deer Stalkers Association with success.

1411 Statutory Liaison and Political Awareness

Staff continually meet with representatives of the Department of Conservation, Hawke's Bay Regional Council, Iwi and other parties. Of particular note, staff attended the Predator Free Hawke's Bay launch which will see funding of pest control programs in the Hawke's Bay Area. The Million Metre Stream coordinator had a meeting with interested parties to identify potential projects in the Hawke's Bay area in which staff provided feedback and suggested projects. Staff also met with the Raupare Stream Enhancement Group to continue to plan planting schemes for the Raupare Stream and drains.

1441 Public Promotions

Staff attended 2 working days at the Hawke's Bay A&P showgrounds to clean the shed and plant native vegetation around the shed. We are working with Cape to City, QEII Trust, Department of Conservation, and Hawke's Bay Regional Council to develop a place to provide landowners advice on land management practices for wetlands, riparian, native bush, predator control, and other land management practices that provide ecological benefits.

1432 Wetland Restoration Symposium

We are still contributing to the New Zealand Wetland Restoration Symposium which will be held in Napier in September. Currently, we have over 140 people registered. Staff will be presenting a paper on the straw bale trials. Staff are also hosting a workshop on the management of drains for biodiversity values.

1511 Ranging

Due to most of the running high and dirty the past few months, rangers were not that active. There were 6 anglers checked at Lake Tutira. We had a report of 2 anglers, using multiple fishing rods, but when regional council staff met the group, they were only fishing with a rod each, but has a couple extra rods sitting by where they were fishing. Rangers were informed to keep an eye out for these anglers in the future.

Fish and Game huts

New fire place installed at Glenfalls Hut 2 May 2018.

Sports Fish & Game Management Plan

Staff are continuing to work on the draft Sports Fish & Game Management Plan.

Staff House

Staff vacated the house 8 July and the final power reading was completed on 9th July, the Tenancy Board refunded the bond on 11 July. Staff organised the oven clean on 10 June.

Office Premises

Front deck steps and ramp have been water blasted by volunteers and also guttering clean out.

14.2 HEALTH AND SAFETY REPORT

Ref: 9.01.07

18 July 2018

1. Background

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

1. Implementation and adherence to the Health and Safety policy/manual – including H&S as 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. June/July 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 staffs go out on field trips/ranging or when volunteers are assisting.

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

All contractors are using the designed contractor's induction checklist to record when undertaking work at the Game Farm.

All visitors using the meeting room complete and sign the visitor agreement. A verbal Health & Safety briefing is given to all coordinators to convey to the attendees.

2. Monitoring and Reporting

Work Place Accident Register

As at 26 July 2018

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

3. Risk Management (identification and treatment)

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

Tree Monkey trimmed the silver dollar tree along the front of the property that was growing close to the overhead power lines.

Volunteers have water blasted the main office steps and ramp then sprayed with 30 seconds and walk away moss & mould spray.

The new fireplace was installed in the Glen Falls hut. Rodent bait replaced in rat café.

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

Fire extinguishers are scheduled to be serviced during August.

4. Training programme

5. H&S incidents

Nathan Burkepile Senior Fish & Game Officer had a minor motor vehicle incident in the Toyota Hilux HSC136 on 5 July 2018 while backing out of the HBRC parking lot. Minor panel damage was incurred to the left back panel. Smartpak has accepted the insurance claim and the repair work has been booked with Greenmeadows Panel & Paint on 31 July 2018

6. Recommendations

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

14.3 Finance Report

1.0 Purpose

To inform the Council of the current financial position and approve payments for the month of May and June 2018.

2.0 YTD Profit and Loss

The profit and loss summary for the 2-month period ended 30 June 2018 is attached (Table 2).

Income

Licence Income

Total Licence income \$430,570 compared to a budget of \$483,022. Game & Fish licence income are both below budget however this budget in the total budget for the whole year. The licence sales report compares year to date sales against the previous year to date sales. Please note Included in the fish licence sales is \$9,000 from the Non-Resident levy which is not budgeted.

Other Income

YTD Other Income totals \$57,357 against the budget of \$34,970. See Table 1 Other Income. Once again, the \$29,780 received for legal funding from NZC and other parties is the major contributor to the Other Income.

Table 1: Other Income	Budget \$	Actual \$	Variance
Sundry	-	546	- 546
Rent - Maize	5,000	3,913	1,087
Liberations - Contract	-	724	- 724
Game Bird Hire Equipment	-	157	- 157
Legal Funding	-	29,780	-29,780
Reparations	-	304	- 304
Wetland Landowner Advice	-	1,743	- 1,743
Walking Access Grant	1,000	1,000	-
DVD Sales	-	88	- 88
Advertising - Newsletter	1,500	250	1,250
Junior Hunt Sponsorship	-	-	-
Take a Child Fishing	2,000	202	1,798
Glenfalls Hut	1,000	739	261
Fines	1,500		1,500
Salaries Contract	2,520	1,890	630
Rent - Staff houses	9,000	8,400	600
Meeting Room Hire	2,000	1,474	526
Interest received	9,450	6,147	3,303
Donations	-		-
Total Other Income	34,970	57,357	-22,387

Expenditure

Depreciation

In line with the Financial Budget, depreciation has been calculated each month. YTD Depreciation is \$18,595 (in line with budget) Total Budget Depreciation for the year is 22,933.

Species Management

Population Monitoring – YTD \$11,331 Spent -Total Budget \$25,300.

No costs in the May/June period to report.

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

Game Farm – YTD \$6,557 Spent -Total Budget \$17,000

May expenses \$916 – include the normal Ace Lawncare service plus \$500 towards the global consent for the water take. In June \$605 was paid for the consent WP070030TA – 22 Burness Rd. Other expenses relate to Ace Lawn Contract and weed control.

Releases – YTD \$ 10,537 Spent – Total Budget \$7,000

No costs in the May/June period to report.

Control – No Spending YTD – Total Budget \$500

Habitat

RMA – YTD \$30,230– Total Budget \$2,000 - Offsetting Income \$29,780

Professional Fees to Perception Planning Limited \$570 in June 2018.

Works and Management – YTD \$1,065 – Total Budget \$1,000

No spending in current period.

Assisted Habitat – YTD \$5,081 - Total Budget \$7,000

In June \$2,760 was spent on various plants from Plant Hawke's Bay.

Participation

Access – YTD \$999 Spent -Total Budget \$4,700

No spending in current period.

Newsletters – YTD \$4,064 Spent – Total Budget \$9,250

No Spending in current period.

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

Angler and Hunter Training – YTD \$1,588 Spent – Total Budget \$2,500

Fish food, signs and maintenance for the Maimai reported in May/June 2018

Club Relations – YTD \$57 Spent – Total Budget \$250

No spending in current period.

Fish & Game Huts—YTD \$1,255 Spent – Total Budget \$2,000

The installation of the Fireplace occurred in May 2018. (\$1,251)

Public Interface

Public Promotion – YTD \$194 Spent -Total Budget \$500

Purchase of a Panasonic Camera and SD card in the period \$186.

Compliance

Ranging – YTD \$298 Spent – Total Budget \$1,500

Charges for Honorary Ranger Warrants as well as costs associated with opening weekend nourishment for volunteers were reported in May and June.

Ranging Training – YTD \$377 – Total Budget \$700

No costs in current period.

Compliance – No Spending YTD – Total Budget \$500

Licensing

Agent Servicing – YTD \$186 Spent– Total Budget \$750

No costs in current period.

Commission – YTD \$18,363 Spent – Total Budget \$22,403

Commission as a percentage to Sales is 4.06%. 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 \$1,039 Spent– Total Budget \$2,500

June Council meeting expenses reported for catering. This is a little higher than normal as one meeting was cancelled too late to cancel the food order.

Planning & Reporting

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

No spending in current period

Audit – YTD \$4,108 Spent– Total Budget \$6,500

No spending in current period

National Liaison – YTD \$31,767 Spent– Total Budget \$42,539

No spending in current period. The last levy Due in August 2018 as per budget.

Administration

- Salaries. YTD \$189,888 Spent – which represents 80% of the budget (83% of year is completed) Accruals for Annual leave and TIL have been accrued as at 30/6/18.
- Within Staff Expenses – YTD \$13,686 Spent – Total Budget \$16,606. In the current period the main cost was the FBT of \$4016. Other costs in club Kiwisaver and costs associated with the advertising for the Managers position \$785.
- Staff Houses – YTD \$12,254 Spent– Total Budget \$12,900. Rates were paid in April \$630 and oven door was repaired \$270.
- Office Premises– YTD \$3,836 Spent – Total Budget \$8,200. In the current period costs related to the cleaning cost and power as well as meeting room expenses.
- Office Equipment – YTD \$1,560 Spent– Total Budget \$2,960. \$120 per month for the photocopy lease.
- Communication – YTD \$9,695 Spent– Total Budget \$12,450. These costs represent the monthly Xero accounting fee, photocopy expenses, postage, stationery, telephone and interest costs. March's expenses also included the purchase of C4 postage paid envelopes \$1,100. In June a long-haul courier tickets were purchased at a cost of \$229.
- General – YTD \$908 Spent – Total Budget \$6,200. YTD the General Expense are monthly Bank, carpet clean, locksmith charges made for the maintenance of the alarm due to a rat chewing the cable.
- General Equipment – YTD \$1,293 Spent – Total Budget \$3,800. Expense in May related to the trailer – tyres, WOF and bulb.
- Vehicles – YTD \$6,527 – Total Budget \$15,400. This represent petrol, Registrations, WOF and maintenance. The Monthly Smartrak Limited monthly fee of \$78 has being continued.

Table 2: Profit and Loss
Hawke's Bay Fish and Game Council
For the 2 months ended 30 June 2018

	May 2018	Jun 2018	YTD ACTUAL	Total Budget	Var to Budget	% Var
Income						
Licence Income						
Fish Licence Income	4,068	2,805	271,722	292,322	(20,600)	(7)
Game Licence Income	60,577	12,963	149,847	155,730	(5,883)	(4)
Non Resident Licence Revenue	31	0	9,000	0	9,000	0
Total Licence Income	64,677	15,768	430,570	448,052	(17,482)	(4)
Other Income	5,947	5,101	57,357	34,970	22,387	64
Total Income	70,623	20,869	487,927	483,022	4,905	1
Operating Expenses						
Depreciation	1,841	1,814	18,595	22,933	(4,338)	(19)
1100 SPECIES MANAGEMENT						
1110 Population Monitoring	13	0	11,331	25,300	(13,969)	(55)
1120 Harvest Assessment	0	0	0	4,000	(4,000)	(100)
1150 Game Farm	916	1,133	6,557	17,000	(10,443)	(61)
1160 Releases	0	0	10,537	7,000	3,537	51
1180 Control	0	0	0	500	(500)	(100)
Total 1100 SPECIES MANAGEMENT	929	1,133	28,425	53,800	(25,375)	(47)
1200 HABITAT PROTECTION MANAGEMENT						
1210 Resource Management Act	0	570	30,230	2,000	28,230	1,412
1220 Works & Management	364	693	1,065	1,000	65	7
1230 Assisted Habitat	186	2,760	5,081	7,000	(1,919)	(27)
Total 1200 HABITAT PROTECTION MANAGEMENT	550	4,023	36,376	10,000	26,376	264
1300 PARTICIPATION						
1310 Access	0	0	999	4,700	(3,701)	(79)
1330 New sletters	0	0	4,064	9,250	(5,186)	(56)
1340 Informational Publications	0	0	0	800	(800)	(100)
1350 Angler & Hunter Training	25	140	1,588	2,500	(912)	(36)
1360 Club Relations	0	0	57	250	(193)	(77)
1370 Fish & Game Huts	1,255	0	1,255	2,000	(745)	(37)
Total 1300 PARTICIPATION	1,280	140	7,963	19,500	(11,537)	(59)
1400 PUBLIC INTERFACE						
1440 Public Promotions	186	0	194	500	(306)	(61)
Total 1400 PUBLIC INTERFACE	186	0	194	500	(306)	(61)
1500 COMPLIANCE						
1510 Ranging	177	40	298	1,500	(1,202)	(80)
1520 Ranger Training	0	0	377	700	(323)	(46)
1530 Compliance/Prosecutions	0	0	0	500	(500)	(100)
Total 1500 COMPLIANCE	177	40	676	2,700	(2,025)	(75)
1600 LICENSING						
1620 Agent Servicing	0	0	186	750	(564)	(75)
1630 Commission	2,955	474	18,363	22,403	(4,040)	(18)
Total 1600 LICENSING	2,955	474	18,549	23,153	(4,604)	(20)
1700 COUNCILS						
1720 Council Meetings	22	368	1,039	2,500	(1,461)	(58)
Total 1700 COUNCILS	22	368	1,039	2,500	(1,461)	(58)
1800 PLANNING/REPORTING						
1810 Management/Strategic Planning	0	0	771	500	271	54
1830 Reporting/Audit	0	0	4,108	6,500	(2,392)	(37)
1840 National Liaison	0	0	31,767	42,539	(10,772)	(25)
Total 1800 PLANNING/REPORTING	0	0	36,645	49,539	(12,894)	(26)
1900 ADMINISTRATION						
1910 Salaries	15,187	13,552	189,888	237,281	(47,393)	(20)
1920 Staff Expenses	5,292	526	13,686	16,606	(2,920)	(18)
1930 Staff Houses	0	0	12,254	12,900	(646)	(5)
1940 Office Premises	352	436	3,836	8,200	(4,364)	(53)
1950 Office Equipment	120	120	1,560	2,960	(1,400)	(47)
1960 Communications/Consumables	714	917	9,695	12,450	(2,755)	(22)
1970 General	278	264	908	6,200	(5,292)	(85)
1980 General Equipment	231	0	1,293	3,800	(2,507)	(66)
1990 Vehicles	828	704	6,527	15,400	(8,873)	(58)
Total 1900 ADMINISTRATION	23,002	16,521	239,648	315,797	(76,149)	(24)
Total Operating Expenses	30,942	24,512	388,109	500,422	(112,313)	(22)
Net Profit	39,681	(3,643)	99,818	(17,400)	117,218	23

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

The figures in this report are taken from the Profit and Loss above - however, this report includes the staff hours. The Staff hours contribute to the Internal cost. Note that the Budget hours are for the total year and correspond with the Operational Work Plan- Actual hours are for September to June - so 10 months of the year. Income received for projects is set against each project to calculate a Net Cost for each project.

Table 3 provides a summary of Actual hours against budget. This information has been extracted from Table 4 – but highlights the actual hours against budget and the percentage of hours actually spent on each project against budget. (In ascending order)

Table 3: Project Hours				
Code	Project	Budget	Actual	% of Hours
1710	Council Elections	5	0	0%
1220	Works & Management	100	12	12%
1340	Other Publications	148	21	14%
1170	Regulations	64	23	36%
1310	Access	162	63	39%
1510	Ranging	200	81	41%
1150	Game Farm	182	94	52%
1610	Licence Production	200	110	55%
1530	Compliance	88	49	56%
1420	Communication	60	34	57%
1430	Advocacy	140	87	62%
1450	Visitors/Education	140	90	64%
1360	Club Relations	43	30	70%
1520	Ranger Training	48	35	73%
1330	Newsletters	239	176	74%
1830	Reporting - Auditing	230	174	76%
1370	Huts	37	28	76%
1620	Agent Servicing	96	79	82%
1720	Council Meetings	480	402	84%
1120	Harvest Assessment	84	75	89%
1110	Population Monitoring	722	658	91%
1820	Annual Planning	106	97	92%
1440	Public Promotions	71	65	92%
1840	National Liaison	60	56	93%
1210	RMA	360	390	108%
1810	Management Plan	50	69	138%
1230	Assisted Habitat	200	295	148%
1350	Training	324	486	150%
1160	Liberations	10	16	160%
1410	Liaison	55	128	233%
1180	Control	17	55	324%
TOTAL HOURS		4,721	3,978	84%

Table 4: Region: Hawkes' Bay to 30 June 2018

2017/18 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME														
Schedule B														
Code	Project	EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST	Variance	%
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			
1110	Population Monitoring	\$ 25,300	\$ 11,331	722	658	\$ 46,228	\$ 37,589	\$ -	\$ -	\$ 71,528	\$ 48,920	\$ 22,608	\$ 68.4	
1120	Harvest Assessment	\$ 4,000	\$ -	84	75	\$ 5,378	\$ 4,285	\$ -	\$ -	\$ 9,378	\$ 4,285	\$ 5,094	\$ 45.7	
1130	Fish Salvage	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.0	
1140	Hatchery Operations	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.0	
1150	Game Farm	\$ 17,000	\$ 6,557	182	94	\$ 11,653	\$ 5,370	\$ -	\$ -	\$ 28,653	\$ 11,927	\$ 16,726	\$ 41.6	
1160	Liberations	\$ 7,000	\$ 10,537	10	16	\$ 640	\$ 914	\$ -	\$ 724	\$ 7,640	\$ 10,727	\$ (3,087)	\$ 140.4	
1170	Regulations	\$ -	\$ -	64	23	\$ 4,098	\$ 1,314	\$ -	\$ -	\$ 4,098	\$ 1,314	\$ 2,784	\$ 32.1	
1180	Control	\$ 500	\$ -	17	55	\$ 1,088	\$ 3,142	\$ -	\$ 157	\$ 1,588	\$ 2,985	\$ (1,397)	\$ 187.9	
	TOTAL - SPECIES MANAGEMENT	\$ 53,800	\$ 28,425	1,079	921	\$ 69,086	\$ 52,614	\$ -	\$ 880	\$ 122,866	\$ 80,159	\$ 42,728	\$ 65.2	
1210	IRMA	\$ 2,000	\$ 30,230	360	390	\$ 23,050	\$ 22,279	\$ -	\$ -	\$ 29,780	\$ 25,050	\$ 4,730	\$ 90.7	
1220	Works & Management	\$ 1,000	\$ 1,065	100	12	\$ 6,403	\$ 686	\$ 5,000	\$ -	\$ 3,913	\$ (2,163)	\$ 4,565	\$ -90.0	
1230	Assisted Habitat	\$ 7,000	\$ 5,081	200	295	\$ 12,806	\$ 16,852	\$ -	\$ -	\$ 2,048	\$ 19,806	\$ (80)	\$ 100.4	
1240	Assessment	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.0	
1250	Legal Expenses Reimbursed	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.0	
	TOTAL - HABITAT PROTECTION & MAN	\$ 10,000	\$ 36,376	660	697	\$ 42,259	\$ 39,817	\$ 5,000	\$ 35,741	\$ 47,259	\$ 40,452	\$ 6,806	\$ 85.6	
1310	Access	\$ 4,700	\$ 999	162	63	\$ 10,373	\$ 3,599	\$ 1,000	\$ 1,000	\$ 14,073	\$ 3,598	\$ 10,475	\$ 25.6	
1320	Satisfaction Survey	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.0	
1330	Newsletters	\$ 9,250	\$ 4,064	239	176	\$ 15,303	\$ 10,054	\$ 1,500	\$ -	\$ 23,053	\$ 13,868	\$ 9,184	\$ 60.2	
1340	Other Publications	\$ 800	\$ -	148	21	\$ 9,476	\$ 1,200	\$ -	\$ -	\$ 10,276	\$ 1,200	\$ 9,077	\$ 11.7	
1350	Training	\$ 2,500	\$ 1,588	324	486	\$ 20,745	\$ 27,764	\$ 2,000	\$ 202	\$ 21,245	\$ 29,150	\$ (7,905)	\$ 137.2	
1360	Club Relations	\$ 250	\$ 57	43	30	\$ 2,753	\$ 1,714	\$ -	\$ -	\$ 3,003	\$ 1,771	\$ 1,232	\$ 59.0	
1370	Huts	\$ 2,000	\$ 1,255	37	28	\$ 2,369	\$ 1,600	\$ 1,000	\$ 739	\$ 3,369	\$ 2,115	\$ 1,254	\$ 62.8	
	TOTAL - ANGLER & HUNTER PARTICIP	\$ 19,500	\$ 7,983	953	804	\$ 61,019	\$ 45,930	\$ 5,500	\$ 2,191	\$ 75,019	\$ 51,702	\$ 23,317	\$ 68.9	
1410	Liaison	\$ -	\$ -	55	128	\$ 3,522	\$ 7,312	\$ -	\$ -	\$ 3,522	\$ 7,312	\$ (3,791)	\$ 207.6	
1420	Communication	\$ -	\$ -	60	34	\$ 3,842	\$ 1,942	\$ -	\$ -	\$ 3,842	\$ 1,942	\$ 1,899	\$ 50.6	
1430	Advocacy	\$ -	\$ -	140	87	\$ 8,964	\$ 4,970	\$ -	\$ -	\$ 8,964	\$ 4,970	\$ 3,994	\$ 55.4	
1440	Public Promotions	\$ 500	\$ 194	71	65	\$ 4,546	\$ 3,713	\$ -	\$ -	\$ 5,046	\$ 3,907	\$ 1,139	\$ 77.4	
1450	Visitors/Education	\$ -	\$ -	140	90	\$ 8,964	\$ 5,141	\$ -	\$ -	\$ 8,964	\$ 5,141	\$ 3,823	\$ 57.4	
	TOTAL - PUBLIC INTERFACE	\$ 500	\$ 194	466	404	\$ 29,837	\$ 23,079	\$ -	\$ -	\$ 30,337	\$ 23,273	\$ 7,064	\$ 76.7	
1510	Ranging	\$ 1,500	\$ 298	200	81	\$ 12,806	\$ 4,627	\$ -	\$ -	\$ 14,306	\$ 4,925	\$ 9,380	\$ 34.4	
1520	Ranger Training	\$ 700	\$ 377	48	35	\$ 3,073	\$ 1,989	\$ -	\$ -	\$ 3,773	\$ 2,376	\$ 1,397	\$ 63.0	
1530	Compliance	\$ 500	\$ -	88	49	\$ 5,634	\$ 2,799	\$ 1,500	\$ -	\$ 4,634	\$ 2,799	\$ 1,835	\$ 60.4	
	TOTAL - COMPLIANCE	\$ 2,700	\$ 675	336	165	\$ 21,513	\$ 9,426	\$ 1,500	\$ -	\$ 22,713	\$ 10,101	\$ 12,613	\$ 44.5	
1610	Licence Production	\$ -	\$ -	200	110	\$ 12,806	\$ 6,284	\$ -	\$ -	\$ 12,806	\$ 6,284	\$ 6,522	\$ 49.1	
1620	Agent Servicing	\$ 750	\$ 186	96	79	\$ 6,147	\$ 4,513	\$ -	\$ -	\$ 6,897	\$ 4,699	\$ 2,198	\$ 68.1	
1630	Agent Payments	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.0	
	TOTAL - LICENSING	\$ 750	\$ 186	296	189	\$ 18,952	\$ 10,797	\$ -	\$ -	\$ 19,702	\$ 10,983	\$ 8,719	\$ 55.7	
1710	Council Elections	\$ -	\$ -	5	0	\$ 320	\$ -	\$ -	\$ -	\$ 320	\$ -	\$ 320	\$ 0.0	
1720	Council Meetings	\$ 2,500	\$ 1,039	480	402	\$ 30,734	\$ 22,965	\$ -	\$ -	\$ 33,234	\$ 24,004	\$ 9,230	\$ 72.2	
	TOTAL - COUNCILS	\$ 2,500	\$ 1,039	485	402	\$ 31,054	\$ 22,965	\$ -	\$ -	\$ 33,554	\$ 24,004	\$ 9,550	\$ 71.5	
1810	Management Plan	\$ 500	\$ 771	50	69	\$ 3,201	\$ 3,942	\$ -	\$ -	\$ 3,701	\$ 4,713	\$ (1,011)	\$ 127.3	
1820	Annual Planning	\$ -	\$ -	106	97	\$ 6,787	\$ 5,541	\$ -	\$ -	\$ 6,787	\$ 5,541	\$ 1,246	\$ 81.6	
1830	Reporting - Auditing	\$ 6,500	\$ 4,108	230	174	\$ 14,726	\$ 9,940	\$ -	\$ -	\$ 21,226	\$ 14,048	\$ 7,178	\$ 66.2	
1840	National Liaison	\$ 300	\$ 87	60	56	\$ 3,842	\$ 3,199	\$ -	\$ -	\$ 4,142	\$ 3,286	\$ 855	\$ 79.4	
	TOTAL - PLANNING/REPORTING	\$ 7,300	\$ 4,966	446	396	\$ 28,557	\$ 22,622	\$ -	\$ -	\$ 35,857	\$ 27,589	\$ 8,268	\$ 76.9	

4.0 Balance of Current Assets

Cash Position: \$499,813 (Including asset replacement reserves of \$78,128 and \$58,587 for Donations) as at 30 June 2018.

	30 Jun 2018	31 Aug 2017
Bank		
Westpac Call Account	\$125,974	\$88,894
Westpac Current Account	\$2,694	\$2,305
Westpac Donation Account	\$1,607	\$59,296
Westpac Term Deposit - 18ac	\$54,224	\$52,869
Westpac Term Deposit - River Quality I	\$58,587	\$0
Westpac Term Deposit 012	\$62,140	\$60,638
Westpac Term Deposit 016	\$45,595	\$44,034
Westpac Term Deposit -019ac	\$103,469	\$101,745
Westpac Term Deposit 17ac	\$22,554	\$21,541
Westpac Term Deposit WildLife Fund	\$22,968	\$22,247
Total Bank	\$499,813	\$453,569

Debtors:

Outstanding Debtors \$63,569 as at 30 June 2018. The majority of this is for Eyede \$60,915 of which \$59,032 has since been paid in the 4th July 2018. There is one debtor that is more than 3 months overdue – for \$470 – this is from the Napier District Court for Reparations dated May 2017. We may need to write this off at Year end.

6.0 Recommendation

6.1 *That Council approves the following payments:*

<i>May 2018</i>	<i>47,872.98</i>
<i>June 2018</i>	<i>32,869.27</i>
<i>Total to Approve</i>	<i>80,742.25</i>

6.2 *The Finance Report be Received.*

14.4 Licence Sales Report

Licence Sales Report

Ref: 6.01.05

9 July 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 94.1% of the annual sales target has been achieved.
- 2.3 Sales are reported to be 1.3 % below licences issued for the same period last year.
- 2.4 Nationally the licence sales are -0.06 % above on last year's sales to the same time.
- 2.5 The non- resident levy has been reported as a separate revenue amount in the profit and loss and is then transferred into the back country fisheries reserve at the end of the financial year.

14.4 Recommendation

14.4 That Council approves the following licence sales report

Table One

Comparison of Fish Licence LEQs to 9 July 2018

SALES CHANNEL	Family Season	Adult Season	Adult Non-Res	Adult Loyol Senior	Adult Local Area	Junior Season	Adult Winter	Junior Winter	Adult Long Break	Adult Short Break	Adult 24 Hour	Junior 24 Hour	Whole Season Equiv.	% Increase/Decrease on 2016-17
Agent Online Sales	235	653	134	131	110	89	49		10	61	474	119	1447	-5.2%
Agent Book Sales	0	0	0	0	0	6					4	0	2	-92.4%
Direct Sales*	178	376	152	54	66	54	47		6	82	548	29	1018	7.2%
Total Fish 2017-2018	413	1029	286	185	176	149	96	0	16	143	1026	148	2467	-1.3%
Agent Online Sales	268	708	99	126	123	75	46		5	66	571	85	1526	
Agent Book Sales	1	7	0			2					95	2	24	
Direct Sales*	169	400	98	47	57	38	28		14	73	528	31	950	
Total Fish 2016-2017	438	1115	197	173	180	115	74	0	19	139	1194	118	2500	

TARGETS	Family Season	Adult Season	Adult Non-Res	Adult Loyol Senior	Adult Local Area	Junior Season	Adult Winter	Junior Winter	Adult Long Break	Adult Short Break	Adult 24 Hour	Junior 24 Hour	Whole Season Equiv.	Actual to date % of Target
Budget	445	1160	253	163	200	136	142	0	14	161	1100	100	2647	93.2%
2016-2017 Total Sales	438	1115	197	173	181	117	81	0	19	162	1258	124	2525	97.7%
2017-2018 Estimated year end													2491	94.1%

* Direct Sales - Internet, 0800 Licence

3. 2018 Game Licence Sales

- 3.1 The YTD Game licence sales for the 2018 season are reported in Table two.
- 3.2 Total Game sales YTD have decreased by 0.1% when compared to the same period last year and a total of 100.0% of the annual sales target has been achieved.

Table two: 2018 Game Licence Sales Performance

Comparison of Game Licence LEQs to 9 July 2018

SALES CHANNEL	Adult Season		Junior Season		Child Season		Adult 24 Hour		Junior 24 Hour		Whole Season Equiv.	% Increase/Decrease on 2017
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017		
Direct Sales*	340	33	11	92	0	0	0	0	365	8.0%		
Agent Book Sales	0	0	0	0	0	0	0	0	0	-100%		
Agent Online Sales	1509	139	54	32	2	2	1543	-1.4%	1543			
Total Game 2018	1849	172	65	124	3	3	1871	-0.1%	1871			
Direct Sales*	319	37	10	56			3383					
Agent Book Sales	6	8	0	0	0	0	8					
Agent Online Sales	1529	142	42	33	0	0	1564					
Total Game 2017	1854	187	52	89	0	0	1910					

TARGETS	Adult Season		Junior Season		Child Season		Adult 24 Hour		Junior 24 Hour		Whole Season Equiv.	Actual to date % of Target
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017		
2018 Total Budget	1902	181	87	100	7	7	1958	97.5%				
2017 Total Sales	1902	181	87	100	7	7	1958	97.4%				
2018 Estimated year end							1957	100%				

* Direct Sales - Internet, 0800, Mail order