

## AGENDA

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

**Venue** 22 Burness Road

**Date** Tuesday 24 April 2023

**Time** 6.00 PM

- 1 Welcome
- 2 Apologies
- 3 Minutes of the Previous Meeting 28 February 2023
- 4 Matters Arising from the Minutes
- 5 Notification of Items of General Business
- 6 Conflict of Interests Register
- 7 Health and Safety Report
- 8 Management Report
- 9 Finance Report
- 10 Licence Report
- 11 Meeting Closes

CF B.O.S  
EASTERN DIST  
BUDGET  
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# HAWKE'S BAY FISH & GAME COUNCIL

## MINUTES OF A MEETING OF THE HAWKE'S BAY FISH AND GAME COUNCIL HELD AT THE GAME FARM ON TUESDAY 28 FEBRUARY 2023 at 6.00 PM

### PRESENT:

Messrs: Bates, (Chair), Lumsden, ~~Mackay~~<sup>Daly</sup>, Callum Slavin, Blair Slavin, Melville, Williams,  
and Mackay  
Bowcock – Via Zoom

### IN ATTENDANCE

Chris Newton (Interim Manager), Sam Robinson (Governance Advisor)

### APOLOGIES

Jeff Niblett

### WELCOME

Cr. Bates welcomed everyone to the meeting.

### MINUTES OF PREVIOUS MEETINGS

*That the minutes of the meeting held on 06 December 2022 including the Public Excluded minutes are a true and accurate record.*

**B Slavin/C Slavin**

### CONFLICT OF INTEREST REGISTER

The conflict of interest register was signed by all Councillors present.

### MATTERS ARISING FROM THE MINUTES

There was discussion over the appointment of the Chairman and whether this should be every year or every three years.

It was resolved that the election of the Chairman should be every three years.

**C Slavin/R MacKay**

It was also noted that at any time there could be a call for an election of the Chairman by any Councillor.

### HEALTH AND SAFETY REPORT

The Health and Safety report was accepted by Council.



## **GOVERNANCE REVIEW**

It was noted that discussions with the Wellington Region had not provided any real basis for the sharing of services between the two regions

The following resolution was put to the Council.

That the Interim Manager be instructed to enter into discussions with Eastern or another region to seek expertise and other opportunities for staff sharing.

**Williams/ MacKay**

## **MANAGEMENT REPORT**

The Management Report was taken as read and there were no queries arising.

## **FINANCE REPORT**

That the payments for November and December 2022 totalling \$61,245 be approved.

November 2022	\$15,235
December 2022	\$46,016
<hr/> Total	<hr/> \$61,245

That the Finance Report be accepted for the 2 months ended 31 December 2022.

**MacKay/Lumsden**

## **LICENCE SALES REPORT**

The Licence Sales Report was noted and was accepted by Council.

**MacKay/Lumsden**

## **GENERAL BUSINESS**

There was a discussion on the damage to rivers and the trout population as a result of the recent flooding and the responsibility of Fish and Game to Hawkes Bay License Holders to ascertain what impact the floods have had on the population.



It was noted the Manager was having discussions with other regions regarding some assistance to do this once river conditions allow for this.

There was a suggestion that Fish and Game could have an open day and open up our ponds to licence holders to come and fish.

Management will progress with this after we have held the Fids Fishing Day.

It was also suggested that some PR value could be obtained by being seen to release some fish into some of the rivers.

There being no further business the Chairman closed the meeting at 7.55 pm.





## Management Report for Fish and Game Council Meeting 24 April 2023

### Population Monitoring

The current state of the rivers is making any assessment of the trout population very difficult.

As rivers clear sufficiently we will be able to do more, and we will bring in outside assistance on this.

We have been out and about inspecting access points etc and we will be updating Facebook accordingly on this. We have lodged a claim with our Insurance broker about replacing signs and we are currently ascertaining how many we have lost.

### Curriculum Presentation

This has now been delayed until June/July as the Deputy Principal of Tamatea High School is sadly undergoing cancer treatment. She is the one that I have worked with on this.

### Licence Holders Open Day

These were held on 15 and 16 April and were very well attended by over 100 people. Many families also came to see Dad and/or Granddad fishing. Everyone was very appreciative of us having these days. We had assistance from the Napier Anglers Club which was very much appreciated.

Not surprisingly most of those attending had never been here before.

We may look to hold another weekend in the not-too-distant future.

### Kids Fishing

We will look to schedule another Kids Fishing day in the next school holidays.

### Game Farm Development

We have contacted Mitre10 regarding outfitting some of the sheds and are just waiting for their site visit.

### Health and Safety

Staff are meeting each Tuesday mornings and this includes a formal H&S meeting from which minutes are kept.

No accidents or incidents to report for the period.

Accidents 2022/23 year	One
Nature of Accident	Slipped on Wet Bridge
Action required	Netting to be placed on Bridge
Action Completed	01 Feb 2023

### Licence Report

Year to date Licence LEQ sales are down 3.4% on last year as shown in the following comparison.

Total licence income was \$274,810 to end March.



## Licence Sales Comparison

	2021/2022	2022/2023	%Age Change
Total Fish	3098	3251	
LEQ's	2257	2180	(3.4)

For the 23/24 year the Licence Working Group have proposed a 20% reduction in sales due to the Cyclone. I had suggested a 30 % reduction and have been advised that "the Hawkes Bay region have adequate reserves to cover this loss in Licence Income."

**Recommendation** – That the Licence report be accepted.

### Finance Report

The March result was a loss of \$17,030.

The YTD result was a profit of \$52,714 to end March 2023.

Expenditure for the February and March months totalled \$16,828.

**Recommendation** – That the finance report for the February and March 2023 months be accepted and that the payments for the two months ending March 2023 also be accepted.

February - \$11,854.77

March - \$4973.53

Total - \$16,828.30

### General

#### **National F&G Remuneration Review**

This has been completed and will be discussed by Managers at their meeting later this week. It will then come to Regional Councils for discussion. I have attached a copy to this report.

I have grave fears that this will lead to a significant increase in staff remuneration, and this could lead to a further increase in Licence Fees. It has been a bit like putting the fox in charge of the chicken house in that staff were involved in the review team. I am personally opposed to any increase in remuneration at this stage.

I was very concerned to see in the Contestable Fund Applications that a significant amount has been applied for under the heading of remuneration. Of the total \$ 2.965m CF applied for, \$1.0752m (36.3%) is related to staff remuneration. This should be in each regions budget in my view.



# Table 2 Profit and Loss

## Hawke's Bay Fish and Game Council

For the period 28 February 2023 to 31 March 2023

	FEB 2023	MAR 2023	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
<b>Income</b>						
<b>Licence Income</b>						
Fish Licence Income	13,447	(101)	266,934	319,275	(52,341)	(16)
Game Licence Income	-	-	-	163,998	(163,998)	(100)
Non Resident Licence Revenue	3,207	-	21,971	-	21,971	-
<b>Total Licence Income</b>	<b>16,654</b>	<b>(101)</b>	<b>288,905</b>	<b>483,273</b>	<b>(194,368)</b>	<b>(40)</b>
Other Income	1,579	4,474	17,762	27,797	(10,035)	(36)
<b>Total Income</b>	<b>18,233</b>	<b>4,373</b>	<b>306,667</b>	<b>511,070</b>	<b>(204,403)</b>	<b>(40)</b>
<b>Operating Expenses</b>						
Depreciation	1,844	1,826	13,140	22,276	(9,136)	(41)
<b>1100 SPECIES MANAGEMENT</b>						
1110 Population Monitoring	454	112	3,268	6,800	(3,532)	(52)
1160 Releases	-	-	-	2,000	(2,000)	(100)
<b>Total 1100 SPECIES MANAGEMENT</b>	<b>454</b>	<b>112</b>	<b>3,268</b>	<b>8,800</b>	<b>(5,532)</b>	<b>(63)</b>
<b>1200 HABITAT PROTECTION MANAGEMENT</b>						
1210 Resource Management Act	-	-	-	2,198	(2,198)	(100)
1220 Works & Management	-	-	-	1,000	(1,000)	(100)
1230 Assisted Habitat	-	-	95	5,000	(4,905)	(98)
<b>Total 1200 HABITAT PROTECTION MANAGEMENT</b>	<b>-</b>	<b>-</b>	<b>95</b>	<b>8,198</b>	<b>(8,103)</b>	<b>(99)</b>
<b>1300 PARTICIPATION</b>						
1310 Access	-	-	909	2,500	(1,591)	(64)
1320 Satisfaction Survey	-	-	-	500	(500)	(100)
1330 Newsletters	-	-	210	1,500	(1,290)	(86)
1340 Informational Publications	-	-	-	500	(500)	(100)
1350 Angler & Hunter Training	-	262	328	6,500	(6,172)	(95)
1360 Club Relations	-	-	78	100	(22)	(22)
1370 Fish & Game Huts	-	-	-	2,000	(2,000)	(100)
<b>Total 1300 PARTICIPATION</b>	<b>-</b>	<b>262</b>	<b>1,525</b>	<b>13,600</b>	<b>(12,075)</b>	<b>(89)</b>
<b>1400 PUBLIC INTERFACE</b>						
1440 Public Promotions	-	78	78	-	78	-
<b>1450 Visitor Facility</b>						
Game Farm Operations ( moved to 1451)	-	-	27	-	27	-
Maintain Game Farm ( moved to 1452)	-	-	1,062	-	1,062	-
Game Farm Development	6	170	390	15,500	(15,110)	(97)
Maintain Game Farm	-	1,243	2,385	7,500	(5,115)	(68)
Game Farm Operations	-	60	1,437	3,500	(2,064)	(59)
Game Farm Development ( moved to 1454)	-	-	190	-	190	-



Table 2 Profit and Loss

	FEB 2023	MAR 2023	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
Education	-	-	143	2,000	(1,857)	(93)
Total 1450 Visitor Facility	6	1,473	5,635	28,500	(22,865)	(80)
<b>Total 1400 PUBLIC INTERFACE</b>	<b>6</b>	<b>1,551</b>	<b>5,713</b>	<b>28,500</b>	<b>(22,787)</b>	<b>(80)</b>
<b>1500 COMPLIANCE</b>						
1510 Ranging	23	25	106	2,000	(1,894)	(95)
1520 Ranger Training	-	-	77	1,000	(923)	(92)
1530 Compliance/Prosecutions	-	-	-	1,800	(1,800)	(100)
<b>Total 1500 COMPLIANCE</b>	<b>23</b>	<b>25</b>	<b>183</b>	<b>4,800</b>	<b>(4,618)</b>	<b>(96)</b>
<b>1600 LICENSING</b>						
1620 Agent Servicing	-	-	-	300	(300)	(100)
1630 Commission	561	-	10,474	21,747	(11,273)	(52)
<b>Total 1600 LICENSING</b>	<b>561</b>	<b>-</b>	<b>10,474</b>	<b>22,047</b>	<b>(11,573)</b>	<b>(52)</b>
<b>1700 COUNCILS</b>						
<b>1720 Council Meetings</b>						
Council Meeting Expenses	-	692	1,257	2,000	(743)	(37)
Other Council Expenses	-	-	-	800	(800)	(100)
<b>Total 1720 Council Meetings</b>	<b>-</b>	<b>692</b>	<b>1,257</b>	<b>2,800</b>	<b>(1,543)</b>	<b>(55)</b>
<b>Total 1700 COUNCILS</b>	<b>-</b>	<b>692</b>	<b>1,257</b>	<b>2,800</b>	<b>(1,543)</b>	<b>(55)</b>
<b>1800 PLANNING/REPORTING</b>						
1830 Reporting/Audit	-	-	6,950	7,800	(850)	(11)
1840 National Liaison	-	-	-	175	(175)	(100)
<b>Total 1800 PLANNING/REPORTING</b>	<b>-</b>	<b>-</b>	<b>6,950</b>	<b>7,975</b>	<b>(1,025)</b>	<b>(13)</b>
<b>1900 ADMINISTRATION</b>						
1910 Salaries	15,942	15,282	140,320	245,061	(104,741)	(43)
1920 Staff Expenses	88	233	4,682	11,500	(6,818)	(59)
1930 Staff Houses	-	-	391	5,700	(5,309)	(93)
1940 Office Premises	298	189	3,681	16,244	(12,563)	(77)
1950 Office Equipment	-	96	1,241	2,900	(1,659)	(57)
1960 Communications/Consumables	711	748	6,170	12,200	(6,030)	(49)
1970 General	3	203	2,885	800	2,085	261
1980 General Equipment	(348)	63	903	4,639	(3,736)	(81)
1990 Vehicles	908	122	4,266	16,800	(12,534)	(75)
<b>Total 1900 ADMINISTRATION</b>	<b>17,601</b>	<b>16,935</b>	<b>164,539</b>	<b>315,844</b>	<b>(151,305)</b>	<b>(48)</b>
NZ F&G Levy	-	-	46,614	93,227	(46,613)	(50)
Field Equipment Fuel	-	-	9	-	9	-
Hatchery Building	-	-	186	-	186	-
<b>Total Operating Expenses</b>	<b>20,490</b>	<b>21,403</b>	<b>253,953</b>	<b>528,067</b>	<b>(274,114)</b>	<b>(52)</b>
<b>Net Profit</b>	<b>(2,256)</b>	<b>(17,030)</b>	<b>52,714</b>	<b>(16,997)</b>	<b>69,711</b>	<b>(410)</b>

1.





# Payable Invoice Summary

Hawke's Bay Fish and Game Council

For the period 1 March 2023 to 31 March 2023

Invoice Date	Contact	Source	Reference	Planned Date	Gross Status
01 Mar 2023	OfficeMax	Payable Invoice	23050838	20 Apr 2023	28.61 Approved
01 Mar 2023	AOC Tree Care	Payable Invoice	INV-0381	08 Mar 2023	747.50 Paid
01 Mar 2023	New Zealand Post	Payable Invoice	227810001363	31 Mar 2023	230.00 Paid
01 Mar 2023	Grocom Landscape Supplies	Payable Invoice	03860	07 Mar 2023	120.00 Paid
02 Mar 2023	Stihl Shop Greenmeadows	Payable Invoice	93119	09 Mar 2023	72.50 Paid
02 Mar 2023	OfficeMax	Payable Invoice	22948109A	20 Apr 2023	69.75 Awaiting Approval
02 Mar 2023	Frank Energy DD	Payable Invoice	331817982	20 Mar 2023	131.98 Paid
02 Mar 2023	Design Cuisine Limited	Payable Invoice	INV-3373	09 Mar 2023	473.80 Paid
04 Mar 2023	S A Robinson	Payable Invoice	2023-001	20 Apr 2023	300.00 Paid
06 Mar 2023	Immaculate Cleaning	Payable Invoice	0006	20 Mar 2023	85.00 Paid
06 Mar 2023	Stihl Shop Greenmeadows	Payable Invoice	93236	13 Mar 2023	153.90 Paid
07 Mar 2023	Z Taradale	Payable Invoice	000097	07 Mar 2023	41.44 Paid
08 Mar 2023	Mitre10 Mega	Payable Invoice	D#1716	08 Mar 2023	76.93 Paid
09 Mar 2023	Stihl Shop Greenmeadows	Payable Invoice	93382	16 Mar 2023	51.50 Paid
13 Mar 2023	Z Taradale	Payable Invoice	001784	13 Mar 2023	42.49 Paid
14 Mar 2023	Grocom Landscape Supplies	Payable Invoice	CN	14 Mar 2023	118.80 Paid
16 Mar 2023	Pak n save	Payable Invoice	Kids Fishing	16 Mar 2023	156.42 Paid
16 Mar 2023	BP Fuel	Payable Invoice	Kid's Fishing	16 Mar 2023	90.00 Paid
16 Mar 2023	Mitre10 Mega	Payable Invoice	Kids Fishing	16 Apr 2023	10.98 Paid
18 Mar 2023	Bitscoes	Payable Invoice	102103345637	18 Apr 2023	32.99 Paid
20 Mar 2023	FujiFilm DD	Payable Invoice	CW1695228	20 Apr 2023	163.83 Approved
20 Mar 2023	Thomas Winlove	Payable Invoice	Duckbanding	20 Mar 2023	128.28 Paid
21 Mar 2023	Mitre10 Mega	Payable Invoice	Davey	27 Mar 2023	69.29 Paid
22 Mar 2023	OfficeMax	Payable Invoice	23119235	20 Apr 2023	43.06 Approved
22 Mar 2023	Stihl Shop Greenmeadows	Payable Invoice	93909	29 Mar 2023	9.50 Paid
23 Mar 2023	OfficeMax	Payable Invoice	23119235A	20 Apr 2023	29.53 Approved
25 Mar 2023	One New Zealand Group DD	Payable Invoice	BI#624730559/PIN_INV_WM_20230325.20230327045746.3.C/3169	11 Apr 2023	386.16 Awaiting Approval
28 Mar 2023	Eastern Fish and Game Council	Payable Invoice	INV-4449	20 Apr 2023	88.78 Approved
28 Mar 2023	Garmin Europe Ltd	Payable Invoice	INZD00338913	29 Mar 2023	33.00 Paid
28 Mar 2023	Stihl Shop Greenmeadows	Payable Invoice	94154	04 Apr 2023	110.30 Paid
28 Mar 2023	Grocom Landscape Supplies	Payable Invoice	INV-9518	20 Apr 2023	136.95 Awaiting Approval
28 Mar 2023	Z Taradale	Payable Invoice	000103	28 Mar 2023	126.17 Paid
28 Mar 2023	Cardlink Systems DD	Payable Invoice	1032431323	10 Apr 2023	41.14 Awaiting Approval
29 Mar 2023	Eastern Fish and Game Council	Payable Invoice	INV-4462	20 Apr 2023	145.00 Approved
30 Mar 2023	Paper Plus	Payable Invoice	047721	30 Mar 2023	6.40 Paid
30 Mar 2023	New World Greenmeadows	Payable Invoice	025957	30 Mar 2023	89.73 Paid
31 Mar 2023	Smarttrak Limited	Payable Invoice	MI-29676	15 Apr 2023	98.76 Approved
31 Mar 2023	HB Embroidery	Payable Invoice	00118400	20 Apr 2023	233.06 Awaiting Approval
<b>Total</b>					<b>4,973.53</b>



# Payable Invoice Summary

Hawke's Bay Fish and Game Council

For the period 1 February 2023 to 28 February 2023

Invoice Date	Contact	Source	Reference	Planned Date	Gross Status
02 Feb 2023	Frank Energy DD	Payable Invoice	331291358	20 Feb 2023	172.73 Paid
04 Feb 2023	OfficeMax	Payable Invoice	22948109	20 Mar 2023	60.69 Paid
07 Feb 2023	Immaculate Cleaning	Payable Invoice	0005	20 Feb 2023	170.00 Paid
07 Feb 2023	Mitre10 Mega	Payable Invoice	Taupo - Blair	07 Feb 2023	148.92 Paid
10 Feb 2023	Farmlands	Payable Invoice	32709049	20 Mar 2023	529.33 Paid
16 Feb 2023	OfficeMax	Payable Invoice	22992375	20 Mar 2023	32.32 Paid
22 Feb 2023	NZ Transport Agency	Payable Invoice	1HY6674	22 Feb 2023	205.43 Paid
23 Feb 2023	One New Zealand Group DD	Payable Invoice	BI#623793157/PIN_INV_WM_20230225.20230227043912.0.C/7592	23 Mar 2023	386.36 Paid
24 Feb 2023	Cardlink Systems DD	Payable Invoice	1032430823	08 Mar 2023	636.50 Paid
24 Feb 2023	Eastern Fish and Game Council	Payable Invoice	INV-4404	20 Mar 2023	250.00 Paid
24 Feb 2023	BP Fuel	Payable Invoice	052621	24 Feb 2023	82.45 Paid
27 Feb 2023	Need A Nerd- Engage Technology Limited	Payable Invoice	2033236	06 Mar 2023	80.50 Paid
27 Feb 2023	Stihl Shop Greenmeadows	Payable Invoice	92964	06 Mar 2023	6,599.00 Paid
27 Feb 2023	Stihl Shop Greenmeadows	Payable Invoice	92963	06 Mar 2023	1,677.00 Paid
28 Feb 2023	Smatrak Limited	Payable Invoice	MI-29472	20 Mar 2023	98.76 Paid
28 Feb 2023	Garmin Europe Ltd	Payable Invoice	INZD00326498	01 Mar 2023	33.00 Paid
28 Feb 2023	Eastern Fish and Game Council	Payable Invoice	INV-4421	20 Mar 2023	250.00 Paid
28 Feb 2023	Eastern Fish and Game Council	Payable Invoice	INV-4406	20 Mar 2023	88.78 Paid
28 Feb 2023	Stihl Shop Greenmeadows	Payable Invoice	93032	07 Mar 2023	103.00 Paid
28 Feb 2023	Eastern Fish and Game Council	Payable Invoice	INV-4420	20 Mar 2023	250.00 Paid
<b>Total</b>					<b>11,854.77</b>



# GENERAL REMUNERATION

This Policy provides a consistent, transparent, and flexible framework for rewarding and recognizing the contribution of all Fish and Game employees by applying a pay for performance-based remuneration model. This enables Fish and Game to attract, retain and motivate the people it needs to achieve its strategic and operational objectives both now and into the future.

2.1. Fish and Game's remuneration strategy, systems, policies, and processes will:

- a. Support Fish and Game's business strategy and goals, organisational capability, and focus on service delivery;
- b. Provide enough flexibility to attract and retain the people needed both now and into the future;
- c. Ensure affordability and sustainability to meet the standards of fiscal prudence required by shareholders and the Councils;
- d. Deliver a remuneration package to employees that reflects both the value of a role to Fish and Game and the contribution of the person performing the role;
- e. Progress employees demonstrating good performance to the midpoint of the range within 3 years in role;
- f. Reward employees based on consistent delivery of strong individual performance that includes both the results that are achieved and how they are achieved; and
- g. Demonstrate equity, openness, and transparency
- h. Ensure consistency and pay parity across the regions.

2.2 Decisions made on the allocation of any funds towards annual remuneration reviews will be based on a combination of factors including:

- a) Fish and Game's remuneration strategy and framework;
- b) Organisational and individual performance;
- c) Relevant market pay rates to inform salary ranges;
- d) Market dynamics e.g. supply and demand; and
- e) Affordability.

2.3. A reputable and proven job evaluation system will be used to size roles at Fish and Game.

2.4. As part of any annual remuneration process employees will be informed of the remuneration range for their role.

2.5. All employees will be paid at least the minimum of the range (85%) for the position they hold.

2.6. Employees will have the opportunity to progress through the remuneration range to a level commensurate with their assessed performance.

2.7. All employees will be remunerated above the annually published national living wage of New Zealand.

3. 1. This policy is applicable to all permanent Fish and Game employees.



3. 2. To be eligible for a remuneration review, employees must have commenced permanent employment with Fish and Game prior to 1 July of the current review year.
3. 3. Permanent employees who commence employment with Fish and Game on or after 1 July will have their remuneration reviewed in the following review year.
3. 4. Any employee who has worked for less than three months in their role of the performance year is not eligible for a remuneration review.
3. 5. Casual employees are not eligible for a remuneration review.
3. 6. Fixed Term employees (of one year or less duration) are not eligible for a remuneration review.
3. 7. Fixed Term employees greater than one year duration may be eligible for a remuneration review at the CEO's sole discretion which will be covered within the Fixed Term Agreement between both parties.

The NZ Council, with support and advice from the NZ Council CEO, and the Minister, will determine the total budget available and allocation for the organisation remuneration review, based on submissions from the Regional Managers/Chief Executives.

Subject to affordability and sustainability, Fish and Game aims to position itself competitively against the 'Industry and Service' median (Fixed Package), to be able to attract, retain and reward suitably qualified/experienced people. The fixed package includes use of vehicles ,kiwisaver , extra leave etc.

The salary ranges are reviewed once a year against market data supplied by Strategic Pay and may change to maintain alignment with comparable roles in the market:

- a. While salary ranges may be adjusted, there is no automatic change to any individual's remuneration;
- b. The salary ranges extend from 85% to 115% of the midpoint (100%); and
- c. All individual remuneration increases will be based on progression to midpoint plus the outcome of the performance review process.

There are no adjustments for CPI (Consumer Price Index). CPI is incorporated within the market data considered by Fish and Game.

9.1 Fish and Game encourages individuals to make provision for their retirement, and encourages participation in KiwiSaver or other personal superannuation schemes at the discretion of the employee:

- a. Fish and Game is not affiliated with any specific KiwiSaver provider, and encourages employees to seek independent advice regarding their personal choice to join or opt-out of KiwiSaver;
- b. As required by law, Fish and Game provides employer contributions to KiwiSaver participants. This contribution is included in the fixed remuneration package and may not be converted into salary.

9.1.1. Regional Managers/CEOs submit applications to the Contestable Fund by 31 March each year for funding for remuneration increase in the next financial year, based on advice from Human Resources regarding market movements.





- 9.2. The budget for remuneration increases is approved by the NZ Council and the Minister in April.
- 9.3. In July/August managers conduct performance appraisals of staff and determine increases for performance .
- 9.4. Guidelines and eligibility criteria are provided to Regional Managers/Chief Executives prior to the review to ensure consistency across Fish and Game and to support sound, appropriate decision making that is linked to performance in the role.
- 9.5. Fish and Game uses performance ratings to help guide People Leaders' decision-making on performance remuneration outcomes:
  - 1 – Does not meet required standards
  - 2 – Partially meets required standards
  - 3 – Meets required standards
  - 4 – Exceeds required standards
  - 5 – Excels
- 9.6. The managers collectively discuss their proposed rem changes in order to ensure consistency across the regions
- 9.7. Staff are advised in writing of the results of the remuneration review and changes are made effective from 1 September each year.

## 10. Regional Leaders' Responsibilities

### 10.1. Regional Managers/Chief Executives

Regional leaders have a key responsibility to effectively communicate with their people throughout the annual performance and remuneration review processes, setting expectations, providing constructive, meaningful feedback, guidance, and support, and communicating review outcomes.

Additionally, Regional leaders have a responsibility to:

- a. Participate in moderation processes;
- b. Communicate review outcomes to their people;
- c. Model appropriate behaviours, leading by example; and
- d. Seek advice and assistance as appropriate.

### 10.2. Human Resources:

Human Resources will:

- a. Provide support and guidance to Regional Leaders to facilitate the smooth, timely completion of the performance and remuneration processes;
- b. Provide advice to the CEO during moderation and approvals discussions;
- c. Maintain and update remuneration policies and processes ensuring employees are kept up to date; and
- d. Liaise with remuneration providers with respect to job evaluation and remuneration market data.

### 10.3. FINANCE

Finance will provide accurate financial data including budget and employee financial information.

