



AGENDA

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

Venue 22 Burness Road

Date 5 December 2023

Time 6.00pm

1. Welcome
2. Apologies
3. Minutes of the previous meeting 5th September 2023
4. Matters arising from the minutes.
5. Health & Safety report
6. Conflict of interest register
7. NZ Council Consultations
 - a. Draft National Health & Safety Policy
 - b. Draft Prevention of Bullying & Harassment Policy
 - c. Draft Drug & Alcohol Policy
 - d. Draft Governance Code of Conduct with Manager Amendments
8. Management Contract HBFG-NZFGC
9. Budget paper – increase spending limit
10. 2024 Game Bird Regulations
11. Pukeko Project
12. 2024 Meeting Dates
13. 1500 Yearlings from Eastern
14. River Access Points
15. Angler & Hunter Surveys
16. Management Report
17. Finance Report
18. Licence Report
19. Meeting Closes

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 17TH OCTOBER

PRESENT:

Messrs: Bates (Chair), Lumsden, MacKay, Callum Slavin, Blair Slavin, Melville, Niblett

IN ATTENDANCE:

Kerry Meehan (Interim Manager) Corrina Jordan (via Zoom)

APOLOGIES

Gary Bowcock, Chris Newton, Greg Duley

WELCOME

Cr Bates welcomed everyone to the meeting.

PUBLIC ENQUIRIES

Situation with Tutira and releasing trout. F&G have made attempts over the past 18 months to establish a relationship with local Hapu with offers of Eel release and native plants but due to staff turnovers from both sides there has been no progress made. Efforts will continue but there will not be Trout released into Tutira in the foreseeable future.

Response to letter from Alexander Sutton regarding the lack of consultation with license holder about the bag limit drop to one: The previous manager was instructed to inform local clubs and stakeholders regarding this year's bag limit drop but failed to do so adequately and the Chair apologised for the lack of communication prior to the season starting. With the rivers recovering bag limits next year are likely to return to previous levels.

The meeting is being recorded for recording keeping purposes.

MINUTES OF PREVIOUS MEETING

That the minutes of the meeting held on 4th September were true and correct record of the meeting.
Lumsden/Niblett B Slavin excluded.

MATTERS ARISING FROM THE MINUTES

Recording keeping – when moving to committee, councillor make motion, seconding, reason for public exclusion & times it commenced and closed.

Lumsden/Niblett

Lake Hawkeston

1500 Trout have been ordered from Eastern for Hawkes Bay. 500 can go to Lake Hawkeston, but we will need to find locations for the rest as we are no longer permitted to liberate into rivers.

Liberations are now only permitted into lakes, due to the unstable environmental conditions and high mortality rates of Trout. Council to consider ideas of where to place.

HEALTH & SAFETY REPORT

That the Health & Safety report be accepted by Council.

B Slavin/Lumsden

CONFLICT OF INTEREST REGISTER

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

Lumsden/Mackay

GENERAL BUSINESS

Use of Government Stores

Council accepts that the Government Stores Handbook will be the first reference when purchasing for HB Fish & Game

Mackay/Melville

Rununga Weir

A resident has expressed concerns about the weir and risk to their property should the weir fail in high rainfall events. The weir has recently had a structural engineers report showing it is in good condition. Chair & Manager will meet with Ian Maxwell from HBRC to discuss further. Other residents are happy with the weirs performance and the positive impact it has on the lakes overall health.

Exemption for marginal strip

Long term there is uncertainty around whether this strip will be useful for access. Council do not agree to the exemption.

Mackay/B Slavin

Vision Thinking Study

Council agrees to Vision Thinking Study being proposed by Dr Humphrey Walker

C Slavin/Mackay

PUBLIC EXCLUDED SESSION

It was that the meeting be moved into a public excluded session at 6.44pm to discuss Management Proposal.

Mackay/Niblett

PUBLIC INCLUDED SESSION

The meeting moved back into Public Allowed Session at 7.35pm

Mckay/Niblett

LETTER FROM HASTINGS ANGLERS CLUB

Chair & Manager to respond in writing to HAC and co-ordinate an open meeting with anglers clubs to address the issues in the letter and answer questions.

DRAFT POLICY

Council would like to see that if there is not at least a 50% agreement on policy it should be revised and sent back to regions for more consultation.

Pukeko numbers

Chair met with Chair of Vegetable Growers Association regarding the damage the high numbers of Pukekos are causing to crops. HBFG look to establish a program during season with young shooters going into blocks to control numbers and work with Hapu to use the birds.

Out of season permits should be under more control with permit holders returning cull sheets to establish the extent of the problem.

2024 GAME BIRD REGULATIONS

Regulations to be reviewed in December with an emphasis on Pukeko numbers.

MANAGEMENT REPORT

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

PROMOTIONS

Using social media platforms, local guides & giveaway promotions etc on a regular basis.

LICENCE REPORTS

The licence sales report was noted and accepted by Council.

Mackay/Niblett

FINANCE REPORTS

The payments for August \$57064.55 & September \$10276.24 be approved.

Mackay/Niblett

GRAVEL EXTRACTION

Manager is seeking advice from C Slavin regarding river extraction as there are a lot of requests coming through HBRC for consents. Manager will visit site to see gravel extraction process.

There being no further business the Chairman closed the meeting at 8.55pm

5:Health & Safety Report

Background

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

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

October/November Update

Staff & sub-contractors have been continuing to weed eat and spray weeds around the grounds using all appropriate safety equipment.

All visitors to the grounds are briefed on health and safety hazards and sign in to acknowledge.

Staff will be issuing volunteers and contractors with high vis vests when working in the grounds.

Monitoring and Reporting

Workplace Accident Register

As of 25 November 2023

Number of workplace injuries in 2023-2024 year	0
Number of workplace injuries in 2022-2023 year	1
Number of workplace injuries in 2021-2022 year	0
Number of workplace injuries in 2020-2021 year	0
Number of workplace injuries in 2019-2020 year	1
Number of workplace injuries in 2018-2019 year	0

H&S incidents and near misses

Nothing to report

Recommendations:

The Council accepts the health and safety report

6:Conflict of Interest Register

1. Purpose

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

2. Background

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

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

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

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.

(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)).

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.

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.

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:

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

The member's other interest could specifically affect, or be affected by, the actions of the Council in relation to a matter;

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

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:

not vote on issues related to the matter;

not discuss the matter with other members;

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;

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:

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);

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: New Zealand Council Consultations

- Draft Health & Safety Policy
- Draft Prevention of Bullying & Harassment Policy & Procedure
- Draft Drug & Alcohol Policy & Procedure
- Draft Governance Code of Conduct with Manager Amendments

8: Management Contract

Purpose

To discuss a management contract put forward by New Zealand Fish & Game CEO Corina Jordan for Management services to Hawkes Bay Fish and Game.

Background

With the resignation of Chris Newton HBF Council is looking for a solution to the management role and staffing of Fish & Game.

Recommendation

That Council agree to the New Zealand Fish and Game Council contract to oversee management of Hawkes Bay Fish and Game with Corina Jordan overseeing management.

9: 2023/24 Budget

Purpose

Council to discuss increasing the allocated budget through applying to use reserves from NZC

Background

To cover increases in staff costs and project management an increase in budget is necessary to cover short falls in the current budget.

Recommendation

That Council approve an application to NZC to use reserves to cover an increase in the budget and increase the notifiable spend by Management to \$10,000.

10:2024 Game Bird Regulation

Purpose

To discuss the regulations for the 2024 Game Bird Season.

2023 Regulations Game Bird Regulations

**1 Game That May Be Hunted or Killed
- Duration of the 2023/24 Season**

Species	Season Duration (dates Inclusive)	Daily Bag Limit	Hunting Area
Grey/mallard duck	6 May to 2 Jul 2023	8	All areas
NZ shoveler duck	6 May to 2 Jul 2023	2	All areas
Paradise shelduck	6 May to 2 Jul 2023	8	All areas
Pukeko	6 May to 27 Aug 2023	10	All areas
Black swan	6 May to 2 Jul 2023	3	All areas
Brown quail	Closed season	0	All areas
California quail	6 May to 27 Aug 2023	10	All areas
Cock pheasant	6 May to 27 Aug 2023	2	All areas

2 Shooting Hours 6.15am to 6.00pm.

3 Decoy Limit No limit.

4 Special Conditions

4.1 No person may hunt or kill game birds, as specified, within the Hawke's Bay region with any magazine extensions on a shotgun of 10 gauge or smaller (including 12, 16, 20, 28, .410).

4.2 Magazine shotguns must be restricted in such a way that the shotgun is incapable of holding more than two shells in the magazine, with no more than 3 shells in the magazine and chamber combined at any one time.

4.2 Any game bird licence holder who has a Department of Conservation authorisation to take or kill wildlife for the purpose of hawking or falconry may hunt with an Australasian Harrier (*Circus approximans*) to take game birds. This is subject to the season length and bag limit for game birds specified in clause 1 of this notice for this Region and subject to any conditions imposed by the Director-General of Conservation under such a permit.

What opportunities can be made to bring back more upland game shooting?

Recommendation

That Council approves the 2024 game season conditions.

That Council agrees to reconsider its decisions on 2024 season conditions if summer monitoring programmes show a significant change to game populations.

11:The Pukeko Project

Purpose

To address the issues of damage large numbers of Pukeko are causing local farmers.

Background

20 Permits have been issued to farmers post 2023 game bird season as they are causing significant problems with widespread crop damage. We need to place more emphasis on controlling numbers during game bird season to reduce post season permit requirements and bring bird numbers under control.

It is proposed that we run a project where young shooters are taken into blocks with large numbers of birds to cull numbers. We will also work with local Hapu to make use of the birds by harvesting their feathers and either processing them for food or donating to a local animal food factory.

To organise this, we would need to put together a project team. We would need to start with an assessment of bird numbers in problem areas to justify the project so there can be no negative comebacks from media or activists as they are a very well-liked native bird. We would need to liaise with the shooter's clubs, local farmers, Police & rangers to organise the weekend project/s. We would then need to run another assessment post-game season to gauge its success.

Recommendation

That council approves a project to assist in reducing Pukeko numbers through Hawkes Bay.

12:Hawke's Bay Fish and Game Council 2024 Meeting Dates

Proposed 2024 Meeting Dates

Tuesday 12 March

Tuesday 14 May

Tuesday 9 July

Tuesday 10 September

Tuesday 12 November

Tuesday 14 January (AGM)

Meeting should aim to be in the alternative month to NZC meetings & at least 3 weeks prior or post NZC Meetings.

2024 NZC Meetings

16 February

19 April

18 June

23 August

13 December

Recommendation

That the council approves the proposed meeting schedule and dates for the six regular meetings and one annual general meeting.

13:Fifteen Hundred Yearlings from Eastern

Purpose

1500 yearlings from Eastern were ordered in March and are now ready to send. We need to work out where they are going to go asap. If we can't Eastern, will liberate into one of their lakes but we will still need to cover the costs of \$4800. Lake Hawkeston will only be able to take 100-150.

Recommendation

Take 300, 100 for Hawkeston & 200 for Hatchery pond to be grown on and released into our ponds. Eastern to allocate the rest.

14:River Access

Purpose

Maintain & grow river access points for License Holders.

Background

License holders are still passionately demanding that we do more in regard to river access.

Suggestions made include

When access to rivers through paper roads are not being repaired by HBDC and are repaired by private landowners, HBFG should also contribute to the costs of repairs so those roads are repaired to a level that allows safe public access and cannot be cut off to the public.

HBFG buys blocks that adjoin rivers, subdivide a section for access and resell the excess. This will provide a guaranteed access point for the long term.

More communication with DOC, HBDC, private & corporate landowners who have access to fishing & hunting and allowing access to our licence holders in a controlled manner.

Recommendation

HBFG develop a strategy to better manage and grow access for license holders.

15:Angler & Hunter Survey

Purpose

Dr Walker is developing a research project on Angler & Hunter perceptions post cyclone Gabrielle. This research is set to run for the next 3 years and gather information on the perceptions of anglers & hunters following the impacts from the Cyclone.

Background

Dr Humphrey Walker has constructed test surveys for Councillors to test & provide feedback on content and layout.

"I have attached info on the surveys below along with web links and QR codes for each. They have been constructed in the professional version of Survey Monkey as the free version would not allow the advanced logic required to deliver a polished survey.

Remember that this is about Angler and Upland Game Bird Hunter perceptions of their recreational prospects and experiences. It is not about soliciting harvest information. I have worked hard to make sure detail about favourite spots and harvests are not solicited in the hope this will encourage participation. I have tried to capture additional useful metrics that should assist planning and stakeholder engagement.

The Upland Game survey has a theme inspired by the colours of a cock pheasant tail feather and the Angler survey has an aquatic theme. I think both are easy to read and seem to look ok on computer, tablet, and smart phone.

Please note:

The pdf copies are of the overall text only and do not contain the survey question logic. This means they will 'read' strangely as some questions are programmed to only show with certain responses preceding them while others are skipped or hidden.

- The surveys have been left in a format that will allow the councillors to move backward as well as forward. This means they can explore the survey by altering answers. The final survey will not allow responses to be edited.

- Please do not select either 'under 18' for your age or 'No' to 'do you hold a current ***** licence' as these will both disqualify you from the survey and your web link will not let you have another go.
- For this preview and feedback the answers do not matter, just make them up! I won't even be looking at the answers from the councillors. All responses will be deleted and I'm not even tracking their IP addresses.
Any problems please let me know. If someone does spoil their link I can generate another one for them. If anyone spots a typo or word missing please let me know!"

Kind Regards,
Humphrey

Scan the QR code or click the link to go to the test survey



Angler Survey



Upland Survey

[SurveyMonkey Powered Online Survey Upland Game Survey](#)

[SurveyMonkey Powered Online Survey Angler Survey](#)

Recommendation

That Council provide feedback and approval for the surveys to be rolled out to Licence Holders as appropriate.

16:Management Report

ReWilding Campaign

NZC has launched a publicity campaign (see attached) to raise awareness around the work Fish & Game are doing to promote the benefits of hunting & fishing, protect traditions and make it accessible to all New Zealanders.

A new billboard skin has been installed on the expressway sign and we also have the option to have vehicles wrapped in campaign signage. There will also be other advertising collateral available if we should need it.

Game Farm

Davey & workers have been weed eating & spraying around the site. Blackberry & Moth plants have been an issue they are trying to get on top of. Lots of dead trees have been removed from driveway and eastern side of the lake. The large mounds have been evened out and grass resown.
It would be good to get a tractor in to mow down the long grass when it has dried out and firm up.

Open Days

The open days have been well received and well attended but there have been losses from fish not being handled well. Neal (volunteer) has been on hand each week and making sure people are handling them correctly. Some have also been the Turangi trout as their fins were badly affected by rock rash so competing with the others for food will be difficult and they look in bad condition and malnourished.

Koura Pond

Aqua tuff have provided a quote for pre-moulded pond liners for the lower ponds so they can be filled. The large one would be approx. \$10k. We'll also look at I.S.Dam lining & more eco friendly options like Bentonite. We'd like to have these operational by the new year so we can complete the DOC application process and get the ponds conditioning over summer.

Education Program

We have been working on different facets of the education program. We will work with trying to book in schools for 2024 using the curriculum based learning that has been developed. There will also be a specialist 4 day fishing course offered to schools run by Marlene Skeet and we can hopefully incorporate the camping option using the facilities we already have. I am also looking to develop evening classes with Paula Burden that will offer 4-6 week classes on fly & spin fishing & be split into different gender and age groups. See attached doc.

Cyclone Gabrielle Promo

The promo was well received by locals and has received 65 entries with over 120 Facebook reactions and increasing our page to over 2000 Followers. A surprising aspect was the people who were entering shared their stories which wasn't a requirement (see attached doc) The draw will take place on 1st December at Hunting & Fishing Napier.

17. OPERATIONAL REPORTS

17.1 FINANCE REPORT

Ref: 8.03.01

28 November 2023

1. Purpose

To inform the Council of the year-to-date financial position and approve payments for the months of September and October 2023.

Tables within this report:

Table 1	Other Income September and October 2023
Table 2	Profit and Loss to 31 October 2023
Table 3	Balance Sheet as at 31 October 2023
Table 4	Variance Report to 31 October 2023
Tables 5 & 6	Bank Transactions September and October 2023

Tables 7,8 & 9 Credit Card Transactions September and October 2023

Table 10 Reconciliation of OWP to Financial Statement Budget 2023-2024

Table 11 Statement of Financial Performance Budget for the year ended 31 August 2024

Table 12 Statement of Financial Position Budget as at 31 August 2024

Table 13 Statement of Cashflows Budget for the year ended 31 August 2024

2. YTD Profit and Loss

The Profit & Loss statement for the period ending 31 October is provided in Table 2. This report documents the income and expenditure for the period.

Summary

With the new season licence sales coming in over these initial months of the new financial year a net profit of \$61,846 is reported YTD.

Income

Licence Sales

Licence revenue YTD is \$124,493 compared to an annual budget of \$429,893. 29% of the annual target has been achieved compared with 32% for the same period last season. A more up to date and detailed picture of licence sales performance YTD can be found within the licence sales report.

Other Income

Other income YTD is \$6,762 YTD (*Table 1*)

Table 1: Other Income	Total Budget	YTD Actual
Advertising	\$500	\$0
Glen Falls Hut	\$1,500	\$383
Donations	\$0	\$68
Meeting Room Hire	\$2,000	\$261
Rental Income	\$10,400	\$4,500
Interest Income	\$29,522	\$1,551
Total	\$43,922	\$6,762

Expenditure

Total expenditure for the 2 months ended 31 October 2023 was \$69,409 – 14.1% of budgeted expenditure for the financial year which is 16.6% complete.

Depreciation

YTD Depreciation is \$3,950 and is in line with budget.

Species Management

Population monitoring expenses were minimal and related to a river survey conducted by Dave Hern. Species Management spending YTD to 31 October was \$532 against a total budget of \$9,800.

Habitat

No Spending YTD – total budget \$7,800

Participation

Spending within the newsletters budget related to the Mail Chimp subscription.

Participation spending YTD to 31 October was \$170 against a total budget of \$13,300.

Public Interface

Significant spending is reported within the Public Interface output related to maintenance and development of the game farm. Expenses included the final instalments on the compostable toilets, the cost to remove various trees, payments to contractors, and materials and equipment.

Public Interface spending YTD to 30 October was \$11,621 against a total budget of \$21,500.

Compliance

No Spending YTD – total budget \$4,000.

Licensing

Within the licencing budgets the Hawke's Bay region's contribution to the developments costs of the Designated Waters system is shown in September and October. These costs were approved as a contestable fund bid to be drawn from the Non-Resident Levy reserve at year end.

The Commission budget includes agent commissions and the fees associated with the Public Online and 0800 sales. \$4,344 YTD is in line with sales reported for the period.

Council

Expenses are reported within the Council budgets relating to catering for the September and October meetings of Council, governance support, and a gift voucher.

Council spending YTD to 31 October was \$1,411 against a budget of \$2,300.

Planning

The Reporting/Audit budget is showing a negative figure of \$3,544 and this is related to the accrual of the audit fee for the 31 August 2023 audit which is yet to be completed and paid for.

Planning & Reporting spending YTD was -\$3,544 against a total budget of \$8,200.

Administration

- Salaries. YTD \$22,575.
- Staff Expenses included staff accommodation, morning tea and lunch expenses, and first aid supplies.
- Staff Houses expenses related to a Healthy Homes assessment, smoke alarms and dump fees.
- Office Premises expenditure related to rates and the usual electricity and cleaning costs.
- Office Equipment expenditure related to the photocopier lease.
- Communications expenses are reported relating to telephones, stationery, Xero licence, annual Zoom subscription, and photocopying.
- General expenses include bank fees, business cards, an accrual for insurance, Facebook and istock subscriptions, and a voucher from Napier Hunting & Fishing for a Facebook promotion. Bank fees were higher than usual because of, the annual fee for credit cards, and for Audit Confirmation reports.
- General equipment expense related to the purchase of a Stihl chainsaw (\$677).
- Vehicles expenditure relates to fuel. The monthly SmartTrack fee of \$91 is also recorded each month.

NZ F & G Levy

Total levy \$14,931 – 25% of budget.

3. Balance Sheet

The Balance Sheet as at 31 October 2023 is shown in Table 3 and compares the year to date position with the end of the prior year balance sheet as at 31 August 2023.

Cash Position: As at 31 October 2023

\$ 187,222	Cash & Call accounts (includes \$68,312 Donations)
\$ <u>533,196</u>	Investments
\$ 720,418	Total

Debtors: Outstanding Debtors \$103,124 as at 31 October 2023 (\$125,100 as at 31 October 2022).

4. Variance Report

The variance report is shown in Table 4. The figures in the “Variance Report” are taken from the Profit and Loss (Table 2), however, this report includes a comparison of staff hours against budget. Overhead costs are allocated against each project based on hours worked on the project giving an internal cost and a total project cost.

YTD actual staff hours are entered for each project to provide Council with an overview of the staff time component of the Operational Work Plan.

Table 4 2023/2024 REPORT OF VARIANCES BETWEEN TOTAL BUDGET AND YEAR TO DATE ACTUAL EXPENDITURE AND INCOME

as at 31 October 2023

Schedule B Code	Project	EXTERNAL COSTS		HOURS		INTERNAL COST		NETTABLE INCOME		NET COST		NET COST	Variance	%
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			
1110	Species Monitoring	\$ 6,800	\$ 532	795	12	\$ 45,709	\$ 501	\$ -	\$ -	\$ 52,509	\$ 1,033	\$ 51,476	2.0	
1120	Harvest Assessment	\$ -	\$ -	30	0	\$ 1,725	\$ -	\$ -	\$ -	\$ 1,725	\$ -	\$ 1,725	0.0	
1140	Hatchery Operations	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0	
1160	Releases	\$ 3,000	\$ -	110	0	\$ 6,325	\$ -	\$ -	\$ -	\$ 9,325	\$ -	\$ 9,325	0.0	
1170	Regulations	\$ -	\$ -	30	0	\$ 1,725	\$ -	\$ -	\$ -	\$ 1,725	\$ -	\$ 1,725	0.0	
1180	Control	\$ -	\$ -	0	8	\$ -	\$ 348	\$ -	\$ -	\$ -	\$ 348	\$ (348)	#DIV/0!	
	TOTAL - SPECIES MANAGEMENT	\$ 9,800	\$ 532	965	20	\$ 55,483	\$ 849	\$ -	\$ -	\$ 65,283	\$ 1,381	\$ 63,902	2.1	
1210	Resource Management Act	\$ 2,500	\$ -	150	3	\$ 8,624	\$ 131	\$ -	\$ -	\$ 11,124	\$ 131	\$ 10,994	1.2	
1220	Works & Management	\$ 1,300	\$ -	45	0	\$ 2,587	\$ -	\$ -	\$ -	\$ 3,887	\$ -	\$ 3,887	0.0	
1230	Assisted Habitat	\$ 4,000	\$ -	180	6	\$ 10,349	\$ 261	\$ -	\$ -	\$ 14,349	\$ 261	\$ 14,088	1.8	
1240	Assess & Monitor	\$ -	\$ -	20	4	\$ 1,150	\$ 174	\$ -	\$ -	\$ 1,150	\$ 174	\$ 976	15.1	
	TOTAL - HABITAT PROTECTION & M	\$ 7,800	\$ -	395	13	\$ 22,711	\$ 566	\$ -	\$ -	\$ 30,511	\$ 566	\$ 29,945	1.9	
1310	Access	\$ 2,200	\$ -	90	7	\$ 5,175	\$ 305	\$ -	\$ -	\$ 7,375	\$ 305	\$ 7,070	4.1	
1320	Satisfaction Survey	\$ 500	\$ -	30	0	\$ 1,725	\$ -	\$ -	\$ -	\$ 2,225	\$ -	\$ 2,225	0.0	
1330	Newsletters/Information	\$ 1,500	\$ 170	350	16	\$ 20,124	\$ 697	\$ 500	\$ -	\$ 21,124	\$ 867	\$ 20,257	4.1	
1340	Other Publications	\$ 500	\$ -	20	0	\$ 1,150	\$ -	\$ -	\$ -	\$ 1,650	\$ -	\$ 1,650	0.0	
1350	Training	\$ 6,500	\$ -	740	19	\$ 42,547	\$ 827	\$ -	\$ -	\$ 49,047	\$ 827	\$ 48,220	1.7	
1360	Club Relations	\$ 100	\$ -	20	0	\$ 1,150	\$ -	\$ -	\$ -	\$ 1,250	\$ -	\$ 1,250	0.0	
1370	Huts	\$ 2,000	\$ -	50	4	\$ 2,875	\$ 174	\$ 1,500	\$ 382	\$ 3,375	\$ (208)	\$ 3,583	-6.2	
	TOTAL - ANGLER & HUNTER PARTIC	\$ 13,300	\$ 170	1,300	46	\$ 74,744	\$ 2,003	\$ 2,000	\$ 382	\$ 86,044	\$ 1,791	\$ 84,253	2.1	
1410	Liaison	\$ -	\$ -	50	0	\$ 2,875	\$ -	\$ -	\$ -	\$ 2,875	\$ -	\$ 2,875	0.0	
1420	Communication	\$ -	\$ -	75	0	\$ 4,312	\$ -	\$ -	\$ -	\$ 4,312	\$ -	\$ 4,312	0.0	
1430	Advocacy	\$ -	\$ -	70	0	\$ 4,025	\$ -	\$ -	\$ -	\$ 4,025	\$ -	\$ 4,025	0.0	
1440	Public Promotions	\$ -	\$ -	50	0	\$ 2,875	\$ -	\$ -	\$ -	\$ 2,875	\$ -	\$ 2,875	0.0	
1450	Visitor Facilities/Education	\$ 21,500	\$ 11,621	1,500	436	\$ 86,244	\$ 18,985	\$ -	\$ -	\$ 107,744	\$ 30,606	\$ 77,138	28.4	
	TOTAL - PUBLIC INTERFACE	\$ 21,500	\$ 11,621	1,745	436	\$ 100,330	\$ 18,985	\$ -	\$ -	\$ 121,830	\$ 30,606	\$ 91,225	25.1	
1510	Ranger	\$ 1,500	\$ -	100	2	\$ 5,750	\$ 65	\$ -	\$ -	\$ 7,250	\$ 65	\$ 7,184	0.9	
1520	Ranger Training	\$ 1,000	\$ -	60	0	\$ 3,450	\$ -	\$ -	\$ -	\$ 4,450	\$ -	\$ 4,450	0.0	
1530	Compliance Prosecutions	\$ 1,500	\$ -	55	1	\$ 3,162	\$ 44	\$ -	\$ -	\$ 4,662	\$ 44	\$ 4,619	0.9	
	TOTAL - COMPLIANCE	\$ 4,000	\$ -	215	3	\$ 12,362	\$ 109	\$ -	\$ -	\$ 16,362	\$ 109	\$ 16,253	0.7	
1610	Licensing	\$ 5,652	\$ 3,735	120	0	\$ 6,899	\$ -	\$ -	\$ -	\$ 12,551	\$ 3,735	\$ 8,816	29.8	
1620	Agent Servicing	\$ 300	\$ -	70	4	\$ 4,025	\$ 174	\$ -	\$ -	\$ 4,325	\$ 174	\$ 4,151	4.0	
	TOTAL - LICENSING	\$ 5,952	\$ 3,735	190	4	\$ 10,924	\$ 174	\$ -	\$ -	\$ 16,876	\$ 3,909	\$ 12,967	23.2	
1710	Council Elections	\$ 1,000	\$ -	20	0	\$ 1,150	\$ -	\$ -	\$ -	\$ 2,150	\$ -	\$ 2,150	0.0	
1720	Council Meetings	\$ 2,300	\$ 1,411	150	27	\$ 8,624	\$ 1,176	\$ -	\$ -	\$ 10,924	\$ 2,587	\$ 8,338	23.7	
	TOTAL - COUNCILS	\$ 3,300	\$ 1,411	170	27	\$ 9,774	\$ 1,176	\$ -	\$ -	\$ 13,074	\$ 2,587	\$ 10,488	19.8	
1810	Management Planning	\$ -	\$ -	5	0	\$ 287	\$ -	\$ -	\$ -	\$ 287	\$ -	\$ 287	0.0	
1820	Annual Planning	\$ 7,700	\$ (3,544)	125	13	\$ 7,187	\$ 566	\$ -	\$ -	\$ 14,867	\$ (2,978)	\$ 17,865	-20.0	
1830	Reporting/Audit	\$ 300	\$ -	90	69	\$ 5,175	\$ 3,004	\$ -	\$ -	\$ 5,475	\$ 3,004	\$ 2,470	54.9	
1840	National Liaison	\$ 200	\$ -	75	0	\$ 4,312	\$ -	\$ -	\$ -	\$ 4,512	\$ -	\$ 4,512	0.0	
	TOTAL - PLANNING/REPORTING	\$ 8,200	\$ (3,544)	295	82	\$ 16,961	\$ 3,570	\$ -	\$ -	\$ 25,161	\$ 26	\$ 25,135	0.1	
		\$ 73,852	\$ 13,925	5,275	630	\$ 303,290	\$ 27,432	\$ 2,000	\$ 382	\$ 375,142	\$ 40,975	\$ 334,167	10.9	

1910 1920 1930 1940 1950 1960 1970 1980 1990	EXTERNAL COSTS		NET TABLE INCOME		NET COST		NET COST Variance	%
	Budget	Actual	Budget	Actual	Budget	Actual		
Salaries	\$ 252,490	\$ 22,575	\$ -	\$ -	\$ 252,490	\$ 22,575	\$ 229,915	8.9
Staff Expenses	\$ 9,500	\$ 452	\$ -	\$ -	\$ 9,500	\$ 452	\$ 9,048	4.8
Staff Houses	\$ 5,700	\$ 496	\$ 10,400	\$ 4,500	\$ (4,700)	\$ (4,004)	\$ (896)	85.2
Office Premises	\$ 15,400	\$ 2,450	\$ 2,000	\$ 261	\$ 13,400	\$ 2,189	\$ 11,211	16.3
Office Equipment	\$ 2,900	\$ 212	\$ -	\$ -	\$ 2,900	\$ 212	\$ 2,688	7.3
Communications/Consumables	\$ 11,700	\$ 1,096	\$ -	\$ -	\$ 11,700	\$ 1,096	\$ 10,604	9.4
General	\$ 1,800	\$ 3,214	\$ -	\$ 68	\$ 1,800	\$ 3,146	\$ (1,346)	174.8
General Equipment	\$ 2,800	\$ 677	\$ -	\$ -	\$ 2,800	\$ 677	\$ 2,123	24.2
Vehicles	\$ 13,400	\$ 1,088	\$ -	\$ -	\$ 13,400	\$ 1,088	\$ 12,312	8.1
Administration	\$ 315,690	\$ 32,261	\$ 12,400	\$ 4,829	\$ 303,290	\$ 27,432	\$ 275,858	9.0
Total Overhead Net Cost			\$ 303,290	\$ 27,432				
Total Outputs Staff Hours			5,275	630				
Internal Cost Per Hour			57.50	43.54				

2023/2024 REPORT OF VARIANCES BETWEEN TOTAL BUDGET AND YEAR TO DATE ACTUAL EXPENDITURE AND INCOME

Schedule C Code	EXTERNAL COSTS		INTERNAL COST		NET TABLE INCOME		NET COST		NET COST Variance	%
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual		
1	\$ 9,800	\$ 532	20	\$ 55,483	\$ 849	\$ -	\$ 65,283	\$ 1,381	\$ 63,902	2.1
2	\$ 7,800	\$ -	13	\$ 22,711	\$ 566	\$ -	\$ 30,511	\$ 566	\$ 29,945	1.9
3	\$ 13,300	\$ 170	46	\$ 74,744	\$ 2,003	\$ 382	\$ 86,044	\$ 1,791	\$ 84,253	2.1
4	\$ 21,500	\$ 11,621	436	\$ 100,330	\$ 18,985	\$ -	\$ 121,830	\$ 30,606	\$ 91,225	25.1
5	\$ 4,000	\$ -	3	\$ 12,362	\$ 109	\$ -	\$ 16,362	\$ 109	\$ 16,253	0.7
6	\$ 5,952	\$ 3,735	190	\$ 10,924	\$ 174	\$ -	\$ 16,876	\$ 3,909	\$ 12,967	23.2
7	\$ 3,300	\$ 1,411	27	\$ 9,774	\$ 1,176	\$ -	\$ 13,074	\$ 2,587	\$ 10,488	19.8
8	\$ 8,200	\$ (3,544)	82	\$ 16,961	\$ 3,570	\$ -	\$ 25,161	\$ 26	\$ 25,135	0.1
9			0							
Total Overhead Staff Hours			121							
TOTAL BUDGET	\$ 73,852	\$ 13,925	751	\$ 303,290	\$ 27,432	\$ 2,000	\$ 375,142	\$ 40,975	\$ 334,167	
Licence Income 2022-2023		Actual								
2022-23 Fish Licence Income	\$ 249,956	\$ 124,493						\$ 40,975		11%
Less Commission	\$ 11,248									
Net Fish Licence Income	\$ 238,708	\$ 124,493						\$ (1,551)		
2023 Game Licence Income	\$ 179,937							\$ 14,931		
Less Commission	\$ 8,097							\$ (124,493)		
Net Game Licence Income	\$ 171,840	\$ -						\$ 4,344		
Total Licence Income	\$ 429,893	\$ 124,493						\$ 3,950		
Total Commission	\$ 19,345	\$ 4,344						\$ 18,387		
Total Net 2022-23 Licence Revenue	\$ 410,548	\$ 120,149						\$ (61,846)		

Schedule C Code	EXTERNAL COSTS		INTERNAL COST		NET TABLE INCOME		NET COST		NET COST Variance	%
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual		
1	\$ 9,800	\$ 532	20	\$ 55,483	\$ 849	\$ -	\$ 65,283	\$ 1,381	\$ 63,902	2.1
2	\$ 7,800	\$ -	13	\$ 22,711	\$ 566	\$ -	\$ 30,511	\$ 566	\$ 29,945	1.9
3	\$ 13,300	\$ 170	46	\$ 74,744	\$ 2,003	\$ 382	\$ 86,044	\$ 1,791	\$ 84,253	2.1
4	\$ 21,500	\$ 11,621	436	\$ 100,330	\$ 18,985	\$ -	\$ 121,830	\$ 30,606	\$ 91,225	25.1
5	\$ 4,000	\$ -	3	\$ 12,362	\$ 109	\$ -	\$ 16,362	\$ 109	\$ 16,253	0.7
6	\$ 5,952	\$ 3,735	190	\$ 10,924	\$ 174	\$ -	\$ 16,876	\$ 3,909	\$ 12,967	23.2
7	\$ 3,300	\$ 1,411	27	\$ 9,774	\$ 1,176	\$ -	\$ 13,074	\$ 2,587	\$ 10,488	19.8
8	\$ 8,200	\$ (3,544)	82	\$ 16,961	\$ 3,570	\$ -	\$ 25,161	\$ 26	\$ 25,135	0.1
9			0							
Total Overhead Staff Hours			121							
TOTAL BUDGET	\$ 73,852	\$ 13,925	751	\$ 303,290	\$ 27,432	\$ 2,000	\$ 375,142	\$ 40,975	\$ 334,167	
Licence Income 2022-2023		Actual								
2022-23 Fish Licence Income	\$ 249,956	\$ 124,493						\$ 40,975		11%
Less Commission	\$ 11,248									
Net Fish Licence Income	\$ 238,708	\$ 124,493						\$ (1,551)		
2023 Game Licence Income	\$ 179,937							\$ 14,931		
Less Commission	\$ 8,097							\$ (124,493)		
Net Game Licence Income	\$ 171,840	\$ -						\$ 4,344		
Total Licence Income	\$ 429,893	\$ 124,493						\$ 3,950		
Total Commission	\$ 19,345	\$ 4,344						\$ 18,387		
Total Net 2022-23 Licence Revenue	\$ 410,548	\$ 120,149						\$ (61,846)		

5. Bank Transactions

Bank and credit card transactions for the period 1 September to 31 October are shown on Tables 5 through 9.

Table 5: Westpac Current Account Transactions			
Hawke's Bay Fish and Game Council			
For the period 1 September 2023 to 30 September 2023			
Date	Description	DC Batch	Amount
07 Sep 2023	Bank Fees		25.00
11 Sep 2023	Generated by Xero Payroll		4,348.86
11 Sep 2023	One New Zealand Group DD		386.17
12 Sep 2023	Cardlink Systems DD		10.36
19 Sep 2023	AOC Tree Care Limited	1,610.00	
19 Sep 2023	Bay Ford Napier	732.20	
19 Sep 2023	Baylocks Locksmiths	186.00	
19 Sep 2023	Big Value Tyres (2009) Limited	1,370.00	
19 Sep 2023	Big Value Tyres (2009) Limited	25.00	
19 Sep 2023	Design Cuisine Limited	248.40	
19 Sep 2023	Eastern Fish and Game Council	87.63	
19 Sep 2023	Eastern Fish and Game Council	1,615.06	
19 Sep 2023	Gasworkz	55.20	
19 Sep 2023	Graphic Press & Packaging Limited	64.93	
19 Sep 2023	Immaculate Cleaning	340.00	
19 Sep 2023	K Meehan	122.53	
19 Sep 2023	Little Green Dunny	5,606.25	
19 Sep 2023	Mitre10 Mega	107.75	
19 Sep 2023	Mitre10 Mega	85.44	
19 Sep 2023	New Zealand Fish and Game Council	10,025.00	
19 Sep 2023	OfficeMax	59.12	
19 Sep 2023	One New Zealand Group DD	386.17	
19 Sep 2023	Pulse Home Services	287.50	
19 Sep 2023	Smartrak Limited	105.39	
19 Sep 2023	Stihl Shop Greenmeadows	62.00	
19 Sep 2023	Vet Services Hawkes Bay	68.10	
19 Sep 2023	Vet Services Hawkes Bay	65.00	23,314.67

20 Sep 2023	Frank Energy DD	431.72
20 Sep 2023	FujiFilm DD	175.97
20 Sep 2023	Hawkes Bay Regional Council	405.01
20 Sep 2023	Westpac Mastercard	418.59
25 Sep 2023	Generated by Xero Payroll	4,454.34
26 Sep 2023	Inland Revenue Department	6,992.60
29 Sep 2023	BOL Monthly Charges	4.56
Total		40,967.85

Table 6: Westpac Current Account Transactions**Hawke's Bay Fish and Game Council**

For the period 1 October 2023 to 31 October 2023

Date	Description	DC Batch	Amount
04 Oct 2023	Bay Ford Napier	710.10	
04 Oct 2023	Graham Marshall	392.00	
04 Oct 2023	K Meehan	65.01	
04 Oct 2023	Resource Development Consultants Limited	3,680.00	
04 Oct 2023	Te Ngahere	159.62	
04 Oct 2023	Te Ngahere	48.85	5,055.58
09 Oct 2023	Generated by Xero Payroll		4,173.98
09 Oct 2023	Cardlink Systems DD		10.36
09 Oct 2023	K Watts	726.40	
09 Oct 2023	M Malmberg	726.40	
09 Oct 2023	P Frehner	704.00	2,156.80
12 Oct 2023	Programmed Skilled Workforce		4,600.00
19 Oct 2023	Inland Revenue Department		4,521.41
19 Oct 2023	AOC Tree Care Limited	1,380.00	
19 Oct 2023	D Hern	611.80	
19 Oct 2023	Eastern Fish and Game Council	949.90	
19 Oct 2023	Eastern Fish and Game Council	79.68	
19 Oct 2023	G Marshall	504.00	
19 Oct 2023	Grocom Landscape Supplies	151.80	
19 Oct 2023	Immaculate Cleaning	340.00	
19 Oct 2023	Mitre10 Mega	88.21	
19 Oct 2023	Mitre10 Mega	149.00	
19 Oct 2023	Mitre10 Mega	27.54	
19 Oct 2023	Mitre10 Mega	102.90	
19 Oct 2023	P Frehner	337.50	
19 Oct 2023	S A Robinson	300.00	
19 Oct 2023	S A Robinson	300.00	
19 Oct 2023	S A Robinson	300.00	
19 Oct 2023	Smartrak Limited	105.39	
19 Oct 2023	Stihl Shop Greenmeadows	91.10	5,818.82
20 Oct 2023	Frank Energy DD		245.47

20 Oct 2023	FujiFilm DD	149.33
20 Oct 2023	Westpac Mastercard	1,174.84
23 Oct 2023	Generated by Xero Payroll	4,524.42
31 Oct 2023	BOL Monthly Charges	4.37
Total		32,435.38

Table 7: Westpac Credit Card Transactions - CN**Hawke's Bay Fish and Game Council**

For the period 1 September 2023 to 31 October 2023

Date	Description	DC Batch	Amount
05 Sep 2023	Vistaprint B.V.		89.67
05 Sep 2023	iStock.com		40.25
05 Sep 2023	Mailchimp		97.76
06 Sep 2023	Payment: New World Greenmeadows		48.31
12 Sep 2023	FACEBK ERJJSB4W2		32.02
13 Sep 2023	Payment: Caltex Taradale		147.04
20 Sep 2023	Hotel at Booking.com		179.10
22 Sep 2023	Payment: Caltex Taradale		85.96
22 Sep 2023	Payment: New World Greenmeadows		46.65
22 Sep 2023	Gull Waipukurau		154.09
24 Sep 2023	Payment: Mobil		120.99
27 Sep 2023	Annual Card Fee		50.00
05 Oct 2023	Dominos		102.52
05 Oct 2023	Mailchimp		97.75
05 Oct 2023	iStock.com		40.25
09 Oct 2023	FACEBK ERJJSB4W2		50.00
17 Oct 2023	ZOOM.US 888-799-9666		212.86
17 Oct 2023	Payment: NCC Transfer Station		32.60
19 Oct 2023	Payment: Barenuckle BBQ		204.00
21 Oct 2023	BP Fuel		61.16
25 Oct 2023	Payment: Napier Hunting & Fishing		50.00
26 Oct 2023	Payment: Paper Plus		48.95
27 Oct 2023	Payment: Mobil		171.39
27 Oct 2023	FACEBK ERJJSB4W2		50.00
27 Oct 2023	Payment: BP Fuel		40.00
27 Oct 2023	BP Fuel		40.11
Total Westpac Mastercard - CN			2,293.43

Table 8: Westpac Credit Card Transactions - CT**Hawke's Bay Fish and Game Council**

For the period 1 September 2023 to 31 October 2023

Date	Description	Amount
03 Sep 2023	Garmin Europe Ltd	33.00
04 Oct 2023	Garmin Europe Ltd	33.00
27 Oct 2023	Annual Card Fee	50.00
Total Westpac Mastercard - CT		116.00

Table 9: Westpac Credit Card Transactions - CT**Hawke's Bay Fish and Game Council**

For the period 1 September 2023 to 31 October 2023

Date	Description	Amount
27 Sep 2023	Annual Card Fee	50.00
Total Westpac Mastercard - TW		50.00

6.0 Statement of Financial Position, Statement of Financial Performance and Statement of Cashflows – Budget 2023-2024

The Public Finance Act 1989 requires that Council approve the Budget Statement of Financial Performance, Budget Statement of Financial Position, and Budget Statement of Cashflows for the 2023-2024 financial year.

Proposed budget figures for the Statement of Financial Position and Statement of Financial Performance and Cashflows are set out on the following pages. This information is directly obtained from the expenditure budget approved by Council in August 2023 and the anticipated income as determined by the New Zealand Council. The Budget Statement of Financial Performance and Budget Statement of Financial Position are prepared using PBE-SFR-A (PS) Public Benefit Entity Simple Format Reporting - Accrual (Public Sector).

There are a number of financial adjustments necessary to move from the OWP to the Financial Statements Budget. These adjustments include licence revenue and commission expense, asset replacement reserves/depreciation, interest, spending from dedicated reserves, levies and budgeted Capital purchases for the year. These items are not included in the Fish and Game budget (OWP), which is used to calculate licence fees.

The Budgeted Deficit for the 2023-2024 financial year is **\$18,327**

Table 8: The following is a reconciliation of the OWP to the Financial Statement Budget:

Reconciliation of OWP to Tier 3 Reporting	
<i>Approved budget - per OWP</i>	(386,276)
Adjustments required for Financial Budgets:	
Plus Licence revenue	429,893
Plus General Interest	29,522
Less Commission	(19,345)
Less Levies	(59,722)
Less Depreciation	(23,593)
Plus Gain / Minus Loss on Sale	-
Plus Asset Replacement Fund Budget	11,134
Net Surplus/(Deficit)	(18,387)

HAWKE'S BAY FISH AND GAME COUNCIL

Statement of Financial Performance

For the year ended

31 August 2024

	Note	Budget 2024 \$	Actual 2023 \$
REVENUE			
Fish and Game licence sales	1	429,893	471,492
Grants and donations	1	-	355
Interest	1	29,522	25,823
Other revenue	1	14,400	29,881
Total Revenue		473,815	527,551
EXPENSES			
Outputs			
Species management	2	9,800	6,310
Habitat protection & management	2	7,800	4,525
Angler & Hunter participation	2	13,300	1,944
Public interface	2	21,500	26,928
Compliance	2	4,000	182
Licensing	2	25,297	18,502
Council	2	3,300	2,972
Planning & reporting	2	8,200	7,477
Overheads			
Employee related costs	2	261,990	256,967
Depreciation	4	23,593	23,142
Other expenses	2	53,700	46,477
Total Expenses		432,480	395,426
Operating Surplus/(Deficit)		41,335	132,125
Less Other Expenses			
Levies to NZFGC		59,722	93,227
NET SURPLUS/(DEFICIT)		(18,387)	38,898

HAWKE'S BAY FISH AND GAME COUNCIL

Statement of Financial Position

As at
31 August 2024

	Note	Budget 2024 \$	Actual 2023 \$
ASSETS			
Current Assets			
Bank accounts and cash	3	172,085	208,132
Debtors and prepayments	3	32,500	34,042
Investments	3	580,000	527,413
Other current assets	3	1,835	1,835
Total Current Assets		786,420	771,422
Non-Current Assets			
Property, plant and equipment	4	371,324	394,917
Investments	3	-	-
Total Non-Current Assets		371,324	394,917
Total Assets		1,157,744	1,166,339
LIABILITIES			
Current Liabilities			
Creditors and accrued expenses	3	70,000	65,916
Employee costs payable	3	17,500	11,792
Total Current Liabilities		87,500	77,708
Total Liabilities		87,500	77,708
NET ASSETS		1,070,244	1,088,631
EQUITY	5	1,070,244	1,088,631

HAWKE'S BAY FISH AND GAME COUNCIL

Statement of Cash Flows

For the year ended

31 August 2024

	Budget	Actual
	2024	2023
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash was received from:		
Licence sales	427,938	472,116
Grants, donations and fundraising	-	355
Interest	31,295	23,363
Other revenue	13,900	32,264
Cash was applied to:		
Payments to suppliers	199,769	227,938
Payments to employees	256,282	263,313
GST (net)	542	(203)
Net Cash Flows from Operating Activities	16,540	37,050
CASHFLOW FROM INVESTING & FINANCING ACTIVITIES		
Cash was received from:		
Sale of property, plant and equipment	-	-
Sale of investments/deposits	-	-
Cash was applied to:		
Purchase of property, plant and equipment	-	11,773
Purchase of investments/deposits	52,587	18,307
Net Cash Flows from Investing & Financing	(52,587)	(30,080)
Net Increase / (Decrease) in Cash	(36,047)	6,970
Opening Cash	208,132	201,162
Closing Cash	172,085	208,132
This is represented by:		
Bank accounts and cash	172,085	208,132

6. Recommendation

6.1 That the payments for 1 September to 31 October totalling 75,862.66 be approved.

Current Account – September 2023	\$40,967.85
Current Account – October 2023	\$32,435.38
Credit Card (CN) – September & October 2023	\$2,293.43
Credit Card (CT) – September & October 2023	\$116.00
Credit Card (TW) – September & October 2023	\$50.00
Total	<u>\$75,862.66</u>

6.2 That council receives the Finance Report for the two months ended 31 October 2023.

6.3 That Council approves the proposed budget figures for the Statement of Financial Position, Statement of Financial Performance and Cash flow for the 2023-2024 financial year.

18 LICENCE SALES REPORT

30 November 2023

1. 2023-2024 Fish Licence Sales

1.1 Fish licence sales for the 2023-24 season compared with the 2022-23 season to 28 November are summarised in Table One.

1.2 Fish licence sales are reporting to be 24.6% (379 LEQ's) below 2022-23 season results for the same period.

1.3 61.7% of the annual sales target has been met YTD.

Table One: Fish Licence Sales 2023-24 vs 2022-23 YTD results to 28 November 2023

Licence Category	Agency Online	Public Online & Call Centre	Total YTD 2022-23	Agency Online	Public Online & Call Centre	Total YTD 2023-24	Inc/Dec on prior Season
Fish Adult							
Family	115	149	264	72	107	179	-85
Season	342	351	693	253	275	528	-165
Season Non-Resident	20	65	85	18	46	64	-21
Loyal Senior	123	93	216	101	75	176	-40
Local Area Adult	66	39	105	26	36	62	-43
Winter Adult	0	0	0	0	0	0	0
Long Break Adult	1	2	3	0	1	1	-2
Short Break Adult	15	21	36	8	37	45	9
Day	36	78	114	21	50	71	-43
Day Non-Resident	75	57	132	84	77	161	29
Total Adult	793	855	1,648	583	704	1,287	-361
Fish Junior							
Season	52	62	114	41	68	109	-5
Season Non-Resident	0	0	0	1	1	2	2
Day	3	9	12	4	21	25	13
Day Non-Resident	0	3	3	0	0	0	-3
Total Junior	55	74	129	46	90	136	7
Fish Child							
Season Non-Resident	0	2	2	0	0	0	-2
Day Non-Resident	0	1	1	0	0	0	-1
Total Child	0	3	3	0	0	0	-3

Total Fish	848	932	1,780	629	794	1,423	-357
Whole Season Equivalent (LEQ)			1,538			1,160	-379
Variance between Seasons							-24.6%
\$ (excl GST)			\$193,979			\$154,272	-\$39,707

Summary 2023-2024 Season YTD Actual vs Total Budget

2023-24 Annual Budgeted FISH LEQs	1,879	100.0%	\$249,956
2023-24 Actual	1,160	61.7%	\$154,272
Variance to budget	-719	-38.3%	-\$95,684

Draft Health and Safety Policies

New Zealand Fish and Game Council Meeting 166 – 24 & 25 November 2023

Prepared by: Jane Hutchings, HR Business Partner, NZ Fish and Game Council

Kōrero taunaki - Summary of Considerations

Purpose

1. To receive initial feedback from the New Zealand Council on:
 - The proposed National Health and Safety Policy and Managers declaration.
 - The proposal to reinstate a National Health and Safety Committee, which can provide input into a Drug and Alcohol Policy a Bullying and Harassment Policy and Procedure and Fatigue Management guidelines, as well as enabling consistent health and safety policy and procedures across the regions and being able to support a national approach to risk management and incident and accident reporting.
 - A proposed national online risk management system.
 - The draft Prevention of Bullying and Harassment Policy and Process.
 - The draft Drug and Alcohol Policy and Process.

Financial considerations

- Nil Budgetary provision Unbudgeted

Risk

- Low Medium High Extreme

Ngā taunaki - Staff Recommendations

That NZC:

1. Receives the draft National Health and Safety policy and Declaration and provides feedback.
2. Receives the draft Prevention of Bullying and Harassment Policy and Process, and the draft Drug and Alcohol Policy and procedure and provides feedback.
3. Agrees to the establishment of a National Health and Safety Committee; and
4. Notes the initial draft of a Fatigue management guide which will be submitted to the proposed National Health and Safety Committee for input.

Whakarāpopoto - Executive Summary

Takenga mai – Background

2. In the recent Maritime NZ audit one of the non-conformities raised in the audit report was that there was no fatigue management plan or drug and alcohol policy. The issue was also raised as to who held the PCBU responsibility for rangers.
3. We subsequently consulted the lawyers Iazard Weston, who specialise in Maritime law, regarding PCBU responsibility. Their opinion was that NZC and the Regions have a shared PCBU responsibility in relation to Rangers and they recommended an overarching National Health and Safety policy which defined the PCBU responsibilities as well as requiring a drug and alcohol policy, a fatigue management plan and a prevention of bullying and harassment policy.
4. The lawyers also expressed concern about the lack of a national system which identifies risks, accidents and incidents.
5. In the attached opinion from Elana Geddis regarding the “Good Employer” obligations of the Councils, it was also her opinion that:

“As officers of the Council, elected members of the Council must exercise due diligence to ensure that the Council is meeting its duty to eliminate health and safety risks” and “breaches by a Council can attract fines of between \$500,000 and \$3 million, depending on the seriousness.

Kōrerorero – Discussion

6. In order to meet the PCBU requirements, the NZC Chief Executive needs to be assured that the Rangers have received appropriate pre-warrant training and there is also ongoing training and appropriate health and safety policies in place. Iazard Weston have provided input into the draft National Health and Safety Policy and have prepared a Declaration to be attached to the policy indicating that appropriate policies and training are in place and also providing an annual report on accidents and incidents.
7. The draft National Health and Safety Policy and Declaration are attached.
8. In order to ensure that these policies and procedures are relevant to the Regions, it is recommended that the a National Health and Safety Committee be established again whose role would be to:
 - Provide feedback on the draft policies and procedures before they go to the Councils for consideration (excluding the National Health and Safety Policy).
 - Share information and learnings on incidents and accidents, and actions taken.
 - Determine whether a national online Risk Management system such as the Impact Risk Management system used by the Department of Conservation is required.
 - Identify areas of improvement and share information on useful systems and processes.
 - Identify training needs.
9. It is suggested that this Committee be made up of representatives from the regions and the NZ Council.
10. While there was no time to discuss these recommendations at the recent Formal Managers meeting, the above recommendations will be discussed at a Managers meeting to be held on 16 November 2023 and a verbal update will be provided at the NZC meeting.

Whai whakaaro ki ngā whakataunga - Considerations for decision-making

Financial Implications

11. While there should be no financial costs associated with the National Health and Safety Committee, as meetings can be held online, if we were to implement a centralised risk management system similar to that used by DoC, the annual cost would be \$7,000 plus \$1500 establishment fee.
12. The cost of not having sufficient systems and processes in place, should there be an accident and we are investigated by WorkSafe, is significantly greater.

Ngā mahinga e whai ake nei - Next Actions

13. Once feedback is received, any amendments will be made on the National Health and Safety Policy before it goes to the Regional Councils for consultation.
14. If agreed, a National Health and Safety Committee will be established to provide input into a draft drug and alcohol policy, prevention of bullying and harassment policy and fatigue management guidelines before they come to the NZ Council and then go to Regional Councils for consultation. The Committee will also be able to share templates to make sure that all regions have a regional health and safety policy and plan in place.

Prevention of Bullying and Harassment Policy

Section	Operational
Contact/Owner	NZC HR
Last Review	New Policy
Next Review	
Approval	NZC
Effective Date	

PURPOSE

The purpose of this policy is to:

- Show that unacceptable or unwelcome behaviours as set out below will not be tolerated
- make clear our commitment to being an effective and sustainable organisation with a culture of mutual respect
- provide you with the information you need to understand:
 - bullying, harassment and victimisation
 - how to prevent it
 - where this is not successful, how to report and resolve concerns

Support our values:

- Trust
- Inclusion
- Connection
- Service

This Policy applies to all Fish and Game NZ staff and Councillors

DEFINITIONS

Bullying

Bullying is unreasonable and unwanted, repeated and ongoing behaviour towards a person or group that can lead to physical and/or psychological harm.

This covers actions which a reasonable person wouldn't do in similar circumstances. It includes victimising, humiliating, intimidating or threatening a person.

Repeated behaviour can include a range of actions, which can be clear, direct and obvious, or more indirect and subtle. It can affect a person's dignity, psychological or physical integrity.

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A single incident isn't considered bullying but should be addressed by management, as inappropriate behaviours can escalate if ignored. Also, a single incident, if serious enough, can amount to harassment. See the definition of harassment in the next block of information.

Examples of bullying include, but are not limited to:

- threats
- intimidation
- physical violence
- shouting
- interfering with equipment or possessions
- excluding or isolating a person from colleagues or from work events
- 'ganging up'
- defamatory gossip
- unjustified criticism, such as a manager being unavailable to give feedback then finding fault with work not done as they wanted
- unjustified threats of dismissal
- unfair treatment
- public humiliation
- setting unrealistic deadlines, over-pressuring, over-working
- underworking, creating a feeling of uselessness
- removing responsibility without justification
- adding responsibility without justification
- changing targets or deadlines without justification
- any other means of undermining a person's right to dignity at work.

Workplace bullying is not:

- mutually acceptable, well-intentioned friendly banter, good-natured jokes and compliments
- friendships and relationships where the parties consent to the relationship
- issuing reasonable instructions and expecting them to be carried out
- warning or disciplining someone, including suspension or demotion, in line with our policy and procedures
- insisting on high standards of performance for core responsibilities, as well as in areas such as quality, safety, team cooperation, and attendance
- legitimate criticisms about work performance
- giving critical feedback, including in a performance discussion
- performance improvement or performance management processes
- disciplinary investigations
- robust discussion about issues or concerns in the workplace
- differences of opinions and non-aggressive conflicts
- a single incident of minor unreasonable behaviour.

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Harassment Harassment is unwanted and unwarranted behaviour that a person finds offensive, intimidating or humiliating. The behaviour is repeated, or significant enough as a single incident, to have a detrimental effect on a person's dignity, safety and wellbeing.

Harassment can be physical, psychological, verbal or visual behaviour. As with bullying, harassment might be clear, direct and obvious, or more indirect and subtle.

This is most commonly sexual or racial harassment (both defined below) but can include other forms, such as:

- emotional harassment
- psychological harassment
- physical harassment
- derogatory comments directed at someone's status or role in the organisation.

Sexual harassment Sexual harassment is any unwelcome or offensive sexual behaviour that is repeated, or is significant enough as a single incident to have a harmful effect on a person.

It can involve spoken or written material, images, digital material or a physical act.

Sexual harassment is unlawful under the Human Rights Act (1993) and the Employment Relations Act (2000). Sexual violation, any activity done without a person's consent, and indecent assault are unlawful under the Crimes Act 1961.

Electronically (including online) sharing of sexual photographs, videos, rumours, comments or information about another person without their consent are unlawful under the Harmful Digital Communications Act (2015). This Act includes a new criminal offence to help tackle the most serious instances of bullying and harassment by people using digital technology. It is illegal to send messages and post material online that deliberately cause someone serious emotional distress.

The Victims' Rights Act (2002) ensures that if someone has suffered harm as a result of an offence of a sexual nature, they are to be treated with courtesy and compassion and have their dignity and privacy respected.

Examples of sexual harassment include, but are not limited to:

- offensive sexual remarks or jokes
- implied or actual threats of being overlooked for work opportunities or promotions if a person declines a manager's advances
- unwelcome touching, patting, or pinching by any personnel
- intentionally exposing or flashing private body parts
- being hassled for a date, regardless of acceptance, or being followed home or elsewhere by any personnel
- images or other material of a sexually explicit or offensive nature in the workplace, including in electronic form
- intrusive or unwelcome questions about a person's personal life.

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Racial harassment

Racial harassment is behaviour that is racist (about someone's ethnicity, colour, or national origin) and unwelcome, hurtful, offensive, belittling or threatening and is either repeated or serious enough to have a harmful effect on a person, and expresses hostility, contempt or ridicule.

Examples of racial harassment include, but are not limited to:

- offensive remarks or jokes about a person's race, colour, ethnicity or nationality
- mimicking how a person speaks, e.g. if they have an accent
- calling someone a racist name or using 'slurs'
- racially offensive material in the workplace
- deliberately mispronouncing a person's name
- excluding or isolating a person because of their race, colour, ethnicity or nationality.

Discrimination

Discrimination is behaviour that results in a person being treated unfairly or less favourably than another person in the same or similar circumstances.

Under the Human Rights Act 1993 it is unlawful to discriminate based on:

- sex – includes pregnancy and childbirth, and discrimination against transgender and intersex people because of their sex or gender identity
- marital status – includes whether a person is or is not single, married, in a civil union, or in a de facto relationship, divorced, widowed, separated or with a domestic partner
- religious belief – not limited to traditional or mainstream religions
- ethical belief – not having a religious belief, whether in respect of a particular religion or religions or all religions
- colour, race, or ethnic or national origins – includes nationality or citizenship
- disability – including physical disability or impairment, physical illness, psychiatric illness, intellectual or psychological disability or impairment, any other loss or abnormality of psychological, physiological, or anatomical structure or function, reliance on a guide dog, wheelchair, or other remedial means, the presence in the body of organisms capable of causing illness
- age – people are protected from age discrimination if they are over 16 years old
- political opinion – the lack of a particular political opinion or any political opinion
- employment status – being unemployed, a volunteer, or being a recipient of a benefit under the Social Security Act 2018 or an entitlement under the Injury Prevention, Rehabilitation, and Compensation Act 2001
- family status – includes having or not having children or other dependants, being married to, in a civil union, de facto relationship with, or a relative to a particular person
- sexual orientation – being heterosexual, homosexual, lesbian or bisexual.

Unlawful discrimination covers a wide range of attitudes and behaviours, and

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includes discrimination against someone because of their past, present or assumed circumstances. For example, it is unlawful to discriminate against someone because they have a mental illness, have had one in the past, or because someone assumes they have a mental illness.

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Victimisation Victimisation means punishing a person, or negative behaviour or action towards a person because they were involved in a dispute or complaint (either as the person making the complaint or allegations, witness, support person, person complained about, or otherwise).

The Human Rights Act 1993 also protects all people from being victimised because they:

- were involved in a dispute
- supported another person to make a complaint
- contacted the Human Rights Commission about harassment or discrimination.

The Employment Relations Act 2000 also protects employees against victimisation of this kind.

Accountabilities

The Manager and the Council We will work to respond to and minimise workplace bullying, harassment and victimisation. We will do this by:

- establishing and promoting respect for the broad range of human values and character strengths required for Fish and Game NZ
- actively looking for ways to support positive workplaces that workers feel are pleasant, fair, rewarding and positively challenging
- encouraging positive leadership styles, and investing in and supporting all our personnel to achieve this
- training key personnel on how to receive bullying and harassment reports and give support and advice
- where appropriate, directing attention towards behaviour rather than people
- aiming to promote harmonious relationships across Fish and Game NZ
- giving workers who believe they've been bullied, harassed or victimised a range of options to resolve the issue and access support
- offering a range of solutions up to and including taking formal actions, where appropriate
- aiming to repair the working relationship and promote positive work values
- openly discussing bullying, harassment and victimisation in both formal and informal settings
- providing information and training about bullying, harassment and victimisation
- identifying factors that contribute to bullying, harassment and victimisation
- putting effective control measures in place to address those and prevent them from happening again
- ensuring our processes and systems for addressing bullying, harassment and victimisation are fit for purpose and reviewing them regularly.

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When dealing with an allegation of bullying, harassment and victimisation, we will:

- treat all matters seriously
- where appropriate, investigate promptly and impartially
- reasonably support all parties involved
- find appropriate remedies and consequences for confirmed bullying as well as false reports
- communicate the process and its outcome (though not necessarily any action taken against a person if that violates their privacy)
- ensure confidentiality
- apply the principles of natural justice
- keep good documentation

Manager

The Manager agrees to:

- ensure personnel are clear on what their roles involve
 - intervene early to call out and deal with any unreasonable behaviour before it escalates
 - record and, where appropriate, investigate complaints fairly and in line with our policies and processes
 - not ignore issues raised
 - where there is a conflict of interest, defer responsibility to another manager, where appropriate
 - cooperate with investigations
 - look for informal solutions (self-help, giving feedback, mediation or facilitation) before escalating an issue to higher levels (such as investigation) where appropriate.
-

All staff

All staff agree to:

- tell their manager if they experience or see any bullying, harassing or victimising behaviours
 - if the manager is the person considered to be behaving in an inappropriate manner, tell another manager or HR
 - try low-level solutions (e.g. talking to the person initially, if safe to do so)
 - follow our informal or formal processes (**as outlined in the Process for Managing Bullying and Harrassment**) when making a complaint
 - keep an eye out for other people and provide support when they see a person being isolated or experiencing reprisals.
-

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DOCUMENT MANAGEMENT CONTROL

Prepared by: Jane Hutchings, HR Business Partner
Owned by: NZC/NZC CEO
Authorised by: Fish and Game New Zealand National Council
Date Issued (for Consultation):
Next Review

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Process for Managing Bullying and Harassment

Section	Operational
Contact/Owner	NZC HR
Last Review	New Process
Next Review	
Approval	NZC
Effective Date	

Introduction Raising concerns, as either the person making the complaint or allegations, or a bystander can be challenging. We are committed to ensuring that all employees who raise concerns are treated fairly and with respect, and to maintaining confidentiality as appropriate.

Principles for managing complaints

We have procedures in place for making and managing complaints to ensure we treat any complaint or query as confidentially as possible, take it seriously, and act on it promptly.

We prefer to provide options, appropriate support and appropriately tailored solutions, rather than taking a 'one size fits all' approach. For example, options can include:

- exploring informal solutions before taking formal action, if this is appropriate
- exploring informal solutions without requiring formal action, if this is appropriate
- proceeding straight to a formal investigation if necessary.

We will:

- apply the principles of natural justice
- treat all parties fairly
- respect and support all parties through the process
- take all practicable steps to prevent retaliation or victimisation against anyone who makes a complaint.

Raising and managing complaints

There are several methods for responding to bullying, harassment or victimisation. There's no need to start with self-help if another option is more appropriate.

Before raising concerns, it can be helpful to seek advice and support. Identify someone appropriate to tell as soon as possible – their accounts may also be used as evidence, and their advice and support may also help in other ways.

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It can be useful to talk with a trusted friend or advisor, or seek advice from a colleague, manager, HR, or counsellor (including EAP).

Another option is to contact a public sector agency or helpline, etc.

Take notes of incidents – names, dates, times, places, and witnesses – and your response. It is best to note these as close as possible to the time they occur, as they may be used as evidence in a formal complaint.

Sexual harassment complaints

It may be difficult to talk about sexual harassment:

- You may have experienced behaviour which you do not feel is appropriate but are uncertain if it is or could be seen as sexual harassment.
- You may be embarrassed about discussing this, or worry that you will not be believed, or that complaining might make the situation worse and that you might face repercussions for your working relationships.
- You may be worried that complaining could impact your role or impact others.

We take all complaints and disclosures seriously and are committed to empowering all personnel to feel safe to talk about and come forward when people behave inappropriately in the workplace.

Self-help

This option can be used to address issues at the lower end of the spectrum of concerning behaviours, or when a person making a complaint or allegations feels safe to have a face-to-face conversation.

- Act quickly – if possible, the person making the complaint or allegations should discuss concerns early with the person behaving inappropriately. Often, the earlier you call out behaviour, the easier it is to stop it.
 - Describe the behaviours. Be as objective and accurate as possible – describing specific incidents can help. Explain how the behaviour is affecting you, and ask the person to stop
 - Explain the next steps – the person making the complaint or allegations should explain what they will do if the behaviour continues (such as formally report the behaviour).
 - Give the other person time to respond to your complaint – both parties should give the other person time to consider what has been said before discussing the best way forward. Some people need to think about what they've been told before they can respond to it. It's also hard for most people to hear they're doing something that is causing someone else discomfort or distress, and that can make them come across as defensive.
 - Behave appropriately – these are often difficult conversations to have and it's important for all parties to safeguard themselves by behaving appropriately no matter how the other person responds.
 - Engage enough support. This may mean that the person making the complaint or allegations talks to someone both before and after they talk to the person complained about. There is a list of support options at the end of this policy.
-

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Informal intervention

The person making the complaint or allegations should use this option when they need additional support or are not comfortable having a face-to-face conversation without a third-party present, but do not wish to make a formal complaint.

- First, if it's safe, the person making the complaint or allegations should speak to their manager about the conduct and seek their guidance on dealing with the situation.
 - If their concerns are about their line manager, they can go to their Council Chair or one of the NZ Council staff for advice and support.
 - They should consider speaking to a support person for advice or assistance.
 - Use informal approaches such as facilitated meetings (generally through HR) to address the conduct effectively. This includes agreeing on a 'road map' for future communications.
 - Make sure these outcomes are clearly documented to avoid any confusion about what has been agreed moving forward.
-

Formal intervention

Use this option:

- if self-help and/or informal intervention hasn't worked:
- in the first instance if the person making the complaint or allegations believes the behaviour is repeated or serious enough to have a detrimental effect.

There are different ways to make a complaint:

- Usually the person making the complaint or allegations can complain directly to their line manager, to their Council Chair or to HR.
 - Depending on the circumstances and how the person making the complaint or allegations wants the matter resolved, a formal investigation may be initiated.
-

External intervention

If the person making the complaint or allegations is not satisfied with the outcome of self-help, informal or formal options, they can seek external intervention through the following organisations:

- the [Human Rights Commission](#) – for complaints about discrimination on one of the 13 grounds prohibited in the Human Rights Act (see [Definitions](#) > Discrimination, above) and for sexual or racial harassment
 - [WorkSafe](#) – for complaints about a breach of the duty of care to take all practicable steps to provide a safe workplace, e.g. workplace bullying
 - [New Zealand Police](#) – report all threats of violence, actual physical violence or other criminal acts to the Police as well as your manager
 - the Ministry for Business, Innovation and Employment's [Mediation Services](#) – to help resolve employment relations problems:
-

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- between the employee and the organisation, or
 - between two employees – if both parties agree, the employees can attend mediation to work out a way forward in which they can work together while upholding both parties’ rights
 - Employment Relations Authority – for employees to lodge a personal grievance (PG) for claims such as unjustified disadvantage or constructive dismissal.
- Note:**
- This is for action against the employer, i.e. the organisation, not a person.
 - The ERA will almost always require good faith attempts at mediation before it will hear and determine a grievance – employees should approach the mediation service first.

Anonymous complaints

- You can make anonymous complaints
 - in writing
 - in person with a manager or HR representative.
- We will assess each case according to its own circumstances.
- We can only investigate an anonymous complaint if doing so without naming the person making the complaint or allegations would be fair to all parties involved

Malicious complaints

If an investigation concludes that the person complained about did not behave as the person making the complaint or allegations alleged, we may investigate whether the complaint was frivolous, false or malicious. If we find that a complaint was frivolous, false or malicious, we may take disciplinary action against the person making the complaint or allegations.

Misconduct and serious misconduct

Conduct may amount to misconduct or serious misconduct if

- an allegation of harassment, bullying or victimisation is substantiated
- if any part of this policy or our Code of Conduct is breached.

We are committed to addressing breaches of this policy promptly and effectively by taking appropriate disciplinary action.

Potential outcomes

The outcomes of a breach of this policy will depend on all of the circumstances of the situation. Conduct that amounts to misconduct or serious misconduct will be addressed via appropriate disciplinary action.

Confidentiality

We will treat bullying, harassment and victimisation confidentially, as far as the circumstances allow. Parties to a complaint must maintain confidentiality, but may inform those with a genuine need to know e.g. a formal support person

We take breaches of confidentiality seriously. We may deem them misconduct or serious misconduct and take appropriate disciplinary action.

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How to make a complaint

Complaints in writing

To make a written complaint, email your manager, your Council Chair or HR with the following details:

- What happened?
- When and where did it happen?
- How did you respond at the time?
- Were there any witnesses?
- What was the impact on you?
- What resolution do you want to see?

It is best to complain in writing because:

- it helps us clearly understand the details
- it prevents us from misinterpreting any specifics
- it speeds up the process.

Verbal complaints

To make a verbal complaint there must be a record of the conversation – either:

- someone must make a sound recording, or
 - the person receiving the complaint takes notes.
2. This record is transcribed or typed up.
 3. The person making the complaint or allegations reviews the transcription to ensure the information is accurate and that it conveys all that they wish to convey to us.

This process can be time-consuming, and for this reason, we prefer written complaints.

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Bystanders and upstanders

Bystanders and upstanders

Bystanders and upstanders play an important role when they witness bullying, harassment, or victimisation:

- A bystander is someone who observes unacceptable behaviour.
- An upstander takes steps to help or support the person being harmed.

We expect you to speak up when you see unacceptable behaviour, where it is safe to do so, take responsibility for ensuring that the work environment is safe and team members are operating in a safe place.

Bystanders and upstanders have different options, depending on the circumstances. These include:

- Speaking with the person who was subjected to the behaviour and making them aware of their options
- Approaching the person who is displaying the behaviour and explaining what you have seen and why you do not feel that it is appropriate
- Raising the matter with a manager
- Reporting the issue to HR

Bystanders and upstanders should feel able to speak up to help us rid our workplaces of inappropriate behaviours.

It is not acceptable to:

- Support people initiating unwanted behaviour
- Turn a blind eye to unwanted behaviour and walk past it

If you have witnessed bullying, harassment or victimisation, advise an appropriate person immediately, and remember that support and advice are also available for you.

Links, resources and support

Sexual harassment

For those affected by sexual harassment, external support options include the [Safe to Talk](#) sexual harm helpline, which helps people to engage with local specialist sexual violence support agencies.

Instep EAP counselling : 0800 284 678

Mediation services

The Ministry of Business, Innovation and Employment provides free mediation services. When a party brings a personal grievance, it will be referred to mediation. It is not necessary to bring a personal grievance to gain access to the free mediation when there is a workplace relationship problem. The service mediates between employees, or between an employee and the organisation.

Contact Mediation Services on 0800 800 863 or visit their webpage

<https://www.employment.govt.nz/resolving-problems/steps-to-resolve/mediation/>

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WorkSafe NZ As the health and safety regulator, WorkSafe provides resources about managing health and safety risks. They can also receive complaints about breaches of obligations under the Health and Safety at Work Act 2015 to take all reasonably practicable steps to provide a safe workplace.

Contact WorkSafe on 0800 030 040 or visit <https://worksafe.govt.nz/>

Human Rights Commission The Human Rights Commission offers a free service to deal with both informal enquiries and complaints related to discrimination and racial and sexual harassment issues.

Contact the Human Rights Commission on 0800 496 877 or visit <https://www.hrc.co.nz/>

Office for Disability Issues The Office for Disability Issues is the focal point in government for disability issues, supporting implementation of the United Nations Convention on the Rights of Persons with Disabilities and the New Zealand Disability Strategy.

Contact The Office for Disability Issues on 04 916 3300 or visit <https://www.odi.govt.nz/>

New Zealand Police Report threats of violence, actual physical violence or other criminal acts to the Police:

- phone 111 for emergencies
 - phone 105 for non-emergencies
 - go to <https://www.police.govt.nz/>
 - go to your local police station.
-

Legislation

Health and Safety at Work Act 2015

We all have important responsibilities under the Health and Safety at Work Act 2015. We all have a duty to take reasonable care that our acts or omissions do not harm the health and safety of other people. Bullying, harassing or victimising another person is behaviour that can be harmful to a person's health and wellbeing. A person behaving in such a manner could be prosecuted and fined.

Human Rights Act 1993

Employment Relations Act 2000

New Zealand Bill of Rights Act 1990

Privacy Act 2020

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DRAFT DRUG AND ALCOHOL POLICY

Section	Operational
Contact/Owner	NZC HR
Last Review	New Policy
Next Review	
Approval	NZC
Effective Date	

1. PURPOSE

The purpose of this Policy is to:

- Demonstrate Fish and Game NZs commitment to health and safety and to outline our expectations and requirements regarding a drug and alcohol-free work environment, and also to provide a safe work environment for all employees.
- Provide advice and guidance to ensure that all employees fully understand their responsibility under this policy
- Outline our approach to prevention, education, screening and assistances with regards to drugs and alcohol in the workplace

2. POLICY

Being at work while impaired or at risk of impairment from drugs or alcohol is a serious health and safety risk.

Employees are strictly prohibited from:

- The use, sale, supply, transfer or possession of drugs unless use and possession are medically prescribed and do not impair or are a risk of impairment.
- Attending work with drugs or alcohol in their system, with levels above those set out in Appendix A of the Drug and Alcohol Procedures

3. Personal Conduct and Responsibilities

It is everyone's responsibility to identify concerns about health and safety at work. If an employee feels unsafe working with one of their colleagues because they suspect that he/she is in breach of this policy, they should refer the matter to their manager.

If an employee discloses they have a drug or alcohol problem that is affecting their work, Fish and Game encourages the employee to ask for help from their manager or Human Resources at an early stage (before the employee is the subject of testing), without fear of reprisal or disciplinary action.

Proactive disclosure of drug or alcohol problems will be kept confidential as a health-related matter.

VALUES

TRUST

We are trusted as consistent and capable providers

INCLUSION

We recognise and respect diverse perspectives and cultural interests

CONNECTION

We are deeply connected with anglers, hunters, regulators and the public

SERVICE

We are enthusiastic, professional, kind and accountable

4. Drugs and Alcohol in the Workplace

Workplaces are defined as any place where an employee performs work related tasks, including (but not limited to) offices, Fish and Game vehicles and boats, places where field work is undertaken, travel between workplaces, training courses or conferences and accommodation provided by Fish and Game.

No alcohol may be consumed in the workplace, on or offsite, by any Fish and Game employee except, where formal staff functions have been arranged and approval is given by the manager. Alcohol may be consumed at social events at places and times designated in advance by Fish and Game. Employees and management are responsible for ensuring that all staff are able to get home safely.

No illicit or restricted drugs are to be brought into Fish and Game's workplaces at any time or consumed during work hours.

Legal drugs (prescribed by a medical practitioner) or non-prescription over the counter drugs are deemed to be acceptable as long as work duties and safety are not impaired. Employees using legal drugs that might impair performance must immediately notify their manager prior to commencing work.

5. Enforcement of the Policy

Alleged breaches of the key requirements by Fish and Game employees may be investigated as serious misconduct. While a potential breach of the policy is being investigated, Fish and Game may:

- Apply a safety stand-down to an employee from employment, to enable an appropriate investigation to occur for health and safety/wellbeing reasons.
- Require the employee to undergo further drug/alcohol screening tests and return a negative result before returning to work
- Suspend the driving privileges of a Fish and Game vehicle or boat until the investigation is concluded.
- Temporarily assign modified or restricted duties.

Following an investigation, Fish and Game New Zealand may:

- Offer, at its discretion the opportunity for the employee to participate in a rehabilitation programme, and/or;
- Take disciplinary action up to and including summary dismissal

The nature and severity of the breach will determine the disciplinary action that is taken.

6. Search and Surveillance

In order to assist with achieving the objectives set out in this policy, Fish and Game New Zealand reserves the right to undertake searches for drugs and alcohol within any Fish and Game New Zealand property and/or workplace

Fish and Game New Zealand property includes offices, vehicles, boats, workstations and storage areas but does not include the employees' home or place of residence if it is used for flexible working or working from home.

7. Drug and Alcohol Testing

Fish and Game New Zealand may undertake drug and/or alcohol testing to ensure compliance with this policy.

The processes for drug and alcohol testing are detailed in the Fish and Game New Zealand Drug and Alcohol Procedure. Testing will be undertaken by a professional drug detection agency such as the TDDA.

Pre-employment testing

Prospective employees may be required to undergo pre-employment or engagement drug and

alcohol testing.

If a prospective employee returns a positive or non-negative result for the presence of drugs or alcohol, Fish and Game New Zealand may discontinue their application, or if the applicant has already been appointed, their employment or engagement may be stood down and/or employment terminated.

Post incident/event testing

If there is an incident, accident, near miss or property damage involving an actual or potential compromise of health and safety standards and an employee's actions, or lack of action, may have been a direct or indirect contributory factor (incident, accident or near miss/close call), then an alcohol and drug test may be required.

Reasonable cause testing

If Fish and Game New Zealand suspects on reasonable grounds that an employee is under the influence of drugs or alcohol. Reasonable cause may be based on a pattern of behaviour, actions or conduct. See Appendix B of the Drug and Alcohol Procedures for examples of behavioral indicators.

Fish and Game managers must carefully consider the grounds for suspicion and should seek advice before making a judgement as to whether reasonable cause has been established.

8. Employee Disclosure, Assistance and Rehabilitation

Employees will have access to assistance from Instep's Alcohol and Other Drug Programme.

If an employee discloses that they have a drug or alcohol problem that is affecting their work, Fish and Game New Zealand encourages the employee to ask for help from their manager or HR, at an early stage (before the employee is the subject of testing), without fear of reprisal or disciplinary action.

Proactive disclosures of drug or alcohol problems will be kept confidential as a health-related matter.

If the employee is not comfortable discussing the problem with their manager, they may contact another manager and Fish and Game New Zealand's Employee Assistance Programme (EAP) provider - Instep. Instep provide a free and confidential service, which is independent from Fish and Game New Zealand.

Fish and Game New Zealand will consider what reasonable steps it can take to assist an employee who proactively discloses a drug and / or alcohol problem, including referral to appropriate treatment providers.

If an employee returns a positive drug and / or alcohol test (as noted in Section 9) and subsequently discloses a drug or alcohol problem, Fish and Game New Zealand may take disciplinary action up to and including summary dismissal and/or any other actions available to it pursuant to this policy and the Fish and Game New Zealand Drug and Alcohol Procedure.

DOCUMENT MANAGEMENT CONTROL

Prepared by: Jane Hutchings, HR Business Partner
Owned by: NZC/NZC CEO
Authorised by: Fish and Game New Zealand National Council
Date Issued (for Consultation):
Next Review:

DRAFT DRUG AND ALCOHOL PROCEDURE

Section	Operational
Contact/Owner	NZC HR
Last Review	New Procedure
Next Review	
Approval	NZC
Effective Date	

1. Purpose

The purposes of this Procedure are to:

- Support the Fish and Game New Zealand Drug and Alcohol Policy by setting out the procedural arrangements and testing processes.
- Assist management to enforce the drug and alcohol policy in a consistent and fair way
- Outline support options that may be available to employees
- Enable Fish and Game NZ to comply with the Health and Safety at Work Act 2015, in particular the duty to ensure, so far as reasonably practicable, the provision and maintenance of a work environment that is without risks to health and safety and that the health and safety of other persons is not put at risk from work carried out as part of the conduct of our business.

2. Application of Policy and Procedure

Managers are responsible for taking all reasonably practicable steps to ensure the health and safety of employees undertaking work under their direction. This procedure must be followed if a manager:

- Observes or has reasonable cause to suspect that an employee is breaching the Fish and Game New Zealand Drug and Alcohol Policy; or finds evidence of such a breach; or
- Learns from an eyewitness that the employee may have breached the Fish and Game New Zealand Drug and Alcohol Policy.

Any manager may instruct an employee to undergo an initial drug and/or alcohol screening test administered by a collecting agency such as the TDDA, if they suspect that the employee may have breached the policy.

The manager will arrange an appointment with the drug agency and the employee will be accompanied to the appointment by the manager.

Employees who undergo drug and/or alcohol testing will be told the purpose of the test, where the information will go, the name and address of the collecting agency and the likely consequences if they refuse to participate.

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The employee will be asked to sign a written consent to the test by the collecting agency.

At any stage of the processes or procedures herein, employees may request the presence of a support person or representative.

Every person subject to this procedure is entitled to confidentiality (insofar as practicable) and just treatment.

If the test results show the presence of drugs or alcohol in excess of the amounts set out in Appendix A of this Procedure, then a disciplinary process will be commenced where rehabilitation may be offered.

3. Safety Stand -down

If the absence of drugs and alcohol cannot be established through an initial test (i.e. returns an invalid result) then a safety stand-down may be required.

Stand-down is a health and safety precaution. It is not suspension because, in the case of employee, does not involve the person being sent away unilaterally from the workplace and is not disciplinary action.

While an employee is 'stood-down', nothing has been proven; the employee remains at work on pay and can be given reasonable instructions with which they must comply; their dignity, confidentiality and privacy should be maintained; and they must not operate any vehicle or boat or undertake other high-risk tasks.

Please note that if an employee may be impaired by drugs or alcohol, they must not be permitted to drive a Fish and Game vehicle or boat until such time as they are able to return a negative test result. This is to protect both the employee's own personal safety and the safety of others.

4. Compromised, diluted or adulterated test specimens

Deliberate compromise of process

If an employee makes a deliberate attempt to compromise the integrity of a specimen or the testing process when taking a drug test (for example by providing a specimen that is not his or her own, or adulteration e.g. by use of a masking agent), or the collector has reasonable grounds to suspect that the employee has tampered with a specimen, then the manager may in respect of an employee take disciplinary action up to and including summary dismissal.

Temperature

If an employee provides a specimen that is not within acceptable temperature testing range, meaning that the manager cannot verify it was provided by the employee or the specimen is otherwise compromised, the employee may be provided with one further opportunity to provide an acceptable specimen within 2 hours.

If the second specimen is also not acceptable for testing, this may be treated as a refusal or failure to take a drug and/or alcohol test or to provide an acceptable specimen (refer next section).

Dilution

A specimen may be too dilute to be accepted for testing if the specimen provider has consumed high quantities of water or other fluids or a diluent has been added.

The employee will be given one further opportunity to provide an acceptable specimen within 24 hours. The employee may have to reduce his/her fluid intake during this period.

If the second specimen is also not acceptable for testing, this may be treated as a refusal or failure to take a drug and/or alcohol test or to provide an acceptable specimen (refer next section).

5. Refusal or failure to take a drug or alcohol test or provide an acceptable specimen

Refusal to comply with an instruction to undertake a drug or alcohol test, or refusal or failure to provide an acceptable specimen without reasonable explanation, will be treated as a breach of the Fish and Game New Zealand Drug and Alcohol Policy.

If an employee is instructed to take a drug or alcohol test but refuses or fails to do so, the employee

must be given an opportunity to explain the refusal or failure.

The manager will consider any explanation given, and the circumstances leading up to refusal or failure.

If the manager considers the explanation is unreasonable in the circumstances, then they may take disciplinary action in respect of an employee up to and including summary dismissal.

6. Employee Assistance and Rehabilitation

An employee making a voluntary disclosure may be granted extended leave to participate in a drug and alcohol rehabilitation or treatment programme.

If requested by the employee, Fish and Game New Zealand will fund up to three treatment sessions, and may consider further assistance on a case-by-case basis.

The employee's return to work after successful completion of the course of treatment within a reasonable period of time agreed by the manager will depend on the Fish and Game Council's needs at that time and will be on the recommendation of the service provider.

If an employee who has not made a voluntary disclosure returns a positive test result, the manager may, at their sole discretion, permit him or her to continue in their employment subject to the requirement that they undertake a rehabilitation and/or treatment programme approved by Fish and Game New Zealand.

Failure to take part or complete the programme within a reasonable timeframe may result in disciplinary action up to and including summary dismissal.

The employee may be allocated alternative or restricted duties during the programme (if available, and at the manager's discretion).

Fish and Game New Zealand may, at its sole discretion, and upon the employee's request, fund an initial assessment by a rehabilitation provider nominated or approved by Fish and Game New Zealand.

Process for rehabilitation agreement

The employee must agree in writing to the programme and follow up testing.

The manager will arrange an initial appointment for the employee to meet with the rehabilitation specialist;

The employee will be given a phone number to contact the rehabilitation specialist;

All communications between the specialist and employee will remain confidential save as provided in the contract;

The rehabilitation specialist will arrange for treatment or further specialist advice as considered necessary;

Rehabilitation will commence and the rehabilitation provider will provide the manager with information on the attendance of the employee in accordance with the contract and will advise whether or not the employee has successfully completed the programme;

The rehabilitation specialist will report to the manager after three sessions on the necessity or value of further treatment. Further sessions are at the employee's cost

With the written permission of the employee, the employee's representative or support person may be informed of progress.

Post-treatment testing

On completion of the programme, the employee will be required to return a negative drug and alcohol test (the cost of which testing shall be met by the employee) prior to returning to normal duties.

The employee may subsequently be required to complete up to 12 random drug and alcohol tests over the next 24 months.

A positive test during or following treatment may result in disciplinary action up to and including summary dismissal.

7. Search and Surveillance

In accordance with and for the purposes of the Fish and Game New Zealand Drug & Alcohol Policy, the Fish and Game Council may undertake lawful searches and/or surveillance.

The manager may search any Fish and Game Council workplace or area in the Council's possession or control. This may include the Council's buildings, vehicles, boats, workstations, and storage areas.

The manager or someone authorised by the manager, may not search an employee's person or personal property (including looking inside bags) without genuine necessity, reasonable cause, and the explicit consent of the employee.

8. Confidentiality and Privacy

All information gathered as a result of testing or participation in a rehabilitation or treatment programme is collected for the purpose of implementing, enforcing and achieving the purpose of the Fish and Game New Zealand Drug and Alcohol Policy.

A copy of the results of any drug and/or alcohol test is retained by the collecting agency and will be provided to the employee as well as their manager.

Results may be used in evidence and disclosed in disciplinary or legal proceedings.

Information will be held for the duration of the individual's employment/engagement, or longer where Fish and Game New Zealand has a legitimate reason or as required by law.

Except when required by law, no information relating to any testing or rehabilitation will be disclosed to an external party without the written consent of the employee concerned.

9. Definitions

Adulteration	The deliberate use by the donor of a diluent or masking agent, or providing a substitute urine specimen, in order to compromise the detection of drugs/metabolites in their urine.
Alcohol	As per common usage and definition.
Collecting agency and collector	Respectively an accredited agency and a person qualified to collect specimens and take samples for the purpose of detection and quantitation of drugs of abuse within the specimen.
Drug	<p>For the purposes of the Fish and Game New Zealand Limited drug and alcohol policy and this procedure, "drug" and "drugs":</p> <ul style="list-style-type: none"> Includes any substance listed in the schedules of the Misuse of Drugs Act 1975, including future amendments and additions; Includes substances listed in the AS/NZS 4308:2008: Procedures for specimen collection and quantitation of drugs of abuse in urine; Includes any synthetic or natural psychoactive substances that may be referred to as 'designer drugs', 'drug analogues', 'synthetic cannabinoids' or 'herbal highs' (whether or not they are controlled); May include any volatile substance deliberately used or misused for the purpose of achieving an altered state of mind; May include prescription and non-prescription ('over-the-counter') medication that the user knows or ought to know can impair the user's mental or physical ability and pose a safety risk in the circumstances (e.g. driving while affected by opiate medications);
Non-negative	A test result that is non-negative but has not been confirmed by an accredited laboratory as positive.
Sample	A portion taken from a specimen, on which the test or assay is actually carried out.

Stand-down Temporarily assigning modified or restricted duties to an employee or having them cease duties for a short period but not leave the workplace, while appropriate steps set out in this procedure are implemented.

Work and workplace For the purpose of this procedure, includes work carried out on behalf of Fish and Game New Zealand by any employee or contractor; in an DSPRI workplace. Workplace has the meaning given in the Health and Safety at Work Act 2015.

FURTHER INFORMATION

INFORMATION AND ADVICE ABOUT DRUGS AND ALCOHOL CAN BE FOUND AT WWW.DRUGFOUNDATION.ORG.NZ

DRAFT

APPENDIX A

MAXIMUM ACCEPTABLE LEVELS OF DRUGS AND ALCOHOL

Confirmatory test cut-off concentrations (as total drug): AS/NZS 4308:2008 compound	Cut-off level (micrograms/litre)
Morphine	300
Codeine	300
6-Acetylmorphine	10
Amphetamine	150
Methyl amphetamine	150
Methyl enedioxyethyl amphetamine	150
Methyl enedioxy amphetamine	150
Benzylpiperazine*	500
Ephedrine*	500
Phentermine*	500
Pseudoephedrine*	500
11-nor-9-tetrahydrocannabinol-9-carboxylic acid	15
Benzoyllecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nor diazepam	200
Hydroxyl-alprazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

ALCOHOL LIMITS

For the test to be positive there must be a level of alcohol in the employee's system higher than 100 micrograms of alcohol per litre of breath while in paid work or greater than the NZ Land Transport legal driving limit (for all other circumstances).

All aspects of the testing procedure will be carried out in a confidential and private manner by a trained Breath Alcohol Tester using a calibrated breath alcohol testing device, which complies with the AS 3547-1997/Amendment 1-2000 (type 2), for the measurement of alcohol.

APPENDIX B – REASONABLE CAUSE INDICATOR

When determining “reasonable cause”, physical symptoms and/or unusual or out of character on site observable behaviours must be considered. One symptom on its own is not enough evidence to reach a conclusion of drug use.

Examples of physical symptoms or behaviours include, but are not limited to:

- excessive lateness
- absences often on Monday, Friday or in conjunction with holidays
- increased health problems or complaints about health
- emotional signs – outbursts, anger, aggression
- changes in personality
- changes in alertness – difficulty with attention span
- changes in appearance – clothing, hair, personal hygiene
- less energy
- involvement in various minor accidents
- feigning sickness or emergencies to get out of work early
- going to the bathroom more than normal
- defensive when confronted about behaviour
- dizziness
- slurred speech
- hangovers
- violent behaviour
- impaired motor skills
- bloodshot eyes
- impaired or reduced short term memory
- reduced ability to perform tasks requiring concentration and co-ordination
- intense anxiety or panic attacks
- impairments in learning and memory, perception and judgement
- irritability
- depression
- odour of alcohol or drugs

Reasonable grounds testing may also take place where the Company learns, from a credible source, that the employee is working under the influence of drugs and/or alcohol, or where the employee is observed using, possessing, distributing or consuming drugs or alcohol during work time or during any breaks.

DRAFT GOVERNANCE CODE OF CONDUCT

Section	Governance
Contact/Owner	NZC HR
Last Review	New Policy
Next Review	
Approval	NZC
Effective Date	

1. PURPOSE

This Code sets out the minimum standards of conduct for all Councils and supports the values of Fish and Game NZ. Reflected in this *Code of Conduct* is the importance of trust and confidence in the relationship between Fish and Game Councils and their employees.

It is intended that this Code can be included in, or used as a template to update the Council's current Governance Policies.

2. POLICY

Council Members are expected to act reasonably at all times in compliance with their Councils Standing Orders and Governance policies and taking into account the interests and welfare of other Members and Council staff and their obligations under the Public Sector Act 2020 to be a "good employer".

The "good employer" principle means that Councils must operate employment policies that provide for fair and proper treatment of employees in all aspects of their employment, including recruitment, development, diversity, remuneration and health and safety.

Members are expected to maintain the highest integrity, discretion and ethical conduct when performing their duties or representing the Fish and Game Council. Members are expected to exercise good judgement to determine what action should be taken in any given situation and be able to withstand scrutiny from internal and external parties.

3. EXPECTED BEHAVIOURS

1. Personal responsibilities:

- act in good faith
- act honestly and with integrity in all aspects of Council activity;
- respect the rights of others and treat others courteously and without discrimination or harassment and comply with Fish and Game's Bullying and Harassment Prevention Policy and Process;
- be respectful of, and responsive to all genders, cultures, values and beliefs;
- exercise reasonable care, diligence and skill at all times
- lay aside all private and personal interests in decision making

VALUES

TRUST

We are trusted as consistent and capable providers

INCLUSION

We recognise and respect diverse perspectives and cultural interests

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SERVICE

We are enthusiastic, professional, kind and accountable

- comply with relevant Fish and Game policies, processes, standards, Vision, Mission, values, ~~and SOPs delete~~ (The Fish and Game Strategy, including the Vision, Mission and Values are attached)
- understand the Council's responsibilities as a PCBU under the Health and Safety at Work Act 2015 and ensure that these requirements are adhered to and implemented.
- act in a safe manner to protect your health and safety and that of other Council members and employees of the Council, and comply with all Health and Safety policies and procedures.

2. External relationships:

- actively promote and support the Council and its decisions in all relevant fora
- act reasonably, honourably and in good faith when working with the fishing and hunting communities
- create and maintain positive relationships and networks with others.
- don't undermine other Members, the Council or Council staff in any media, including social media

3. Confidential information:

- be responsible for the security and confidentiality of any personal information that you have acquired;
- ensure that any information you have acquired through the Council is not used for personal advantage; and
- ensure that financial and non-financial information gathered by Fish and Game and your knowledge of its systems and processes is used solely to perform Fish and Game business.

4. Conflicts of interest:

- avoid or register any financial interest in any undertaking that could be seen to compromise your responsibilities to Fish and Game,
- do not allow personal relationships with staff or licence holders to affect or appear to affect the professional relationship with them; and
- when your personal views differ from those of Fish and Game, you must ensure that both your personal integrity and the integrity of Fish and Game are not compromised. If you are likely to find yourself in this situation, then you should discuss the matter with your Chair first.

5. Uphold the reputation of Fish and Game:

- act with integrity at all times;
- ensure your participation in political matters does not conflict with your duty to your Fish and Game Council ~~and any partnerships with government agencies delete?~~ and
- ensure your private activities do not reflect adversely on Fish and Game, on Fish and Game staff or key stakeholders.

6. Additional expectations for Members as Good Employers:

- Ensure that employment policies are in place that provide for fair and proper treatment of employees in all aspects of their employment
- Ensure that all practicable steps are taken to minimise or eliminate health and safety risks for employees. This includes bullying, harassment or mistreatment of employees.
- Be supportive of employees of the Council and do not criticise employees or the service provided by the Council and Management to anyone other than the Chair or Executive Committee
- Support the Chief Executive/Regional manager to implement the decisions of the Council but not interfere with the management of Council staff except where the CE/RM has breached employment policies or law
- lead by example and model the standards of behaviour expected of Council employees
- do not communicate privately with employees of the Council on matters which fall under the Council or Chief Executive responsibility in such a way as to threaten or weaken the relationship between the Council and the Chief Executive.

7. Misconduct:

- If any Member of the Council is disrespectful or uses offensive or malicious language at a meeting, the Chair has the authority to remove that member from the meeting, under the Standing Orders, if the member refuses to withdraw the comments or to apologise.
- Similarly, if a Member’s conduct is disorderly, the Chair may require that Member to leave the meeting (See Clause 3.4 of the Standing Orders)
- If a Member has strong views about a Matter that create a risk of bias, prejudice or pre-determination that is inconsistent with performing their duties in an impartial manner, they will be excluded from the meeting when that Matter is being discussed as per Section.....of the Council’s Standing Orders or Conflict of Interest Policy
- As a last resort and following a fair investigation, the Minister may remove any Council Member from office for misconduct under Section 26ZA2 of the Conservation Act,

8. Other relevant information

- Code of Conduct for Crown Entity Board Members
<https://www.publicservice.govt.nz/guidance/code-of-conduct-for-crown-entity-board-members/>
- Council Standing Orders
- Council’s Governance Policies
- Health and Safety at Work Act 2015, Duties of a PCBU
<https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976894.html>

To be signed with Oath of Office

I agree to abide by this Code of Conduct in all aspects of my Council activity

Signed:

Date:

4. DOCUMENT MANAGEMENT CONTROL

Prepared by: Jane Hutchings, HR Business Partner
Owned by: NZC/NZC CEO
Authorised by: Fish and Game New Zealand National Council
Date Issued (for Consultation):
Next Review:



wonderlab

Fish & Game NZ

Public Licence campaign – Car signage

Version 2.0 | September 2023

F&G CAMPAIGN – CAR SIGNAGE

CONCEPT FOR CAR WRAPS TO GO WITH PUBLIC LICENCE CAMPAIGN

REAR TRAY ONLY

Coverage of the rear tray only, with the campaign name/hashtag and website link. Simple, adjustable and still fully usable without cab on.



F&G CAMPAIGN – CAR SIGNAGE

CONCEPT FOR CAR WRAPS TO GO WITH PUBLIC LICENCE CAMPAIGN

REAR TRAY + SIDES

Adding in the sides to the wrap as well, for more impact – visible to parallel as well as follow on traffic.

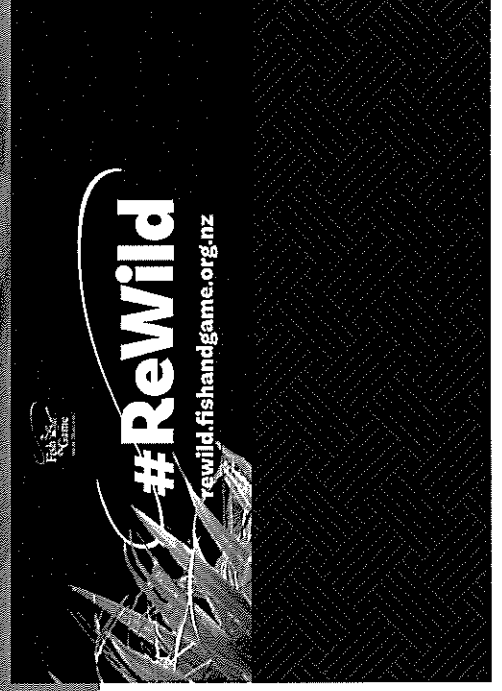


F&G CAMPAIGN – CAR SIGNAGE

CONCEPT FOR CAR WRAPS TO GO WITH PUBLIC LICENCE CAMPAIGN

REAR TRAY + SIDES WITH GREENERY

Adding in the sides to the wrap as well, for more impact – visible to parallel as well as follow on traffic.



Rewilding Campaign – Corina Jordan

What an incredible start to our ReWild campaign! Last Tuesday, we kicked it off in Christchurch and we landed some big fish – national media, National MP Barbara Kuriger, and approximately 50 guests were there, along with our awesome staff and Councillors from North Canterbury, Central South Island, Otago, and West Coast and Eastern.

This is a big deal for us – months of hard work and research led to this. We've launched Fish & Game's most important campaign yet, and it's all about showing New Zealanders the benefits of hunting and fishing and how we work to protect that tradition, and make it accessible to everyone.

Local iwi gave a heartfelt mihi whakatau which Eastern Chair Ngahi Bidois responded to on our behalf. North Canterbury CE Rasmus Gabrielsson warmly welcomed everyone and introduced Dame Lynda Topp who fired us up with a moving speech calling everyone to join our ReWild movement.

I shared what we are trying to achieve with the campaign, in short that we want to:
help New Zealanders understand that fishing and hunting are not only sources of physical and mental well-being but also an escape from the daily grind
highlight the benefits – hunting and fishing help build bonds with family and friends, teach essential skills, nurture an ethos of environmental conservation, and foster independence.
Bring our fishing and hunting communities together through shared messages, where we work to promote our traditions, so they are something future generations can enjoy.
Build recognition of what Fish & Game does including our environmental work so the public support us 'build and protect our social licence to operate'.

After formalities we all enjoyed some amazing wild kai cooked up by game chef Tony Smith.


While we were enjoying the kai, Dame Lynda and I chatted with TVNZ's Seven Sharp, Radio New Zealand, and stuff.co.nz – it was great to get cut through and get such sweeping coverage. We also did interviews in the following days.

We've been on [TVNZ's Seven Sharp](#), [The Press \(and shared around the stuff.co.nz mastheads\)](#), [Radio NZ National](#), [Newstalk ZB's The Drive](#), [NZ Herald](#), [Jamie Mackay's The Country](#), [Newshub's AM Show](#), [Farmers weekly](#), and the list is still growing! Thanks to the support of Sam Halstead, and our partners at Wonderlab and Medialab who have turned what we do into something that connects with everyone.

With Seven Sharp pulling in 450,000 viewers per show, imagine the impact we're having, and it's all thanks to the hard work of the Fish & Game team and partners.

Stats from yesterday (7 November – 13th November):

Facebook, YouTube, Stuff and the NZ Herald, we have served over **1.2million** impressions;
Stuff and NZ Herald have served the majority of these impressions at **996k**, amplifying reach and awareness of our ReWild campaign across New Zealand;
Facebook has reached **145k** people in our target audiences of Hunters, Fishers and Families, across both our static and video ads. Although not optimised for traffic, our statics have delivered **157** link clicks, with the highest CTR coming from our Fishing audience (**0.14%**). We have had **16.8k** video plays on our video ads, with a high percentage (**53%**) of people watching these to completion;
On YouTube we have served **36.5k** impressions amongst our target audience of ages 25-64. This is a strong channel for non-skippable messaging and our video ad has been played to completion **91%** of the time.

Take a moment to enjoy the success and check out photos from the day:  [Photos](#)

Remember, this is just the beginning. Let's keep this momentum going and make the ReWild campaign a huge success.

I need your help and there's a few things for your teams to consider doing:

Use pull-ups and flags at events and wear the t-shirts and polos. I've received a lot of interest in getting the ReWild t-shirts so I am looking at options to make these available for staff, agents and supporters.

Print and provide the factsheets at events, see attached list.

Use the designs provided to create wraps for vehicles.

Share the campaign with networks and seek support where you have opportunities.

Use the attached signature blocks on your emails. (copy the image and paste it after your signature)

When you are advertising events or posting on social media please use our messages and branding. If you need support just sing out.

You will receive some posters, please put one up in your offices and give them to agents to put up.

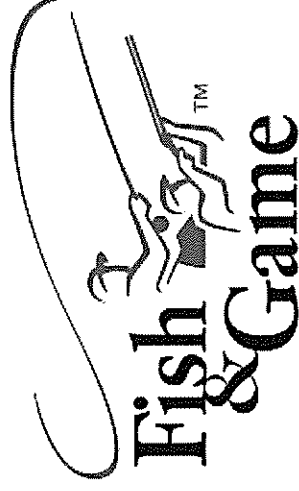
Send us your list of events you are running over summer so we can help you maximise reach via the campaign promotion.

Send Maggie Tait/Richie Cosgrove anything you think would be good for the campaign, pics, words, ideas, whatever you can do.

Please note that before hunting season we will have new signature blocks, flags and collateral to use.

Please see the attached PDF for some examples of what is available.

Great job, everyone.



HAWKE'S BAY

EDUCATION PROGRAMS

We are developing a comprehensive and diverse range of options for the education program being run from The Game Farm. We offer experiences that will introduce students to the environment, biodiversity, and food harvesting to comprehensive courses on fishing & traditional Māori environmental practices. These programs are suitable for students from years 4-13 to adults with a focus on practical hands-on experiences as well as theory base learning.

1 Day Class Field Trip Experience
Suitable for year 4-8 Students
Course Time: 10am-2pm
Run by HB Fish & Game Staff

This is a great day out for students and will introduce them to Fishing with a focus on the basics of fishing, why water health is important and how the biodiversity of the surrounding area is an important part of the environmental health of the space.

Student will be split into smaller groups that will rotate between activities including:

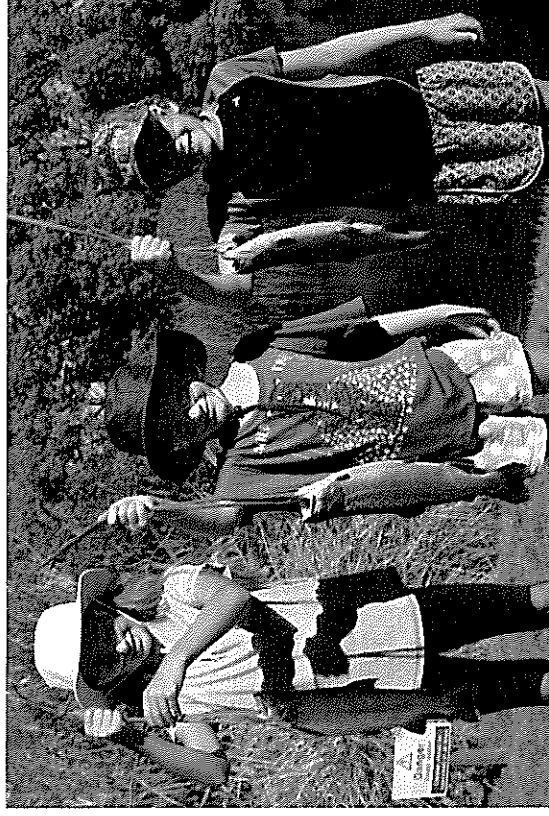
Fishing: Get hands on, learning how to catch a fish and the importance of gathering food. We'll cover the basics of fishing, how to set up a rod and cast and reel in a fish. We'll also cover staying safe around water and identifying the dangers around water and how to avoid them.

Water Studies & Eel Feeding: Explore the small inhabitants of the water and learn about the importance of clean healthy water and the impacts on the food chain. See the eels up close as they get are fed and learn more about these fascinating creatures.

Biodiversity: Students will learn about what biodiversity is and why it is important for our environment's health & future and participate in some fun activities.

Native Plants: Get hands on with our native flora by planting trees, helping to maintain current plantings, or gathering seeds & seedlings for growing in the nursery.

The cost per student is \$5 Groups 30-80



4 Day Fishing & Ecology Course
Suitable for year 7-13 Students
Course Time: 9.30am-2.30pm
Run by One Cast Fly Fishing Ltd & HBFG Staff

This is a comprehensive 4-day course designed for students interested in learning about fishing, food harvesting and the environment. They will spend 2 days at The Game Farm and 2 days on the Tutaekuri river. Activities will include:

- How to set up own rods which flies to use.
- Correct casting techniques
- Hooking & catching fish
- Fly & Spin fishing techniques
- Correct catch & release techniques
- Matauranga, Ecology & Pond Fishing
- Filleting & smoking trout
- River ecology
- Traditional Maori & nontraditional scoop fishing net
- Elongated stomach of river ecology
- Maori taha huahua – preserving pot.
- Putapatarehe – Story telling.
- Hatch cycle, river & lake harvesters
- Safety on the rivers.
- Reading water, site fishing, catching & landing fish on the river.

The cost per student is \$350. Maximum 12 students per course. (One Cast Cost \$4034)



3 Day Fishing & Ecology Course PLUS 2 Night Ecology Camp Experience

Suitable for year 7-13 Students

Course Time: Start Day 1 9.30am Finish Day 3 4.30pm

Run by One Cast Fly Fishing Ltd & HBFG Staff

All activities as listed in the 4-day course.

PLUS

Enjoy the Game Farm by night and learn more about the environment around you. Activities will include:

Who is awake when we sleep, Blanket nesters, feathered trout flies.

Group activity 1

- Evening insect rise
- Fishing demonstration undertaken by guides only. Anglers will remain in observation groupings due to poor night light water safety

Group activity 2

- Aho (traditional Māori fishing line), Nga tuna, eels by night Anglers will remain in groupings due to poor night light water safety

OUTCOMES

Recognise the impacts of biodiversity loss and biodiversity gains through knowledge opportunity. Engaging with day and night aspects of environmental climates and natural resource

changes Recognition of the natural resource stands added to the network learning which makes their community support more robust, resilient, and transformational within themselves. Learning to fish and discovery brings meaning to the wider environment communities.



First night fire activity

Ahi ka – Camp fire and safety

- Moths to a flame, torch light. Moon lit navigators.
- Matariki Waiiti – Water star and stones – Nga purakau kohatu - Stone stories - Necklaced river stone gatherers.
- Taonga Puoro – Singing treasures of the Putorino (Moth cocoon flute) other natural resource flutes.
- He waiata te po and karakia - Group composed night song and giving thanks.

Second night fire activity

Ahi ka – Camp fire activity

- Hot stone survival cooking and fire lighting – Guides demonstrate
- River and forest foods – Eating activity experiences
- Sleeping bag foliage – Group metamorphosis activity
- Wings, transparent flight – Eyes upwards to our universe, spiritual realm
- He kanikani te awa and karakia – The group to compose their own river dance and giving thanks

The cost per student is min \$500 Max 12 students per course. (One Cast cost is \$5734)

FISHING CLASSES

Students Year 7-13 & Adults

Course Times: Students Tuesday 4pm-5.30pm

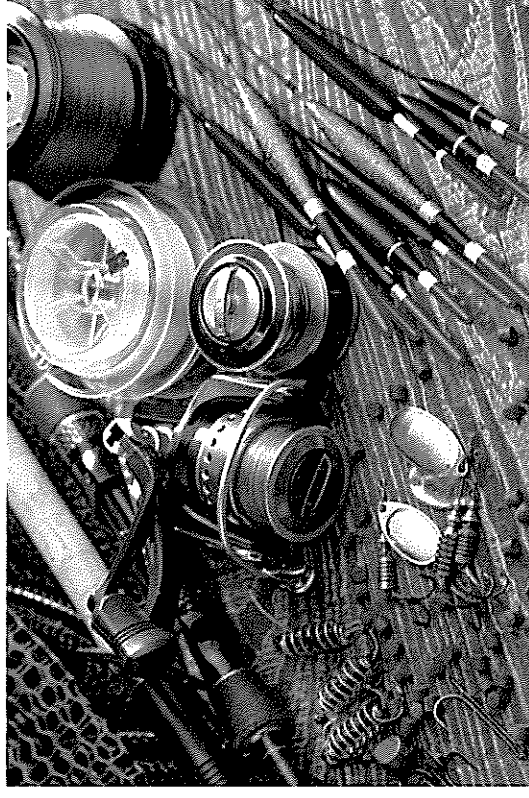
Adults Thursday 5.30pm-7pm

Run by HBFG Staff

This is a comprehensive introductory course into Game Fishing and will run once a week for 6 weeks. The course will be a mix of theory & practical lessons and give participants a good understanding of Trout ecology, where they live, what conditions Trout need to thrive and how to catch & prepare for eating.

Subjects include:

- ❖ Why do we fish for trout?
- ❖ Trout Species
- ❖ What do Trout eat?
- ❖ What can we use to imitate trout's natural food to catch them?
- ❖ Types of Trout Fishing
- ❖ Knot & Rig Tying
- ❖ Casting tutorial & practice
- ❖ Tying on Rigs
- ❖ Fishing for the Trout
- ❖ Hooking fish
- ❖ Filletting
- ❖ Preparing the fish
- ❖ Smoking
- ❖ **And much more**



By the end of the course anglers will be confident to head out on to rivers and start successfully fishing.

The cost is \$100 per student. Max 10 students per course.

Your Name	Their Name if your enter	Phone number	Email address	Any other comments?
Andrea Hawkins	Irene Carhill & husband Gunna	0273313657	ahawkins@xtra.co.nz	This wonderful lady I am nominating I met through the formation of the Waiohonga Esk River care group. She has been instrumental in organising and helping with the planting of over seven and a half thousand natives along the Esk River. Unfortunately a large proportion of these were destroyed by the cyclone and now she has turned to attention to the building of a nursery so the group and again plant along the banks of the Esk River. Irene was coming close to her retirement and my husband and son were planning to take her fly fishing up the Esk River and the Mohaka at Glen Falls. Irene had begun to collect the necessary equipment in preparation. Irene and her husband only just managed to get onto the roof of their home and had to sit there in the cold and dark for hours until their neighbours just managed to rescue them. Since then Irene has had to remain at work to help financially support themselves as unfortunately her husband was injured that night and had to be flown down to Wellington hospital for surgery. During the process of demolishing her home Irene did manage to find one fly which she has held onto. She also recovered a tent which I offered to bring home and clean for her as constantly working in silt is tiring. I was able to clean it unfortunately the stench of silt still lingers in the fabric. Irene and her husband are avid hikers and due to the injury her husband sustained and the trauma they both went through they have not been able to get out and enjoy the outdoors like they normally would. Irene's husband Gunnar having also all of his dive gear in the flood. I would love for Irene and Gunnar to be a recipient of the wonderful prizes on offer, however, I appreciate that all nominations are worthy recipients after the traumatic experiences they have been through.
Andrea Hawkins	Georgia Still	0273313657	ahawkins@xtra.co.nz	This young lady that I am nominating has just turned 13 and used to attend Eskdale School, which she lived just down the road from. Regretfully (as everyone else as well) they lost all their possessions in the flood and unfortunately her mother did not have any insurance. Georgia loves hunting, fishing and farming and we are trying to help out by reconnecting her with these activities. She has been gracious with the aftermath of the devastation that the cyclone caused and has not asked for anything. Georgia would be a worthy recipient of the generous prizes you are offering.
Andrea Hawkins	Georgia Still	0273313657	ahawkins@xtra.co.nz	This young lady that I am nominating has just turned 13 and used to attend Eskdale School with my son. She lived just down the road from the school and regretfully (as everyone else as well) they lost all their possessions in the flood - unfortunately her mother did not have any insurance. Georgia loves hunting, fishing and farming and we are trying to help out by reconnecting her with these activities. In the recent school holidays we took her up the Fish and Game hut at Glen Falls. She has been gracious with the aftermath of the devastation that the cyclone caused and has not asked for anything, which I think speaks volumes. I know that Georgia would be a worthy recipient of the generous prizes you are offering
Angela Houkamau	Robert Houkamau	027 264 3524	Angela@houkamau.nz	Robert and his kids lost their house and contents in flood. Fishing and diving is Robert happy place. Please help him return to it
Annette Michie		021739308	wettaz@xtra.co.nz	
Antoinette Rameka	Anthony Campbell		tonirameka1979@gmail.com	My partner Anthony lost all his fishing tools and other sentimental things that he made to cyclone gabrielle but that is nothing we are thankful enough to have not lost any loved ones to the cyclone so we are very lucky as his kids were caught up in the flood so we are very very thankful.
Atareta Sciascia	Atareta Sciascia	0275781547	hsciascia@gmail.com	I at 67 and I just love my fishing. I really miss it, thank you for this.
Bonnie stone	Bonnie Stone	02041128208	Bonzafuknraill@gmail.com	Appreciate the chance
Brett Barnes		021410498	WInegyhb@gmail.com	This is such an awesome idea. Thank you
Brett Barnes	Jackson Barnes	068367321	WInegyhb@gmail.com	
Chris Hutcheson	Mr	0212935081	Chris.hutcheson@yahoo.com	Thsnk you
Clarissa Vella	Nicholas Sciascia	0272957217	Clarissa.vella16@gmail.com	A local fisherman who has retired and had a lot of gear in back shed and that all got damaged and wrecked.
Coral Stirling		02108366863	coralstirling01@gmail.com	I was very affected by Cyclone Gabriel this year. I would really love the opportunity to take my kids out fishing again as a family for this Christmas. It is our favourite holiday of the year and winning this would be amazing.
Cory Berkett	Marsh and Kirsty Berkett	0212026330	mberkett@yahoo.com	They lost everything in the flood, all fishing gear and hunting gear all ruined by the silt. Hopefully something good like winning happens. It's only small but something to help bring the spirits up and get the family out there fishing and hunting again. How awesome it would be.
Daylin severinsen	Clem severinsen	0278591119	Daylin.sev.5@gmail.com	My dad lost his home of 15 years in the cyclone. Lost everything he ever had. My dad has always been there for me and others so I nominate my dad
Destiny peri	Destiny peri	02108587379	destperi2@gmail.com	Lost everything
Doc Ferris Snr		027 4216 572	takutaferris@gmail.com	Great promotion
George barham	Tom stableford	027 498 4495	Tomstableford10@icloud.com	The person I am putting forward to win some gear is Tom Stableford. Tom is a young keen fisherman who just got into fishing last year in November as he was saving up to buy some gear. Tom left all of his fishing gear in a shed that got destroyed by a big old man pine tree. In that shed was a fly rod, reel, flies, and waders. Everything was either snapped in half, squashed, smashed and his waders got ripped. Tom is trying to save money but its going to take him a while. Cheers
Hamolra Sciascia	Hamolra Sciascia	0225859385	hsciascia@gmail.com	We grew up on our river fishing and all our entire gear was wiped out. Thank you for this opportunity for us to return to what we love doing
Hayden Trow	Isaac Trow	0277337717	hayden@baywideplumbing.co.nz	My son Isaac lost all his fishing gear in the cyclone. We were living at 51 Omarunui rd.
Helen Roughan		021 216 8986	Mk1cortinagiri@gmail.com	good morale booster
Jason tehiko		0211355848		
Jem Outen	Arna Papuni	021 134 5065	arn2jt@hotmail.com	Arna and her whānau lost everything in the cyclone, house included. And are still waiting on insurance
Johannes Hoogenboom		0272127262	hoogie@hotmail.co.nz	With plenty of flushing in our rivers the season could be a cracker, El Nino will bring more rain the fish should move all season.
John Dooney		Johndooney@outlook.co.nz	Johndooney@outlook.co.nz	
Kaleb shaw	Me and my fishing mates to sh	0285455248	Kalebshaw05@gmail.com	Me and mates lost if not most all over our gear so I'm entering for us all
Karena Waihape	Tahi, Pauly & Max Sciascia	02108680535	karenawaihape166@gmail.com	I would love for my 3 Men to have the opportunity to replace their gear that was lost in the Cyclone Gabrielle @...we haven't worked for awhile as we are rebuilding.
Karhm taukamo		02108481187	karhmrhsttauakamo@gmail.com	Hi there I lost my jetski and my fishing rod and tackle box and my fishing net
Katie Bachman		0212505058	kbachman452@gmail.com	I've recently started taking my 3 year old son fishing, hoping to instill in him a love for the outdoors and learn what an incredible mental health boost fishing can be.
Kyle miller	Kristiana miller	0276660208	Melandkyle@xtra.co.nz	Thanks for the help!!! I'm entering my sister who loves fishing and lost everything She brought new rods and tackle box and tackle and everything got stolen from her shed. She still lives with my brother and the builders fixing her home have had the tools and new bathroom stuff stolen twice since the rebuild
Lisa Arnold		021878102	Lisarnold4@gmail.com	I lost my sea fishing and trout rods in the flooding at Puketapu
Luke O'Connell		021804580	Lukesone32@gmail.com	Ex eskdale resident. My girls and I lost all our gear in floods. Black house that went down river
Luke Waapu	Ruka Clarke-Waapu		Waapu010@hotmail.com	
Marg Turvey	Hayden Jardine	0274861537	margturvey@gmail.com	He and family lost all their fishing and diving gear and for him that was heartbreaking
Mark mucalo		0225149367	markmucalo@gmail.com	Parents shed got flooded that was storing my gear.

Mark webster		021426275	Troutguidehawkesbay@gmail.com	
Mat Keats		021 558489	20goat@gmail.com	We are very grateful we all are safe, even tho we lost most everything.
Megan Cheer		0212170012	Starrz24@hotmail.co.nz	We live alongside the Ngaruroro river, would love to get back into weekend fishing with our kids.
Michael Naera		0221660792	Hawkesbay879@gmail.com	
Michael Steel		027 522 5009	mjsteel20@hotmail.com	After losing most of our gear due to flooding in the garage this would be an awesome end to a bloody hard year.
Michele Barnes	Brett Barnes	021410498	wineguyhb@gmail.com	We didn't lose our house but my husbands gear was in the sleepout which was destroyed by the cyclone.
Nate	Walford Whanau		Nayte.tipene@gmail.com	The Walford Whanau were affected by the Cyclone not only personally but their family business too. They are still currently rebuilding their home and business - Pōrangahau Garage and will continue to do so through the new year. With no reopening date in sight, times are rough. They lost all family rods, tackle etc, kontiki and vessel. This is a whanau that gathers kaimoana and shares to all our kaumatua, to people that can't gather and to people who aren't fortunate enough to get kaimoana
Ngahiti waerea		0279312752	Ngahitiw@gmail.com	We are a family of 4 children and 2 adults, that enjoy catching trout n eels in our local river. And the kids love surfcasting down our local beach.
Ngaira walford		0274904020	Walfordz@xtra.co.nz	Would love to win and get back out fishing
Ngaira walford	Creedenz walford	0274904020	Walfordz@xtra.co.nz	
Owen Betteridge		027 222 7 303	fbetter1@gmail.com	House yellow sticker till last week after inspection by Council. Still another 12 months of work to b done outdoor
Petrina Sculpher	Sid Sculpher	0272417972	Petrinas1@live.com	Sid has been unable to go fishing since the cyclone. We were stranded at home for 2 months unable to access north or south. He drained all fuel from his boat and was able to share with others as it was needed for generators as there was no power for 22 days. He also helped repair and keep generators and quads going for others.
Raymond Patrick Greene		0274506149	rpgreene@xtra.co.nz	
Rebecca	Jack Collins	021 135 0900	rjanebiel@gmail.com	Jack and whānau lost more than just possessions to Gabrielle. They are such strong generous humans, still helping others while going through the hardest time of their lives !
sean		021 083 25084	ssomara@outlook.com	just want some happiness on the water
sean		021 083 25084	ssomara@outlook.com	just want to fish
Seneta pineaha	Seneta pineaha	02102211056	Glaesius@gmail.com	
Shevonne Tuahine		02108282040	shevytuahine01@gmail.com	
Stacey Trotter	Iain Trotter	0210555219	staceytrotter78@gmail.com	Thank you for the opportunity
Stacey Trotter	Quinn Trotter	0210555219	staceytrotter78@gmail.com	Thank you
Stacey Trotter	Lexi Trotter	0210556219	staceytrotter78@gmail.com	Thank you
Stacey Trotter	Stacey Trotter	0210555219	staceytrotter78@gmail.com	Thank you
Steve anderson		02102858277	Steveanderson_nis@hotmail.com	Yup, lost it all in waiapawa, my home and loads of gear. Still, thankfully I was insured
Stevan whale			n_laueki@hotmail.com	
Taiatini Lepaio	Deejay Rewita-Kaitai	0221339687	taiatini@hotmail.co.nz	Our area was hit by torrential rain then flooded out. Our laundry, kitchen, dining & hall way was covered in water from the rain that got in through the cracks of the door. Lucky for us, we got help and someone was able to come into our home to dry out our hallway carpet a week after the cyclone. Our back yard is a food garden. The torrential rain took out our fruit trees, vegetable beds & berry vines. Our outdoor furniture had to be disposed of because the rain had split the material & ripped our green houses. We are still trying to get our māara back to how it was. We were able to access funds to do that but we haven't been able to replace my son's fishing gear yet. I have nominated my 15 year old son Deejay who lives to fish. His father just died a few weeks ago and he is now grieving for the loss of his dad. He speaks about the memories fishing and camping with his dad. This would be more than just a free ride, this will be responding some happiness in the life of a broken hearted 15 year old young man. surgery. During the process of demolis
Taraia Vercoe		027 310 5346	Taralavercoe@outlook.co.nz	
Thadeu Da Silva Palma		0210557885	Thadeu.palma@gmail.com	
Tom		0278362254	Tomaverill@icloud.com	All mine and my daughters fishing gear was lost as in storage at my family home in pakowhai
Tom Stableford	George Barham	64274918404	georgebarham@icloud.com	George left all of his gear down in a shed next to the tuki tuki on his farm. the shed got wiped out in the flood.
Tracey	Clem	027 302 4371	csev@xtra.co.nz	