



## AGENDA

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

**Tuesday 12<sup>th</sup> March 2024 6pm**

**Venue** 22 Burness Road

**Date** 12 March 2024

**Time** 6.00pm

1. Welcome
2. Apologies
3. Minutes of the previous meeting 13<sup>th</sup> December 2024
4. Matters arising from the minutes.
5. Health & Safety report
6. Conflict of interest register
7. NZ Council Consultations (if any)
8. Rununga Weir Update
9. Managers Paper
10. 2023-24 Operational Work Plan
11. Audit Costs
12. HBFGC Priorities for 2024-25 Year
13. Anglers Notice 2024-25 Season
14. Swan Egg Harvest
15. Fish orders from Eastern
16. Research proposal update health of HB rivers
17. Gamebird Hunter survey update
18. Management Report
19. Finance Report
20. Licence Report
21. Public excluded session
22. Meeting Closes

## **HAWKE'S BAY FISH & GAME COUNCIL**

### **MINUTES OF THE AGM MEETING OF THE HAWKE'S BAY FISH AND GAME COUNCIL**

**HELD AT THE GAME FARM ON WEDNESDAY 13<sup>TH</sup> DECEMBER 2023**

#### **PRESENT:**

Messrs: Bates (Chair), Lumsden, MacKay, C Slavin, Melville, Niblett, Bowcock

#### **IN ATTENDANCE:**

Kerry Meehan (Interim Manager) Sam Robinson

#### **APOLOGIES**

B Slavin, Duley

#### **WELCOME**

Cr Bates welcomed everyone to the meeting. Noted meeting is being recorded for record keeping purposes.

#### **PUBLIC ENQUIRY**

Response to letter from Peter Coles regarding spending in the Public Interface and the actual spend of \$190681 to budgeted spend of \$75757 and why there was such a significant overspend when other project clusters were below budgets. Response from Chairman Bates was that there have been some issues with the previous manager not filing timesheets correctly which has meant hours that have been paid could not be correctly allocated to project clusters and as a result the average hourly rate that would normally be charged at \$65/hr has increased to \$80/hr. Timesheets were also not filled out correctly so time has not been correctly allocated to project clusters. The actual overspend if calculated correctly at \$65/hr would have been \$50,000 less. Also, the council had made a conscious decision that this facility needed to be finished while the reserves were available. Post cyclone Gabrielle that work couldn't be done in the field and with a loss of a senior field officer we didn't have the necessary staff. Processes have been implemented to rectify the errors that were being made.

Public enquiry regarding the asset valuation for property, plant & equipment. Is this being kept low deliberately for accounting purposes or another reason. Chairman Bates response the valuation is based on GV and is not being kept deliberately low for any reason. Should it be deemed necessary at a latter date a valuation on the property would be done.

#### **MINUTES OF PREVIOUS MEETING**

That the minutes of the AGM meeting of the Hawke's Bay Fish and Game Council held on the 6<sup>th</sup> December 2022 are a true and accurate record.

#### ***Bates/Bowcock***

#### **MATTERS ARISING FROM THE MINUTES**

The minutes for last year AGM should be a separate document, manager to rectify. Draft minutes for AGM should be sent out post meeting for review by Council.

#### **2022/23 Annual Report**

## Accepted

That the Council accepts the Annual report for 2022/23.

### ***Bowcock/Lumsden***

## 4: Matters Arising from the minutes

## 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.

### **December - February 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 are now 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 matter<sup>1</sup> i.e.:

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<sup>1</sup> “Matter” means:

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

A member can be shown to have actual bias when a member's decision or act in relation to a matter could give rise to an expectation of financial gain or loss (that is more than trivial) to the member (and/or to the member's parent(s), child(ren), spouse, civil union partner, de facto partner, business partner(s)/associate(s), debtor(s) or creditor(s)).

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.*

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

## 7 New Zealand Council Consultations

### GENERAL BUSINESS

#### 8: Rununga Weir

An update from Chairman on meetings held with residents around the lake who are concerned the weir poses a flood risk. Chairman & Manager have met with HBRC and other stakeholders on the impacts of the weir on the surrounding land.

#### 9: Managers Paper

Presentation by Corina Jordan to HB Council.

#### 10: Operational Work Plan 23-24

##### **Purpose**

For Council to sign off on the current OWP. See Appendix 1

##### **Background**

The OWP submitted by the previous manager was deemed unacceptable by council. Staff have made changes to bring it back into line with the previously accepted model.

##### **Recommendation**

That council accepts the 2023-24 Operational Work Plan

#### 11: 2023/24 Audit Costs

##### **Purpose**

For council to sign off the auditor invoice with additional charges. See Appendix 2

##### **Background**

Due to the additional work of 26.52 hours by the auditor in this audit and requirement for OAG audit & support there is an additional \$2110.86(ex gst) to pay. The agreed audit fee was \$7404 (ex gst) With the additional charge the finale invoice comes to \$9512.86 (10939.79 Gross)

##### **Recommendation**

That Council approves the release of payment to Owen Mcleod & Co Ltd of \$10939.79 for the 2023/24 audit.

#### 12: 2024-25 Council Priorities

##### **Purpose**

To review Council's priorities for the 2024/2025 year, identify changes in priorities or work areas and discuss projects to be incorporated into the 2024/25 Operational Work Plan.

##### **Background**

The March meeting marks the beginning of the operational planning cycle for activities HBFG intend to carry out in the 2024/25 OWP year. At this meeting it is important to consider Council's current priorities, and if there should be any changes to priorities, or directions within a priority, in the next OWP year. This will allow staff time to undertake appropriate project planning over the coming months.

HB Council have considered the following as 2022/23 priorities

- Developing and refining the educational programmes for the HBBG facility and to seek funding from the MOE for this.
- Development of a wetland educational facility at the Game Farm.
- Improving & building better relationships with rural NZ & IWI, Mana Whenua/Hapu
- Promotion of sports fishing & gamebird hunting to new licence holders.
- Right to fish/hunt. The retention of social licence and approval of the general public.
- Assessing/monitoring of the populations of sports fish & game birds and advising of this to licence holders.
- To seek corporate/other funding for development of the Fish & Game Facility.

### **Developing the 2024/25 Operational Work Plan**

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

In May, an indication of resources required for any changes in the OWP, along with options for re-allocations, will be presented for discussion. At the May meeting it will be necessary for Council to consider indicative performance targets for projects so a draft OWP and budget can be prepared for both the May managers meeting and licence holder consultation. At the July Council meeting, the refined draft OWP will be further considered along with any feedback received from licence holders. The final version of the OWP for the 2024/2025 year will be signed off at the September meeting.

### **Recommendation**

That Council reviews the priorities for the 2024/2025 year and identifies any changes to priorities or projects for incorporation into the draft operational work plan for the 2024/2025 year.

## **13: Anglers Notice Review**

### **Purpose**

To review the 2023/24 Anglers Notice and identify any changes to the current regulations that might be warranted in the 2025/25 season.

### **Background**

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

The proposed process for undertaking the review is as follows:

- (i) Advise angling clubs early on that the process is underway and that any suggested changes, and rationale for those changes are welcomed. Notification includes advertising the process on the Hawkes Bay webpage and in the Fish and Game "Reel Life" electronic newsletter. An email will be circulated to anglers' clubs and a notification has been put on the F&G website.

- (ii) At the May Council meeting, a list of any submissions on the Anglers Notice that have been received at that point will be presented to the Council for discussion. The Council will consider which submissions have merit and warrant further investigation along with any that it might wish to propose. Staff will then produce a preliminary "Issues and Options" paper for distribution to clubs and submitters, and then advertising via electronic media.
- (iii) Prior to the May meeting, Councillors will receive feedback from staff and submitters including any new suggestions in the form of an Agenda item. At the May meeting, all submissions received will be debated and the Council will decide which of these are worthy of further examination. If warranted, a second "issues and Options" paper will be produced and again circulated for consultation. This will include a press release to inform the public along with licence holders who might not be aware of the process taking place.
- (iv) At its July 2024 meeting, Council will receive any additional correspondence arising from the undertakings to date and will finalise the content of the 2024/25 Anglers Notice.

### **Recommendations**

That Council agrees to the consultation process and time frame for considering changes to the 2024/25 Anglers Notice.

### **14: Cultural Harvest of Gamebird Eggs in the Hawke's Bay Fish and Game Region**

#### **Purpose**

For Council to discuss potential options for the allowance of cultural harvest of Swan eggs by iwi/hapū in the Hawke's Bay region, including a trial of swan egg harvest. See Appendix 3

#### **Background**

It has been proposed in the past that cultural harvest of swan eggs in the Hawkes Bay region would be beneficial to population management. Brownrigg Agriculture in Poukawa would like to proceed with a trial to harvest swan eggs this season in partnership with local Hapu to manage the number of birds in the area. High numbers of birds and good breeding conditions have resulted in extensive crop damage and additional permits to disturb being necessary while crops are establishing.

#### **Recommendation**

That Council discusses the paper presented on cultural harvest of swan eggs and decides whether any further information is required before approving the trial for the 2024 season.

### **15: Fish Orders with Eastern for 2025/26**

#### **Purpose**

Will purchases of yearlings be required from Eastern for next year.

#### **Background**

Eastern are now taking orders for the 25/26 period. Cost of fish this year were \$3.50+gst+freight+O2. Costs will be provided when they have all orders in. If ordered where are fish likely to be liberated?

#### **Recommendation**

How many fish if any do Council wish to order.

### **16: Research Proposal update health of HB Rivers**

### **17: Update on Game Bird Perceptions Survey**

Dr Humphrey Walk will provide a quick update on preliminary results of the recent survey with Game Bird hunters.

## **18: MANAGEMENT REPORT**

### **Species Management**

#### **1111 River Fisheries Investigations.**

- We are continuing to monitor EDNA results through Wilderlab but with HBRC funding being reduced there are less tests being processed. Results are mixed on the most affected rivers. Ngaruroro & Tutaekuri showing poorest results where samples could be taken due to silt loading. Signs of the Mohaka are more promising with good signs of insect life and fish presence.
- Training drift dives are planned for 8<sup>th</sup> March for new staff to learn and a team will be organised to drift dive the Mohaka & Ngaruroro rivers in early March if conditions are suitable.

#### **1116 Game Bird Trend Counts**

- Eastern & Wellington staff conducted the aerial transect flights over Hawkes Bay in January to assess Paradise Shelduck & Swan populations. Results pending.

#### **1172 Game Bird Regulations**

- 2024 Gamebird regulations were sent to NZC in early January. Regulations for this season will remain unchanged from 2023.

#### **1181 Game Bird Control**

- YTD 13 permits have been issued to disturb Pukeko and 1 for Paradise Shelduck

### **Habitat protection**

#### **1221-23 Reserves Management**

- An assessment on the effects Willow are having on the inlet to Lake Purimu is needed as control has not been undertaken for a number of years and the Willow are adversely affecting the inlet. Aerial spraying may be necessary to regain control.

#### **1232 Shade House**

- Volunteers have been working to propagate seed & seedlings of wetland plants to grow stock levels in the nursery that will be offered to local landowners developing wetlands & for use in the Game Farm grounds. The irrigation system is showing signs of wear & tear and volunteers have requested an upgrade to a better system.

### **Angler & Hunter Participation**

#### **1311 Maintain & Enhance Access**

- Staff have been out checking access points with some still being too damaged to access by vehicle. Signs have been replaced where necessary.

#### **1331 Reel life & Both Barrels**

- Monthly Reel life emails have been sent to anglers.

#### **1332 Fish & Game Magazine**

- A full page article was submitted in January for the upcoming Game Magazine. Work is continuing on updating the database to ensure a minimum number of returns due to incorrect addresses.

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

- A beginner one day event will be held at the Game Farm on 6<sup>th</sup> April featuring 4 workshops for anglers to participate in. H&F Napier and a range of volunteers are assisting on the day. A 4 week womens fishing course is being developed with a member of the Napier anglers club which will be run April/May. Discussions with a young angler on taking a students for an after school course are also progressing.
- Staff would also like to hold a game bird hunter education event if a suitable tutor can be find before the season starts.

#### **1361 Fish & Game Club Communications**

- Staff met with Napier Anglers club president Harvey Burgess mid February to discuss concerns raised from the AGM and audit. Staff will look to attend next months meeting if they would like to discuss further.

#### **1371 Fish & Game Huts**



- Staff have been up to the hut recently doing routine maintenance and to install safety rails on the bunk beds to prevent falls. A new long drop has been dug and toilet relocated. New smoke alarms installed. Bookings have been slow with river conditions at the site still recovering from the cyclone and the DOC campground below still damaged. More promotion through Facebook may help an end of summer push to get bookings.

### **Public Interface**

#### **1451 Education**

- (i) Fairhaven school teachers spent a morning with staff discussing ways in which the Game Farm can be accessible to all students. They are keen to use the facilities and programs with students through the year.
- (ii) The grounds have seen extensive work done in removing many dead trees, control of Blackberry & Moth plant through the native plantings and development of a grassed area to be used for activities or event parking. Autumn wetland plantings are planned on the eastern side of the lake. Discussions are ongoing into development of a traditional Pa site on top of the mound to the rear of the lake. Staff have sought advice on the lining of the rear pond so it can be filled and made suitable for Koura habitat. Kowhai panels are being designed by Tipene Cotrell to be installed on the front of the main building.

#### **1452 Game Farm Operations**

- Water take sits around 30,000m<sup>3</sup> per month with a maximum of 80,000m<sup>3</sup> consented. Another inlet to the large pond may be necessary to reduce the lake temperature over summer, with many fish lost due to the high water temperature.
- 2 Compostable toilets have been sold to Cape Sanctuary for \$2000ea (cost recovered). Staff felt 4 are more than adequate to serve our needs for visitors.

### **Compliance**

#### **1511 Ranging**

- An opening weekend operation is being planned with input from honorary rangers and Police. We have identified the areas that will be a focus and staff will start to plan safe access to these areas. Teams will consist of 2 Rangers & 1-2 Police Officers.
- Davey Jones is now completed training and is a Warranted Ranger. He'll aim to spend 1 day per week out checking compliance.
- Honorary Rangers are completing and sending in contact forms when they have been out ranging.

#### **1521 Training – Regional Honorary Rangers**

- Current honorary ranger warrants will be expiring at the end of September this year. Renewal documents will be send out to regions shortly. As well as meeting performance requirements rangers will also need to be police vetted again.

#### **1530 Compliance/Prosecutions**

- Two anglers have been processed for prosecution for Fishing without a Sports fishing licence and both offered diversion. One has completed this diversion and charges have been dropped. The second has until 29 Feb to complete diversion or appear in court on the 7<sup>th</sup> March.

### **Licencing**

#### **1611 Licence Production & Distribution**

- Gamebird hunting licences are on track to be available for purchase from 14<sup>th</sup> March.

#### **1621 Agent meetings & promotions.**

- Regulation booklets will be distributed by staff to the local agents before licences go on sale.
- Staff have visited with local agents to see what support can be offered in the lead up to Gamebird season. Staff will attend an event being held at H&F Napier on the 2<sup>nd</sup> May to assist with licence sales.

### **Administration**

#### **1932 Staff House**

- The house is currently rented for \$450/week. A healthy homes assessment was done when they took over tenancy and some minor repairs have been done.

### 1991 Vehicles

- GPS tracking with Smartrak is a cost of \$105/month for 2 vehicles. Is it still a necessary expense? There is no contract for services currently.
- Both vehicles have now done in excess of 100,000km. What is the threshold for upgrading?

## 19. OPERATIONAL REPORTS

### 19.1 FINANCE REPORT

Ref: 8.03.01

29 February 2024

#### 1. Purpose

To inform the Council of the year-to-date financial position and approve payments for the months of November and December 2023, and January 2024.

Tables within this report:

|                  |  |
|------------------|--|
| Table 1          | Other Income November, December 2023 and January 2024              |
| Table 2          | Profit and Loss to 31 January 2024                                 |
| Table 3          | Balance Sheet as at 31 January 2024                                |
| Table 4          | Variance Report to 31 January 2024                                 |
| Tables 5, 6 & 7  | Bank Transactions November, December 2023, and January 2024        |
| Tables 8, 9 & 10 | Credit Card Transactions November, December 2023, and January 2024 |

#### 2. YTD Profit and Loss

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

### **Summary**

With licence revenue continuing to be greater than expenditure a net profit of \$72,846 is reported YTD.

### **Income**

#### **Licence Sales**

Licence revenue YTD is \$249,222 compared to an annual budget of \$429,893. The fish licence sales budget is all but met for the season with \$906 remaining. Game licence sales will commence mid-march with the first settlement to regions occurring early April. 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 \$17,218 YTD (**Table 1**)

| <b>Table 1: Other Income</b> | <b>Total Budget</b> | <b>YTD Actual</b> |
|------------------------------|---------------------|-------------------|
| Advertising                  | \$500               | \$0               |
| Glen Falls Hut               | \$1,500             | \$452             |
| Donations                    | \$0                 | \$68              |
| Sundry Income                | \$0                 | \$209             |
| Meeting Room Hire            | \$2,000             | \$461             |
| Rental Income                | \$10,400            | \$9,900           |
| Interest Income              | \$29,522            | \$6,128           |
| <b>Total</b>                 | <b>\$43,922</b>     | <b>\$17,218</b>   |

### **Expenditure**

Expenditure to 31 January 2024 was \$193,594, being 39% of budgeted total expenditure for the 2023-24 financial year which was 42% complete as at 31 January 2024.

### ***Depreciation***

YTD Depreciation is \$10,622 and is in line with budget.

### **Species Management**

Population monitoring expenses for the period related to staff time and expenses for the shoveler duck survey which Wellington Fish & Game field staff assisted with. An expense is also recorded for the purchase of fish food for the trout held on site.

Species Management spending YTD to 31 January was \$4,922 against a total budget of \$9,800.

### ***Habitat***

A small expense is reported within the Work & Management output relating to compliance monitoring for the dam at Lake Runanga. Assisted Habitat expenditure related to the purchase of plants and materials for the shade house. Spending YTD \$1,716 – total budget \$7,800.

### ***Participation***

Spending within the newsletters budget related to the Mail Chimp subscription, and minor maintenance costs are reported for the Glen Falls hut. Spending YTD \$460 - total budget \$13,300.

### ***Public Interface***

Significant spending is reported within the Public Interface output related to maintenance and development of the game farm. Over half of the expenditure within the Game Farm Maintenance budget related to labour, various other costs were incurred for mowing, irrigation, equipment fuel, and weed spray. Game Farm Development expenses were primarily related to tree removal, earthworks, lawn seed, and a small component of labour.

Education spending for the period included the Tamatea School Curriculum Development of \$10,000 and other minor expenses associated with school visits.

Public Interface spending YTD to 31 January was \$28,704 against a total budget for the year of \$21,500. The funding of the School Curriculum (\$10,000) was to be paid in the 2022-23 financial year and as a result has contributed to the above budget variance.

Additional to spent YTD, items purchased for the Development of the Game Farm which have been transferred to fixed assets included:

|                         |         |
|-------------------------|---------|
| Oxygen and temp meter   | \$2,470 |
| Compostable toilets x 4 | \$9,275 |

A deposit for the toilets was paid in the 2022-23 Financial Year. Funds have been received to General Income for the sale of the two older toilets \$3,478, offsetting a portion of the above spend.

### ***Compliance***

A small expense is reported for courier of papers – Spending YTD \$21, total budget \$4,000.

### ***Licensing***

The Commission budget includes agent commissions and the fees associated with the Public Online and 0800 sales. \$8,473 YTD is in line with sales reported for the period.

### ***Council***

Expenses are reported within the Council budgets relating to catering for the December meeting of Council, and governance support for the December meeting and management contract discussions.

Council spending YTD to 31 January was \$2,318 against a budget of \$3,300.

### ***Planning***

The expense associated with the 2022-2023 audit has been processed and was \$2,111 higher than the amount budgeted and accrued for that year. This means the total cost allocated for the 2023-2024 audit will exceed the budget by at least this amount. The higher fee was a result of additional work undertaken by audit staff to complete the audit and was approved by the Office of the Auditor General.

Planning & Reporting spending YTD was \$2,111 against a total budget of \$8,200.

### **Administration**

- Salaries - YTD \$77,131, Total Budget 252,490
- Staff Expenses - included staff accommodation, morning tea and lunch expenses, gifts for staff, and Hi Viz vests for staff and volunteers.
- Staff Houses – there were no expenses for the period.
- Office Premises – the usual expenditure related to rates and electricity and cleaning were incurred. Expenses were also incurred for new keys, exterior painting, pest spraying, and liability insurances which sit under the general insurance budget.
- Office Equipment - includes the photocopier lease, coat hooks, and a cell phone purchase.
- Communications - expenses are reported relating to telephones, broadband, stationery, Xero licence, and photocopying. Additional computer expenses were incurred for antivirus subscription, installation of a new internet router, and HDMI cable.
- General - expenses include bank fees, Facebook and istock subscriptions, advertising for the AGM and staff room supplies. A new subscription for Docusign is reported within the period which was set up to assist with the need for approvals from people not on site. Bank fees were higher than usual because of, the annual fee for the Farmlands account and for a late filing fee for IRD.
- General equipment - expenses related to the purchase of secateurs, a circular saw, flame torch kit, and soldering iron kit. Maintenance was carried out on the chainsaw.
- Vehicles expenditure relates to fuel, RUC's and reimbursement of travel for the acting manager. The monthly SmartTrack fee is also recorded each month.

### **NZ F & G Levy**

Total levy \$29,861 – 50% of budget.

### **3. Balance Sheet**

The Balance Sheet as at 31 January 2024 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 January 2024**

|                   |  |
|-------------------|--|
| \$ 229,347        | Cash & Call accounts (includes \$69,286 Donations) |
| <u>\$ 535,858</u> | Investments  |
| <b>\$ 765,205</b> | <b>Total</b>                                       |

**Debtors:** Outstanding Debtors \$70,104 as at 31 January 2024 (\$53,545 as at 31 January 2023).

#### **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 2 Profit and Loss

## Hawke's Bay Fish and Game Council For the 3 months ended 31 January 2024

|   | NOV 2023      | DEC 2023      | JAN 2024      | YTD ACTUAL     | TOTAL BUDGET   | REMAINING        | % REMAINING |
|---|---------------|---------------|---------------|----------------|----------------|------------------|-------------|
| <b>Income</b>                                   |               |               |               |                |                |                  |             |
| <b>Licence Income</b>                           |               |               |               |                |                |                  |             |
| Fish Licence Income                             | 33,158        | 49,106        | 42,637        | 249,050        | 249,956        | (906)            | -           |
| Game Licence Income                             | -             | -             | -             | -              | 179,937        | (179,937)        | (100)       |
| Non Resident Licence Revenue                    | -             | -             | -             | 172            | -              | 172              | -           |
| <b>Total Licence Income</b>                     | <b>33,158</b> | <b>49,106</b> | <b>42,637</b> | <b>249,222</b> | <b>429,893</b> | <b>(180,671)</b> | <b>(42)</b> |
| Other Income                                    | 3,471         | 6,779         | 2,133         | 17,218         | 43,922         | (26,704)         | (61)        |
| <b>Total Income</b>                             | <b>36,629</b> | <b>55,885</b> | <b>44,769</b> | <b>266,440</b> | <b>473,815</b> | <b>(207,375)</b> | <b>(44)</b> |
| <b>Operating Expenses</b>                       |               |               |               |                |                |                  |             |
| Depreciation                                    | 2,120         | 2,120         | 2,141         | 10,622         | 23,593         | (12,971)         | (55)        |
| <b>1100 SPECIES MANAGEMENT</b>                  |               |               |               |                |                |                  |             |
| 1110 Population Monitoring                      | -             | -             | 2,221         | 2,753          | 6,800          | (4,047)          | (60)        |
| 1160 Releases                                   | -             | -             | 2,169         | 2,169          | 3,000          | (831)            | (28)        |
| <b>Total 1100 SPECIES MANAGEMENT</b>            | <b>-</b>      | <b>-</b>      | <b>4,390</b>  | <b>4,922</b>   | <b>9,800</b>   | <b>(4,878)</b>   | <b>(50)</b> |
| <b>1200 HABITAT PROTECTION MANAGEMENT</b>       |               |               |               |                |                |                  |             |
| 1210 Resource Management Act                    | -             | -             | -             | -              | 2,500          | (2,500)          | (100)       |
| 1220 Works & Management                         | 213           | -             | -             | 213            | 1,300          | (1,087)          | (84)        |
| 1230 Assisted Habitat                           | 1,211         | 45            | 115           | 1,503          | 4,000          | (2,497)          | (62)        |
| <b>Total 1200 HABITAT PROTECTION MANAGEMENT</b> | <b>1,424</b>  | <b>45</b>     | <b>115</b>    | <b>1,716</b>   | <b>7,800</b>   | <b>(6,084)</b>   | <b>(78)</b> |
| <b>1300 PARTICIPATION</b>                       |               |               |               |                |                |                  |             |
| 1310 Access                                     | -             | -             | -             | -              | 2,200          | (2,200)          | (100)       |
| 1320 Satisfaction Survey                        | -             | -             | -             | -              | 500            | (500)            | (100)       |
| 1330 Newsletters                                | 85            | 65            | 85            | 405            | 1,500          | (1,095)          | (73)        |
| 1340 Informational Publications                 | -             | -             | -             | -              | 500            | (500)            | (100)       |
| 1350 Angler & Hunter Training                   | -             | -             | -             | -              | 6,500          | (6,500)          | (100)       |
| 1360 Club Relations                             | -             | -             | -             | -              | 100            | (100)            | (100)       |

Table 2 Profit and Loss

|                                      | NOV 2023     | DEC 2023      | JAN 2024     | YTD ACTUAL     | TOTAL BUDGET  | REMAINING       | % REMAINING  |
|--------------------------------------|--------------|---------------|--------------|----------------|---------------|-----------------|--------------|
| 1370 Fish & Game Huts                | -            | 35            | 20           | 54             | 2,000         | (1,946)         | (97)         |
| <b>Total 1300 PARTICIPATION</b>      | <b>85</b>    | <b>100</b>    | <b>105</b>   | <b>460</b>     | <b>13,300</b> | <b>(12,840)</b> | <b>(97)</b>  |
| <b>1400 PUBLIC INTERFACE</b>         |              |               |              |                |               |                 |              |
| <b>1450 Visitor Facility</b>         |              |               |              |                |               |                 |              |
| Game Farm Development                | 6,287        | 1,549         | 2,235        | 9,996          | 10,000        | (4)             | -            |
| Maintain Game Farm                   | 2,258        | 1,048         | 2,327        | 8,458          | 6,000         | 2,458           | 41           |
| Game Farm Operations                 | -            | -             | -            | -              | 3,500         | (3,500)         | (100)        |
| Education                            | -            | 10,000        | 125          | 10,214         | 2,000         | 8,214           | 411          |
| <b>Total 1450 Visitor Facility</b>   | <b>8,546</b> | <b>12,597</b> | <b>4,687</b> | <b>28,669</b>  | <b>21,500</b> | <b>7,169</b>    | <b>33</b>    |
| <b>Total 1400 PUBLIC INTERFACE</b>   | <b>8,546</b> | <b>12,597</b> | <b>4,687</b> | <b>28,669</b>  | <b>21,500</b> | <b>7,169</b>    | <b>33</b>    |
| <b>1500 COMPLIANCE</b>               |              |               |              |                |               |                 |              |
| 1510 Ranging                         | -            | -             | -            | -              | 1,500         | (1,500)         | (100)        |
| 1520 Ranger Training                 | -            | -             | -            | -              | 1,000         | (1,000)         | (100)        |
| 1530 Compliance/Prosecutions         | -            | -             | 21           | 21             | 1,500         | (1,479)         | (99)         |
| <b>Total 1500 COMPLIANCE</b>         | <b>-</b>     | <b>-</b>      | <b>21</b>    | <b>21</b>      | <b>4,000</b>  | <b>(3,979)</b>  | <b>(99)</b>  |
| <b>1600 LICENSING</b>                |              |               |              |                |               |                 |              |
| 1610 Licence Production              | -            | -             | -            | 3,735          | 5,652         | (1,917)         | (34)         |
| 1620 Agent Servicing                 | -            | -             | -            | -              | 300           | (300)           | (100)        |
| 1630 Commission                      | 1,134        | 1,658         | 1,337        | 8,473          | 19,345        | (10,872)        | (56)         |
| <b>Total 1600 LICENSING</b>          | <b>1,134</b> | <b>1,658</b>  | <b>1,337</b> | <b>12,208</b>  | <b>25,297</b> | <b>(13,089)</b> | <b>(52)</b>  |
| <b>1700 COUNCILS</b>                 |              |               |              |                |               |                 |              |
| 1710 Council Elections               | -            | -             | -            | -              | 1,000         | (1,000)         | (100)        |
| 1720 Council Meetings                | -            | 908           | -            | 2,318          | 2,300         | 18              | 1            |
| <b>Total 1700 COUNCILS</b>           | <b>-</b>     | <b>908</b>    | <b>-</b>     | <b>2,318</b>   | <b>3,300</b>  | <b>(982)</b>    | <b>(30)</b>  |
| <b>1800 PLANNING/REPORTING</b>       |              |               |              |                |               |                 |              |
| 1830 Reporting/Audit                 | -            | -             | -            | (7,402)        | 8,000         | (15,402)        | (193)        |
| 1840 National Liaison                | -            | -             | -            | -              | 200           | (200)           | (100)        |
| <b>Total 1800 PLANNING/REPORTING</b> | <b>-</b>     | <b>-</b>      | <b>-</b>     | <b>(7,402)</b> | <b>8,200</b>  | <b>(15,602)</b> | <b>(190)</b> |

Table 2 Profit and Loss

|                                  | NOV 2023      | DEC 2023      | JAN 2024       | YTD ACTUAL     | TOTAL BUDGET    | REMAINING        | % REMAINING  |
|----------------------------------|---------------|---------------|----------------|----------------|-----------------|------------------|--------------|
| <b>1900 ADMINISTRATION</b>       |               |               |                |                |                 |                  |              |
| 1910 Salaries                    | 19,042        | 14,962        | 21,397         | 77,131         | 252,490         | (175,360)        | (69)         |
| 1920 Staff Expenses              | 314           | 971           | 742            | 2,480          | 9,500           | (7,020)          | (74)         |
| 1930 Staff Houses                | -             | -             | -              | 3,629          | 7,700           | (4,071)          | (53)         |
| 1940 Office Premises             | 684           | 1,380         | 1,644          | 6,331          | 8,600           | (2,269)          | (26)         |
| 1950 Office Equipment            | 106           | 366           | 153            | 838            | 2,900           | (2,062)          | (71)         |
| 1960 Communications/Consumables  | 475           | 1,119         | 448            | 3,216          | 11,700          | (8,484)          | (73)         |
| 1970 General                     | 265           | 1,349         | 427            | 2,453          | 6,600           | (4,147)          | (63)         |
| 1980 General Equipment           | 70            | 61            | 93             | 1,425          | 2,800           | (1,375)          | (49)         |
| 1990 Vehicles                    | 584           | 791           | 632            | 3,185          | 13,400          | (10,215)         | (76)         |
| <b>Total 1900 ADMINISTRATION</b> | <b>21,539</b> | <b>20,999</b> | <b>25,535</b>  | <b>100,687</b> | <b>315,690</b>  | <b>(215,003)</b> | <b>(68)</b>  |
| NZ F&G Levy                      | -             | -             | 14,931         | 29,861         | 59,722          | (29,861)         | (50)         |
| <b>Total Operating Expenses</b>  | <b>34,848</b> | <b>38,427</b> | <b>53,261</b>  | <b>184,081</b> | <b>492,202</b>  | <b>(308,121)</b> | <b>(63)</b>  |
| <b>Net Profit</b>                | <b>1,781</b>  | <b>17,458</b> | <b>(8,491)</b> | <b>82,359</b>  | <b>(18,387)</b> | <b>100,746</b>   | <b>(548)</b> |



# Table 3: Balance Sheet

## Hawke's Bay Fish and Game Council As at 31 January 2024

31 JAN 2024

31 AUG 2023

### Assets

#### Bank

|                             |                   |                   |
|-----------------------------|-------------------|-------------------|
| Westpac Call Account        | 83,518.94         | 82,580.07         |
| Westpac Current Account     | 75,971.53         | 56,894.13         |
| Donation Account            | 69,285.51         | 68,304.53         |
| Westpac Mastercard K Meehan | 477.50            | -                 |
| Petty Cash                  | 93.77             | 352.87            |
| <b>Total Bank</b>           | <b>229,347.25</b> | <b>208,131.60</b> |

#### Current Assets

##### Debtors & prepayments

|  |                  |                  |
|--|------------------|------------------|
| Accounts Receivable                    | 70,104.19        | 14,464.12        |
| Interest Accrued & Prepayments         | -                | 10,120.44        |
| GST                                    | -                | 9,729.40         |
| <b>Total Debtors &amp; prepayments</b> | <b>70,104.19</b> | <b>34,313.96</b> |

|                             |                   |                   |
|-----------------------------|-------------------|-------------------|
| Investments                 | 535,857.78        | 527,412.78        |
| Farmlands Shares            | 1,835.00          | 1,835.00          |
| <b>Total Current Assets</b> | <b>607,796.97</b> | <b>563,561.74</b> |

|                     |                     |                     |
|---------------------|---------------------|---------------------|
| Fixed Assets        | 396,042.97          | 394,718.99          |
| <b>Total Assets</b> | <b>1,233,187.19</b> | <b>1,166,412.33</b> |

### Liabilities

#### Current Liabilities

##### Creditors and accrued expenses

|   |                  |                  |
|---|------------------|------------------|
| Accounts Payable                            | 27,139.57        | 26,002.26        |
| Accrued Expenses                            | 3,893.56         | 8,512.00         |
| Income in Advance                           | 24,132.00        | 35,419.00        |
| GST   | 2,586.56         | -                |
| Westpac Credit cards                        | -                | 66.00            |
| Westpac Mastercard - CN                     | 943.46           | 352.59           |
| <b>Total Creditors and accrued expenses</b> | <b>58,695.15</b> | <b>70,351.85</b> |

|                                  |                  |                  |
|----------------------------------|------------------|------------------|
| Employee costs payable           | 6,785.89         | 11,792.66        |
| Rounding                         | (0.02)           | -                |
| Designated Waters Clearing       | 1,063.16         | -                |
| Salmon Card                      | 16.64            | -                |
| <b>Total Current Liabilities</b> | <b>66,560.82</b> | <b>82,144.51</b> |

|                          |                  |                  |
|--------------------------|------------------|------------------|
| <b>Total Liabilities</b> | <b>66,560.82</b> | <b>82,144.51</b> |
|--------------------------|------------------|------------------|

|                   |                     |                     |
|-------------------|---------------------|---------------------|
| <b>Net Assets</b> | <b>1,166,626.37</b> | <b>1,084,267.82</b> |
|-------------------|---------------------|---------------------|

### Equity

#### Accumulated Funds



Table 3: Balance Sheet

|                                 | 31 JAN 2024         | 31 AUG 2023         |
|---------------------------------|---------------------|---------------------|
| Accumulated Funds               | 887,530.89          | 872,103.30          |
| Current Year Earnings           | 82,358.55           | 34,534.59           |
| Transfer To/From Reserves       | -                   | (19,107.00)         |
| <b>Total Accumulated Funds</b>  | <b>969,889.44</b>   | <b>887,530.89</b>   |
| <b>Dedicated Reserves</b>       |                     |                     |
| Asset Replacement Reserve       | 41,636.00           | 41,636.00           |
| Back Country Fisheries Reserve  | 86,491.94           | 86,491.94           |
| Hawke's Bay Pheasants Unlimited | 1,647.17            | 1,647.17            |
| River/Water Quality Donations   | 66,961.82           | 66,961.82           |
| <b>Total Dedicated Reserves</b> | <b>196,736.93</b>   | <b>196,736.93</b>   |
| <b>Total Equity</b>             | <b>1,166,626.37</b> | <b>1,084,267.82</b> |





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

as at 31 January 2024

| 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       | \$ 2,753  | 795    | 78     | \$ 45,709     | \$ 4,557  | \$ -            | \$ -   | \$ 52,509  | \$ 7,310   | \$ 45,199  | \$ 73.9    |   |
|            | 1120 | Harvest Assessment                        | \$ -           | \$ -      | 30     | 10     | \$ 1,725      | \$ 588    | \$ -            | \$ -   | \$ 1,725   | \$ 588     | \$ 1,137   | \$ 34.1    |   |
|            | 1140 | Hatchery Operations                       | \$ -           | \$ -      | 0      | 0      | \$ -          | \$ -      | \$ -            | \$ -   | \$ -       | \$ -       | \$ -       | \$ 0.0     |   |
|            | 1160 | Releases                                  | \$ 3,000       | \$ 2,169  | 110    | 0      | \$ 6,325      | \$ -      | \$ -            | \$ -   | \$ 9,325   | \$ 2,169   | \$ 7,156   | \$ 23.3    |   |
|            | 1170 | Regulations                               | \$ -           | \$ -      | 30     | 17     | \$ 1,725      | \$ 1,000  | \$ -            | \$ -   | \$ 1,725   | \$ 1,000   | \$ 725     | \$ 58.0    |   |
|            | 1180 | Control                                   | \$ -           | \$ -      | 0      | 11     | \$ -          | \$ 647    | \$ -            | \$ -   | \$ -       | \$ 647     | \$ -       | \$ #DIV/0! |   |
|            |      | <b>TOTAL - SPECIES MANAGEMENT</b>         | \$ 9,800       | \$ 4,922  | 965    | 116    | \$ 55,483     | \$ 6,791  | \$ -            | \$ -   | \$ 65,283  | \$ 11,713  | \$ 53,570  | \$ 17.9    |   |
|            | 1210 | Resource Management Act                   | \$ 2,500       | \$ -      | 150    | 6      | \$ 8,624      | \$ 323    | \$ -            | \$ -   | \$ 11,124  | \$ 323     | \$ 10,801  | \$ 2.9     |   |
|            | 1220 | Works & Management                        | \$ 1,300       | \$ 213    | 45     | 5      | \$ 2,587      | \$ 294    | \$ -            | \$ -   | \$ 3,887   | \$ 507     | \$ 3,380   | \$ 13.0    |   |
|            | 1230 | Assisted Habitat                          | \$ 4,000       | \$ 1,503  | 180    | 6      | \$ 10,349     | \$ 353    | \$ -            | \$ -   | \$ 14,349  | \$ 1,856   | \$ 12,493  | \$ 12.9    |   |
|            | 1240 | Assess & Monitor                          | \$ -           | \$ -      | 20     | 4      | \$ 1,150      | \$ 235    | \$ -            | \$ -   | \$ 1,150   | \$ 235     | \$ 915     | \$ 20.5    |   |
|            |      | <b>TOTAL - HABITAT PROTECTION &amp; M</b> | \$ 7,800       | \$ 1,716  | 395    | 21     | \$ 22,711     | \$ 1,205  | \$ -            | \$ -   | \$ 30,511  | \$ 2,921   | \$ 27,589  | \$ 9.6     |   |
|            | 1310 | Access                                    | \$ 2,200       | \$ -      | 90     | 23     | \$ 5,175      | \$ 1,352  | \$ -            | \$ -   | \$ 7,375   | \$ 1,352   | \$ 6,022   | \$ 18.3    |   |
|            | 1320 | Satisfaction Survey                       | \$ 500         | \$ -      | 30     | 0      | \$ 1,725      | \$ -      | \$ -            | \$ -   | \$ 2,225   | \$ -       | \$ 2,225   | \$ 0.0     |   |
|            | 1330 | Newsletters/Information                   | \$ 1,500       | \$ 405    | 350    | 69     | \$ 20,124     | \$ 4,028  | \$ 500          | \$ -   | \$ 21,124  | \$ 4,433   | \$ 16,691  | \$ 21.0    |   |
|            | 1340 | Other Publications                        | \$ 500         | \$ -      | 20     | 0      | \$ 1,150      | \$ -      | \$ -            | \$ -   | \$ 1,650   | \$ -       | \$ 1,650   | \$ 0.0     |   |
|            | 1350 | Training                                  | \$ 6,500       | \$ -      | 740    | 26     | \$ 42,547     | \$ 1,529  | \$ -            | \$ -   | \$ 49,047  | \$ 1,529   | \$ 47,518  | \$ 3.1     |   |
|            | 1360 | Club Relations                            | \$ 100         | \$ -      | 20     | 1      | \$ 1,150      | \$ 59     | \$ -            | \$ -   | \$ 1,250   | \$ 59      | \$ 1,191   | \$ 4.7     |   |
|            | 1370 | Huts                                      | \$ 2,000       | \$ 55     | 50     | 7      | \$ 2,875      | \$ 412    | \$ 1,500        | \$ 452 | \$ 3,375   | \$ 15      | \$ 3,360   | \$ 0.4     |   |
|            |      | <b>TOTAL - ANGLER &amp; HUNTER PARTIC</b> | \$ 13,300      | \$ 460    | 1,300  | 126    | \$ 74,744     | \$ 7,379  | \$ 2,000        | \$ 452 | \$ 86,044  | \$ 7,387   | \$ 78,657  | \$ 8.6     |   |
|            | 1410 | Liaison                                   | \$ -           | \$ -      | 50     | 0      | \$ 2,875      | \$ -      | \$ -            | \$ -   | \$ 2,875   | \$ -       | \$ 2,875   | \$ 0.0     |   |
|            | 1420 | Communication                             | \$ -           | \$ -      | 75     | 6      | \$ 4,312      | \$ 353    | \$ -            | \$ -   | \$ 4,312   | \$ 353     | \$ 3,959   | \$ 8.2     |   |
|            | 1430 | Advocacy                                  | \$ -           | \$ -      | 70     | 16     | \$ 4,025      | \$ 941    | \$ -            | \$ -   | \$ 4,025   | \$ 941     | \$ 3,084   | \$ 23.4    |   |
|            | 1440 | Public Promotions                         | \$ -           | \$ -      | 50     | 0      | \$ 2,875      | \$ -      | \$ -            | \$ -   | \$ 2,875   | \$ -       | \$ 2,875   | \$ 0.0     |   |
|            | 1450 | Visitor Facilities/Education              | \$ 21,500      | \$ 28,669 | 1,500  | 919    | \$ 86,244     | \$ 54,035 | \$ -            | \$ -   | \$ 107,744 | \$ 82,704  | \$ 25,039  | \$ 76.8    |   |
|            |      | <b>TOTAL - PUBLIC INTERFACE</b>           | \$ 21,500      | \$ 28,669 | 1,745  | 941    | \$ 100,330    | \$ 55,329 | \$ -            | \$ -   | \$ 121,830 | \$ 83,998  | \$ 37,832  | \$ 68.9    |   |
|            | 1510 | Ranging                                   | \$ 1,500       | \$ -      | 100    | 14     | \$ 5,750      | \$ 794    | \$ -            | \$ -   | \$ 7,250   | \$ 794     | \$ 6,456   | \$ 10.9    |   |
|            | 1520 | Ranger Training                           | \$ 1,000       | \$ -      | 60     | 0      | \$ 3,450      | \$ -      | \$ -            | \$ -   | \$ 4,450   | \$ -       | \$ 4,450   | \$ 0.0     |   |
|            | 1530 | Compliance Prosecutions                   | \$ 1,500       | \$ 21     | 55     | 6      | \$ 3,162      | \$ 353    | \$ -            | \$ -   | \$ 4,662   | \$ 374     | \$ 4,288   | \$ 8.0     |   |
|            |      | <b>TOTAL - COMPLIANCE</b>                 | \$ 4,000       | \$ 21     | 215    | 20     | \$ 12,362     | \$ 1,147  | \$ -            | \$ -   | \$ 16,362  | \$ 1,168   | \$ 15,194  | \$ 7.1     |   |
|            | 1610 | Licensing                                 | \$ 5,652       | \$ 3,735  | 120    | 3      | \$ 6,899      | \$ 176    | \$ -            | \$ -   | \$ 12,551  | \$ 3,911   | \$ 8,640   | \$ 31.2    |   |
|            | 1620 | Agent Servicing                           | \$ 300         | \$ -      | 70     | 6      | \$ 4,025      | \$ 353    | \$ -            | \$ -   | \$ 4,325   | \$ 353     | \$ 3,972   | \$ 8.2     |   |
|            |      | <b>TOTAL - LICENSING</b>                  | \$ 5,952       | \$ 3,735  | 190    | 9      | \$ 10,924     | \$ 529    | \$ -            | \$ -   | \$ 16,876  | \$ 4,264   | \$ 12,612  | \$ 25.3    |   |
|            | 1710 | Council Elections                         | \$ 1,000       | \$ -      | 20     | 0      | \$ 1,150      | \$ -      | \$ -            | \$ -   | \$ 2,150   | \$ -       | \$ 2,150   | \$ 0.0     |   |
|            | 1720 | Council Meetings                          | \$ 2,300       | \$ 2,318  | 150    | 64     | \$ 8,624      | \$ 3,763  | \$ -            | \$ -   | \$ 10,924  | \$ 6,081   | \$ 4,843   | \$ 55.7    |   |
|            |      | <b>TOTAL - COUNCILS</b>                   | \$ 3,300       | \$ 2,318  | 170    | 64     | \$ 9,774      | \$ 3,763  | \$ -            | \$ -   | \$ 13,074  | \$ 6,081   | \$ 6,993   | \$ 48.5    |   |
|            | 1810 | Management Planning                       | \$ -           | \$ -      | 5      | 2      | \$ 287        | \$ 118    | \$ -            | \$ -   | \$ 287     | \$ 118     | \$ 170     | \$ 40.9    |   |
|            | 1820 | Annual Planning                           | \$ 7,700       | \$ 2,111  | 125    | 48     | \$ 7,187      | \$ 2,793  | \$ -            | \$ -   | \$ 14,887  | \$ 4,904   | \$ 9,983   | \$ 32.9    |   |
|            | 1830 | Reporting/Audit                           | \$ 300         | \$ -      | 90     | 177    | \$ 5,175      | \$ 10,407 | \$ -            | \$ -   | \$ 5,475   | \$ 10,407  | \$ (4,933) | \$ 190.1   |   |
|            | 1840 | National Liaison                          | \$ 200         | \$ -      | 75     | 10     | \$ 4,312      | \$ 588    | \$ -            | \$ -   | \$ 4,512   | \$ 588     | \$ 3,924   | \$ 13.0    |   |
|            |      | <b>TOTAL - PLANNING/REPORTING</b>         | \$ 8,200       | \$ 2,111  | 295    | 237    | \$ 16,961     | \$ 13,906 | \$ -            | \$ -   | \$ 25,161  | \$ 16,017  | \$ 9,145   | \$ 63.7    |   |
|            |      | <b>TOTAL</b>                              | \$ 73,852      | \$ 43,952 | 5,275  | 1,532  | \$ 303,290    | \$ 90,049 | \$ 2,000        | \$ 452 | \$ 375,142 | \$ 133,549 | \$ 241,593 | \$ 35.6    |   |



| Table 4 Cont...                 | EXTERNAL COSTS |            | NETTABLE INCOME |           | NET COST   |            | NET COST   | %     |
|---------------------------------|----------------|------------|-----------------|-----------|------------|------------|------------|-------|
|                                 | Budget         | Actual     | Budget          | Actual    | Budget     | Actual     |            |       |
| 1910 Salaries                   | \$ 252,490     | \$ 77,131  | \$ -            | \$ -      | \$ 252,490 | \$ 77,131  | \$ 175,359 | 30.5  |
| 1920 Staff Expenses             | \$ 9,500       | \$ 2,480   | \$ -            | \$ -      | \$ 9,500   | \$ 2,480   | \$ 7,020   | 26.1  |
| 1930 Staff Houses               | \$ 5,700       | \$ 3,629   | \$ 10,400       | \$ 9,900  | \$ (4,700) | \$ (6,271) | \$ 1,571   | 133.4 |
| 1940 Office Premises            | \$ 15,400      | \$ 6,331   | \$ 2,000        | \$ 461    | \$ 13,400  | \$ 5,870   | \$ 7,530   | 43.8  |
| 1950 Office Equipment           | \$ 2,900       | \$ 838     | \$ -            | \$ -      | \$ 2,900   | \$ 838     | \$ 2,062   | 28.9  |
| 1960 Communications/Consumables | \$ 11,700      | \$ 3,216   | \$ -            | \$ -      | \$ 11,700  | \$ 3,216   | \$ 8,484   | 27.5  |
| 1970 General                    | \$ 1,800       | \$ 2,453   | \$ -            | \$ 277    | \$ 1,800   | \$ 2,176   | \$ (376)   | 120.9 |
| 1980 General Equipment          | \$ 2,800       | \$ 1,425   | \$ -            | \$ -      | \$ 2,800   | \$ 1,425   | \$ 1,375   | 50.9  |
| 1990 Vehicles                   | \$ 13,400      | \$ 3,185   | \$ -            | \$ -      | \$ 13,400  | \$ 3,185   | \$ 10,215  | 23.8  |
| Administration                  | \$ 315,690     | \$ 100,687 | \$ 12,400       | \$ 10,638 | \$ 303,290 | \$ 90,049  | \$ 213,241 | 29.7  |
| Total Overhead Net Cost         |                |            |                 |           | \$ 303,290 | \$ 90,049  |            |       |
| Total Outputs Staff Hours       |                |            |                 |           | 5,275      | 1,532      |            |       |
| Internal Cost Per Hour          |                |            |                 |           | 57.50      | 58.80      |            |       |

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

| Schedule C | Code | Output                            | EXTERNAL COSTS |            | HOURS | INTERNAL COST |           | NETTABLE INCOME                                      |              | NET COST     |            | NET COST   | %    |
|------------|------|-----------------------------------|----------------|------------|-------|---------------|-----------|--|--------------|--------------|------------|------------|------|
|            |      |                                   | Budget         | Actual     |       | Budget        | Actual    | Budget   | Actual       | Budget       | Actual     |            |      |
| 1          |      | Species Management                | \$ 9,800       | \$ 4,922   | 965   | \$ 55,483     | \$ 6,791  | \$ -   | \$ -         | \$ 65,283    | \$ 11,713  | \$ 53,570  | 17.9 |
| 2          |      | Habitat Protection & Management   | \$ 7,800       | \$ 1,716   | 395   | \$ 22,711     | \$ 1,205  | \$ -   | \$ -         | \$ 30,511    | \$ 2,921   | \$ 27,589  | 9.6  |
| 3          |      | Angler & Hunter Participation     | \$ 13,300      | \$ 480     | 1,300 | \$ 74,744     | \$ 7,379  | \$ 2,000   | \$ 452       | \$ 86,044    | \$ 7,387   | \$ 78,657  | 8.6  |
| 4          |      | Public Interface                  | \$ 21,500      | \$ 28,669  | 1,745 | \$ 100,330    | \$ 55,329 | \$ -   | \$ -         | \$ 121,830   | \$ 83,998  | \$ 37,832  | 68.9 |
| 5          |      | Compliance                        | \$ 4,000       | \$ 21      | 215   | \$ 12,362     | \$ 1,147  | \$ -   | \$ -         | \$ 16,362    | \$ 1,168   | \$ 15,194  | 7.1  |
| 6          |      | Licensing                         | \$ 5,952       | \$ 3,735   | 190   | \$ 10,924     | \$ 529    | \$ -   | \$ -         | \$ 16,876    | \$ 4,264   | \$ 12,612  | 25.3 |
| 7          |      | Councils                          | \$ 3,300       | \$ 2,318   | 170   | \$ 9,774      | \$ 3,763  | \$ -   | \$ -         | \$ 13,074    | \$ 6,081   | \$ 6,993   | 46.5 |
| 8          |      | Planning, Reporting               | \$ 8,200       | \$ 2,111   | 295   | \$ 16,961     | \$ 13,906 | \$ -   | \$ -         | \$ 25,161    | \$ 16,017  | \$ 9,145   | 63.7 |
| 9          |      | Administration                    |                |            | 0     |               |           |  |              |              |            |            |      |
|            |      | Total Overhead Staff Hours        |                |            | 394   |               |           |  |              |              |            |            |      |
|            |      | TOTAL BUDGET                      | \$ 73,852      | \$ 43,952  | 5,275 | \$ 303,290    | \$ 90,049 | \$ 2,000   | \$ 452       | \$ 375,142   | \$ 133,549 | \$ 241,593 |      |
|            |      | Licence Income 2023-2024          |                |            |       |               |           | % of OWP budget spent                                |              | 42%          | 36%        |            |      |
|            |      | 2022-23 Fish Licence Income       | \$ 249,956     | \$ 249,222 |       |               |           | OWP Bulk Fund  | \$ 375,142   | \$ 133,549   |            |            |      |
|            |      | Less Commission                   | \$ -           | \$ 11,248  |       |               |           | Adjustment to OWP budgets - National Approved Budget | \$ -         | \$ (6,128)   |            |            |      |
|            |      | Net Fish Licence Income           | \$ 238,708     | \$ 249,222 |       |               |           | less Interest  | \$ (29,522)  | \$ 29,861    |            |            |      |
|            |      | 2024 Game Licence Income          | \$ 179,937     | \$ -       |       |               |           | Plus NZ Fish & Game Levies                           | \$ 59,722    | \$ (249,222) |            |            |      |
|            |      | Less Commission                   | \$ -           | \$ 8,097   |       |               |           | Less Licence Revenue                                 | \$ (429,893) | \$ 8,473     |            |            |      |
|            |      | Net Game Licence Income           | \$ 171,840     | \$ -       |       |               |           | Plus Commission Expense                              | \$ 19,345    | \$ -         |            |            |      |
|            |      | Total Licence Income              | \$ 429,893     | \$ 249,222 |       |               |           | Plus Gain Loss on Sale/revaluation                   | \$ -         | \$ -         |            |            |      |
|            |      | Total Commission                  | \$ -           | \$ 19,345  |       |               |           | Depreciation   | \$ 23,593    | \$ 10,622    |            |            |      |
|            |      | Total Net 2023-24 Licence Revenue | \$ 410,548     | \$ 240,749 |       |               |           | Adjusted Budget                                      | \$ 18,387    | \$ (72,846)  |            |            |      |

## 5. Bank Transactions

Bank and credit card transactions for the period 1 November to 31 January are shown on Tables 5 through 10.

| <b>Table 5: Westpac Current Account Transactions</b> |                               |                 |               |
|--|-------------------------------|-----------------|---------------|
| <b>Hawke's Bay Fish and Game Council</b>             |                               |                 |               |
| For the period 1 November 2023 to 30 November 2023   |                               |                 |               |
| <b>Date</b>  | <b>Payee</b>                  | <b>DC Batch</b> | <b>Amount</b> |
| 06 Nov 2023  | Davy Jones                    | 129.96          |               |
| 06 Nov 2023  | John Lumsden                  | 150.00          |               |
| 06 Nov 2023  | Design Cuisine Limited        | 163.88          |               |
| 06 Nov 2023  | Wormald                       | 199.18          |               |
| 06 Nov 2023  | Design Cuisine Limited        | 264.50          |               |
| 06 Nov 2023  | Graham Marshall               | 280.00          |               |
| 06 Nov 2023  | AOC Tree Care Limited         | 1,569.75        | 2,757.27      |
| 06 Nov 2023  | Generated by Xero Payroll     |                 | 4,489.70      |
| 06 Nov 2023  | Inland Revenue Department     |                 | 4,506.72      |
| 08 Nov 2023  | Cardlink Systems DD           |                 | 10.36         |
| 13 Nov 2023  | One New Zealand Group DD      |                 | 0.51          |
| 13 Nov 2023  | One New Zealand Group DD      |                 | 386.37        |
| 15 Nov 2023  | Napier City Council DD        |                 | 1,120.24      |
| 20 Nov 2023  | Mitre10 Mega                  | 19.43           |               |
| 20 Nov 2023  | Eastern Fish and Game Council | 80.33           |               |
| 20 Nov 2023  | Mitre10 Mega                  | 106.20          |               |
| 20 Nov 2023  | Mitre10 Mega                  | 117.98          |               |
| 20 Nov 2023  | Mitre10 Mega                  | 154.85          |               |
| 20 Nov 2023  | Mitre10 Mega                  | 158.00          |               |
| 20 Nov 2023  | Mitre10 Mega                  | 215.99          |               |
| 20 Nov 2023  | Mitre10 Mega                  | 231.66          |               |
| 20 Nov 2023  | Kerry Meehan                  | 300.00          |               |

|              |                                   |           |                  |
|--------------|-----------------------------------|-----------|------------------|
| 20 Nov 2023  | Immaculate Cleaning               | 340.00    |                  |
| 20 Nov 2023  | Peter Frehner                     | 378.42    |                  |
| 20 Nov 2023  | Graham Marshall                   | 392.00    |                  |
| 20 Nov 2023  | Stihl Shop Greenmeadows           | 779.00    |                  |
| 20 Nov 2023  | Davy Jones                        | 1,380.02  |                  |
| 20 Nov 2023  | AOC Tree Care Limited             | 1,656.00  |                  |
| 20 Nov 2023  | New Zealand Fish and Game Council | 2,147.36  |                  |
| 20 Nov 2023  | New Zealand Fish and Game Council | 17,170.12 | 25,627.36        |
| 20 Nov 2023  | Generated by Xero Payroll         |           | 4,897.40         |
| 20 Nov 2023  | Kelvin Watts                      |           | 300.00           |
| 20 Nov 2023  | FujiFilm DD                       |           | 156.03           |
| 20 Nov 2023  | Frank Energy DD                   |           | 297.29           |
| 28 Nov 2023  | EYEDE SOLUTIONS                   |           | 198.00           |
| 30 Nov 2023  | BOL Monthly Charges               |           | 3.99             |
| <b>Total</b> |                                   |           | <b>44,751.24</b> |

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

For the period 1 December 2023 to 31 December 2023

| <b>Date</b> | <b>Payee</b>                  | <i>DC Batch</i> | <b>Amount</b> |
|-------------|-------------------------------|-----------------|---------------|
| 04 Dec 2023 | Kerry Meehan                  | 24.24           |               |
| 04 Dec 2023 | Davy Jones                    | 40.00           |               |
| 04 Dec 2023 | Davy Jones                    | 44.47           |               |
| 04 Dec 2023 | Kelvin Watts                  | 287.50          |               |
| 04 Dec 2023 | Graham Marshall               | 392.00          |               |
| 04 Dec 2023 | AOC Tree Care Limited         | 1,035.00        | 1,823.21      |
| 04 Dec 2023 | Generated by Xero Payroll     |                 | 4,526.91      |
| 04 Dec 2023 | Inland Revenue Department     |                 | 12,695.99     |
| 11 Dec 2023 | Cardlink Systems DD           |                 | 10.36         |
| 12 Dec 2023 | One New Zealand Group DD      |                 | 368.38        |
| 18 Dec 2023 | Mitre10 Mega                  | 63.22           |               |
| 18 Dec 2023 | Eastern Fish and Game Council | 78.03           |               |
| 18 Dec 2023 | Mitre10 Mega                  | 117.98          |               |
| 18 Dec 2023 | Mitre10 Mega                  | 252.77          |               |
| 18 Dec 2023 | Kelvin Watts                  | 287.50          |               |
| 18 Dec 2023 | Farmlands                     | 317.23          |               |
| 18 Dec 2023 | Graham Marshall               | 336.00          |               |
| 18 Dec 2023 | AOC Tree Care Limited         | 345.00          |               |
| 18 Dec 2023 | Farmlands                     | 347.42          |               |
| 18 Dec 2023 | Stihl Shop Greenmeadows       | 356.50          |               |
| 18 Dec 2023 | Kelvin Watts                  | 375.00          |               |
| 18 Dec 2023 | Kerry Meehan                  | 391.60          |               |
| 18 Dec 2023 | Immaculate Cleaning           | 425.00          |               |
| 18 Dec 2023 | Peter Frehner                 | 475.00          |               |
| 18 Dec 2023 | Farmlands                     | 694.83          | 4,863.08      |
| 18 Dec 2023 | Generated by Xero Payroll     |                 | 4,406.70      |
| 18 Dec 2023 | Inland Revenue Department     |                 | 5,007.67      |
| 20 Dec 2023 | FujiFilm DD                   |                 | 161.21        |
| 20 Dec 2023 | Frank Energy DD               |                 | 301.15        |
| 20 Dec 2023 | Poronui Lodge Taupo           | 111.00          |               |
| 20 Dec 2023 | Graham Marshall               | 252.00          |               |

|              |                               |           |                  |
|--------------|-------------------------------|-----------|------------------|
| 20 Dec 2023  | KM Enterprises Ltd            | 1,622.65  |                  |
| 20 Dec 2023  | Eastern Fish and Game Council | 5,344.63  |                  |
| 20 Dec 2023  | Tamatea High School           | 11,500.00 | 18,830.28        |
| 28 Dec 2023  | EYEDE SOLUTIONS               |           | 259.00           |
| 29 Dec 2023  | BOL Monthly Charges           |           | 4.75             |
| <b>Total</b> |                               |           | <b>53,258.69</b> |

**Table 7: Westpac Current Account Transactions****Hawke's Bay Fish and Game Council**

For the period 1 January 2024 to 31 January 2024

| <b>Date</b>  | <b>Payee</b>                           | <i>DC Batch</i> | <b>Amount</b>    |
|--------------|--|-----------------|------------------|
| 01 Jan 2024  | Generated by Xero Payroll              |                 | 4,268.40         |
| 08 Jan 2024  | Cardlink Systems DD                    |                 | 10.36            |
| 10 Jan 2024  | Kelvin Watts                           | 675.00          |                  |
| 10 Jan 2024  | Leafland Nursery                       | 784.30          | 1,459.30         |
| 11 Jan 2024  | One New Zealand Group DD               |                 | 365.71           |
| 15 Jan 2024  | Generated by Xero Payroll              |                 | 4,316.96         |
| 19 Jan 2024  | Stihl Shop Greenmeadows                | 12.00           |                  |
| 19 Jan 2024  | Mitre10 Mega                           | 178.11          |                  |
| 19 Jan 2024  | Johnston Locksmiths                    | 80.00           |                  |
| 19 Jan 2024  | Eastern Fish and Game Council          | 81.48           |                  |
| 19 Jan 2024  | Mitre10 Mega                           | 247.20          |                  |
| 19 Jan 2024  | EYEDE SOLUTIONS                        | 259.00          |                  |
| 19 Jan 2024  | Peter Frehner                          | 300.00          |                  |
| 19 Jan 2024  | New Zealand Fish and Game Council      | 336.43          |                  |
| 19 Jan 2024  | EYEDE SOLUTIONS                        | 351.00          |                  |
| 19 Jan 2024  | Mitre10 Mega                           | 360.71          |                  |
| 19 Jan 2024  | NZME Publishing Limited                | 398.71          |                  |
| 19 Jan 2024  | Need A Nerd- Engage Technology Limited | 437.49          |                  |
| 19 Jan 2024  | Graham Marshall                        | 448.00          |                  |
| 19 Jan 2024  | S A Robinson                           | 450.00          |                  |
| 19 Jan 2024  | Rentokil                               | 684.25          |                  |
| 19 Jan 2024  | Employment Advocacy Limited            | 747.50          |                  |
| 19 Jan 2024  | Jamieson Earthworks Limited            | 1,545.60        | 6,917.48         |
| 19 Jan 2024  | Inland Revenue Department              |                 | 4,528.44         |
| 22 Jan 2024  | FujiFilm DD                            |                 | 213.36           |
| 22 Jan 2024  | Frank Energy DD                        |                 | 257.08           |
| 29 Jan 2024  | Generated by Xero Payroll              |                 | 4,525.26         |
| 29 Jan 2024  | Inland Revenue Department              |                 | 7,943.11         |
| 31 Jan 2024  | BOL Monthly Charges                    |                 | 4.18             |
| <b>Total</b> |  |                 | <b>34,809.64</b> |

**Table 8: Westpac Mastercard - KM**



**Hawke's Bay Fish and Game Council**

For the period 1 November 2023 to 31 January 2024

| <b>Date</b>  | <b>Payee</b>                          | <b>Amount</b>   |
|--------------|---------------------------------------|-----------------|
| 12 Dec 2023  | NZ Transport Agency                   | 392.44          |
| 13 Dec 2023  | Mailchimp                             | 74.96           |
| 13 Dec 2023  | Star Foods (Owen Family Holdings Ltd) | 171.94          |
| 14 Dec 2023  | New World Greenmeadows                | 59.02           |
| 15 Dec 2023  | Mobil                                 | 197.78          |
| 20 Dec 2023  | THE LOCAL CAFE NAPIER                 | 12.00           |
| 22 Dec 2023  | New World Greenmeadows                | 100.00          |
| 02 Jan 2024  | Bunnings                              | 240.77          |
| 05 Jan 2024  | Paper Plus                            | 22.98           |
| 05 Jan 2024  | Mailchimp                             | 97.75           |
| 07 Jan 2024  | Bunnings                              | 36.88           |
| 09 Jan 2024  | Westshore Motor Inn                   | 269.00          |
| 11 Jan 2024  | Technolab                             | 2,004.84        |
| 19 Jan 2024  | Dominos                               | 85.52           |
| 23 Jan 2024  | New World Greenmeadows                | 34.05           |
| 29 Jan 2024  | DHL Express                           | 465.71          |
| <b>Total</b> |                                       | <b>4,265.64</b> |

**Table 9: Westpac Mastercard - CN**

Hawke's Bay Fish and Game Council

For the period 1 November 2023 to 31 January 2024

| <b>Date</b> | <b>Payee</b>           | <b>Amount</b> |
|-------------|------------------------|---------------|
| 03 Nov 2023 | FACEBK ERJJXSB4W2      | 50.00         |
| 05 Nov 2023 | Mailchimp              | 97.75         |
| 05 Nov 2023 | iStock.com             | 40.25         |
| 06 Nov 2023 | FACEBK ERJJXSB4W2      | 50.00         |
| 07 Nov 2023 | Caltex Taradale        | 195.20        |
| 09 Nov 2023 | New World Greenmeadows | 35.04         |
| 09 Nov 2023 | Paper Plus             | 8.48          |
| 10 Nov 2023 | FACEBK ERJJXSB4W2      | 75.00         |
| 12 Nov 2023 | FACEBK ERJJXSB4W2      | 31.79         |

|              |                        |                 |
|--------------|------------------------|-----------------|
| 12 Nov 2023  | Davy Jones (BP)        | 40.00           |
| 12 Nov 2023  | FACEBK ERJJXSB4W2      | 29.18           |
| 15 Nov 2023  | Davy Jones (BP)        | 125.56          |
| 15 Nov 2023  | Davy Jones (BP)        | 20.00           |
| 17 Nov 2023  | New World Greenmeadows | 40.58           |
| 23 Nov 2023  | Kerry Meehan           | 25.40           |
| 30 Nov 2023  | BP Fuel                | 40.00           |
| 30 Nov 2023  | BP Fuel                | 40.00           |
| 04 Dec 2023  | DocuSign               | 500.39          |
| 05 Dec 2023  | iStock.com             | 40.25           |
| 06 Dec 2023  | Chillisoft Limited     | 278.30          |
| 06 Dec 2023  | FACEBK ERJJXSB4W2      | 212.13          |
| 15 Dec 2023  | FACEBK ERJJXSB4W2      | 186.16          |
| 15 Dec 2023  | BP Fuel                | 40.00           |
| 15 Dec 2023  | BP Fuel                | 40.00           |
| 17 Dec 2023  | Boat Ramp Eatery       | 235.00          |
| 18 Dec 2023  | FACEBK ERJJXSB4W2      | 100.00          |
| 22 Dec 2023  | BP Fuel                | 128.70          |
| 24 Dec 2023  | BP Fuel                | 40.00           |
| 28 Dec 2023  | Mitre 10 Mega Napier   | 360.71          |
| 05 Jan 2024  | iStock.com             | 40.25           |
| 12 Jan 2024  | FACEBK ERJJXSB4W2      | 13.84           |
| 17 Jan 2024  | Napier Fuel Stop       | 50.00           |
| 25 Jan 2024  | BP Fuel                | 116.71          |
| 26 Jan 2024  | BP Fuel                | 40.00           |
| 31 Jan 2024  | Hawkes Bay Embroidery  | 385.25          |
| <b>Total</b> |                        | <b>3,751.92</b> |

**Table 10: Westpac Mastercard - CT**

**Hawke's Bay Fish and Game Council**

For the period 1 November 2023 to 31 January 2024

| <b>Date</b>  | <b>Payee</b>      | <b>Amount</b> |
|--------------|-------------------|---------------|
| 04 Nov 2023  | Garmin Europe Ltd | 33.00         |
| 04 Dec 2023  | Garmin Europe Ltd | 33.00         |
| <b>Total</b> |                   | <b>66.00</b>  |

**6. Recommendation**

**6.1 That the payments for 1 November to 31 January totalling 140,903.13 be approved.**

|   |                            |
|---|----------------------------|
| Current Account – November 2023                 | \$44,751.24                |
| Current Account – December 2023                 | \$53,258.69                |
| Current Account – January 2023                  | \$34,809.64                |
| Credit Card (KM) – November 2023 - January 2024 | \$4,265.64                 |
| Credit Card (CN) – November 2023 - January 2024 | \$3,751.92                 |
| Credit Card (TW) – November 2023 - January 2024 | \$66.00                    |
| <b>Total</b>                                    | <b><u>\$140,903.13</u></b> |

**6.2 That Council assess requirements for the Game Farm Development and Maintenance for the remainder of the year and consider where reductions in spending within other budgets can occur or alternatively request approval from the New Zealand Council for exceptional funding to utilise regional reserves.**

## 19.2 LICENCE SALES REPORT

27 February 2024

### 1. 2023-2024 Fish Licence Sales

1.1 Fish licence sales for the 2023-24 season compared with the 2022-23 season to 26 February are summarised in Table One.

1.2 Fish licence sales are reporting to be 10.4% (236 LEQ's) below 2022-23 season results for the same period.

1.3 The annual sales target has been exceeded at 108.7% YTD.

**Table One: Fish Licence Sales 2023-24 vs 2022-23 YTD results to 26 February 2024**

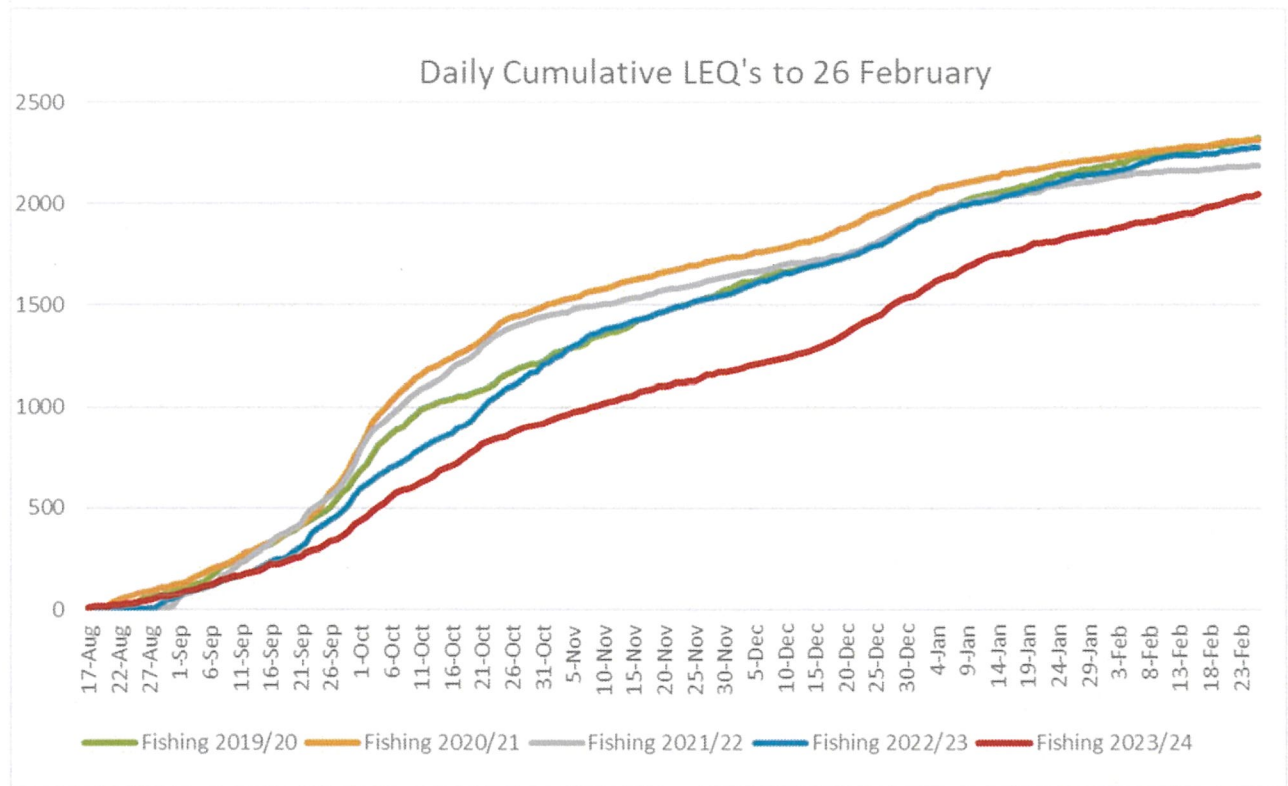
| Licence Category    | Agency Online | Public Online & Call Centre | Total YTD 2022-23 | Agency Online | Public Online & Call Centre | Total YTD 2023-24 | Inc/Dec on prior Season |
|---------------------|---------------|-----------------------------|-------------------|---------------|-----------------------------|-------------------|-------------------------|
| <b>Fish Adult</b>   |               |                             |                   |               |                             |                   |                         |
| Family              | 150           | 220                         | 370               | 99            | 189                         | 288               | -82                     |
| Season              | 425           | 486                         | 911               | 348           | 462                         | 810               | -101                    |
| Season Non-Resident | 54            | 160                         | 214               | 72            | 122                         | 194               | -20                     |
| Loyal Senior        | 136           | 98                          | 234               | 127           | 90                          | 217               | -17                     |
| Local Area Adult    | 90            | 58                          | 148               | 58            | 68                          | 126               | -22                     |
| Winter Adult        | 0             | 0                           | 0                 | 0             | 0                           | 0                 | 0                       |
| Long Break Adult    | 4             | 11                          | 15                | 0             | 6                           | 6                 | -9                      |
| Short Break Adult   | 25            | 52                          | 77                | 16            | 100                         | 116               | 39                      |
| Day                 | 71            | 217                         | 288               | 58            | 281                         | 339               | 51                      |
| Day Non-Resident    | 191           | 148                         | 339               | 176           | 228                         | 404               | 65                      |
| <b>Total Adult</b>  | <b>1,146</b>  | <b>1,450</b>                | <b>2,596</b>      | <b>954</b>    | <b>1,546</b>                | <b>2,500</b>      | <b>-96</b>              |
| <b>Fish Junior</b>  |               |                             |                   |               |                             |                   |                         |
| Season              | 70            | 90                          | 160               | 62            | 128                         | 190               | 30                      |
| Season Non-Resident | 1             | 0                           | 1                 | 1             | 3                           | 4                 | 3                       |
| Day                 | 7             | 30                          | 37                | 6             | 66                          | 72                | 35                      |
| Day Non-Resident    | 4             | 4                           | 8                 | 5             | 2                           | 7                 | -1                      |
| <b>Total Junior</b> | <b>82</b>     | <b>124</b>                  | <b>206</b>        | <b>74</b>     | <b>199</b>                  | <b>273</b>        | <b>67</b>               |
| <b>Fish Child</b>   |               |                             |                   |               |                             |                   |                         |
| Season Non-Resident | 0             | 3                           | 3                 | 0             | 0                           | 0                 | -3                      |

|                                      |              |              |                  |              |              |                  |                  |
|--------------------------------------|--------------|--------------|------------------|--------------|--------------|------------------|------------------|
| Day Non-Resident                     | 0            | 3            | 3                | 0            | 1            | 1                | -2               |
| <b>Total Child</b>                   | <b>0</b>     | <b>6</b>     | <b>6</b>         | <b>0</b>     | <b>1</b>     | <b>1</b>         | <b>-5</b>        |
| <b>Total Fish</b>                    | <b>1,228</b> | <b>1,580</b> | <b>2,808</b>     | <b>1,028</b> | <b>1,746</b> | <b>2,774</b>     | <b>-34</b>       |
| <b>Whole Season Equivalent (LEQ)</b> |              |              | 2,278            |              |              | 2,042            | -236             |
| <b>Variance between Seasons</b>      |              |              |                  |              |              |                  | <b>-10.4%</b>    |
| <b>\$ (excl GST)</b>                 |              |              | <b>\$287,267</b> |              |              | <b>\$271,725</b> | <b>-\$15,542</b> |

### Summary 2023-2024 Season YTD Actual vs Total Budget

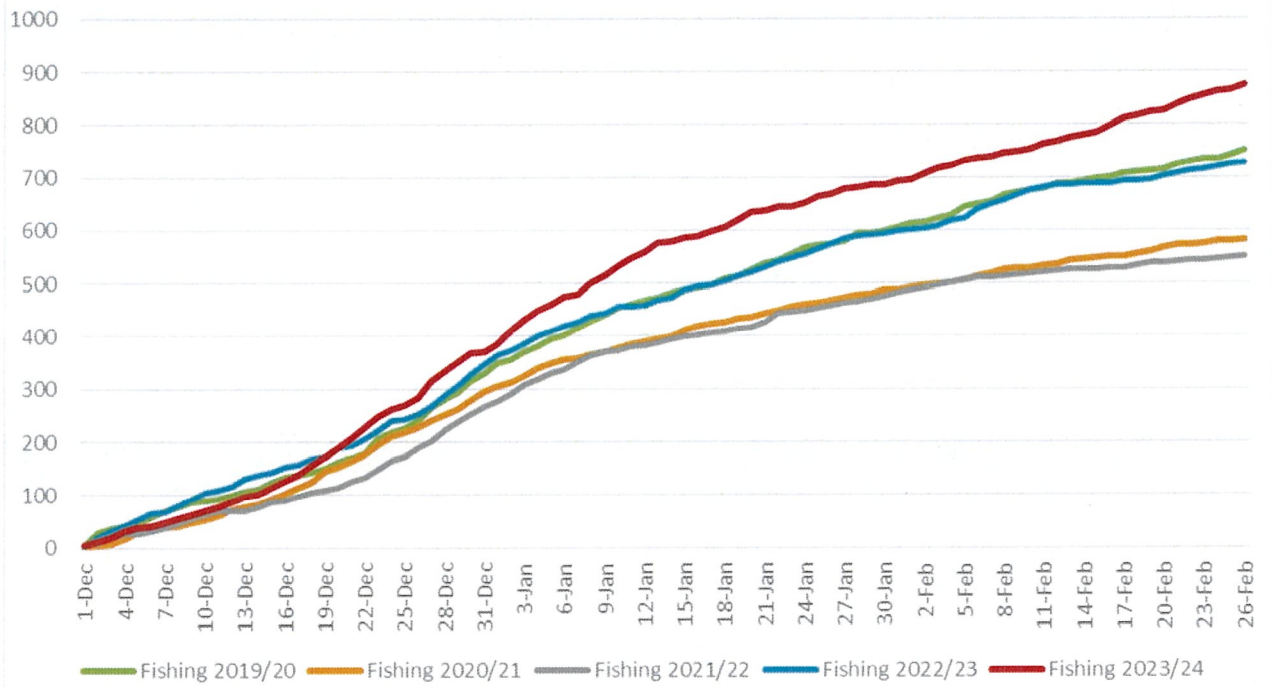
|                                   |              |               |                  |
|-----------------------------------|--------------|---------------|------------------|
| 2023-24 Annual Budgeted FISH LEQs | <b>1,879</b> | <b>100.0%</b> | <b>\$249,956</b> |
| 2023-24 Actual                    | <b>2,042</b> | <b>108.7%</b> | <b>\$271,725</b> |
| <b>Variance to budget</b>         | <b>163</b>   | <b>8.7%</b>   | <b>\$21,769</b>  |

**Graph One: Daily Cumulative LEQ's to 26 February 2024**



**Graph Two: Daily Cumulative LEQ's to 1 December to 26 February 2024**

Daily Cumulative LEQ's 1 December - 26 February





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

## **OPERATIONAL WORK PLAN 2023-2024**

### **ANNUAL OPERATIONAL WORK PLAN DRAFT 1 September 2023 - 31 August 2024**

#### **GENERAL INFORMATION**

**Hawke's Bay Region**

**Office and Game Farm**

**Street Address:** 22a Burness Road, Jerviostown, Napier

**Postal address:** P O Box 7345, Taradale 4141

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**Telephone:** (06) 844 2460  
**Email:** hawkesbay@fishandgame.org.nz

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# INTRODUCTION

## 1. Mission Statement

*To manage, maintain and enhance the sports fish and game resource in the interest of anglers and hunters.*

The functions of Fish and Game New Zealand, as described by the *Conservation Act 1987*, include:

- monitoring sports fish and game bird populations;
- monitoring the success and satisfaction of users;
- monitoring the condition and trend of ecosystems as habitats for sports fish and game;
- maintaining and improving access;
- maintaining and enhancing the habitat of sports fish and game;
- formulating and establishing regulations and policies which ensure the maintenance of sports fish and game populations and the recreational experience;
- securing compliance with sports fish and game regulations;
- promoting recreational angling and game bird hunting;
- representing the interests of anglers and hunters in the statutory planning process;
- keeping anglers and hunters informed.

Whilst being mindful of these functions, the emphasis of the OWP in any one year must reflect the current requirements or priorities of Council. Council does not have the capacity to spread resources equally across each function or output category. The OWP takes into consideration the current operational state of the Hawkes Bay Region.

## 1.2 Priorities for the 2023-24 Year

- Developing and refining the educational programmes for the Hawkes Bay Fish and Game facility and to seek funding from the MOE for this.
- Development of a wetland educational facility at the Game Farm
- Improving & building better relationships with rural communities, Iwi, Mana Whenua/Hapu
- Promotion of sports fishing and gamebird hunting to new licence holders
- Right to fish/hunt. The retention of social licence and approval of the general public.
- Assessing/monitoring of the populations of sports fish and game birds and advising of this to licence holders.
- To seek corporate/other funding for development of the Fish and Game facility.

## 1.3 Comparative Licence Sales

| FISHING LICENCES          | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|---------------------------|---------|---------|---------|---------|---------|
| Adult Whole Season        | 1020    | 1037    | 1236    | 1156    | 932     |
| Non-Resident Whole Season | 321     | 252     | 35      | 30      | 239     |

|  |             |             |             |             |             |
|--|-------------|-------------|-------------|-------------|-------------|
| Loyal Senior Whole Season              | 197         | 202         | 233         | 253         | 237         |
| Local Area Whole Season                | 211         | 177         | 230         | 227         | 150         |
| Family Fishing                         | 398         | 387         | 442         | 424         | 380         |
| Adult Day                              | 572         | 606         | 698         | 618         | 448         |
| Non-Resident Day                       | 457         | 361         | 45          | 29          | 527         |
| Adult Winter                           | 169         | 153         | 153         | 147         | 78          |
| Adult Short Break                      | 172         | 157         | 196         | 183         | 127         |
| Adult Long Break                       | 16          | 16          | 10          | 10          | 15          |
| Junior Whole Season                    | 149         | 173         | 228         | 233         | 182         |
| Junior Non-Resident Whole Season       | 3           | 5           | 2           | 0           | 5           |
| Junior Day                             | 139         | 93          | 132         | 127         | 50          |
| Junior Non-Resident Day                | 12          | 9           | 0           | 1           | 8           |
| Child Non-Resident Whole Season        | 3           | 5           | 2           | 0           | 7           |
| Child Non-Resident Day                 | 4           | 1           | 0           | 0           | 4           |
| <b>Total Fish Licences</b>             | <b>3853</b> | <b>3634</b> | <b>3644</b> | <b>3443</b> | <b>3389</b> |
| <b>Whole Season Licence Equivalent</b> | <b>2583</b> | <b>2463</b> | <b>2567</b> | <b>2449</b> | <b>2291</b> |

| <b>GAME LICENCES</b>                   | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> |
|--|-------------|-------------|-------------|-------------|-------------|
| Adult Whole Season                     | 1825        | 1591        | 1793        | 1864        | 1700        |
| Adult Day                              | 108         | 85          | 104         | 74          | 79          |
| Junior Whole Season                    | 179         | 141         | 168         | 185         | 165         |
| Junior Day                             | 2           | 11          | 6           | 6           | 0           |
| Child Whole Season                     | 57          | 60          | 69          | 69          | 59          |
| <b>Total Game Licences</b>             | <b>2171</b> | <b>1888</b> | <b>2140</b> | <b>2198</b> | <b>2003</b> |
| <b>Whole Season Licence Equivalent</b> | <b>1884</b> | <b>1637</b> | <b>1848</b> | <b>1916</b> | <b>1748</b> |

### OUTPUT 1

# SPECIES MANAGEMENT

## Goal

*To manage sustainable populations of sports fish and game bird species to provide for recreational harvest.*

This output focuses on the sustainable management of sports fish and game bird species. This includes waterfowl population monitoring, sports fish and game bird population management, establishing regulations to ensure user harvest occurs on a sustainable basis and mitigating significant game bird damage to private property.

### Species Management Project Clusters

| <b>PC1110: Species Monitoring: To Assess and Monitor Fish and Game Bird Populations within the Hawke's Bay Region.</b>  |  |
|---|--|
| <i>Project and Objective</i>  | <i>Performance measure</i>   |
| <b>1111 River fisheries investigations</b><br>Continue monitoring programmes for sports fish populations in the region's key river fisheries and where possible work with other agencies to collect fishery data.<br>Use EDNA to establish recovery of river populations following cyclone Gabrielle. | <i>Report river fishery investigation results to Council by 31 July 2024.</i>  |
| <b>1114 Lake Tūtira</b><br>Work with relevant agencies, Iwi and landowners on Lake Tutira eel and trout fisheries.  | <i>Report activities to the following meeting of Council.</i>  |
| <b>1115 Upland / Headwater Fisheries</b><br>Respond to any concerns over trout fisheries health.  | <i>Report activities to the following meeting of Council.</i>  |
| <b>1116 Game bird trend counts</b><br>i)To monitor black swan and paradise shelduck populations within the Hawkes Bay Region using aerial trend counts.   | <i>Presentation of 2023 trend count report to Council by 30 October 2024.</i>  |
| <b>1118 Waterfowl monitoring programme</b><br>(i) Collaboratively monitor waterfowl populations within proposed Duck Management Units with adjoining Fish & Game regions via aerial surveys.  | <i>(i) Provide council updates of activities when provided</i>   |
| <b>1119 Predator Control</b><br>Provide advice and assistance to landowners on trapping methods including follow-up site visits to Gamebird Habitat Trust grant recipients  | <i>(i) Provide Council with a report on the predator control project by 31 August 2023.</i><br><i>(ii) Provide Council with an update by 31 August 2024.</i> |
| Direct Costs: \$6,800      Hours: 795      Internal Costs: \$45,709      Total Costs: \$ 52,509   |  |

### **PC1120: Harvest Assessment: Assess angler and hunter activity and related harvest**

*Project and Objective*

*Performance measure*

|   |   |                        |                     |
|---|---|------------------------|---------------------|
| <b>1121 River fisheries creel surveys</b><br>Utilise and review the online angling diary programme to assess angler catch, harvest and satisfaction from rivers and streams in the Hawkes Bay region. | <i>Report on the 2023-2024 summer creel survey by 31 August 2024.</i>   |                        |                     |
| <b>1122 Game Bird Hunter Survey</b><br>Assess the harvest of game birds by hunters and hunter effort during the 2024 season.  | <i>Present the results of the 2024 game season hunter surveys to Council by 30 November 2024. Complete the 2024 game bird hunter surveys by 31 August 2024.</i> |                        |                     |
| Direct Costs: \$0   | Hours: 30   | Internal Costs: \$1725 | Total Costs: \$1725 |

|   |               |  |                     |
|---|---------------|--|---------------------|
| <b>PC1160: <u>Liberations</u>: To liberate fish to lakes within the Hawkes Bay Region where necessary to maintain adequate fish populations.</b>  |               |  |                     |
| <b>Project and Objective</b>  |               | <b>Performance measure</b>   |                     |
| <b>1161 Liberations</b><br>(i) Continue to discuss and work towards an agreement regarding the release of trout in Tūtira with Maungaharuru Tangitu and other interested parties.<br>(ii) Liberate & tag 150 fin marked yearling trout into Lake Hawkston near Patoka to increase lake fishing opportunities within the Hawkes Bay Region.<br>(iii) Investigate other opportunities within the region to establish other lake fisheries |               | (i) <i>Provide updates in the council management reports</i><br><br>(ii) <i>Complete liberations by 31 August 2024 and report liberations to the following meeting of Council.</i><br><br>(iii) <i>Provide updates in the council management reports</i> |                     |
| Direct Costs: \$3000  | Hours: 110.00 | Internal Costs: \$6325   | Total Costs: \$9325 |

|  |              |   |                     |
|--|--------------|---|---------------------|
| <b>PC1170: <u>Regulations</u>: Develop regulations to ensure that harvest of sports fish and game birds is within sustainable limits</b> |              |   |                     |
| <b>Project and Objective</b>   |              | <b>Performance measure</b>  |                     |
| <b>1171 Sports Fish Regulations</b><br>To maintain sports fish resources through the development of an annual angler's notice.           |              | <i>Recommend fishing season conditions for the 2024-25 Anglers Notice by 30 June 2024.</i>    |                     |
| <b>1172 Game Bird Regulations</b><br>To maintain game bird resources through the development of annual game season conditions.           |              | <i>Recommend game season conditions for the 2024 season to the NZ Council by 31 Jan 2024.</i> |                     |
| Direct Costs: \$0  | Hours: 30.00 | Internal Costs: \$1725  | Total Costs: \$1725 |

|   |                            |
|---|----------------------------|
| <b>PC1180: <u>Game Bird Control</u>: Minimise significant damage caused by game birds to private land</b> |                            |
| <b>Project and Objective</b>  | <b>Performance measure</b> |

|                   |                          |  |  |
|-------------------|--------------------------|--|--|
| <b>1181</b>       | <b>Game Bird Control</b> | <p>(i) To reduce damage to crops from unwanted aggregations of game birds through assisting landowners and utilising the efforts of game bird hunters wherever practical.</p> <p>(ii) Minimise avian botulism outbreaks through dispersal or collection.</p> | <p><i>(i) Respond to landowner requests for assistance to disperse game birds by issuing permits to disturb. Report to Council on number of permits issued in the year end Performance report.</i></p> <p><i>(ii) Respond to botulism outbreaks as they arise.</i></p> |
| Direct Costs: \$0 | Hours:0                  | Internal Costs: \$0  | Total Costs: \$0   |

## OUTPUT 2

# SPORTS FISH AND GAME BIRD HABITAT PROTECTION AND MAINTENANCE

### Goal

*To manage, maintain, and enhance sports fish and game bird habitat to maximise recreational opportunities for anglers and hunters.*

### Description

The maintenance, enhancement and management of habitat remain the number one national priority for Fish and Game New Zealand and this region. The Hawkes Bay is a highly modified landscape and has a significantly lower number of wetland areas compared with many regions. Only 3% of Hawkes Bay original wetland area remains. In order to protect what remains and enhance what is possible, the following tools are considered:

- Protection of habitat values through statutory processes
- Creation or enhancement of habitat on private land
- Increasing capacity in the region to respond to requests for assistance in freshwater habitat projects

The Council's main habitat priorities have been for some years and remain:

- Increasing waterfowl numbers through activities that enhance wetland habitats
- Protecting free flowing water resources from inappropriate resource consent proposals
- Encourage enhancement of water quality and reduction in water abstraction

The Hawkes Bay region continues to create enhance and restore habitat. The programme is in conjunction with Game Bird Habitat Trust Board and is to encourage the enhancement of wetlands on private land.

Previous restoration projects carried out on Lake Runanga and Pirimu Lake will require some ongoing maintenance.

### *Resource Management Act*

The Resource Management Act was enacted in 1991 to enable the sustainable management of New Zealand's land, air, and water resources. In February 2021, the Government confirmed that the RMA is to be replaced by three separate acts. These will be the Natural and Built Environment Act (NBA), the Strategic Planning Act (SPA), and the Climate Change Adaption Act (CAA).

While Regional and District councils are responsible for these resource management acts, it is important that Fish and Game New Zealand has an input to planning decisions. The success of sports fish and game bird populations is dependent on the quantity and quality of habitat available. One of the functions of Fish and Game Councils is to represent the interests and aspirations of anglers and hunters in the statutory planning process. With ongoing involvement in the Tukituki catchment, Ngaruroro and the Mohaka catchments, significant time will need to be allocated to RMA issues and the consent procedures.

## Sports Fish and Game Bird Habitat Project Clusters

|   |   |   |                      |
|---|---|---|----------------------|
| <b>PC1210: <u>Resource Management:</u> To effectively represent Fish &amp; Game interests and the aspirations of anglers and hunters in resource management processes and strategies by advocating for sports fish and game bird habitat values, angling, and hunting values in statutory and non-statutory planning processes.</b> |   |   |                      |
| <i>Project and Objective</i>  |   | <i>Performance measure</i>  |                      |
| <b>1211 RMA Planning</b>  | <ul style="list-style-type: none"> <li>(i) Review plans, strategies and consents and advocate for decisions and conditions that promote sports fish and game bird interests and the interests of anglers and hunters.</li> <li>(ii) Contribute to the improvement of water quality in the Hawkes Bay rivers &amp; lakes via collaborative processes, research, and fishery and angler monitoring.</li> <li>(iii) Minimise effect to fisheries from impacts that may arise from activities intending to improve water quality in the Hawkes Bay region. Work with HBRC to monitor the effects of river management techniques on trout fisheries.</li> <li>(iv) Make submissions on regional and district council planning documents to promote rules that facilitate game bird habitat enhancement.</li> </ul> | <ul style="list-style-type: none"> <li><i>(i) Review plans and consents and make submissions as required.</i></li> <li><i>(ii) Participate in collaborative processes to advocate in the interest of hunters and anglers as required.</i></li> <li><i>(iii) Work with HBRC when possible, to minimise effect of river works on fisheries.</i></li> <li><i>(iv) Use river fisheries research to advocate in the interests of anglers and hunters as necessary.</i></li> <li><i>(v) Submit on regional and district plans as required.</i></li> <li><i>(vi) Develop relationships and meet with interested and affected parties including Iwi regularly and/or as required.</i></li> </ul> <p><i>Report activities to each meeting of Council as appropriate.</i></p> |                      |
| <b>1212 Consent Applications</b>  | Review and respond to consent applications and advocate for decisions and conditions that provide for sports fish and game bird interests and the interests of anglers and hunters.   | <i>Report activities to each meeting of Council as appropriate.</i>   |                      |
| Direct Costs: \$2500  | Hours: 150  | Internal Costs: \$8624  | Total Costs: \$11124 |

|  |           |   |                     |
|--|-----------|---|---------------------|
| <b>PC1220: <u>Works and Management:</u> Wildlife Management and Other Wetland Reserves</b>                                   |           |   |                     |
| <i>Project and Objective</i>   |           | <i>Performance measure</i>  |                     |
| <b>1221-23 Reserves Management – Lake Pirimu, Railroad Wetland, Lake Rununga and HBRC Reserves</b>                           |           | <i>(i) Report activities to each meeting of Council as appropriate.</i> |                     |
| (i) Manage water levels and habitat in wildlife management reserves, advocate and maintain optimum conditions for waterfowl. |           |   |                     |
| Direct Costs: \$1300   | Hours: 45 | Internal Costs: \$2587  | Total Costs: \$3887 |

| <b>PC1230: Assisted Habitat: Assist habitat creation and enhancement by individuals and organisations</b> |  |   |                         |
|---|--|---|-------------------------|
| <b>Project and Objective</b>  |  | <b>Performance measure</b>  |                         |
| <b>1231</b>   | <p><b>Maintain and Enhance Game Bird Habitat</b></p> <p>(i) Develop positive working relationships with landowners and other parties with an interest or involvement in rural land management including local and regional authorities, DOC, Federated Farmers, and Dairy NZ. Provide advice to enable and encourage hunters/landowners to develop quality, productive wetland habitat.</p> <p>(ii) Make at least one external funding application for wetland habitat development.</p> <p>(iii) Use media (press releases, articles, and video) to encourage the creation and enhancement of wetland and riparian habitats.</p> | <p><i>(i) Respond to all landowners' requests for advice and contribute to the development and/or enhancement of habitat that enhances waterfowl productivity. Report activities to the following meeting of Council.</i></p> <p><i>(ii) Make one application for external funding for an enhancement project.</i></p> <p><i>(iii) Report activities to the following meeting of Council.</i></p> |                         |
| <b>1232</b>   | <p><b>Nursery</b></p> <p>Continue developing the native plant nursery with a focus on wetland species at the Game Farm and investigate opportunities to work with other interested groups.</p>   | <p><i>(iv) Nursery operational and producing plants for future habitat projects.</i></p>  |                         |
| Direct Costs: \$4000  |  | Hours: 180  | Internal Costs: \$10349 |
| Total Costs: \$14349  |  |   |                         |



## OUTPUT 3

# ANGLER AND HUNTER PARTICIPATION AND SERVICES

### Goal

*To encourage angler and hunter participation while maintaining the quality of the recreational experience.*

### Description

The region has an extensive signage programme, great access to the key fisheries and a comprehensive angler and hunter information package. This programme is successful and is well utilised by clients. The region's updated website and Facebook page are increasingly becoming a key point of contact for anglers and hunters.

Access to public areas within the region is important as most hunting opportunities exist within land that is administered publicly by either regional or district councils or the Department of Conservation.

The Walking Access Commission (WAC) is confronting access issues throughout the country. Hawkes Bay Fish & Game has good relationships with WAC staff and will collaborate with the WAC to resolve access issues within the region as they arise.

“R3” or Recruitment, Retention and Reactivation, is a concept that has been created to help address the issue of declining participation and subsequently declining licence sales worldwide. This concept focuses on identifying new methods of getting potential anglers and hunters (recruit), ensuring that current anglers and hunters continue to fish and hunt each year (retain) and identifying those who haven't hunted or fished for a while and bringing them back into the sport (reactivate).

New participants from various demographics continue to be provided with various learning opportunities to enable them to progress from being an interested observer through to an active participant. There needs to be an array of experiences and contacts made over time so that participants can become mentored into fishing and hunting. Hawkes Bay Fish and Game needs to continue to help build pathways create lifelong participation and help the next generation complete that journey.

Hawkes Bay Fish and Game are working with other stakeholders to offer the participants different levels of engagement along the recruitment pathway. Expertise and resources can be shared with other fishing and hunting clubs and licence agents to help connect potential participants to a variety of opportunities and move them through the necessary stages needed to become lifelong participants. Recruitment and retention are long term processes and although single events or activities don't always lead to recruitment, they can be a spark that ignites a lifelong passion in hunting and or fishing.

Encouraging young and novice anglers and hunters is an area that the Council will continue to focus on. This should also involve educating families where possible, so that they can collectively learn and coach each other while undertaking these activities as a family. Partnering with local anglers to provide courses using the Game Farm facilities continues to be

a good way of providing opportunities for youth/novice anglers and develop a relationship with local clubs.

A relatively low number of females currently fish or hunt. Females are a large and influential market and in today's busy world often influence how family leisure and recreational time is spent. Fishing and hunting activities provide both physical and mental health rewards by being outdoors but also social benefits of being together socially as a family. By continuing to overcome the low participation of women, Fish and Game councils will have access to a far larger target audience.

### **Communication**

All whole season licence holders will receive at least two publications during the 2022-23 year. Hawke's Bay Fish and Game will continue to provide regional pages as part of the Fish and Game New Zealand magazine. In addition, communication with clubs and licence holders is facilitated through a six-weekly electronic newsletter Reel Life and/or Both Barrels, attendance at club meetings and the Fish and Game New Zealand website. The region's web pages and the Facebook page have become an important medium for contacting licence holders. They have the advantage of low cost and ease of maintaining up-to-date information and will continue to be expanded to add new content and innovative media for encouraging participation and involvement in the Council's key output areas.

The Game Farm pond allows the Council opportunities to have wider and direct contact with the public through "Take me fishing" days. This option presents an opportunity for the Council to have a greater profile in the Hawkes Bay community and to contact young people and their families and encourage them into fishing, so they can collectively learn and coach each other while undertaking the activity as a family.

A licence holder perception survey for Hawkes Bay anglers and hunters will be conducted to better understand what our licence holders want. Fishing and hunting licence sales are generally declining over time and Fish and Game needs to better understand why they are declining before they can attempt to address the issues. Understanding more what licence holders want could help us improve licence sales, satisfaction and participation in the future.

## Angler and Hunter Participation Project Clusters

|   |   |  |  |
|---|---|--|--|
| <b>PC1310: <u>Angler and Hunter Access:</u> To maintain and enhance access to the sports fish and game bird resources of the Hawkes Bay Region</b>  |   |  |  |
| <b>Project and Objective</b>  |   | <b>Performance measure</b>   |  |
| <b>1311</b>   | <b>Maintain &amp; Enhance Access</b><br>Physical and legal access to angling and hunting opportunities.<br>(i) Investigate new angling and hunting access opportunities in the Hawkes Bay region.<br><br>(ii) Continue to maintain a good working relationship with the Walking Access Commission.<br><br>(iii) Evaluate the opportunities to improve general hunter access to public hunting areas where access is under the control of groups outside Fish & Game.<br><br>(iv) Develop and maintain physical access to the region's rivers and lake fisheries. This will involve the development and maintenance of a closer working relationship with Iwi. | (i) <i>Maintain access tracks to significant, publicly accessible tracks within the Hawkes Bay region.</i><br><br>(ii) <i>Investigate any new access opportunities.</i><br><br>(iii) <i>Report activities to the following meeting of Council.</i> |  |
| <b>1312</b>   | <b>Signage</b><br>Maintain signs and enhance access through signage at key fishing and hunting access points. Maintain signage inventory databases.   | (i) <i>Maintain signage database.</i><br><br>(ii) <i>Replace signage with bi-lingual signs.</i><br><br>(iii) <i>Report activities to the following meeting of Council.</i>   |  |
| Direct Costs: \$2,20      Hours: 90   |   | Internal Costs: \$5175      Total Costs: \$7375  |  |
| <b>PC1320: <u>Licence Holder Satisfaction Survey:</u> To undertake a licence holder satisfaction survey to better understand what our licence holders want.</b>                                 |   |  |  |
| <b>Project and Objective</b>  |   | <b>Performance measure</b>   |  |
| <b>1321</b>   | <b>Satisfaction Survey</b><br>Create and circulate a satisfaction survey to all licence holders to understand what licence holders want and help increase future licence sales.   | <i>Create and circulate survey and collate survey results. Analyse survey results and report to Council.</i>   |  |
| Direct Costs: \$500      Hours: 30.00   |   | Internal Costs: \$1725      Total Costs: \$1725  |  |
| <b>PC1330: <u>Newsletter, Licence holder communications:</u> To effectively inform anglers and hunters of matters relating to Fish &amp; Game and opportunities for increased participation</b> |   |  |  |
| <b>Project and Objective</b>  |   | <b>Performance measure</b>   |  |
| <b>1331</b>   | <b>Reel Life &amp; Both Barrels</b><br><br>Prepare newsletters – Both Barrels and Reel Life   | <i>Prepare and circulate 8 fishing and 4 hunting electronic newsletters.</i>   |  |
| <b>1332</b>   | <b>Fish and Game Magazine</b><br>Prepare and mail two issues of Fish and Game New Zealand magazine to 2023-2024 whole season fish licence holders and 2024 whole season game licence holders.   | <i>Mail fish issue August 2024, game issue April 2024.</i>   |  |
| <b>1333</b>   | <b>Fish &amp; Game Web Site</b><br>Maintain and regularly update Fish & Game information on the Hawkes Bay Region website and its Facebook page.  | <i>Report activities to each meeting of Council.</i>   |  |
| Direct Costs: \$1,500      Hours: 350   |   | Internal Costs: \$20124      Income: \$500      Total Costs: \$21124   |  |

|   |  |  |                     |
|---|--|--|---------------------|
| <b>PC1340: <u>Informational Publications:</u> To assist anglers and hunters to access the hunting and fishing opportunities of the Hawke's Bay Region</b> |  |  |                     |
| <i>Project and Objective</i>  |  | <i>Performance measure</i>   |                     |
| <b>1341 Information Pamphlets</b>   | (i) Continue to improve access information available online.<br><br>(ii) Maintain stocks of information pamphlets in licence agents and other outlets throughout the region. | (i) Continue to improve access information available on F&G website.<br><br>(ii) Information pamphlet stocks in licence agents and i-sites maintained. |                     |
| Direct Costs: \$500   | Hours:20   | Internal Costs: \$1150   | Total Costs: \$1650 |

|  |   |   |                      |
|--|---|---|----------------------|
| <b>PC1350: <u>Angler and Hunter Training:</u> To encourage new participants to take up angling and hunting</b> |   |   |                      |
| <i>Project and Objective</i>   |   | <i>Performance measure</i>  |                      |
| <b>1351 Take Me Fishing Programme</b>  | (i) Organise and run a Children's 'Take me fishing' day to encourage young anglers to take up the sport.<br><br>(ii) Continue to run children's fishing courses with support from fishing clubs.  | (i) Hold at least one "Take me Fishing" day. Report to Council as appropriate.<br>(ii) Promote on Facebook and report to council as appropriate   |                      |
| <b>1352 Angler/Hunter Training</b>   | (i) Continue to run junior, novice, ladies and families fly and spin fishing courses in conjunction with anglers' clubs. Provide angler and hunter training information and make available novice hunter/angler starter packs.<br><br>(ii) Investigate alternatives to encourage youth/novice hunting/angling and increase opportunities.<br><br>(ii) Hold a game bird hunter education event in conjunction with a local shooting club & Police. | (i) Hold a youth/adult and ladies fly fishing course in conjunction with anglers' clubs.<br><br>(ii) Hold a youth/adult game bird course in conjunction with shooting club & Police<br><br>(iii) Report to Council as appropriate |                      |
| <b>1353 Angler/Hunter Enquiries</b>  | Respond to enquiries for information from anglers and hunters.  | Provide information and respond to enquiries promptly.  |                      |
| <b>1354 Fishing Competitions</b>   | Review applications to hold fishing competitions and grant permits where appropriate.   | Respond to applications within five working days and report on permits granted to each meeting of Council.  |                      |
| Direct Costs:\$6,500   | Hours: 740  | Internal Costs: \$42547   | Total Costs: \$49047 |

|  |   |  |                     |
|--|---|--|---------------------|
| <b>PC1360: <u>Club Relations:</u> To maintain communications with Fish &amp; Game related clubs and associations</b> |   |  |                     |
| <i>Project and Objective</i>   |   | <i>Performance measure</i>   |                     |
| <b>1361 Fish &amp; Game Club communications</b>  | Maintain club register and provide news updates to clubs and attend club meetings as appropriate. | Attend at least one meeting for each club by 31 August 2024.<br>Provide report to each meeting of Council. |                     |
| Direct Costs: \$100  | Hours: 20   | Internal Costs:\$1150  | Total Costs: \$1250 |

|  |   |   |                                       |
|--|---|---|---------------------------------------|
| <b>PC1370: <u>Fish and Game Huts:</u> Manage hut maintenance and coordinate bookings</b> |   |   |                                       |
| <i>Project and Objective</i>   |   | <i>Performance measure</i>                |                                       |
| <b>1371 Fish and Game Huts</b>   | Maintain Fish & Game hut at Glen Falls, Mohaka River. | Report maintenance activities to Council. |                                       |
| Direct Costs: \$2000   | Hours:50  | Internal Costs: \$2875                    | Income: \$1500<br>Total Costs: \$3375 |

## OUTPUT 4

# PUBLIC INTERFACE

### Goal

*To maximise public awareness of the values associated with the sports fish and game bird resource, and support for the management role of Fish and Game New Zealand.*

### Description

Public awareness is an increasingly significant component of Fish & Game activities. How effectively we work with other agencies and how well we communicate our messages to both our clients and the general public has ramifications for the future viability and acceptance of our sports. In addition, providing Fish & Game focused educational experiences for children is important if the acceptance of sports fishing and game bird hunting is to be maintained and the awareness of environmental issues increased. The Game Farm has significant potential to contribute to Fish & Game related education and awareness programmes.

Hawke's Bay Fish and Game continues to seek better performance from agencies that have key environmental responsibilities such as regional and district councils and the Department of Conservation. This region has now established strong and direct relationships with key agencies that influence areas of significance to sports fish and game bird populations. Staff and Council will continue to develop these relationships.

The area that remains to be strengthened in the region is with Iwi. It is evident that Iwi will have a significant say in the future management of the region's freshwater resources. It is important that this region seeks to engage with Iwi in a more direct manner to gain appreciation of each other's views and values and ensure that we are meeting our Treaty of Waitangi obligations. This will be facilitated through greater direct contact from working alongside each other on specific issues e.g. Tukituki catchment issues and Tūtira habitat improvement and seeking to engage on our regulation setting processes.

The region is developing stronger media relationships within Hawkes Bay. This has shown benefits in improved contact and input to media articles of relevance to Fish & Game. The media programme will be continually developed, and regular material provided to media outlets for publication, both radio and print.

The region's web pages are an important tool for providing public awareness information. This region has been proactive in doing so and will continue to develop the region's pages to enhance this function along with its growing Facebook page.

### Public Interface Project Clusters

|  |                            |
|--|----------------------------|
| <b>PCI410: Liaison:</b> To avoid conflicts and maintain effective advocacy and liaison with statutory resource management agencies |                            |
| <i>Project and Objective</i>   | <i>Performance measure</i> |

|                   |  |   |                     |
|-------------------|--|---|---------------------|
| <b>1411</b>       | <b>Statutory Liaison and Political awareness</b><br>(i) Engage with Regional Councils and the Department of Conservation to seek improved biodiversity and habitat protection by these agencies in the Hawkes Bay region.<br><br>(ii) Engage with Iwi and Hapū as required.<br><br>(iv) Ensure political awareness of Fish & Game activities and support for improved habitat performance. | <i>(i) Regional Manager to communicate with Regional Councils and DOC staff on a regular basis.</i><br><br><i>(ii) Meet with representatives as required.</i><br><br><i>(iii) Staff and Council to meet with local MP's and Regional Councillors as required.</i> |                     |
| Direct Costs: \$0 | Hours: 50  | Internal Costs: \$2875  | Total Costs: \$2875 |

|   |   |   |                     |
|---|---|---|---------------------|
| <b>PC1420: <u>Communications</u>: Develop and maintain effective communication with the wider public and the media, stakeholders and strategic allies</b> |   |   |                     |
| <i>Project and Objectives</i>   |   | <i>Performance measure</i>  |                     |
| <b>1421</b>   | <b>Public Communications</b><br>(i) To advocate for the interests of anglers and hunters through maintaining effective communication with non-statutory groups or individuals such as farmers, iwi and the general public via public awareness events.<br><br>(ii) Maintain a strong presence in general public media.<br><br>(ii) Engage and communicate with rural community and landowners. Develop relationships with groups including Federated Farmers, Fonterra and Dairy NZ.<br><br>(iv) Engage with Iwi and initiate formal relationships with key Iwi groups across the region. Participate in Treaty Settlement processes that affect anglers and hunters. | <i>(i) Contribute to national public awareness network.</i><br><i>(ii) Review website content and manage to increase effectiveness as a tool for public awareness and communicating with licence holders.</i><br><i>(iii) Extend media programme to include items of general interest.</i><br><i>(iv) Where necessary submit on Treaty Settlements affecting angler/ hunter access and develop relationships with key iwi groups.</i> |                     |
| Direct Costs: \$0   | Hours: 75   | Internal Costs: \$4312  | Total Costs: \$4312 |

|  |  |   |                     |
|--|--|---|---------------------|
| <b>PC1440: <u>Public Promotions</u>: To actively promote the work of Fish &amp; Game with the wider public and the media</b> |  |   |                     |
| <i>Project and Objective</i>   |  | <i>Performance measure</i>  |                     |
| <b>1441</b>  | <b>Public Promotions</b><br>(i) Encourage school groups to visit the Game Farm site. | <i>(i) Liaise with local schools, post visits on Facebook and report to Council as appropriate.</i> |                     |
| Direct Costs: \$   | Hours: 50  | Internal Costs: \$2875  | Total Costs: \$2875 |

|  |   |   |  |
|--|---|---|--|
| <b>PC1450: <u>Visitors/Education</u>: To educate the wider public on the role of Fish &amp; Game New Zealand</b> |   |   |  |
| <i>Project and Objective</i>   |   | <i>Performance measure</i>  |  |
| <b>1451</b>  | <b>Education</b><br>(i) To educate people in sports fish and game bird management, conservation, angling and hunting.<br><br>(ii) Maintain grounds and facilities and increase use of the Game Farm and educational wetland facility to promote Fish & Game to schools, and the wider public. | <i>(i) Use the site as an educational tool during fish out days and other scheduled events.</i><br><br><i>(ii) Report activities to the following meeting of Council.</i> |  |
| <b>1452</b>  | <b>Game Farm Operations</b><br>To maintain and monitor Game Farm water take consents.   | <i>Report activities to the following meeting of Council.</i>   |  |
| <b>1453</b>  | <b>Game Farm Maintenance</b><br>To maintain buildings and make further improvements to grounds.   | <i>Ongoing grounds maintenance and improvements. Report to Council as appropriate.</i>  |  |

|  |  |
|--|--|
| <p><b>1454 Game Farm Development</b></p> <p>(i) To continue to develop the Game Farm wetlands as an educational site for landowners and local schools.</p> <p>(ii) Continue to encourage involvement from local schools. Develop a school curriculum for the site based on wetlands, water quality, native wetland species and traditional uses of plants, waterfowl and native/non-native fish species.</p> | <p><i>(i) Report activities to the following meeting of Council.</i></p> <p><i>(ii) Promote the developed school curriculum schools.</i></p> <p><i>(iii) Report activities to Council.</i></p> |
| <p><b>1455 Hatchery Building</b></p> <p>Maintain the hatchery building for educational purposes.</p>   | <p><i>Report to Council as appropriate.</i></p>  |
| <p>Direct Costs: \$21500    Hours:1500    Internal Costs: \$86244    Total Costs: \$107744</p>   |  |

## OUTPUT 5

# COMPLIANCE

### Goal

*To protect the sports fish and game bird resource and its user management through enforcement and education of legislative requirements.*

### Description

The maintenance of an effective compliance programme is a vital part of Fish and Game management. Compliance activities have three objectives, they provide satisfaction for licence holders that others utilizing the resources are paying the same as they are, they ensure that regulations intended to protect resource sustainability are complied with, and they also provide a deterrent to protect our income base.

The nationally agreed compliance target level is 95%. In addition, to be effective, Fish & Game New Zealand management activities rely on compliance with fish or game regulations. The Council is intending to continue with strategic and structured approaches to law enforcement work to maximise contacts and the subsequent deterrent effect. This work will also incorporate a component of field education to take advantage of contacts with clients and provide information and advice to improve their hunting or fishing success.

Law enforcement is labour intensive and a significant regional coverage by staff is often not possible. Honorary rangers have the potential to make a substantial contribution to compliance, though consideration will need to be given as to how this will continue to work with regard to health and safety.

Efforts to increase compliance include proactive ranging strategies, including staff and honorary ranger capability enhancement, and co-operation with other agencies.

### Compliance Project Clusters

| <b>PC1510: <u>Ranging</u>: Maintain compliance with angling and hunting regulations through enforcement activities</b> |   |   |                     |
|--|---|---|---------------------|
| <b>Project and Objective</b>   |   | <b>Performance measure</b>  |                     |
| <b>1511 Ranging</b>  | (i) Maintain a high level of participant contact through enforcement and monitor compliance with licensing and season conditions.<br>(ii) Check fisheries throughout the season including effort in remote areas.<br>(iii) Check game bird hunters throughout the season. | <b>Aim for 95% compliance with legal requirements and season regulations from anglers and hunters contacted.</b><br><br><b>Provide report to each meeting of Council.</b> |                     |
| Direct Costs: \$1500   | Hours: 100  | Internal Costs: \$5750  | Total Costs: \$7250 |

| <b>PC1520: <u>Ranger Training</u>: To ensure effective ranging across the region with suitably trained and resourced personnel</b> |   |   |                     |
|--|---|---|---------------------|
| <b>Project and Objective</b>   |   | <b>Performance measure</b>  |                     |
| <b>1521 Training -Regional Honorary Rangers</b>  | Manage the regional network of Honorary Fish & Game Rangers and ensure that a sufficient level of training and support is provided. | <b>Complete one organised training exercise for honorary rangers and report to Council by 31 August 2024.</b> |                     |
| Direct Costs: \$1000   | Hours: 60.00  | Internal Costs: \$3450  | Total Costs: \$4450 |



**PC1530: Compliance/Prosecutions: To follow a consistent policy driven approach to dealing with non-compliance to regulations**

*Project and Objective*

*Performance measure*

**1531 Prosecutions**

Follow Council Prosecution and Reparation Policies to prosecute individuals found unlicensed or in non-compliance with season regulations without just cause.

*Report details of prosecutions to each meeting of Council.*

Direct Costs: \$1500

Hours: 55

Internal Costs: \$3162

Total Costs: \$4662

## OUTPUT 6

# LICENCING

### Goal

*To optimise the sale of angling and hunting licences as valued products.*

### Description

Fish and game management is funded almost solely by revenue derived from the sale of fishing and hunting licences. The management of licence sales is contracted to an external service provider. Regional requirements are to manage regional licence sales information, coordinate any marketing/sales efforts and provide client service information to licence agents.

The national licence working party is tasked with reviewing licence sales channels and options along with licence categories. This work is a priority area of Council and will be supported where possible through input to the licence working party outcomes.

### Licensing Project Clusters

| <b>PC1610: <u>Licensing</u>: Maintain and monitor a readily available and efficient licensing system</b>   |  |
|--|--|
| <i>Project and Objective</i>   | <i>Performance measure</i>   |
| <b>1611 Licence Production and Distribution</b><br>To issue fishing and hunting licences and the appropriate regulations in a timely manner and market new fishing licence categories to existing and potential licence holders. | To have available fish licences and regulation guides for the 2024-2025 season by 1 September 2024.<br>To have available game licences and regulation guides for the 2024 season by 31 March 2024. |
| <b>1612 Analysis of Licence Information</b><br>Evaluate licence sales information during the year and identify targeted marketing opportunities.   | Provide detailed reports of licence sales performance to each meeting of Council.  |
| <b>1613 National Licence Management</b><br>To support the operation of the national licence management provider.   | Report activities to Council where necessary   |
| <b>1614 Marketing and Promotions</b><br>Actively promote Fish and Game licences to the public and contribute to the national sales targets.  | Report activities to the Council where necessary   |
| Direct Costs: \$5652      Hours: 120      Internal Costs: \$6899      Total Costs: \$12551   |  |

| <b>PC1620: <u>Agent Servicing</u>: Management and support of Fish &amp; Game licensing through licence agents</b>           |  |
|---|--|
| <i>Project and Objective</i>  | <i>Performance measure</i>   |
| <b>1621 Agent Meetings and Promotions</b><br>Communicate and work with licence agents providing agent training as required. | Complete at least three visits to all significant licence resellers by 31 August 2024. |
| <b>1622 Agents Information</b><br>Provide agents with support on licence database and general enquiries.                    | Report activities to the following meeting of Council.                                 |
| Direct Costs: \$300      Hours: 70      Internal Costs: \$4025      Total Costs: \$4325                                     |  |

## OUTPUT 7

# COUNCILS

### Goals

*To provide for the democratic governance of the fish and game system by fish and game licence holders.*

### Description

A council elected by licence holders for a three-year term manages the fish and game resource on a regional basis. Fish and Game Councils are required to meet at least six times a year to consider issues affecting sports fish, game birds and approve an Operational Work Plan and budget which establishes staff activities and priorities for the coming year. This output involves the servicing of Council, including preparation of agenda, meeting reports and minutes.

### Council Project Clusters

| <b>PC1710: <u>Council Elections:</u></b>   |   |
|--|---|
| <i>Project and Objective</i>   | <i>Performance measure</i>  |
| <b>1711 Council Elections</b><br>Provide regional Support to <i>electionz.com</i> for preparing for the October 2024 election. | <i>Assist external provider (if required) in preparing for election. New Council to meet before 21 November 2024.</i> |
| Direct Costs: \$1000      Hours: 20  | Internal Costs: \$1150      Total Costs: \$2150   |

| <b>PC1720: <u>Council Meetings:</u> Effective governance and efficient Council support</b>  |  |
|---|--|
| <i>Project and Objective</i>  | <i>Performance measure</i>   |
| <b>1721-2 Council Meetings</b><br>(i) Provide effective direction and support to the management of Council's business.<br><br>(ii) Keep Council informed of relevant national and regional matters.<br><br>(iii) Prepare information reports and agenda for Council meetings and any minutes resulting from these meetings. | <i>(i) Hold at least 6 meetings of the Hawkes Bay Fish &amp; Game Council prior to 31 August 2024.<br/>(ii) Regular email updates when appropriate<br/>(iii) Distribute agendas 8 working days prior and draft minutes as soon as practicable after meeting.</i> |
| Direct Costs: \$2300      Hours: 150  | Internal Costs: \$8624      Total Costs: \$10924   |

## OUTPUT 8

# PLANNING AND REPORTING

### Goal

*To meet Fish & Game's statutory reporting requirements.*

### Description

Fish and Game Councils have certain statutory planning requirements that they must meet. These include:

- The preparation of a Sports Fish and Game Management Plan;
- An Annual Operational Work Programme;
- Statement of Service Performance;
- Annual Performance Report and Statements of Account.

The Sports Fish and Game Management Plan for Hawkes Bay Fish & Game operates under, covers a ten year period and assists in the development of Operational Work Plans. Increasing the effectiveness of inter-regional co-operation has previously been identified as a national priority. The Hawkes Bay Council is committed to improving the efficiency of the organisation.

### Planning and Reporting Project Clusters

| <b>PC1810: <u>2018-2028 Management Plan</u></b> |   |   |                    |
|---|---|---|--------------------|
| <i>Project and Objective</i>                    |   | <i>Performance measure</i>                                    |                    |
| <b>1811</b>                                     | <b>Management Plan Implementation</b><br>To implement the Hawkes Bay Region Sports Fish & Game Management Plan via the OWP. | <b>Report activities to the following meeting of Council.</b> |                    |
| Direct Costs: \$                                | Hours:5.00  | Internal Costs: \$287   | Total Costs: \$287 |

| <b>PC1820: <u>Annual Planning</u></b> |   |   |                     |
|---------------------------------------|---|---|---------------------|
| <i>Project and Objective</i>          |   | <i>Performance measure</i>  |                     |
| <b>1821</b>                           | <b>OWP Preparation</b><br>To prepare an operational work plan for the 2023-2024 year. | <b>The adoption of a proposed operational work plan for 2023-2024 by the Council by 31 August 2024.</b> |                     |
| Direct Costs: \$0                     | Hours:125   | Internal Costs: \$7187  | Total Costs: \$7187 |

| <b>PC1830: <u>Reporting and Audit</u></b> |  |   |  |
|---|--|---|--|
| <i>Project and Objective</i>              |  | <i>Performance measure</i>  |  |
| <b>1831</b>                               | <b>Performance Report and Statement of Service Performance</b><br>To complete the Performance (annual) Report and Statement of Service Performance for the 2022-23 year. | <b>Complete Annual Performance Report for the 2022-23 financial year.</b>   |  |
| <b>1832</b>                               | <b>Audit</b><br>To have the Performance Report for the 2022-23 year audited in accordance with the Public Audit Act 2001.  | <b>The audit of the annual Performance Report for the 2022-2023 financial year in time for the public annual general meeting.</b> |  |
| <b>1833</b>                               | <b>Work programme monitoring</b><br>Monitor of staff time to projects  | <b>Report to council in variance report</b>   |  |

|                      |                       |  |   |
|----------------------|-----------------------|--|---|
| <b>1835</b>          | <b>Annual Meeting</b> | To conduct a public annual general meeting no later than 31 December 2023. | <i>Adoption of the audited 2022-23 annual report by Council, and presentation to a public annual general meeting not later than 31 December 2023, as well as to the Minister of Conservation.</i> |
| Direct Costs: \$8000 | Hours:90              | Internal Costs: \$5175   | Total Costs: \$13175  |

|  |  |   |   |
|--|--|---|---|
| <b>PC1840: <u>National Liaison</u></b> |  |   |   |
| <b><i>Project and Objective</i></b>    |  | <b><i>Performance measure</i></b>   |   |
| <b>1841</b>                            | <b>New Zealand Fish &amp; Game liaison</b> | The maintenance of effective liaison with New Zealand Fish & Game to meet all statutory requirements. Contribute to the efficient management of Fish & Game nationally through participation with working parties, networks and national research and monitoring. | <i>Attend all meetings of the Regional Fish &amp; Game Council managers and participate where required with working parties established by the New Zealand Council.</i> |
| Direct Costs: \$200                    | Hours:75                                   | Internal Costs: \$4312  | Total Costs: \$4512   |

## INPUTS

# ADMINISTRATION

### Goal

*To manage the business of the Hawke's Bay Region of Fish and Game New Zealand in an effective and cost-efficient manner.*

### Description

Administration is effectively made up of all the non-specific activities that are required for the general function of Hawkes Bay Fish and Game Council. In determining the actual costs of output areas or projects, administration costs are apportioned at an hourly rate so that all input costs are shared between the projects.

### Administration Project Clusters

| <b>PC1910: Staff Salaries and Payroll</b>   |  |
|---|--|
| <i>Project and Objective</i>  | <i>Performance measure</i>   |
| <b>1911 Staff Salaries and Payroll</b><br>Continue to maintain an efficient payroll system, reviewing against budget regularly. | <i>Staff paid per contract and on time.</i><br><i>Provide financial report to each meeting of Council.</i> |
| Direct Costs: \$252490  |  |

| <b>PC1920: Staff Co-ordination and Training</b>  |   |
|--|---|
| <i>Project and Objective</i>   | <i>Performance measure</i>  |
| <b>1921 Staff meetings</b><br>Maintain regular staff communications and involvement in overall operations of Fish & Game.  | <i>Hold weekly staff meetings.</i><br><i>Report to Council as appropriate.</i>  |
| <b>1923 Staff Training</b><br>Organise specific training opportunities to suit the individual requirements of staff.   | <i>Report staff training to each meeting of Council.</i>  |
| <b>1925 Employment</b><br>Carry out employment procedures as required  | <i>Report any activities to Council by 31 August 2024.</i>  |
| <b>1926 Health and Safety</b><br>(i)Ensure that Fish & Game operations meet the Health and Safety at Work Act 2015.<br><br>(ii)Utilise the current H&S plan for the Hawkes Bay Region and make it a practical and living document.<br><br>(iii)Ensure staff undertake mandatory "Toolbox" talks while working with F&G staff, external agencies and groups in the field.<br><br>(iv)Ensure that Fish & Game makes ongoing progress on the development and implementation of a health and safety conscious culture. | <i>(i) Continue to keep up to date with policy and document recording</i><br><br><i>(ii)Discuss Health and Safety matters at each staff meeting, review Hazards, Controls and procedures at intervals prescribed in Council's Health and Safety Plan, and implement all other facets of the plan including auditing and reporting requirements.</i><br><br><i>(iii)Complete field intention and tail gates forms were appropriate.</i><br><br><i>(iv) Provide report to each meeting of Council and ensure Councillors are fully informed and meeting their obligations as governors.</i> |
| Direct Costs: \$9500   |   |

| <b>PC1930: Staff House</b>   |   |   |
|------------------------------|---|---|
| <i>Project and Objective</i> |   | <i>Performance measure</i>                        |
| <b>1932 Staff House</b>      | Carry out any maintenance required on the staff house to meet New Zealand standards for rental accommodation. | <b>Provide report to each meeting of Council.</b> |
| Direct Costs: \$7700         | Income:\$23400  | Total Costs: (\$15700)                            |

| <b>PC1940: Office Premises</b> |   |   |
|--------------------------------|---|---|
| <i>Project and Objective</i>   |   | <i>Performance measure</i>  |
| <b>1942-6 Office Premises</b>  | <ul style="list-style-type: none"> <li>(i) Report in finance report expenses relating to rates, maintenance, insurance and power</li> <li>(ii) Carry out maintenance and cleaning to ensure that the Fish and Game office premises provide a suitable and safe work environment.</li> </ul> | <ul style="list-style-type: none"> <li>(i) <b>Provide report to each meeting of Council.</b></li> <li>(ii) <b>Provide report to each meeting of Council.</b></li> </ul> |
| <b>1947 Meeting Room</b>       | Ensure Meeting room is maintained at a high standard for those using and renting it.  | <b>Provide report to each meeting of Council.</b>   |
| Direct Costs: \$13400          |   | Income \$2000   |

| <b>PC1950: Office Equipment</b> |   |   |
|---------------------------------|---|---|
| <i>Project and Objective</i>    |   | <i>Performance measure</i>                        |
| <b>1951-5 Office Equipment</b>  | Maintain register of office equipment including asset schedule. Carry out maintenance or replacement schedule as required and pay photocopying lease. | <b>Provide report to each meeting of Council.</b> |
| Direct Costs: \$2,900           |   | Total Costs: \$2900                               |

| <b>PC1960: Communications and Consumables</b> |   |   |
|---|---|---|
| <i>Project and Objective</i>                  |   | <i>Performance measure</i>                        |
| <b>1961 Communications</b>                    | Maintain effective office and field communications. Review communications requirements. | <b>Provide report to each meeting of Council.</b> |
| <b>1962-6 Consumables</b>                     | Ensure adequate supply of office materials available for staff operations.              |   |
| Direct Costs:\$11700                          |   | Total Costs: \$11700                              |

| <b>PC1970: General</b>       |  |   |
|------------------------------|--|---|
| <i>Project and Objective</i> |  | <i>Performance measure</i>                        |
| <b>1971-8 Administration</b> | Continue to carry out the wide range of general office administration and management tasks in an efficient manner. | <b>Provide report to each meeting of Council.</b> |
| Direct Costs: \$1800         |  | Total Costs: \$1800                               |

| <b>PC1980: Equipment</b>          |  |  |
|-----------------------------------|--|--|
| <i>Project and Objective</i>      |  | <i>Performance measure</i>                           |
| <b>1981 Equipment maintenance</b> | Maintain register of Hawkes Bay Fish & Game equipment, purchase new equipment as required. | <b>Report activities to each meeting of Council.</b> |
| <b>1983</b>                       | Carry out a maintenance to ensure that equipment is maintained in an effective condition.  |  |
| Direct Costs: \$2800              |  | Total Costs: \$2800                                  |

| <b>PC1990: Vehicles</b>  |   |
|--|---|
| <b><i>Project and Objective</i></b>  | <b><i>Performance measure</i></b>   |
| <b>1991-6 Vehicle maintenance</b><br>Ensure that vehicles are maintained in an effective condition and adequate provision is made for their replacement. | <b><i>Complete Feb and August vehicle checklist</i></b><br><b><i>Provide report to each meeting of Council.</i></b> |
| Direct Costs: \$13400  | Total Costs: \$13400  |

Appendix 2



**TAX INVOICE**  
GST No. 078-777-974

Hawke's Bay Fish and Game Council  
PO Box 7345  
Taradale  
Napier 4141

**Invoice Date**  
14 February 2024

**Invoice No.**  
20515

To our Professional Fees and Charges in attending to the following:-

|  |                                |
|--|--------------------------------|
| Audit of financial statements and service performance for the year ended 31 August 2023. | 8,968.86                       |
| OAG Audit Standards and Quality Support charge as per audit proposal                     | 544.00                         |
|  | <hr/>                          |
| Our Fee Total  | 9,512.86                       |
| Plus: GST  | 1,426.93                       |
| <b>TOTAL FEE</b>   | <hr/> <b>\$10,939.79</b> <hr/> |

✕

**Remittance Advice - Please return with your payment**

Payment required by 20<sup>th</sup> of next month

**Invoice Due - 20 March 2024**

Please forward cheques to:  
Owen McLeod & Co Ltd  
PO Box 389, WMC,  
HAMILTON

For Direct Deposit:  
ANZ Bank  
A/c No: 060589-0081949-00

**PLEASE USE INVOICE NUMBER AS REFERENCE**

Invoice No: 20515      Amount Due: \$10,939.79      Amount Paid: \$ \_\_\_\_\_

Liability limited by a scheme approved under Professional Standards Legislation

## Appendix 3

### **Cultural Harvest of Swan Eggs at Lake Poukawa**

#### **Purpose**

For Council to discuss the proposed swan egg harvest at Lake Poukawa and the attached report on harvest methods and effects on cygnet numbers.

#### **Background**

Staff believe that proactively exploring options regarding co-management of gamebird species and supporting reinstatement of cultural practices including the gathering of swan eggs and harvesting of native gamebirds, could lead to win-win outcomes if managed correctly.

The Fish and Game review set out recommendations on how Fish and Game Councils could meet their obligations under Section 4 of the Conservation Act 1987 (giving effect to the Treaty of Waitangi). The Hawke's Bay Fish and Game Council has an opportunity to front-foot some of these issues by proactively engaging with iwi and hapū and seeking to work together collaboratively, balancing the interests of iwi, sport hunters and landowners.

Currently, Hawke's Bay Fish and Game issues limited permits to Brownrigg Agriculture to cull or disturb swans in order to minimise the damage to crops. Mana whenua have expressed interest in harvesting swan eggs from the lake and surrounding wetlands. This would potentially go some way towards reducing the damage to crops as well as providing opportunity for local hapū to reconnect with this cultural practice.

Staff recommend that the harvest of swan eggs at Poukawa be used as a pilot study in order to gain information on the effects of cultural harvest methods on the swan population in Hawke's Bay and begin a process of collaboration with iwi/hapū.

In the first instance this would necessitate Hawke's Bay Fish and Game issuing a permit for the harvest of a limited number of swan eggs from Lake Poukawa during the Spring nesting season. While this area is included in our swan/paradise duck trend count flights, additional monitoring would be required to monitor the effects of the additional harvest. A condition of the permit would be gathering of data on clutch size, numbers encountered, and number of eggs harvested. In this way, we would begin collaboratively monitoring the population. In addition, staff would carry out brood counts and gather baseline data in order to monitor effects in future seasons.

As harvest of swan eggs would occur in late winter/Spring, staff request Council approval to continue discussions with mana whenua around the practicalities of harvesting swan eggs at this site and issue a limited permit for the 2024 spring season based on initial monitoring of adult swan numbers. A report on all activities and monitoring results would be presented to Council at its December 2024 meeting.

A permit issued by North Canterbury F&GC has been included in the papers as an example, along with a paper on the effects of customary egg harvest on hatching success of swan at Te Waihora/Lake Ellesmere.



31 August 2021

CHP 31082021

TO WHOM IT MAY CONCERN

**Cultural harvest of Black Swan / Kaki anau eggs in North Canterbury**

Te Runanga O Ngai Tahu (contact Nigel Scott) are hereby authorised to collect and carry out cultural harvest Black Swans / Kaki anau (*Cygnus atratus*) eggs at Te Waihora (Lake Ellesmere).

This authority is issued pursuant to Sections 53 and 54 of the Wildlife Act 1953, and to the authorities issued to the Chief Executive of the North Canterbury Fish and Game Council by the Department of Conservation Permit No. CA-29108-FAU, and is valid for the period 01/08/2021 to 01/05/2022.

For the purposes of this authority up to 400 Black Swan / Kaki anau eggs may be collected from nesting sites associated with Te Waihora (Lake Ellesmere) during the permit period.

North Canterbury Fish and Game Council acknowledges the importance of cultural harvest activities and place-based management. This permit signifies a transitional authority while North Canterbury Fish & Game Council engage with Te Runanga O Ngai Tahu and their tangata tiaki (Ngāi Tahu environmental guardians) to develop a more permanent cultural harvest management framework.

Te Runanga O Ngai Tahu shall name and record the names of all approved iwi members / persons delegated to harvest the eggs and allocate the numbers of eggs to be gathered by multiple teams harvesting eggs from multiple locations.

Whilst harvesting Black Swan / Kaki anau eggs, Te Runanga O Ngai Tahu approved egg harvesters shall record the location and date (or dates) the eggs were harvested Te Runanga O Ngai Tahu, or their appointed tangata tiaki, will provide copies of harvest activities to North Canterbury Fish and Game at the end of the permit period to be incorporated in the annual game bird harvest report.

A copy of this permit, any superseding Customary Cultural Harvest Notice or similar documentation from Ngai Tahu must be carried by the harvester while undertaking egg collection.

Regards | Ngā mihi  
Rasmus Gabrielsson

Chief Executive North Canterbury Fish & Game

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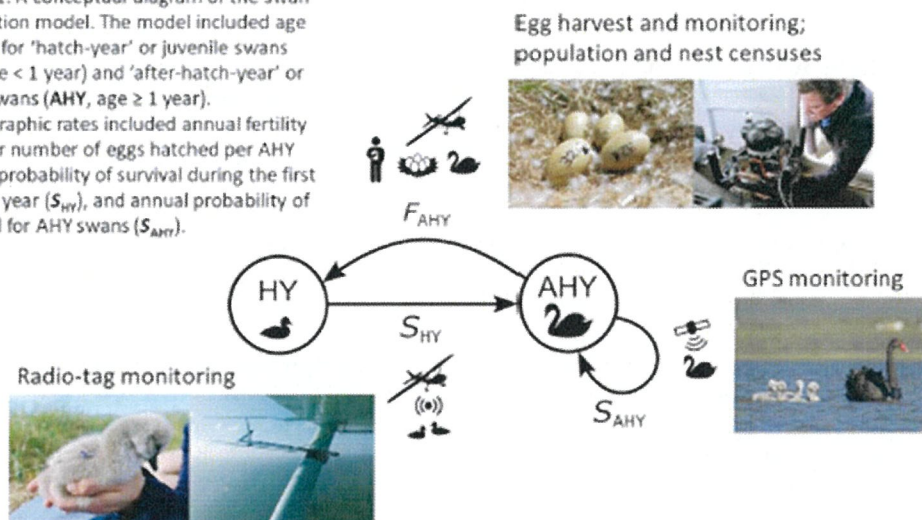
## Summary report on black swan population dynamics and responses to customary egg harvest at Te Waihora/Lake Ellesmere, 2017-2019

Prepared by the Ngāi Tahu Waterfowl Advisory Committee,  
Mark Herse, PhD Candidate, University of Canterbury,  
Professor Jason Tylanakis, University of Canterbury and  
Phil Lyver, Kairangahau Māori, Manaaki Whenua.

To inform Tangata Tiaki (Ngāi Tahu customary resource managers) of black swans, we used recent data on population size, nesting effort, hatching success (within both harvested and unharvested nests), and juvenile and adult mortality rates, to develop a model of population dynamics at Te Waihora (Fig. 1). We used the model to answer the following questions:

1. What is the annual population growth rate at Te Waihora?
2. How do annual swan fertility (number of eggs hatched per adult swan) and juvenile and adult swan mortality rates differentially affect population growth?
3. How do current levels of uncertainty in estimates of demographic rates differentially contribute to uncertainty in estimated population growth?
4. What is the egg-harvest equivalence of shooting 1 adult swan?
5. How does gamebird shooting affect the sustainability of customary egg harvest?

Figure 1. A conceptual diagram of the swan population model. The model included age classes for 'hatch-year' or juvenile swans (HY, age < 1 year) and 'after-hatch-year' or adult swans (AHY, age ≥ 1 year). Demographic rates included annual fertility ( $F_{AHY}$ , or number of eggs hatched per AHY swan), probability of survival during the first (hatch) year ( $S_{HY}$ ), and annual probability of survival for AHY swans ( $S_{AHY}$ ).



### Model outcomes:

1. During 2017-2019, the estimated annual population growth rate was 1.019 (1.9% annual growth). This estimate had a large 95% confidence range (-19.6% to 23.8%)

overlapping 0% annual growth and was therefore not significantly different from that of a declining population.

2. Population growth was most sensitive to changes in adult mortality, followed by juvenile mortality and fertility. Population growth was at least three times more sensitive to adult mortality than to changes in fertility.
3. Uncertainty in estimates of population growth and the effects of gamebird shooting and customary egg harvest was almost entirely due to uncertainty in swan mortality rates (60% of the total uncertainty was due to uncertainty in juvenile mortality, 35% was due to uncertainty in adult mortality, and 5% was due to uncertainty in fertility).
4. Accounting for estimated swan life expectancy and annual probability of attempting to breed, shooting 1 adult swan was equivalent to harvesting 6 fresh eggs, on average.
5. During 2017-2019, the estimated proportion of all nests at Te Waihora that could have all eggs from first clutches harvested sustainably was ~0.3 (Fig. 2). The sustainable population-level rate of egg harvest varied from none to more than half of all eggs, depending on small changes in annual adult survival probability (Fig. 2).

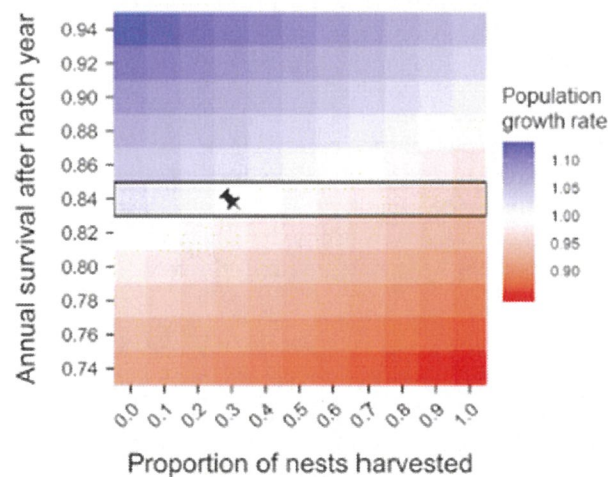


Figure 2. Heatmap showing how changes in annual adult survival probability (vertical axis) and nest harvest pressure (horizontal axis) influence annual population growth rate. Warm colors indicate a declining population (e.g., 0.95 = -0.05 or -5% growth), cool colors indicate a growing population (e.g., 1.05 = 0.05 or 5% growth), and neutral white indicates a stable population (1.0 = 0% growth). The row outlines in black indicates the estimated mean annual adult survival in 2019. The tick symbol indicates the model estimate for the maximum egg harvest pressure the population could have sustained during 2019, assuming the mean estimate of adult survival.

### Management recommendations:

- **Improve monitoring of baseline swan mortality rates and offtake by landowners and gamebird license holders.** Most of the uncertainty in estimates of population growth and effects of gamebird shooting and egg harvest were due to uncertainty in swan mortality rates. More robust data on baseline mortality rates and offtake permitted within gamebird regulations could improve model estimates, and Tangata Tiaki abilities to assess sustainable levels of egg harvest. This could be achieved through the development of a long-term neckband-recovery program.
- **Reduce the shooting of swans during the duck shooting season and prohibit shooting outside of that season until data are available to ensure that offtake permitted within gamebird regulations is sustainable.** Population sensitivity to adult mortality indicates that limiting (and monitoring) offtake of adults is crucial to

maintaining a viable population. Even a slight over-estimation of the population's capacity to sustain offtake of adults could lead to population declines and preclude sustainable customary egg harvest (Fig. 2). The risk of such an over-estimation is elevated because the swan shooting season at Te Waihora (May-September) currently overlaps with the breeding season (peak nesting in August-September), and groups of hunters on farms surrounding the lake sometimes shoot large numbers of swans (> 100) as they stage for nesting (Donald Brown, Ngāi Tahu, 9 February and 22 June 2021, personal communication) in addition to swan drives. This activity could disproportionately impact the population, and potentially go undetected due to limited monitoring within current gamebird management<sup>1</sup>. Considering these issues, and the fact that swan breeding was almost entirely absent at Te Waihora in 2020 (Fig. 3), we recommend reducing the shooting of swans until data on baseline mortality and offtake become available. As a minimum step, we recommend prohibiting all shooting of black swans after July (before nesting begins at Te Waihora) and reducing the bag limit during May-June (currently 5 swans per day), to prevent large numbers of swans from being shot as they stage for nesting.

- **Re-institute customary egg harvest as a component of local species management.** Balancing the interests of sport hunters (and farmers) with those of local Ngāi Tahu, and re-instituting sustainable customary egg harvests, could lead to win-win outcomes. Local Ngāi Tahu who engage in customary egg harvest could continuously generate information on breeding (e.g., locations and sizes of nesting colonies, hatching success) and environmental pressures (e.g., water pollution, flooding and erosion of nesting habitat, nest depredation), which is currently lacking in local species management<sup>1,2</sup>. In addition, if an equitable decision was made to control swan numbers (to limit grazing impacts for farmers), customary egg harvest could provide a fine-tune dial for managing swan numbers, without wasting resources. Our model could aid in communication and decision-making between Tangata Tiaki and gamebird managers within a potential future co-management arrangement.
- **Restore black swans' macrophyte food supply.** Black swan numbers at Te Waihora have declined ten-fold over the past half-century<sup>1,3,4</sup>. These declines are undoubtedly linked to the high levels of pollution from agricultural runoff in the Selwyn-Waihora catchment<sup>3</sup>, which have prevented macrophyte growth. Curbing pollution and re-establishing macrophyte beds is key to the health of the black swan population and could alleviate grazing impacts for farmers. Although most landowners around Te Waihora value wetland health, some prioritize economic gains and shoot swans to limit grazing on pasture<sup>5</sup>. We recommend curbing pollution that degrades Te Waihora and leads swans to feed on pasture, before resorting to local population control.

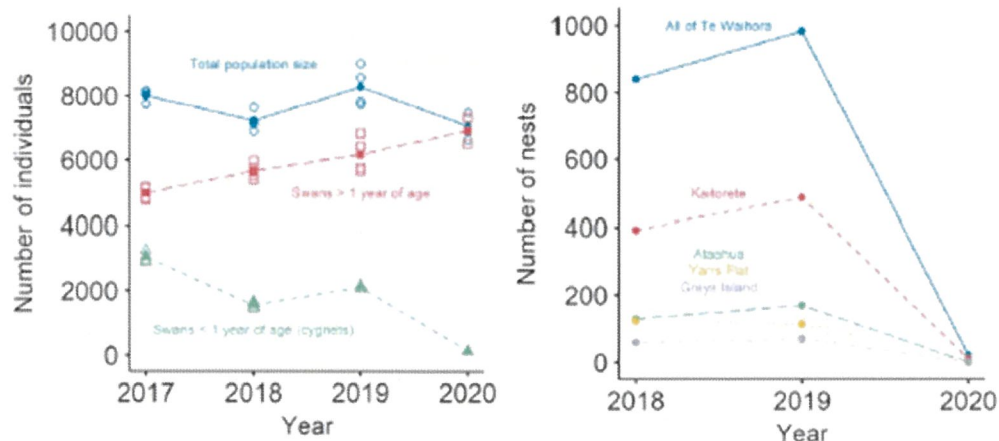


Figure 3. Plots showing changes in the number of individual swans (left) and nests (right) at Te Waihora over time during 2017–2020, as determined by aerial censuses (note: nest censuses began in 2018). The names in the right plot correspond with individual nesting colonies at Te Waihora.

#### References:

- (1) Herse MR, Lyver PO'B, Scott NJ, McIntosh AR, Coats SC, Gormley AM, Tylianakis JM. 2020. Engaging indigenous peoples and local communities in environmental management could alleviate scale mismatches in social-ecological systems. *BioScience* 70, 699-707.
- (2) Herse MR, Tylianakis JM, Scott NJ, Brown D, Cranwell I, Henry J, Pauling C, McIntosh AR, Gormley AM, Lyver PO'B. 2021. Effects of customary egg harvest regimes on hatching success of a culturally important waterfowl species. *People and Nature* 3, 499-512.
- (3) Ford DE, Hughey KFD, Taylor KJW (eds). 2017. Te Waihora/Lake Ellesmere: State of the Lake 2017. Waihora Ellesmere Trust Technical Report No. 3.
- (4) Williams M. 1979. Status and management of black swans *Cygnus atratus*, Latham at Lake Ellesmere since the 'Wahine' storm. *New Zealand Journal of Ecology* 2, 34-41.
- (5) Bataille CY. 2021. Cross-cultural interest groups' values and desired states inform biocultural management of wetlands in Aotearoa New Zealand. PhD thesis, University of Canterbury.

