



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

***MEETING
AGENDA***

Thursday 14 June 2018

AGENDA

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

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

Date: **Thursday 14 June 2018**

Commences: **6.00 PM**

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HAWKE'S BAY FISH & GAME COUNCIL

HELD AT THE GAME FARM ON TUESDAY 3RD APRIL 2018 AT 6.00PM

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

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

MEMBERS OF THE PUBLIC: Red Hooper, Andrew Russell and Blair Slavin.

1.0 WELCOME

The chairman opened the meeting and welcomed members of the public and the new CEO of Fish and Game, Martin Taylor.

Cr Bates advised Councillors that this meeting will be recorded.

Cr Bates introduced the new CEO to the meeting and before starting the meeting gave Martin a chance to talk with Councillors to just give a quick over-view of what he has been doing since starting in his position around October 2017.

Martin started off by saying that what he has been noticing since going around the different Councils is that each Council has a different style and the different and interesting conversations that Councils have.

He talked about how he sees our licence holders as our customers and he feels that we have to deliver them the best experience we can so then we can justify the licences that we sell them and how we obviously need to be focusing on delivering that experience to our customers.

He went on to talk about the work that has been done in the environment space especially over the last decade and how this is very important as it is part of our statutory role. The other part of this role is again, delivering the best experience that we can. Martin talked about one of the first things he got involved with which was the Marketing paper which has now turned into the Participation paper. He said that marketing is just a tool to get you something that you want. It is all about increasing revenue and focussing on bringing the young kids into hunting and fishing and said that this is not an easy thing to do. Martin said that when he tells people what his job is - people tell him that "they do not mind the fishing, but not the gun". Lots of adults are interested but they do not know the first thing about taking a kid fishing. Martin told Councillors that this is one of the things that he would like to get involved with in trying to get families involved, and this is one of the areas that he wants to focus on, but not sure whether or not this will be supported in the regions. He also added that he would like to see more national policy coming out of Wellington and feels there needs to be more consistency and more modernisation within Fish and Game.

2.0 APOLOGIES

Apologies were received from Cr Mackie and Cr Duley.

No apology was received from Cr McIntosh.

3.0 MINUTES OF PREVIOUS MEETING (TUESDAY 13TH FEBRUARY 2018)

The CEO Martin Taylor wanted to clarify a comment made in 10.0 Ngaruroro Water Conservation Order (WFO) page 7, second paragraph. He said he will be instructing the lawyers, and this is not in conjunction with Sally Gepp. This clarification has been noted in the Minutes and changed accordingly. The second paragraph now reads: -

“NZ Council will be paying for the legal costs of this and Martin Taylor and Sally Gepp will be leading the process **with Martin Taylor** instructing the lawyers. We are committed to the process until the end of stage two which will commence in July 2018. There is a need for us to engage with all parties for the upper and lower sections to resolve any key challenges”.

AGREED

3.1 That having previously been circulated to members, and with the above change being made, the Minutes of the meeting of the Hawkes Bay Fish and Game Council held on Tuesday 13th February 2018 are a true and accurate record.

Niblett/Hern

4.0 MATTERS ARISING

- Clarification to the Minutes by Martin Taylor were duly noted and changed in the Minutes before approving them (as above)
- Cr Williams made reference to page 3 regarding the magazine supplement and newsletter and wanted his comment to be duly noted, and recorded in the Minutes. “On behalf of the Hawke’s Bay Fish & Game Councillors, I would like to congratulate the Regional Manager and his team for a fantastic job and said there has been so much talk and wonderful comments about it. In essence, it was a wonderful piece of work”.
- In response Mark advised Council that Nathan was the person who actually put this all together for Fish and Game Hawke’s Bay. Mark then thanked both Nathan and Christine for their efforts with this.
- Cr Niblett asked about the Fish and Game Management Plan. He wanted to know if there had been any submissions on this which closed on March 2nd. Mark said 5 submissions had been received and the review committee needed to get together to discuss these. Cr Bates said that the committee will be having a review with Mark on Thursday so we can do that then if that is suitable with him
- Cr Williams asked if the other Councillors not on this committee are able to read these and Mark advised that is not a problem and will circulate
- Mark advised Council that there was nothing major that had come in

5.0 NOTIFICATION OF ITEMS OF GENERAL BUSINESS

Nothing tabled.

6.0 CONFLICT OF INTEREST REGISTER

The Conflict of Interest Register was passed around to Councillors to sign.

7.0 DEVELOPMENT OF THE OPERATIONAL WORK PLAN

Mark advised Councillors that staff met and discussed the draft for information for the new operational work plan. He said that in the Agenda item he has tried to summarise under 3. what was discussed at the February meeting as priorities, and has tried to factor these into the new draft of the work plan in different places.

Carmel has put together a summary of the main changes in terms of the budget from this current year to what we are proposing for the new 2018-2019 year. Under 5. That is a summary of the Eastern agreement (Hawke's Bay and Eastern) and again a copy of the details in the papers. He went on to say that we are just really keen to get some feedback on what we have proposed. There are some things that will need a bit of discussion around performance measures and a bit more detail in terms of the projects around the water fowl monitoring but again, he said he has tried to factor in as many of the priorities as he could. In essence he said he is looking for feedback and ideas so that he can then develop it a little bit further and look at hours for the next round. The Chairman asked what the timeframe for this was and Mark asked if we could discuss this now.

Cr Williams started off the discussion and had some thoughts on this. He started by saying that he hears what Martin Taylor (CEO) is saying about having a product to sell called "Fish and Game" and went on further to say that he has looked at the hours and said we haven't allocated hours yet. He has looked at the percentage of hours and broke them down – looking at hours spent on 8 different outputs and 1 and 2 which are management of game birds and management of habitat. We spend 33% of our hours on these (those two particular outputs) and if you take away the 360 hours that we spend on RMA which is really looking after what regional councils are not doing, then we spend 25% of our time looking after Fish & Game physically (and that is the scientists) and told Council that he believed we needed to look at this.

If we go and look at publications, communication and public awareness and encouraging people to go and buy our product we spend about 25% of our time on telling people that you should go and buy a licence. We also spend 20% of our time on providing resources for council meetings and writing reports so we spend a lot of time writing reports and believe that we need to cut down on that. We spend a minimal 30% on compliance on telling people to go and buy a licence to have this experience but where we do have to be careful is that that experience is pleasurable and successful so we have to look a little at our percentages.

He said we spend a lot of time on running this game farm and this could possibly be looked at. We could look at the hours that we spend a little bit closer. Things happen and you do have to mix and match – we don't need to drop anything but we do need to mix and match and that is the job of the Manager. We need to look at all of this and we can drop whatever we like. We have got other Councillors here with their own thoughts on this.

Cr Williams asked if we were doing the In-House survey this year. Mark responded – there was one based on a satisfaction survey which is on page 20 of the WP and that was just to try and do something within our region following on from what Cr Niblett asked for at the last meeting. If it is something that comes nationally that would be great. Cr Bates commented that somebody needs to get the “ball rolling” and said people are pretty quick to pick up things that work. Cr Hern commented that he believes that there is one thing that has been over-looked (in retail) and that is that Fish and Game has never supported the licence sale and believes Fish and Game and licence sellers do not have a good relationship.

At this point the Chairman asked Councillors that if anyone wants to push things up in the list, to e-mail Mark as we need to move on to the next Agenda item for discussion which is the water fowl monitoring programme. Mark needs some feedback on this.

Mark started off the discussion by saying that nothing has changed from this current year and is just looking for some guidance on whether we need to change that – is there anything specific that we need to add in so we can progress it. Cr Niblett opened up the discussion and believed that this should be driven nationally. He talked about the Mallard research which has come back recently and they are basically saying that we have not produced enough ducklings. This is of major concern because this is what Fish and Game licence holders are here for and also what Fish and Game are here for. He went on to say that perhaps the water fowl monitoring programme should be looked at by the NZ National Council. Cr Niblett believes that this should be co-ordinated nationally, and we supporting as regions. The Chairman asked the question – what are we going to do about it. We have spent a lot of time discussing this but really we have not come up with anything different. We have got statutory responsibilities as to what we are going to do, where are we going to go. Nothing is changing - we are just coming back to the same thing each time. We have a statutory obligation. As nothing was happening with this discussion and no conclusions reached, the Chairman put the question to Councillors – what are we going to do about this.

Mark suggested leaving it open and work out what we are going to do. We will have something to go to the Minister. The Chairman asked that Councillors give Mark a call if any one thinks of any more ideas. E-mail Mark if you think there is something that needs to go up or down the list.

8.0 ANGLERS NOTICE REVIEW

Mark started off this discussion by saying that following on from the last meeting he has written an initial options paper on two matters that we discussed, the first one being prohibiting the use of treble or multi pointed hooks and has given a bit of background information there. He advised Councillors that he has spoken with Mark Osbourne from

Eastern Fish and Game who said they are looking to do something similar at Eastern and said that it is possible to make a change under Schedule II.

When we spoke about this last year it was Schedule I and we could not make a change, but Eastern are looking to making this change and it is a good opportunity if we can consider this as well.

The First stage is to vote on it – do we vote or leave as is for another season, and then I will find out more information and try and progress it further.

Cr Williams wanted to know if Eastern were going to discuss that at their meeting on Thursday and Mark said they are going to decide whether they want to prohibit trebles or not. The Chairman put the question to Council as to what they wanted to do. Councillors agreed that we would like to change it under Schedule II if we are able. It was voted unanimously that Hawke's Bay Fish and Game want to get rid of the treble. Mark to follow-up with Eastern Fish and Game.

AGREED

8.1 That treble hooks be prohibited if we are able to get the change made under Schedule II.

Lumsden/Hern

The second matter was back country fisheries and Mark has been in contact with other regions which operate back country fisheries to try and get some feedback from last discussion – these have been summarised in the table and is looking at whether we want to progress this further or not.

Cr Bates reiterated again, that he has a conflict of interest and wonders do you actually get as much out of these backcountry surveys as you think you are going to. Cr Bates talked about perhaps doing a little survey. Cr Williams said that we have talked about this generating of income and selling the experience and went on to say that he believes the backcountry fisheries is an exclusive experience and needs to be charged for.

The question was raised as to - do we have to make a decision now. We don't need to have a decision this year. Fishing will start in October so we can think about it. We have gone along quite happily without this for a lot of years so in conclusion it was suggested that we get a survey started to see whether it is worth having back country fisheries here in Hawke's Bay. It was suggested we do a little bit of work and see whether it is actually worth having back country fisheries in our region.

Councillors were quickly asked their opinion as to yes or no. The Chairman asked Mark and he responded by saying that he believes that we need to do more to better understand the back country fisheries and if we don't do this we need to better understand the customer and who is using it. Cr Williams made the comment that we need to monitor our fisheries better than we are at the present time.

The consensus at the moment is to get staff to do a bit of a survey and advise Council of results upon completion.

9.0 REGION PROTECTED DISCLOSURE POLICY

AGREED

9.1 That Council are happy with the Protected Disclosure Policy and was accepted unanimously.
Williams/Niblett

10.0 DATES FOR 2018 COUNCIL

Mark advised Councillors that after the Managers meeting it was brought to his attention several regions had not got correct dates to allow for the appointment of new Reps after the new Councils are formed so my understanding having spoken with Carmel is that if we leave them as they are, as decided at the last Council meeting, that we would need another meeting to discuss and appoint them so that's another option – just a 10 minute meeting – between 1st and 21st November. Perhaps this is less disruption for Councillors. In conclusion Mark said we will leave it as the 5th meeting being Wednesday the 17th October and the AGM and Council meeting being the 27th November. It will be

after the election.

11.0 EVALUATION OF COUNCIL

The Chairman asked Councillors to please e-mail these to him. He asked where the results of the last evaluation were – Cr Williams has a copy of them and will forward them to the Chairman before the June meeting. Cr Williams commented that these assessments of ourselves are very important and he takes them very seriously. Cr Williams to send forms to the Chairman before the June meeting.

12.0 FORESTRY LOGGING OPERATIONS

Mark opened up this discussion by saying that this was brought up by an angler who contacted Cr Williams. Council needs to have a discussion around the effects of forestry logging operations on Hawke's Bay waterways and provide an update on the National Environmental Standards Plantation Forestry that were published late last year. These come into effect in May 2018. They provide nationally consistent regulations to manage the environmental effects of forestry operations.

Exotic pine forestry operations are a threat to water quality and the Hawke's Bay region has many river catchments that contain large areas of exotic forest. Mark advised Council that we need to make sure we work with Regional Council and just to make sure that things are "ticking along". Hawke's Bay Fish and Game staff will need to work closely with Hawke's Bay Regional Council staff to ensure that forestry activities are being properly monitored once the new plan takes effect in May 2018.

Cr Williams started the discussion by talking about how Nelson and Marlborough had had two massive floods and there was a lot of damage from forestry operations and the

downstream effects of private property and nobody wanted to know. Regional Councils said “not our problem”, the logging companies said the same, and these private people were left with a big mess on their property. He went on to say that because East Coast have got a lot of forestry and waterways then we need to start thinking about this. Martin Taylor talked about the forestry and who actually owns the logs. He said this is an unsettled area of the law but it certainly has to be settled as there is going to be more forestry and more adverse weather events. He believes there will be 2-3 years on this subject. Cr Williams said that upon reading this National Environmental Standards there is two references in it – one is fish spawning indicator and fresh water fish sampling protocol. These two areas of this document we need to consider. Cr Bates said we need to find out from Regional Council what the 95% of standards they are going to stick to. Cr Williams said that we need to make people aware of it. Mark to follow-up.

13.0 ESK RIVER

The Esk River is considered to be a self-sustaining wild trout fishery and like many other river systems in the Hawke’s Bay, contains adequate spawning and juvenile rearing habitat but suffers a lack of good quality adult trout habitat.

Reports from some anglers, who have fished the Esk River regularly over a number of years, indicate declining stocks of catchable adult fish. The Esk River recently experienced a significant flood on 8 March 2018 that flooded the lower reaches and transported large volumes of silt throughout. Mark advised Councillors that it did suffer a flood back in 1938 and it did “bounce” back.

One such angler by the name of John Scott rang Cr Williams and expressed his concern about the damage in this river and asked if Hawke’s Bay Fish and Game staff could have a look at it.

In conclusion Council asked Fish and Game staff to monitor it and to get back to Councillors with their findings.

14.0 OATH OF OFFICE

Cr Niblett would like to know if this came from NZ Council or just individual regions. Cr Williams in response to this question said he did not think it was a NZ Council thing and believes it started with Eastern Council and the Chairman was an eastern councillor, and then brought it to the NZ Council. Cr Williams said that he remembers signing it here and thinks it was unanimously signed but he is not sure.

Cr Niblett asked if this is something that Fish and Game were going to be pushing. Cr Williams said that it is up to the individual region as to whether you want to have an Oath of Office. It is an indication of your willingness to look after hunters and fishermen. The Chairman at this point said that on any board or council the more diverse the group, the better.

It was noted that not all regions have adopted the Oath of Office as it is not binding. Robert Snowman has confirmed that Hawke’s Bay Councillors can sign their own version of the

Oath of Office. The recommendation by Councillors was for the Oath of Office document to be handed around for everyone to look at and to sign if they wanted to.

15.0 INCREASING PARTICIPATION REPORT

This report is about how revenue is critical for Fish and game to manage, maintain and enhance New Zealand's sports fish and game resources in the recreational interests of anglers and hunters. Revenue is generated through licence sales and licence sales are generated through participation. Cr Bates commented that this was a very interesting report. The Chairman asked if Martin could talk Councillors through this report.

Martin started off by saying that we are "greying" as an organisation and that includes our licence holders as well. He believes we should be recruiting now for the next 20 years and we need to get our young kids now into hunting and fishing, ages from 0-12. If we don't get them at this age we are unlikely to get them.

Our statistics show that we are actually missing out on a group of people so in 10-15 years things will start to taper off as people die – this is 1.5 – 2.5% decrease per year so a 15% decrease in income. Because we will see a decrease in our revenue we need to be focussing on our customers and getting more kids in. We need to grow our licence base and be more relevant. To grow our licence base we need to get our youth involved. Martin said that it is harder to get our youth involved in hunting. We sell about 100,000 licences per year. It is about where each council see's their organisation going in the future.

Martin went on to say that it is harder to go duck shooting than it is to go fishing. Duck shooting is not hard to set up but it costs money. Again trout fishing costs money as well. Cr Bates said we have a region which is driven by shooting and is very strong, Martin said that mainly it is fishing focus rather than duck focus.

Nathan advised Councillors that internationally we are seeing a pick-up and said there seems to be a trend occurring in NZ now in 25-35 year olds now starting to take up shooting. It is an expensive sport if you don't know how to shoot. Cr Williams added that this is future proofing Fish and Game.

16.0 LIASON OFFICERS REPORTS

Summary of the NZ Council's meeting Friday 16 March & Saturday 17 March in Greymouth. This was the 130th NZ Council meeting.

The agenda included a number of public excluded items for discussion, most relating to transition issues with the NZ Council Office review and new CEO. Many of the resolutions taken in this session were later bought back into the public meeting record. These included:

F&G NZ's original WCO application for the Ngaruroro in Hawke's Bay was split into two – the upper and lower sections – by the special tribunal to hear and report on the application. This has prompted F&G to review its options in securing the WCO.

A further NZ Council strategic planning session is to be held Saturday 28th April.

Revised guide licence proposal to be sent to Minister of Conservation by 13 April.

Pay structures for managers is to become a topic for the next Governors' Forum (now scheduled for July 2019).

Discussion on the release of captive reared mallard remains under active consideration. Received responses are to be circulated to regions for information.

The current media strategy is to highlight deficiencies in regional (local government) council initiatives in protecting the environment and to continue to highlight farmers who are being environmentally sustainable.

The subject of silt & debris washing off recently felled timber plantations was discussed and the issue is to be raised with Ministers.

NZ Council Office is to submit contestable funding bids to help with developing a recruitment, retention and reactivation national participation strategy, to help co-ordinate RMA initiatives, and support a national salmon committee.

RM/Legal and exceptional funding applications were approved - \$180K (from reserves) for Lindis minimum flow plan change, Otago F&GC; \$82.8K for crop survival water allocation, Eastern F&GC; \$78K for regional plan, Northland F&GC, \$45K (from reserves) for Bowyers Stream spawning stream, CSI F&GC, and \$65K (from reserves) for securing a new licensing agreement, NZC F&GC.

The paper on "Developing revenue through increased participation" to be circulated to regions with the NZ Council's endorsement to develop a recruitment, retention and reactivation strategy for the whole organisation

A National Salmon Committee is to be established with appointees from Nelson/Marlborough, West Coast, North Canterbury, Central South Island and Otago Fish & Game Councils, the NZ Salmon Angler Association, South Canterbury Salmon Anglers Association and the NZ Council. Appointees are to hold the first meeting by 16 April 2018.

The next NZ Council meeting is to be on Friday 26 and Saturday 27 April 2018. The Friday 26th meeting is to be a joint meeting with regional F&G managers to consider the 2018/19 budget and licence fee recommendations.

Cr Williams advised Councillors that the NZ Council had a meeting in the West Coast

17.0 OPERATIONAL REPORTS

17.1 Management Report

17.1.1 That the Management Report be accepted.

Williams/Niblett

17.2 Health and Safety Report

AGREED 17.2.1 That the Health and Safety Report be accepted

Williams/Niblett

17.3 Finance Report

January 2018	48,828.14
February 2018	52,058.21
Total to Approve	100,886.35

AGREED

17.3.1 That the Finance report be accepted.

Williams/Lumsden

17.4 Licence Report

A total of 93.3% of the annual sales target has been achieved.

Sales are report to be 2.2% below licences issued for the same period last year.

Nationally licences sales are -0.3% above on last year's sales to the same time.

The non-resident levy of 278 x \$38.00 = \$10,564 has not been deducted off the sales figure – this will be transferred to non-resident levy – back country fisheries reserve at the end of the financial year.

AGREED

17.4.1 That the Licence Report be accepted.

Niblett/Lumsden

18.0 MEETING CLOSES

There being no further business, the meeting closed at 8.27pm.

CONFIRMED

CHAIRMAN

DATE: / /

SUMMARY OF RESOLUTIONS

AGREED

3.1 That having previously been circulated to members, and with the above change being made, the Minutes of the meeting of the Hawkes Bay Fish and Game Council held on Tuesday 13th February 2018 are a true and accurate record. Niblett/Hern

AGREED

8.1 That treble hooks be prohibited if we are able to get the change made under Schedule II. Lumsden/Hern

AGREED

9.1 That Council are happy with the Protected Disclosure Policy and is accepted unanimously. Williams/Niblett

17.1 Management Report

AGREED

17.1.1 That the Management Report be accepted. Williams/Niblett

17.2 Health and Safety Report

AGREED

17.2.1 That the Health and Safety Report be accepted. Williams/Niblett

17.3 Finance Report

AGREED

17.3.1 That the Finance report be accepted and all bills to be paid, Williams/Lumsden

17.4 Licence Report

AGREED

17.4.1 That the Licence Report be accepted. Niblett/Lumsden

7. CONFLICT OF INTEREST REGISTER

Ref: 7.02.01

29 May 2018

1. Purpose

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

2. Background

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

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

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

¹ “Matter” means:

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Recommendation

3.1 That Councillors disclose any Conflict or potential Conflict of Interest, record it in the Interest Register, and Council agrees on how to deal with any Conflict of Interest raised.

8. DEVELOPMENT OF THE 2018-2019 OWP

Ref: 8.02.01

31 May 2018

1. Purpose

To review the Draft Operational Work Plan prepared for the 2018-2019 year beginning 1 September 2018.

2. Background

Operational Work Plans are developed over several months from February onwards, and involve a review by Council of strategic and overall priorities in addition to core functions, project themes and allocation of resources. During the February and April Council meetings Council identified and confirmed the priority work areas that it wants to focus on for the next operational year. The Draft OWP allocates resources for projects meeting these Council priorities.

3. Key Changes to Resourcing

The April Draft OWP and Agenda item outlined the changes to the Direct Costs from the previous OWP (2017-18). There has been no Change in these costs from the April Agenda as no Contestable funding was sought.

In the current environment and with Bruce acting as the Regional Manger there has not been time allocated to a full review of the redistribution of hours. The only hours that has been altered to date come from the Eastern/Hawke's Bay Agreement changes and a few small adjustments to reflect the new project codes created for this OWP. This version of the OWP is the latest version that I am aware of. After checking the draft minutes from the April meeting these figures have remained unchanged however, Mark may have made changes based on conversations that he may have had with councillors since the meeting. I am unaware of these conversations and as such they have not been taken into consideration – my apologies.

Table 1. Comparison of 2018-2019 hours with 2017-2018 allocations.

Output	2017/18 Hrs	2018/19 Hrs	Main Hours changes
1110 – Population Monitoring	150	140	Reduced hours in Eastern Contract
1120- Harvest Assessment	84	94	Increase hours in Easter Contract
1221 – Lake Pirimu	100	40	Hours transferred to 1222 and 1223
1222 – Railroad Wetland	0	40	Hours transferred from 1221
1223- HBRC Reserves	0	40	Hours transferred from 1221 and admin
1231 – Maintain Habitat	200	150	Hrs transferred to 1232 & 1235
1232- Riparian Habitat	0	36	Hrs transferred from 1231
1235 – Tutira Habitat	0	20	Hrs transferred from 1231
1313 – Hunter Ballots	37	20	Reduced NB hours here to compensate other projects

Output	2017/18 Hrs	2018/19 Hrs	Main Hours changes
1355 – Maintain Ballot Stands	0	12	New code hrs from 1313
1721 – Council meetings	480	465	Reduced Eastern Contract and NB hour
1821- OWP Prep	106	116	Per Eastern Contract reallocated from 1832
1832	65	55	Re allocated to 1832

The total output hours for the Draft 2018/19 OWP are 4,729 hours compared to 4,721 hours last year, and overhead staff hours are 816 compared to 1,088 hours last year.

4. Resourcing the Work Plan

The 2018/19 Draft OWP and budget was prepared in accordance with NZ Council's budgeting process and a base funding limit of 343,408.

The NZ Council has recently recommended a licence fee to support Fish & Game NZ's proposed budgets for 2018-19. The base funding level for the Hawke's Bay Region will not alter if this licence fee recommendation is approved.

5. Next Steps

- Staffs incorporate any amendments that might be required as an outcome of this meeting. Staff/Council may wish to revisit the hours to reflect the new Office Structure once a new Manager is appointed.
- The Draft 2018-19 plans is then circulated to clubs/interested parties for comment before the end of July.
- Any submissions received will be considered by Council, and final approval given to the 2018-19 OWP at Council's August meeting.

6. Recommendations

- 6.1** *That Council reviews the draft 2018-19 OWP and identifies amendments or issues needing to be addressed prior to circulating the draft more widely.*
- 6.2** *That Council circulates a revised draft, with any amendment required to interested parties to comment on before final consideration and approval of the plan at the August meeting.*

9. 2018-2019 LICENCE FEES

Ref: 6.01.04

29 May 2018

1. Purpose

To consider the NZ Council recommended licence fees for the 2018-2019 year.

2. Background

At the New Zealand Council meeting of 27 April 2018, the NZ Council considered licence fee recommendations for the coming 2018/2019 fishing and hunting seasons. The NZ Council resolved to adopt, as a basis for consultation with regions, the recommendation that the sports fish licence fees be based on an adult whole season licence fee of \$130 (incl. GST), and the game licence fees be based on an adult whole season licence fee of \$96 (incl. GST and \$3 Game Bird Habitat Stamp). The supporting paper from the New Zealand Council is attached.

3. Discussion

All regional budgets and the NZ Council budget are assessed collectively at the April managers' meeting according to the national budget policy. The key aspect of this policy is that budgets provide a level of base funding sufficient to meet the core operations of each region and the NZ Council. Any increase to base funding for a particular region or the NZ Council must be done through a contestable bidding process.

4. Recommendations

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



TO: Regional Council Chairs and Managers

2018/19 LICENCE FEE RECOMMENDATION

1. Proposal

The NZ Council meet with regional managers on 27th April to consider the 2018/19 budgets and licence fees. As a result of the meeting, both groups agreed:

That for consultation with regional Fish and Game Councils, a 2018/19 recommended adult whole season sports fish licence fee of \$130 and an adult whole season game licence fee of \$96 (inclusive of a \$3 fee for the Game Bird Habitat Stamp) inclusive of GST be accepted.

2. Background

Our legislation specifies that the NZ Council has the obligation to set the budgets of regional councils by way of levying and redistributing licence income between regions. Operationally, national policy of the NZ Council specifies that all expenditure needs to be approved as part of the budget round, including capital expenditure and expenditure from reserves for all councils.

The method of increasing funding levels for individual councils is through a contestable funding bid at the budget setting meeting. Bids can be for either a one-off funding allocation for a specific project, or for ongoing additional funding. The latter in effect raises the total baseline funding level for that council.

3. Reserves

National policy sets reserve levels equal to between 30–50% of licence income for those councils which generate licence sales income above their budget, or of total budget for those councils which receive a grant. This level of general reserve is considered adequate to provide security against fluctuations in income and to ensure adequate operational cash flow.

Where a council's general reserve exceeds the 50% level, approved contestable funding for that council will be allocated from its excess reserve, until such time as its general reserve is drawn down to be within the recommended range.

Where a council's reserve is below the 30% level, a contestable fund application can be made to build that council's general reserve back up to that level. There is no requirement to allocate funding to build regional operational reserves this year.

The budget policy specifies that all expenditure from general reserves needs to be approved as part of the budget round, or by making an application for Exceptional Funding. There are consequences across all sectors of the organisation where any council's reserves are reduced outside of policy.

Regarding the NZ Council/National general reserve, a level of 50-70% of annual expenditure has been agreed. The reason for the higher reserve level is because the National budget needs to provide cash flow to produce co-ordinated outcomes, and reimbursement of approved regional RM/legal costs.

4. 2018/19 National Budget Round

4.1 Variance Review

Variances between budgeted and actual audited expenditure and income for all councils were measured and reported. Variances were reviewed by Regional Managers in February 2018. North Canterbury (over expenditure of 15%/\$113,333) council was written to and requested to ensure future expenditure did not exceed approved budgeted funding.

In terms of a variance across all thirteen Fish and Game councils it is modelled that the organisation will over spend its budget 2017/18 budget by \$651,691. This has largely been driven by the costs associated with the current WCO, RMA/Legal and from North Canterbury's overspend.

4.2 Contestable Funding Applications

A total of 43 (last year 45) contestable funding applications were received, seeking additional funding of \$783,095 (last year \$573,293).

Budgets for all councils making application for increased funding, (with comparisons of the current year's budget and the latest audited actual) were received, checked and circulated for review prior to the May managers meeting.

4.3 Contestable Funding Recommendations

Managers considered all contestable funding applications and assigned each a priority rating. It was recommended that applications totalling \$426,168 be funded, including provision for national legal funding.

Of this, \$287,852 was recommended for funding on a one-off basis, meaning this funding would be freed-up and become available in next year's budget round.

4.4 Research Fund Allocation

To avoid inflating the budget in any one year an allocation is annually made to the Research Fund. In past years this allocation has been \$134,000. For the 2018/19 financial year funding was made available to two proposals for a total amount of \$80,000.

4.5 RMA & WCO Legal Fund Allocation

The legal fund receives budget allocations on a reimbursement basis. It covers payment of costs through a national fund rather than separate funding allocations in individual council budgets where approved legal projects occur.

It was agreed that contestable funding of \$500,000 be allocated to the national legal pool fund for this 2018/19 year and a further \$100,000 to the WCO. This will not fully cover all agreed legal expenditure but is considered the amount we are likely to spend in the 2018/19 year.

5. Licence Fee Recommendation

Based on the estimated LEQs (extrapolated from the last two completed actual years – 2015/16 & 2016/17) providing 2018/19 budget targets of generated revenue, established base funds, approved contestable funding, plus research and legal fund allocations, the NZ Council recommends:

the 2018/19 licence fees are based on an adult whole season fee of \$130 and the game licence to be based on an adult whole season fee of \$93 plus \$3 for the Game Bird Habitat Stamp (GST inclusive).

6. Modification to licence categories and ratios with whole season fees

The NZ Council discussed concerns that have been raised over a lack of differential pricing for non-resident junior and day licences and propose that in this consultation phase for the 2018/19 licence fees, regional Fish and Game Councils consider the resulting modification to licence categories and ratios set for fixing category fees against the adult whole season fees.

The Council is proposing four new non-resident sub-categories of licence be introduced – whole season junior, adult day, junior day and child day (see yellow cells in table below).

At the same time the Council wishes to adjust the ratio for three other sub-categories – local area, short-break and NZ resident adult day licences (see blue cells in table below).

These modifications are highlighted in the attached table:

6.0 Conclusion

Regional Fish and Game Councils are asked to consider the proposed 2018/19 Fish and Game licence fees and modifications to categories. To enable the New Zealand Council to consider feedback and make recommendations to the Minister of Conservation responses to these changes are requested by 15 June.

Martin Taylor
Chief Executive

**Schedule of F&G NZ's proposed Licences & Fees for 2018/19
(inclusive of GST)**

Sports Fish Licence		2017/18	2018/19	
Category of licence	Class of applicant	Current fee	Proposed fee	Fee difference
Whole season (1 Oct – 30 Sep)	Adult	127	130	\$3.00
	Junior	25	26	\$1.00
	Child	free	free	nil
Family		165	169	\$4.00
Winter (1 Apr – 30 Sep)	Adult	76	78	\$2.00
	Adult	108	111	\$3.00
Loyal senior	Adult	102	111	\$9.00
Local area	Adult	46	59	\$13.00
Short-break	Adult	89	91	\$2.00
Long-break	Adult	20	26	\$6.00
Day	Adult	5	5	nil
Long-break	Junior	5	5	nil
	Adult		34	New
	Junior		20	New
Non-resident Day	Child		20	New
	Adult	165	169	\$4.00
	Junior		34	New
Non-resident whole season		free	free	nil
		free	free	nil
Back country				
Controlled-period				

Game Bird Licence*		2018	2019	
Category of licence	Class of applicant	Current fee	Proposed fee	Fee difference
Whole season (1 st Sat in May to 30 April)	Adult	\$94.00	\$96.00	\$2.00
	Junior	\$21.00	\$22.00	\$1.00
	Child	\$3.00	\$3.00	\$nil
Day (available from 2 nd Monday of season)	Adult	\$21.00	\$22.00	\$1.00
	Junior	\$7.00	\$7.00	\$nil

- ❖ All other licence category fees are set as a percentage of the fish or game adult whole season fee and rounded to the nearest \$, hence in some instances the fee difference remains nil.
- ❖ Game bird hunting licence fee includes the \$3.00 NZ Game Bird Habitat Stamp.

Notes:

- A **junior** means a person aged 12 years or over, but under 18 years at the start of the season
- A **child** means a person aged under 12 years at the start of the season
- **Back country** and **controlled-period** licence means an endorsement on an adult or junior whole season or family fish licence with special conditions for fishing specified waters.
- **Whole Season** for sports fish extends from 1 October through to 30 September the following year.
- **Whole Season** for game birds can extend from first the Saturday in May to beyond the traditional closing dates for upland game hunting at the end of August due to special season conditions between February to April the following year for some species, eg. Paradise Shelduck and Pukeko
- A **Game Bird Habitat Stamp** fee of \$3.00 (incl GST) is payable on all categories of game hunting licence and is included in the fees shown in the game hunting licence table above

10. 2018-2019 ANGLERS NOTICE

Ref: 1.07.01

31 May 2018

1. Purpose

To consider the Anglers Notice regulations for the 2018-2019 angling season.

2. Background

The Anglers Notice review provides an opportunity to amend regional sport fishing regulations. Licence holders and the public are able to submit on issues they may have identified with the current regulations for consideration by Council. At the June meeting, Council will receive any additional correspondence arising from the undertakings to date and will finalise the content of the 2018-19 Anglers Notice.

3. Submissions Received

No further submissions or correspondence have been received to date.

4. Recommendations

4.1 That Council considers and approves the Anglers Notice for the 2018-2019 year.

11. APPOINTMENT OF AN ACTING REGIONAL MANAGER

31 May 2018

Ref: 9-01-04

1.0 Purpose

To confirm the appointment of an Acting Regional Manager.

2. Background

With the departure of Mark Venman Council needs to confirm an acting regional manager who is able to manage councils staff and budgets until such time as the final appointment process for the regional manager has concluded.

The council held a special meeting on Wednesday 23rd May 2018 to discuss staffing matters. As this discussion was about staff and individual privacy this meeting was conducted as a public excluded meeting. Council needs to formalised the public excluded session decision on the appointment of the Acting Regional Manager

Provision is required to be made for a representative to attend the next managers meeting scheduled 28th – 29th August as a backstop.

11. Recommendations

11.1 That Council confirms Bruce Bates as acting regional manager until such time as the appointment process for a new manager has concluded.

12. APPOINTMENT PROCESS FOR REGIONAL MANAGER

Ref: 9-01-04

31 May 2018

1. Purpose

To confirm a process for the appointment of a regional manager.

2. Background

Applications for the regional manager's position has been advertise with HB Today newspaper, YUDU, Facebook, Seek and Conjobs employment websites and circulated nationally to Fish & Game staff, applications close on 8 June 2018. Applicants have been advised that their applications were received.

Council now needs to consider a process by which applicants be assessed and an appointment process can occur. It is suggested that a committee be formed comprising the Chairman and at least two other councillors to interview any applicants and recommend a replacement manager to the council in due course.

It is suggested that council exclude the public at the end of this meeting in order that it might discuss an assessment process and criteria against which any potential candidates might be reviewed.

12. Recommendations

12.1 That council considers and appoints a recruitment panel to be the Chairman and two other councillors .

13. LIAISON OFFICERS REPORTS

13.1 EAST COAST/HAWKE'S BAY CONSERVATION BOARD

13.2 REPORTS FROM OTHER AGENCIES

13.3 REPORTS FROM NEW ZEALAND COUNCIL

14. OPERATIONAL REPORTS

14.1 MANAGEMENT REPORT

31 May 2018

SPECIES MANAGEMENT

1111 Regional Didymo Surveillance

The latest Didymo delimiting survey sampling was undertaken for the Ngaruroro and Tutaekuri rivers on 28 May 2018.

1114 Lake Tutira

Staff attended the Tūtira Mai Ngā Iwi Governance Group Hui where we discussed Lake Tutira, Lake Waikapiro and Lake Orakai water quality and efforts to improve the lakes. Planting days have been held at Lake Tutira over the past month with several more planting days planned including the Hawke's Bay Fish & Game planting day scheduled 21 July 2018. Discussed the air curtain on Lake Waikopiro and issues with reduced oxygen levels.

1112 Data watch

No tags have been returned so far for this season from Lake Tutira, Lake Hawkston or Maraetotora Stream.

1117 Game Bird Research

We started contributing to the long-term game bird research strategy. This strategy will be used to prioritize game bird research funding.

1118 Waterfowl Monitoring Program

We conducted aerial survey of ducks on 26 April 2018. Although staffs have not had time to analyse the data, the number of ducks counted appear to be higher than the previous. The promotion of returning duck band details has been placed on Facebook, the 2018 newsletter and magazine, emails sent to the regions hunting clubs and distributed band return forms to our licence agents for their sales counter. To date staff has received 54 duck band details phoned into the office, these details are processed daily into the national online database for Matt McDougall to analyse.

1122 Game Bird Hunter Surveys

We contracted the Southern Institute of Technology again this year to conduct the Hunter survey; staff supplies a hunter list each fortnight for these surveys to be conducted. These surveys are ongoing and will continue until the end of the game bird season.

Staff attempted to develop a hunter's diary for pheasant and quail hunters. Although we advertised that we set up this diary system, we did not get anyone interested in using the diary system.

1151 Game Farm Operations

Staff have expanded our pest control around the game farm to include the maize field. We now have a total of 5 DOC 200 traps and 10 bait stations. We have registered the game farm with Trap.nz where we will keep track of trapping and baiting operations.

Staff applied to HBRC for a change to the resource consent water take conditions at the Game Farm, the consent has been replaced with a simple combined rate and volume, with weekly meter readings to be continued recorded by F & G staff. This consent is granted for a period expiring on 31 May 2027.

We continue to develop the shade house. Staff collected seeds from karamu and ake ake and those seeds were planted in root trainer containers by the volunteers.

A special mention and thanks to the Watts Family who assist with maintenance work around the Game Farm, their generous support is greatly appreciated.

1152 Game Farm Maintenance

The volunteers have cleared out the office guttering and water- blasted the front steps and ramp at the office entrance. The Lawn mowing contractors continue to keep the grounds tidy and weed spray when necessary.

1180 Game Bird Control

Over the past two months, we have issued one permit to disturb for paradise ducks and two permits to disturb for pukeko.

1211 RMA Planning

We are still continuing to clear Plan Change 5's court case. The courts ordered a caucusing of expert witnesses to develop a wetland definition. The experts met on the 17th of April and provided a definition for wetlands that all expert witnesses agreed upon. There are a few minor issues that were not resolved which went back to the Environment Court.

Staff are continuing to contribute to the TANK process. Currently, the TANK group is working on high flows, minimum flows, and reviewing first drafts of the plan change. We are also contributing to the Lakes and Wetlands Working Group and the Water Augmentation Group.

1212 Consent Applications

Hawke's Bay Regional Council continues to email us weekly with a list of consent applications. We read through the list and determine if we need to request more information on certain consents.

1230 Assisted Habitat

We continue to offer advice to landowners on game bird habitat management. Staff are working with 15 landowners to submit grants to the NZ Game Bird Habitat Trust.

Staff are working with the Raupare Enhancement Group which was formed to improve water quality and native habitat along the Raupare Stream. As part of the process, staff collected ake ake seeds and provided containers for the Twyford School to grow and plant along sections of the Raupere. Hawke's Bay Fish & Game staff are working with the Hawke's Bay Regional Council, Iwi groups, and the Twyford Irrigators to develop planting list and

monitoring results. Work done on the Raupere will contribute to the goals of the 5 year waterfowl habitat management plan.

1312 Maintain and Enhance Access

A licence holder reported the Esk River Access sign had broken, this has been removed and a replacement post & sign will be erected before 30 June 2018.

Staff finished replacing Tukituki Angling Access signs and continue to replace Angling Access Signs where needed. Staff will complete funding progress report to the Walking Access Commission before 30 June 2018 to receive the 1k grant.

1313 Hunter Ballots

Guilietta Whitney (Junior - stand 6) and Riley McLeod (Novice – stand 7) were the two successful winners of the Pekapeka Swamp Ballot. Both hunters pegged their stands on 8 April – Peg-Out Day and this was promoted on Facebook. This season both hunters are enjoying the use of newly build maimais.

1331 Electronic Newsletters

Staff have been creating Reel Life and Both Barrels newsletters for anglers and hunters.

1333 Fish & Game Web Site

Staff have been updating the region's Facebook page with informative information for both hunters and anglers. Entries include purchasing licences, NZ Game Bird Habitat Stamp, Hunter Surveys, duck band reporting, Duck Hunter Education Days, compliance and other hunter and angler interests. Thirteen Facebook posts were published during April and ten in May. A total of 431 page likes to date with 452 people following the Facebook page. Staff continues to promote the use of Facebook to our licence holder as a form of keeping connected to "what's happening".

1352 Angler/Hunter Training

Staff held a Duck Hunter Education Day on 15 April which was attended by 12 hunters and supported by Eastern Fish & Game staff – John Meikle & Eben Herbert. Although the year's attendance was low, staff received positive feedback from all who attended. The lucky door prize kindly donated by CW Calls went to Frazer Hapuku. Staff are currently working on improving the workshop for next year's event planned 23 February 2019.

Staff sent invitations emails/letters to 158 junior gamebird licence holders who had purchased a gamebird licence prior to 5 May 2018 inviting them to enter in the draw for the 2018 Junior Pheasant Hunt at Tuna Nui Station- Father Day 2 September 2018. 42 junior hunter entries have been received. Entries close 1 June 2018.

1352 Angler/Hunter Enquiries

Staff continues to field enquiries from anglers and hunters on a regular basis.

1361 Fish & Game Club Communications

Staff sent Maungaharuru Tangitu invitation to the three Freshwater Angling Clubs extending the invite to join us in the community planting day at Lake Tutira on Saturday 21 July 2018; we have received 10 volunteers for this event.

Hawkes Bay Fish & Game donated a Game Bird Habitat Print to the Kennels Gun Club's Annual Duck Shoot.

1371 Fish & Game Huts

A new wood burning stove was installed into the hut on Tuesday 2 May 2018, no permit has been issued.

1411 Statutory and Political Awareness

Staff attended the Tūtira Mai Ngā Iwi Governance Group Hui to discuss issues around Lake Tutira and Waikopiro.

Staff attended the launch of the Hawke's Bay Biodiversity Strategy which Hawke's Bay Fish & Game are signatories.

Staff met with Hawke's Bay Regional Councils Land Management Managers to discuss options for working together to improve game bird habitat and trout stream protections.

1421 Public Communications

Staff issued a press release for the Duck Hunter Education Day which was picked up by Hawke's Bay Today, New Zealand Herald, and Radio NZ. We also worked with local newspapers to provide information on opening weekend duck hunting success.

1432 Wetland Restoration Symposium

Staff continue to work with the planning committee organizing the 2018 Wetland Restoration Symposium to be held 26th to 28 September 2018. We also submitted an abstract to present some of the work we have done in the region. We are also developing a workshop on providing biodiversity values in agricultural drains for the Wetland Restoration Symposium.

1441 Public Promotions

Staff met with Cape to City, Department of Conservation, and Hawke's Bay Regional Council staff to plan the display for the Hawke's Bay A&P show. This year all conservation and land management groups will be set up in the shed and will be showcasing how farming and the environment can work together to provide habitat and clean water.

1511 Ranging

We had 2 groups (each with a police officer) out ranging for opening weekend with one group covering the Elsthorpe area and the other group covering the Northern Hawke's Bay area. We checked 30 game bird hunters and offense notices were given out to game bird hunters. The one offense was shooting lead shot and the other was shooting lead shot with an unpinned shotgun. Both of these game bird hunters received warnings.

1621 Licence Agent Support

Staff visited licence agents on 29 April in Napier, Hastings and Central Hawkes Bay to distribute Celebrate the Bird and Junior Pheasant Hunt posters, supply complimentary copies 2018 Gamebird magazine, remove old promotional posters for planned events and ballots, restock access pamphlets and regulations books. Any licence sales issues were discussed with sales counter staff and a thank you morning tea was provided.

1811 Sports Fish & Game Management Plan

Staff and the Sports F&G Management Plan committee are working together with Senior Environment Planner – Peter Wilson to review the submissions and plan to set a timeframe for consultations with the submitters.

1841 NZ Fish and Game Liaison

Mark Venman attended the 2 day Managers meeting in Wellington on 26 & 27 April.

1941 Office Premises

All air conditioning units were serviced on 24 May and cockroach bait was added to the outside units.

1991 Vehicle Maintenance

The Nissan was serviced on 16 May.

14.2 HEALTH AND SAFETY REPORT

Ref: 9.01.07

30 May 2018

1. 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.

2. April/May 2018 update

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

Health and Safety information and documents have been added to the staff white board. Staff continue to use the field intention forms when working in the field and ranging work.

Staff held an evening on Thursday 3rd May with the rangers and NZ Police involved in compliance work over Opening Weekend. Hazards were identified and discussed and some time was allocated to firearm safety. A tailgate form was signed off on opening morning and kept on file.

3. Monitoring and Reporting

Work Place Accident Register

As at 30 May 2018

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

4. Risk Management (identification and treatment)

Back in August 2015 the Smartrak GPS systems were installed in both vehicles for the purpose of managing the fleet. The advantage of this tracking system is to access and monitor lone workers vehicle movements for Health & Safety purposes. Renewal for the contract is due September 2018.

5. Training programme

No staff training to report.

6. H&S incidents

No incidents to report.

14.2. Recommendations:

That Council accepts the records that it has received this report and considers incorporating the vehicle Smartrak GPS system into the Health and Safety Policy.

14.3 FINANCE REPORT

1.0 Purpose

To inform the Council of the current financial position and approve payments for the month of March & April 2018.

2.0 YTD Profit and Loss

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

Income

Licence Income

Total Licence Sales to April 2018 are \$305,575 is (\$283,293 fish and \$13,131 Game and Non-resident Levy \$8,969) compared to a total budget of \$448,052 (\$292,322 for Fish and 155,730 for Game – there is no budget for non-resident levy). Note, I have split out the Non-resident levy from the Fish licence income as this figure is not included in the budget so overstates the fish licence income.

Other Income

YTD Other Income totals \$46,310 against the budget of \$34,970. See Table 1 Other Income. Once again, the \$29,210 received for legal funding from NZC and Other parties is the major contributor to the Other Income.

Table 1: Other Income	Budget \$	Actual \$	Variance
Sundry	-	528	- 528
Rent - Maize	5,000	2,783	2,217
Liberations - Contract	-	724	- 724
Game Bird Hire Equipment	-	157	- 157
Legal Funding	-	29,210	-29,210
Reparations	-	304	- 304
Wetland Landowner Advice	-	4	- 4
Walking Access Grant	1,000		1,000
DVD Sales	-	88	- 88
Advertising - Newsletter	1,500	250	1,250
Junior Hunt Sponsorship	-	-	-
Take a Child Fishing	2,000	202	1,798
Glenfalls Hut	1,000	696	304
Fines	1,500		1,500
Salaries Contract	2,520	1,260	1,260
Rent - Staff houses	9,000	6,800	2,200
Meeting Room Hire	2,000	1,074	926
Interest received	9,450	2,231	7,219
Donations	-		-
Total Other Income	34,970	46,310	-11,340

Expenditure

Depreciation

In line with the Financial Budget, depreciation has been calculated each month. YTD Depreciation is \$14,939 (in line with budget) Total Budget Depreciation for the year is 22,933.

Species Management

Population Monitoring – YTD \$11,318 Spent -Total Budget \$25,300.

The main expense in March was for the hireage of the Helicopter from East Kaweka to fly Tom into the Ngawapurua Hut and out again for headwater Fisheries investigations (\$661).

Within April's costs – there were 2 main areas:

\$643 was spent on Data Watch tags (1000) and \$2,070 was spent on the landing and aircraft charges for the Transect Counts.

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

Game Farm – YTD \$4,508 Spent -Total Budget \$17,000

In March \$2,095 as spent – the largest attributor to this cost was the Replacement of the water metre by WaterForce (\$1,900). Other costs in March and April related to the normal Ace lawn Contract for mowing and spraying of the grounds.

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

No costs in the March/ April period to report.

Control – No Spending YTD – Total Budget \$500

Habitat

RMA – YTD \$29,660– Total Budget \$2,000 - Offsetting Income \$29,210

Professional Fees were paid to Anderson Lloyd \$277 and to Perception Planning Limited \$1,940 in April 2018.

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

No spending in current period.

Assisted Habitat – YTD \$2,135 - Total Budget \$7,000

Participation

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

No spending in current period.

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

Cost of the 2 Regional pages for the 2018 Fish and Game New Zealand 2018 Game magazine (Special issue 46) \$1500 reported in March 18.

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

Angler and Hunter Training – YTD \$1,424 Spent – Total Budget \$2,500

In March sundry items were purchased for the fish out. In April signs and incidentals for the Pekapeka Junior/novice event.

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

Public Interface

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

No spending in period.

Compliance

Ranging – YTD \$81 Spent – Total Budget \$1,500

Charges for Ranger Warrant for Casey Broad \$13 and Damp rid for the gun cabinet were reported in March 18 – total \$23.

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

Costs associated with travel and food for Colin Rose to travel to and attend the Ranger training course in Rotorua were accounted for March 2018 \$377.

Compliance – No Spending YTD – Total Budget \$500

Licensing

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

In March A4 paper and cakes and biscuits were supplied to the Agents (\$73) and in April cakes and biscuits (\$35).

Commission – YTD \$11,640 Spent – Total Budget \$22,403

Commission as a percentage to Sales is 3.81%. The budget for commission is 5% which is the agent commission – a reduction in commission reflects the use of online purchasing.

Council

Council Meetings– YTD \$649 Spent– Total Budget \$2,500

April 18 Council meeting expenses reported \$175 for catering.

Planning & Reporting

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

No spending in current period

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

No spending in current period

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

This is in line with Budget and represents the National levy payable by the Council. (3 out of 4 have been paid) \$10,601 invoiced in April 18.

Administration

- Salaries. YTD \$161,149 Spent – which represents 66% of the budget (66% of year is completed) Accruals for Annual leave and TIL have been accrued as at 30/4/18. The April 18 amount also includes the accrual for 2 months of Admin and field services from Eastern.
- Within Staff Expenses – YTD \$7,868 Spent – Total Budget \$16,606. These costs include Kiwisaver contributions, Staff training for Christine - Excel training \$288.
- Staff Houses – YTD \$12,254 Spent– Total Budget \$12,900. Rates were paid in April \$630 and oven door was repaired \$270.
- Office Premises– YTD \$3,048 Spent – Total Budget \$8,200. In the current period costs related to the cleaning cost and power. The carpets in the meeting room were cleaned in April.
- Office Equipment – YTD \$1,320 Spent– Total Budget \$2,960. \$120 per month for the photocopy lease. In April a new phone for Christine as purchased.
- Communication – YTD \$8,063 Spent– Total Budget \$12,450. These costs represent the monthly Xero accounting fee, photocopy expenses, postage, stationery, telephone and interest costs. March's expenses also included the purchase of C4 postage paid envelopes \$1,100.
- General – YTD \$366 Spent – Total Budget \$6,200. YTD the General Expense are monthly Bank Charges.
- General Equipment – YTD \$1,061 Spent – Total Budget \$3,800.
- Vehicles – YTD \$4,996 – Total Budget \$15,400. This represents petrol, Registrations, WOF and maintenance. The Monthly Smartrak Limited monthly fee of \$78 is still being paid.

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

	Mar 2018	Apr 2018	YTD ACTUAL	Total Budget	Var to Budget	% Var
Income						
Licence Income						
Fish Licence Income	10,789	5,551	283,293	292,322	(9,029)	(3)
Game Licence Income	12,720	87	13,313	155,730	(142,417)	(91)
Non Resident Licence Revenue	0	996	8,969	0	8,969	0
Total Licence Income	23,509	6,634	305,575	448,052	(142,477)	(32)
Other Income	4,319	3,103	46,310	34,970	11,340	32
Total Income	27,827	9,737	351,886	483,022	(131,136)	(27)
Operating Expenses						
Depreciation	1,871	1,841	14,939	22,933	(7,994)	(35)
1100 SPECIES MANAGEMENT						
1110 Population Monitoring	689	2,809	11,318	25,300	(13,982)	(55)
1120 Harvest Assessment	0	0	0	4,000	(4,000)	(100)
1150 Game Farm	2,095	616	4,508	17,000	(12,492)	(73)
1160 Releases	0	0	10,537	7,000	3,537	51
1180 Control	0	0	0	500	(500)	(100)
Total 1100 SPECIES MANAGEMENT	2,784	3,425	26,363	53,800	(27,437)	(51)
1200 HABITAT PROTECTION MANAGEMENT						
1210 Resource Management Act	343	2,217	29,660	2,000	27,660	1,383
1220 Works & Management	0	0	9	1,000	(991)	(99)
1230 Assisted Habitat	0	19	2,135	7,000	(4,865)	(70)
Total 1200 HABITAT PROTECTION MANAGEMENT	343	2,236	31,803	10,000	21,803	218
1300 PARTICIPATION						
1310 Access	0	0	999	4,700	(3,701)	(79)
1330 New sletters	1,500	0	4,064	9,250	(5,186)	(56)
1340 Informational Publications	0	0	0	800	(800)	(100)
1350 Angler & Hunter Training	154	343	1,424	2,500	(1,076)	(43)
1360 Club Relations	0	0	57	250	(193)	(77)
1370 Fish & Game Huts	0	0	0	2,000	(2,000)	(100)
Total 1300 PARTICIPATION	1,654	343	6,543	19,500	(12,957)	(66)
1400 PUBLIC INTERFACE						
1440 Public Promotions	0	0	8	500	(492)	(98)
Total 1400 PUBLIC INTERFACE	0	0	8	500	(492)	(98)
1500 COMPLIANCE						
1510 Ranging	23	0	81	1,500	(1,419)	(95)
1520 Ranger Training	377	0	377	700	(323)	(46)
1530 Compliance/Prosecutions	0	0	0	500	(500)	(100)
Total 1500 COMPLIANCE	400	0	459	2,700	(2,241)	(83)
1600 LICENSING						
1620 Agent Servicing	73	35	186	750	(564)	(75)
1630 Commission	1,048	299	11,640	22,403	(10,763)	(48)
Total 1600 LICENSING	1,122	334	11,826	23,153	(11,327)	(49)
1700 COUNCILS						
1720 Council Meetings	0	175	649	2,500	(1,851)	(74)
Total 1700 COUNCILS	0	175	649	2,500	(1,851)	(74)
1800 PLANNING/REPORTING						
1810 Management/Strategic Planning	0	0	771	500	271	54
1830 Reporting/Audit	0	0	4,108	6,500	(2,392)	(37)
1840 National Liaison	26	10,601	31,767	42,539	(10,772)	(25)
Total 1800 PLANNING/REPORTING	26	10,601	36,645	49,539	(12,894)	(26)
1900 ADMINISTRATION						
1910 Salaries	13,401	28,643	161,149	237,281	(76,132)	(32)
1920 Staff Expenses	815	750	7,868	16,606	(8,738)	(53)
1930 Staff Houses	50	964	12,254	12,900	(646)	(5)
1940 Office Premises	346	541	3,048	8,200	(5,152)	(63)
1950 Office Equipment	489	120	1,320	2,960	(1,640)	(55)
1960 Communications/Consumables	2,315	656	8,063	12,450	(4,387)	(35)
1970 General	18	89	366	6,200	(5,834)	(94)
1980 General Equipment	61	0	1,061	3,800	(2,739)	(72)
1990 Vehicles	450	336	4,996	15,400	(10,404)	(68)
Total 1900 ADMINISTRATION	17,943	32,099	200,125	315,797	(115,672)	(37)
Total Operating Expenses	26,143	51,055	329,362	500,422	(171,060)	(34)
Net Profit	1,684	(41,318)	22,524	(17,400)	39,924	7

2.0 Variance report

The variance report is shown on the following page - Table 4. The figures in this report are taken from the Profit and Loss above - however, this report includes the staff hours. The Staff hours contribute to the internal cost. Note that the Budget hours are for the total year and correspond with the Operational Work Plan- Actual hours are for September to April - so 8 months of the year. Income received for projects is set against each project to calculate a Net Cost for each project.

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

Table : 3 Project Hours				
Code	Project	Budget	Actual	% of Hours
1710	Council Elections	5	0	0%
1220	Works & Management	100	11	11%
1340	Other Publications	148	18	12%
1510	Ranging	200	40	20%
1170	Regulations	64	23	36%
1310	Access	162	60	37%
1150	Game Farm	182	74	41%
1370	Huts	37	17	46%
1610	Licence Production	200	92	46%
1360	Club Relations	43	20	47%
1420	Communication	60	29	48%
1430	Advocacy	140	70	50%
1330	Newsletters	239	131	55%
1450	Visitors/Education	140	77	55%
1530	Compliance	88	49	56%
1830	Reporting - Auditing	230	155	67%
1720	Council Meetings	480	334	70%
1620	Agent Servicing	96	69	72%
1520	Ranger Training	48	35	73%
1820	Annual Planning	106	83	78%
1840	National Liaison	60	47	78%
1120	Harvest Assessment	84	71	85%
1440	Public Promotions	71	61	86%
1110	Population Monitoring	722	633	88%
1210	RMA	360	332	92%
1230	Assisted Habitat	200	229	115%
1350	Training	324	412	127%
1810	Management Plan	50	64	128%
1160	Liberations	10	16	160%
1410	Liaison	55	98	178%
1180	Control	17	53	312%
TOTAL Hours		4,721	3,403	72%

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

2017/18 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME													
Schedule B		EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST	
Code	Project	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance	%
1110	Population Monitoring	\$ 25,300	\$ 11,318	722	633	\$ 46,228	\$ 35,412	\$ -	\$ -	\$ 71,528	\$ 46,730	\$ 24,798	65.3
1120	Harvest Assessment	\$ 4,000	\$ -	84	71	\$ 5,378	\$ 3,972	\$ -	\$ -	\$ 9,378	\$ 3,972	\$ 5,406	42.4
1130	Fish Salvage	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1140	Hatchery Operations	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1150	Game Farm	\$ 17,000	\$ 4,508	182	74	\$ 11,653	\$ 4,140	\$ -	\$ -	\$ 28,653	\$ 8,648	\$ 20,005	30.2
1160	Liberations	\$ 7,000	\$ 10,537	10	16	\$ 640	\$ 895	\$ -	\$ 724	\$ 4,098	\$ 10,708	\$ (3,068)	140.2
1170	Regulations	\$ -	\$ -	64	23	\$ 4,098	\$ 1,287	\$ -	\$ -	\$ 7,640	\$ 1,287	\$ 2,811	31.4
1180	Control	\$ 500	\$ -	17	53	\$ 1,068	\$ 2,965	\$ -	\$ 157	\$ 1,588	\$ (1,220)	\$ 176.8	176.8
	TOTAL - SPECIES MANAGEMENT	\$ 53,800	\$ 26,363	1,079	870	\$ 69,086	\$ 48,670	\$ -	\$ 880	\$ 122,886	\$ 74,153	\$ 48,733	60.3
1210	IRMA	\$ 2,000	\$ 29,660	360	332	\$ 23,050	\$ 18,573	\$ -	\$ 29,210	\$ 25,050	\$ 19,023	\$ 6,027	75.9
1220	Works & Management	\$ 1,000	\$ 9	100	11	\$ 6,403	\$ 615	\$ 5,000	\$ 2,783	\$ 2,403	\$ (2,158)	\$ 4,561	-89.8
1230	Assisted Habitat	\$ 7,000	\$ 2,135	200	229	\$ 12,806	\$ 12,811	\$ -	\$ 309	\$ 19,806	\$ 14,637	\$ 5,168	73.9
1240	Assessment	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1250	Legal Expenses Reimbursed	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	TOTAL - HABITAT PROTECTION & MGMT	\$ 10,000	\$ 31,804	660	572	\$ 42,259	\$ 31,999	\$ 5,000	\$ 32,301	\$ 47,259	\$ 31,502	\$ 15,757	66.7
1310	Access	\$ 4,700	\$ 999	162	60	\$ 10,373	\$ 3,357	\$ 1,000	\$ -	\$ 14,073	\$ 4,356	\$ 9,717	31.0
1320	Satisfaction Survey	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1330	Newsletters	\$ 9,250	\$ 4,064	239	131	\$ 15,303	\$ 7,329	\$ 1,500	\$ 250	\$ 23,053	\$ 11,143	\$ 11,910	48.3
1340	Other Publications	\$ 800	\$ -	148	18	\$ 9,476	\$ 1,007	\$ -	\$ -	\$ 10,276	\$ 1,007	\$ 9,269	9.8
1350	Training	\$ 2,500	\$ 1,424	324	412	\$ 20,745	\$ 23,049	\$ 2,000	\$ 202	\$ 21,245	\$ 24,271	\$ (3,026)	114.2
1360	Club Relations	\$ 250	\$ 47	43	20	\$ 2,753	\$ 1,119	\$ -	\$ -	\$ 3,003	\$ 1,166	\$ 1,837	36.8
1370	Huts	\$ 2,000	\$ -	37	17	\$ 2,369	\$ 951	\$ 1,000	\$ 966	\$ 3,369	\$ 255	\$ 3,114	7.6
	TOTAL - ANGLER & HUNTER PARTICIP	\$ 19,500	\$ 6,534	953	658	\$ 61,019	\$ 36,811	\$ 5,500	\$ 1,147	\$ 75,019	\$ 42,197	\$ 32,822	56.2
1410	Liaison	\$ -	\$ -	55	98	\$ 3,522	\$ 5,482	\$ -	\$ -	\$ 3,522	\$ 5,482	\$ (1,961)	155.7
1420	Communication	\$ -	\$ -	60	29	\$ 3,842	\$ 1,622	\$ -	\$ -	\$ 3,842	\$ 1,622	\$ 2,219	42.2
1430	Advocacy	\$ -	\$ -	140	70	\$ 8,964	\$ 3,916	\$ -	\$ -	\$ 8,964	\$ 3,916	\$ 5,048	43.7
1440	Public Promotions	\$ 500	\$ 8	71	61	\$ 4,546	\$ 3,413	\$ -	\$ -	\$ 5,046	\$ 3,421	\$ 1,625	67.8
1450	Visitors/Education	\$ -	\$ -	140	77	\$ 8,964	\$ 4,308	\$ -	\$ -	\$ 8,964	\$ 4,308	\$ 4,656	48.1
	TOTAL - PUBLIC INTERFACE	\$ 500	\$ 8	466	335	\$ 29,837	\$ 18,741	\$ -	\$ -	\$ 30,337	\$ 18,749	\$ 11,588	61.8
1510	Ranging	\$ 1,500	\$ 82	200	40	\$ 12,806	\$ 2,238	\$ -	\$ -	\$ 14,306	\$ 2,320	\$ 11,986	16.2
1520	Ranger Training	\$ 700	\$ 377	48	35	\$ 3,073	\$ 1,958	\$ -	\$ -	\$ 3,773	\$ 2,335	\$ 1,438	61.9
1530	Compliance	\$ 500	\$ -	88	49	\$ 5,634	\$ 2,741	\$ 1,500	\$ -	\$ 4,634	\$ 2,741	\$ 1,893	59.1
	TOTAL - COMPLIANCE	\$ 2,700	\$ 459	336	124	\$ 21,513	\$ 6,937	\$ 1,500	\$ -	\$ 22,713	\$ 7,396	\$ 15,318	32.6
1610	Licence Production	\$ -	\$ -	200	92	\$ 12,806	\$ 5,147	\$ -	\$ -	\$ 12,806	\$ 5,147	\$ 7,659	40.2
1620	Agent Servicing	\$ 750	\$ 186	96	69	\$ 6,147	\$ 3,860	\$ -	\$ -	\$ 6,897	\$ 4,046	\$ 2,851	58.7
1630	Agent Payments	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	TOTAL - LICENSING	\$ 750	\$ 186	296	161	\$ 18,952	\$ 9,007	\$ -	\$ -	\$ 19,702	\$ 9,193	\$ 10,510	46.7
1710	Council Elections	\$ -	\$ -	5	0	\$ 320	\$ -	\$ -	\$ -	\$ 320	\$ -	\$ 320	0.0
1720	Council Meetings	\$ 2,500	\$ 649	480	334	\$ 30,734	\$ 18,685	\$ -	\$ -	\$ 33,234	\$ 19,334	\$ 13,900	58.2
	TOTAL - COUNCILS	\$ 2,500	\$ 649	485	334	\$ 31,054	\$ 18,685	\$ -	\$ -	\$ 33,554	\$ 19,334	\$ 14,220	57.6
1810	Management Plan	\$ 500	\$ 771	50	64	\$ 3,201	\$ 3,580	\$ -	\$ -	\$ 3,701	\$ 4,351	\$ (650)	117.6
1820	Annual Planning	\$ -	\$ -	106	83	\$ 6,787	\$ 4,643	\$ -	\$ -	\$ 6,787	\$ 4,643	\$ 2,144	68.4
1830	Reporting - Auditing	\$ 6,500	\$ 4,108	230	155	\$ 14,726	\$ 8,671	\$ -	\$ -	\$ 21,226	\$ 12,779	\$ 8,447	60.2
1840	National Liaison	\$ 300	\$ 88	60	47	\$ 3,842	\$ 2,629	\$ -	\$ -	\$ 4,142	\$ 2,717	\$ 1,424	65.6
	TOTAL - PLANNING/REPORTING	\$ 7,300	\$ 4,967	446	349	\$ 28,557	\$ 19,524	\$ -	\$ -	\$ 35,857	\$ 24,491	\$ 11,365	68.3

14.4 LICENCE SALES REPORT

Ref: 6.01.05

Ref: 6.01.05

22 May 2018

1. Introduction

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

2. 2017-2018 Fish Licence Sales

- 2.1 Licence sales for the 2017-2018 season YTD are summarised in Table one.
- 2.2 A total of 93.3% of the annual sales target has been achieved.
- 2.3 Sales are reported to be 2.2 % below licences issued for the same period last year.
- 2.4 Nationally the licence sales are -.03 % above on last year's sales to the same time.
- 2.5 The non- resident levy has been reported as a separate revenue amount in the profit and loss and is then transferred into the back country fisheries reserve at the end of the financial year.

Table One

Comparison of Fish Licence LEQs to 22 May 2018

SALES CHANNEL	Family Season	Adult Season	Adult Non-Res	Adult Loyl Senior	Adult Local Area	Junior Season	Adult Winter	Junior Winter	Adult Long Break	Adult Short Break	Adult 24 Hour	Junior 24 Hour	Whole Season Equiv.	% Increase/Decrease on 2016-17
Agent Online Sales	235	653	134	131	110	88	29	0	10	54	454	118	1380	-5.2%
Agent Book Sales	0	0	0	0	0	6	0	0	0	4	4	0	2	-92.2%
Direct Sales*	177	376	152	54	66	52	33	0	6	69	525	25	1000	7.1%
Total Fish 2017-2018	412	1029	286	185	176	146	62	0	16	123	983	143	2431	-1.3%
Agent Online Sales	267	707	99	126	123	72	29	0	5	62	544	82	1507	
Agent Book Sales	1	7	0	0	0	2	0	0	0	0	0	0	23	
Direct Sales*	169	400	97	47	56	36	17	0	14	68	490	29	933	
Total Fish 2016-2017	437	1114	196	173	179	110	46	0	19	130	1124	113	2464	

TARGETS	Family Season	Adult Season	Adult Non-Res	Adult Loyl Senior	Adult Local Area	Junior Season	Adult Winter	Junior Winter	Adult Long Break	Adult Short Break	Adult 24 Hour	Junior 24 Hour	Whole Season Equiv.	Actual to date % of Target
2017-2018 Total Budget	445	1160	253	163	200	136	142	0	14	161	1100	100	2647	91.8%
2016-2017 Total Sales	438	1115	197	173	181	117	81	0	19	162	1258	124	2525	96.3%
2017-2018 Estimated year end													2491	94.1%

* Direct Sales - Internet, 0800 Licence

3. 2018 Game Licence Sales

- 3.1 The YTD Game licence sales for the 2018 season are reported in Table two.
- 3.2 Total Game sales YTD have decreased by 0.3% when compared to the same period last year and a total of 99.7% of the annual sales target has been achieved.

Table two: 2018 Game Licence Sales Performance

Comparison of Game Licence LEQs to 22 May 2018

SALES CHANNEL	Adult Season	Junior Season	Child Season	Adult 24 Hour	Junior 24 Hour	Whole Season Equiv.	% Increase/ Decrease on 2017
Direct Sales*	333	31	11	17	0	342	7.8%
Agent Book Sales	0	0	0	0	0	0	-100%
Agent Online Sales	1500	135	54	6	0	1528	-1.7%
Total Game 2018	1833	166	65	23	0	1871	-0.3%
Direct Sales*	309	33	10	11	0	283	
Agent Book Sales	4	0	0	0	0	4	
Agent Online Sales	1525	142	42	6	0	1555	
Total Game 2017	1838	175	52	17	0	1877	

TARGETS	Adult Season	Junior Season	Child Season	Adult 24 Hour	Junior 24 Hour	Whole Season Equiv.	Actual to date % of Target	
2018 Total Budget	1902	181	87	100	7	1958	95.6%	
2017 Total Sales	1902	181	87	100	7	1958	95.5%	
2018 Estimated year end							1952	99.7%

* Direct Sales - Internet, 0800, Mail order

14.4 Licence sales report

14.4 That council accepts the licence sales report.

15. PUBLIC EXCLUDED SESSION

Ref: 9.01.04

31 May 2018

1. Purpose

To discuss governance matters.

2. Recommendations

2.1 *That the public be excluded from the following parts of the proceedings of this meeting, namely a discussion on governance and staffing matters.*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
6.3.1.1 Discussion on governance matters.	Good reason to withhold exists under section 7 of the Local Government Official Information and Meetings Act 1987.	Section 48(1)(a)

This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

ITEM	REASON UNDER ACT	SECTION	PLAIN ENGLISH REASON
16.3.1.1	Protect the privacy of natural persons including that of deceased natural persons	Sec. 7(2)(a)	To allow Council to have frank discussion about issues relating to employment of staff.

Note:

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the Council.”

