



**HAWKES BAY
FISH AND GAME COUNCIL**

***MEETING
AGENDA***

Tuesday 19 February 2019

AGENDA

For a Meeting of the Hawkes Bay Fish and Game Council

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

Date: Tuesday 19 February 2019

Commences: 6.00 PM

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**MINUTES OF THE HAWKE'S BAY FISH AND GAME COUNCIL MEETING HELD AT
THE GAME FARM ON TUESDAY 11TH DECEMBER 2018 AT 6.00PM**

PRESENT: Councillors Bates (Chairman), Hickmott, Niblett, Williams, Lumsden, MacKay, Pinker and Elstone.

IN ATTENDANCE:

Jesse Friedlander (Regional Manager), Carmel Veitch (Eastern region and NZ Council Accountant), Glenis Phillips (Minute Taker).

MEMBERS OF THE PUBLIC: Ian Fleming, Blair Slaven, Brad Pinker, Bill Beamish, Andy Newman, Graeme Joby and David Porter

1.0 WELCOME:

The Chairman opened the meeting at 6.00pm and welcomed staff, councillors and members of the public.

2.0 APOLOGIES:

Councillors Gary Bowcock, Bruce Nimon, Greg Duley, and Dave Hern sent their apologies.

3.0 MINUTES OF THE PREVIOUS MEETING (6 November 2018)

Cr Niblett advised councillors that he had several queries regarding the previous Minutes and changes that needed to be made and Cr Lumsden wanted a change before signing them off

AGREED

3.1 That having previously been circulated to members, the Minutes of the meeting of the Hawke's Bay Fish and Game Council held on 6 November 2018 with the amended 5 changes set out below having been made, are a true and accurate record.

- 8.1 (2nd point) Cr Niblett advised councillors that he would be happy to take the position. He disclosed his conflicts operating a gamebird breeding operation and preserve operator and thought that he could offer expertise with his gamebird knowledge to NZ Council, he would personally also would like to have more involvement at the governance level.
- 12.0 (2nd point) Cr Bates advised that banding results in January were used to set season limits and length. Cr Niblett advised council that the previous years banding was used to set the limits.
- 12.0 (3rd point) Council requested they be consulted by staff before the bag limits for mallards and grey duck were set at 3-4 birds due to a perceived collapse in the population prior to recommendations being sent to the minister.

- 15.1 (Extra point) Council also discussed the aerial transect counts reports. It was questioned how you could estimate the size of populations from such low total counts.
- 12.0.(4th point) Cr Lumsden advised Councillors that it should read “Council request staff to inform Council of the summer waterfowl monitoring results if there was a sufficient change in the population prior to sending the regulations to the Minister”.

Lumsden/Hickmott

4.0 MATTERS ARISING FROM THE MINUTES

- Cr Niblett asked Cr Williams if he had managed to bring up the matter of “governance policies” at the New Zealand Council meeting as discussed at our last meeting.
- In response Cr Williams advised councillors that he did not bring the subject up under general business but there was a session on New Zealand Council policies and advised that he brought it up at this part of the meeting. The CEO and Robert Sowman said this is not a problem and Robert is to send to Christine directly, copies as requested.
- Before the NZ Council meeting, Cr Williams advised that he had already scanned through to Christine, the governance policies that he had in his portfolio. He also advised councillors that there is no specific avenue for requests, and that we the Council, need to request our staff to get in touch with NZ Council and ask for any information that is required. He went on to say that the correct protocol would be for our Manager to get in touch directly with the NZ Council.
- Cr Niblett did however point out that it is public information and Cr Williams agreed, but said that to get public information, a request should be coming from the Hawke’s Bay Fish and Game Manager in the first instance.
- Christine now has the latest governance policies from Cr Williams and a couple more to come from Robert Sowman in due course.

5.0 NOTIFICATION OF ITEMS OF GENERAL INTEREST

Cr Lumsden brought up the subject regarding return on investment and how we ensure that we get a net gain in ducks from all the money that we invest in monitoring and wetland creation/restoration. Perhaps we can tidy up some rules on this.

This subject has been touched on briefly at previous meetings, but we need to frame it and sort out how we manage the process. Looking at our financial investment last year, it is huge on habitat creation and protection but what do our licence holders get back out of it. We need to ensure that we have a positive gain and we actually breed ducks. Cr Bates asked Jesse and Tom to have a think about this and Jesse to put in meeting papers to have a discussion at our next meeting.

6.0 CONFLICT OF INTEREST REGISTER

The Conflict of Interest Register was passed around for councillors to sign.

Councillors are to disclose any Conflict or potential Conflict of Interest, record it in the Interest Register, and Council agrees on how to deal with any Conflict of Interest raised. The register is to be signed at each meeting by all Councillors regardless of whether Councillors have a conflict of interest or not.

7.0 2017-2018 PERFORMANCE REPORT

Carmel Veitch gave an over-view of the 2017-2018 performance report and joined in Council discussion on questions and answers.

- Hawke's Bay Fish and Game Council posted a profit of \$24,828 for the year against a budgeted loss of \$17,400. Carmel advised Council that the main reason for this is really having reduced costs and the reason for that is that we did not have staff members for part of the season – some salaries were not paid and then some work wasn't done
- The Chairman queried Carmel's statement and said that we did have staff but not a paid Manager – extra people were taken on, on a part-time basis. A salary was saved because Cr Bates had stepped in as Manager (unpaid) until such time as a new Regional Manager was appointed. He said there are items in the outputs that were underspent – quite a few were overspent as well, so it evens out.
- Cr Williams asked if this is going to make it troublesome in the contestable funding round and Carmel advised Council that you basically need to spend your budget in order to have a good chance of getting additional funding
- Generally everything else was to budget – interest was nicely over budget by \$3,000 – Christine is doing positive work and is ensuring that money is being moved around so that interest is maximised
- Grants and Donations – that \$31,000 basically relates to money spent on RMA that New Zealand Council funded. Hawke's Bay Fish and Game pay for the legal costs and New Zealand Council reimburse. It looks like a big spend in habitat protection but there is also an income received that offsets it.
- Looking at the Statement of Financial Position – it is a healthy balance sheet – investments \$313,000, liabilities are down – net increase in our assets over the year
- Cr Niblett acknowledged to council that it was the efforts of Cr Bruce and the staff that we got a budget like this at the end of the day- it has saved us a lot of money and has ticked most of the boxes
- With the profit made this year, (around \$20,000), (we were projected to make a loss) - this is now in the Bank.
- Carmel talked to councillors about the Statement of Service Performance – this is an area which is possibly changing going forward. She said we have had the Office of the Auditor General tell all Fish and Game regions that the information being provided is “rubbish” and they want all regions to “up their game” on it. Consultants have been talking with us and what they want in the Statement of Service Performance is for us to show the impact of what we do. It will probably change how we do our Operational Workplan. Hopefully we will have some more guidelines for our February meeting on how we are going to change things.
- Cr Bates explained to councillors that what this means is that our staff are going to be spending more time reporting on what they have done in a day. Cr Bates talked about the Chairmans report this year – the idea this year was to write about what we have done for the licence holder rather than just what we had done, so it is a major change

and will impact on our staff and how they do their work. Carmel said it will probably be easier but in hindsight you still need all the information behind it to prove what we have done and then we have to prove the impact so more surveys will be needed. Basically it is all about accountability - we have to be accountable to our licence holders. It will be more work for our staff of 3 people as compared to bigger regions who have staff of 15 plus. Things will have to be written up fairly quickly as you won't be able to leave it until the end of the week. Cr Bates advised councillors that having been through an audit, it is a major thing and each year it takes up a lot of time – i.e. just the financial audit.

8.0 2019 GAME SEASON CONDITIONS

Cr Bates advised councillors that everyone has had an opportunity as it was the last chance to do anything regarding changes. Cr Bates asked councillors if there was any discussion required before signing off on this.

Recommendations have been made but everyone has got until the 30th of March 2019 to put things in before the conditions will be gazetted.

AGREED

8.1 That Council adopts the 2019 Hawke's Bay Game Bird Conditions attached. Subject to monitoring of mallard & grey duck paradise shelduck, and black swam (if the January monitoring reveals there is a significant collapse in the populations council authorise staff to reduce the bag limit to restricted threshold criteria).

Pinker/Lumsden

9.0 HUNTING RESERVES

Cr Bates and Niblett said they both have a conflict of interest on this matter but a motion was moved for this discussion to go ahead with input from these two councillors.

AGREED

9.1 That Cr Bates and Cr Niblett although having a conflict of interest, be allowed to have input into this discussion.

Williams/Pinker

Cr Bates asked councillors if they received an e-mail yesterday evening from Robert Sowman and noted that this council have another meeting before the deadline for this (29th March 2019). He went on to say we are a region with 4 preserves and New Zealand Council are asking all those on councils to make a decision about preserves with no information. No paper has been put forward, so he is wondering if we can get our staff to write a small report and then at least we will have something to discuss. Making a decision with no information is not a wise move, so rather than voting on anything at this stage, it would be better for us to get some information on

- How many people use them in our region
- The make-up of each of the preserves and how they are run – whether they are commercial, private, syndicate, how they are made up – just some background information on each of the preserves, and whether we approach the reserve owners or managers to come and talk to us about their preserves so that we have more insight

Some of the councillors acknowledged that they did not know a lot about preserves so Jesse to write a paper and answer some of the above questions. Some councillors were not prepared to support something that they know little about. The feeling around the table was that a lot of the questions were open-ended from Robert and a lot was left open to interpretation.

Cr Williams gave some insight around NZ Council and what they are wanting from regions. New Zealand Council are wanting direction from regions and especially information from preserves. The CEO has written to all preserve owners just asking for comments at this stage. It was discussed that NZ Council were not going to consult with preserve owners until they were instructed that it was necessary by the Minister of Conservation.

Cr. Williams stated that he had been told the NZ Council may have purposefully not asked for a legal opinion on the legality of pheasant preserves originally as it was known that in fact they are illegal. There was general discussion around the fact that councillors had assumed that pheasant preserves were legal because there were specific regulations applying solely to preserves.

- Jesse to write up a paper on how preserves are run here
- Organise a trip to look at a preserve – Jeff to organise

More clarity is required before a decision can be made by the Hawke's Bay Fish and Game Council.

Cr Bates said Jesse will put a report on local preserves together and perhaps we will send that to NZ Council and some of the other councils around the regions.

10. LIAISON OFFICERS REPORTS

NZ Council:

NZ Council meeting was held Friday afternoon 23-25 November 2018 at Eastern Offices in Rotorua.

- There was a hatchery visit on Saturday and a field trip to BOP wetlands and Lake Tarawera Fishery. On Sunday there was a public excluded meeting and in the afternoon the meeting was addressed by Acting Deputy Director of Conservation Mervyn English.
- 11 people make up the new council following election
- RMA requests for funding – Otago request for 180K for environmental court hearings on irrigation consents from historical mining privileges on Linus river were approved from reserves
- Southland request for 84K for legal advice and expert witness for hearings on Southland regional Council proposed water and land plan

- New Bequests and Donations policy following problem stemming from bequest handling North Canterbury audit
- Proposed code of practice for game bird hunting – written by Helen Trotter Otago and submitted to New Zealand Council for consideration and circulated to regions for comment
- Guides Licence – the continuing saga since 2011 to licence fishing and hunting guides. DOC has produced a draft consultation paper for interested parties including Regional Fish and Game Managers
- Fish and Game Elections 2018
- A few interesting statistics – nine regions had enough candidates for an election – 56 new councillors nationwide
- Trout farming – New Zealand Council have received a letter from the Primary Production Committee saying they have received a petition from an aquaculturalist in Nelson to allow trout farming. Robert Sowman has prepared a submission against this.

Te Kaha Hawaikirangi Conservation Board:

- The Board has completed its 2019 annual report and will be publicised through the DOC website once processed
- Two board members time was up, and of the 14 persons who applied for the conservation board role, one of the original board members was welcomed back on the board for a second rotation. The board members on the East Coast Hawke's Bay Conservation Board sits at 7.
- Both the CMS and Nga Whakahaere Takirua (Ngati Porou plan) must be finalised at the same time and it is anticipated that both documents will be submitted to the Minister next year.
- 26-27 October the Conservation Board held its quarterly meeting at Maungataniwha station to see first hand the results of their successful relationship with DOC. Over 3,500 hectares of the Maungataniwha Pine Forest have been logged since 2006 and are now being re-converted back to native forest by landowner Simon Hall who is Chairman of the Forest Lifeforce Restoration Trust.

11.0 OPERATIONAL REPORTS

11.1 Management Report

Cr Williams asked about the plan for the Fish and Game Farm site and said it was a very comprehensive proposal with just under ½ hectare of lake. He wanted to know what the programme is for looking into the future.

Jesse requires feedback on this from councillors and there is a plan (page 29 of the Papers for Information) which was set out in the OWP budget to look at development options for the Game Farm. *Zorn Surveying* have come in and looked at a couple of options for a wetland and fish-out area in the maize paddock area.

Cr Bates gave councillors a bit of history on this site – originally, we had joint management, we made reasonable savings and we had some money, so the decision was made as a council whether to sell the site and have an office in town or if we want to keep the site that was left

through the Acclimatisation Society, to do something with it. Council needs to have a budget to work with and once we have that we can then make a decision as to what we are going to do.

Jesse has sent the plans in to Irrigation Services to get a quote for earthworks so he can get back to council when he has these costings. Jesse needs to get more costings and once he has them then he can present to council and we can then make a decision. A maintenance budget as well is required

Jesse advised council that they have been working with regional council science teams on trying to identify sites around CHB - they are looking at identifying sites that they can put in some pretty significant amounts of money into creating wetlands. HBRC is wanting to use the sites as study areas to determine the quantity of nutrients that can be extracted from catchments by creating wetlands in strategic locations.

11.1 Management Report

AGREED

11.1.1 That Council accepts the Management Report

Lumsden/Williams

11.2 Health and Safety Report

AGREED

11.2.1 That Council accepts the Health and Safety Report

Williams/Niblett

11.3 Finance Report

AGREED

11.3.1 That the payments for September 2018 and October 2018 be approved totalling \$79,610.99 as per Tables 4 and 5.

September 2018 – Table 4	\$52,011.53
October 2018 – Table 5	\$27,599.37
TOTAL to approve	\$79,610.90

AGREED

11.3.2 That Council approves the proposed budget figures for the Statement of Financial Position and Statement of Financial Performance & cash flow for the 2018-2019 financial year with Deficit of \$6,479, and approves the purchase of fixed assets valued at \$35,000.

Williams/Lumsden

11.4 Licence report

2018-2019 Fish Licence Sales; -

- 11.4.1 Licence sales for the 2018-2019 season YTD are summarised in Table One.
- 11.4.2 Sales are reported to be 1.4% above fish licences issued for the same period last year
- 11.4.3 Nationally the YTD fish licence sales for the new 2018-2019 season is -53% behind the 2017-2018 results for the same period.

AGREED

11.4.1 That the Council accepts the Licence Sales Report

Williams/Mackay

At this point a motion was put forward to temporarily close this meeting so that we can get on with the AGM and then we will come back to the Public Excluded Session with all councillors and the Regional Manager only in attendance.

Unanimously Agreed

12.0 PUBLIC EXCLUDED SESSION

It was agreed that the public and Fish and Game staff (apart from the Regional Manager) be excluded from the following parts of the proceedings of this meeting, namely a discussion on the audit of Hawkes Bay Fish and Game.

13.0 MEETING CLOSES

There being no further business, the meeting closed at 7.58pm.

CONFIRMED

CHAIRMAN

DATE / /

SUMMARY OF RESOLUTIONS

3.0 MINUTES OF THE PREVIOUS MEETING (6 November 2018)

Cr Niblett advised councillors that he had several queries regarding the previous Minutes and changes that needed to be made before signing them off

AGREED

3.1 That having previously been circulated to members, the Minutes of the meeting of the Hawke's Bay Fish and Game Council held on 6 November 2018 with the amended 5 changes set out below having been made, are a true and accurate record.

- 8.1 (2nd point) Cr Niblett advised councillors that he would be happy to take the position. He disclosed his conflicts operating a gamebird breeding operation and preserve operator and thought that he could offer expertise with his gamebird knowledge to NZ Council, he would personally also would like to have more involvement at the governance level.
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- 15.1 (Extra point) Council also discussed the aerial transect counts reports. It was questioned how you could estimate the size of populations from such low total counts of 51, 180 and 56 birds.
- 12.0.(4th point) Cr Lumsden advised Councillors that it should read "Council request staff to inform Council of the summer waterfowl monitoring results if there was a sufficient change in the population prior to sending the regulations to the Minister".

Lumsden/Hickmott

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8.1 That Council adopts the 2019 Hawke's Bay Game Bird Conditions attached. Subject to monitoring of mallard & grey duck paradise shelduck, and black swam (if the January monitoring reveals there is a significant collapse in the populations council authorise staff to reduce the bag limit to restricted threshold criteria).

Pinker/Lumsden

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Williams/Pinker

11.1 Management Report

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11.1.1 That Council accepts the Management Report

Lumsden/Williams

11.2 Health and Safety Report

AGREED

11.2.1 That Council accepts the Health and Safety Report

Williams/Niblett

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- 11.4.3 Nationally the YTD fish licence sales for the new 2018-2019 season is -53% behind the 2017-2018 results for the same period.

AGREED

11.4.1 That the Council accepts the Licence Sales Report

Williams/Mackay

At this point a motion was put forward to temporarily close this meeting so that we could get on with the AGM and come back to the Public Excluded Session with all councillors and the Regional Manager.

Unanimously Agreed

HAWKE'S BAY FISH AND GAME COUNCIL
MINUTES OF THE PUBLIC GENERAL MEETING HELD AT
THE FISH AND GAME FARM ON TUESDAY 11TH
DECEMBER 2018 AT 8.00PM

PRESENT: Councillors Bates (Chairman), Hickmott, Niblett, Williams, Lumsden, MacKay, Pinker and Elstone.

IN ATTENDANCE:

Jesse Friedlander (Regional Manager), Carmel Veitch (Eastern region and NZ Council Accountant), Glenis Phillips (Minute Taker).

MEMBERS OF THE PUBLIC: Ian Fleming, Blair Slaven, Brad Pinker, Bill Beamish, Andy Newman, Graham Jody and David Porter

1.0 WELCOME:

The Chairman opened the Annual General meeting at 8.00pm and welcomed staff, councillors and members of the public.

2.0 APOLOGIES:

Councillors Gary Bowcock and Bruce Nimon sent their apologies.

3.0 MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING HELD ON 30 NOVEMBER 2017

AGREED

3.1 That having been previously circulated to members, the Minutes of the Annual General Meeting of the Hawke's Bay Fish and Game Council held on 30th November 2017 are a true and correct record.

Niblett/Williams

4.0 MATTERS ARISING

AGREED

4.1 That there were no matters arising from the 2017 Minutes.

5.0 PRESENTATION OF ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2018

The Chairman (Cr Bates) presented the Annual Report for the year ended 31st August 2018 to the public.

He said it had been a very difficult year for many reasons, and so for everybody that has helped out in that time, he thanks them. Carmel and particularly Christine who has “held the fort” in an extremely difficult year and also thank you to everybody for their patience as we have gone through it.

We have been audited and the auditor was happy. Pretty much all of our projects we have done well and we have a little bit of money left over now which will be used in a very useful and positive manner moving forward. We are looking forward to the next year.

AGREED

5.1 That the Annual Report be accepted.

Williams/Niblett

6.0 QUESTIONS FROM THE PUBLIC

- A question from the Public was asked regarding what is happening to the Esk river – there were major floods so has anything been done.
- Cr Bates said yes some things have been done - this happened while he was Manager and our staff here have been very proactive. We sent Tom Winlove (Hawkes Bay F&G Field Officer) to have a look. Tom did see some fish and spawning counts were to be carried out but river flows had meant that this was not possible. Cr Bates said that our staff will probably do some electric fishing in the summer and look at the numbers of fingerlings present.

There here being no further business the meeting closed at 8.18.pm

Chairman _____

Date _____

SUMMARY OF RESOLUTIONS

3.0 MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING HELD ON 30 NOVEMBER 2017

AGREED

3.1 That having been previously circulated to members, the Minutes of the Annual General Meeting of the Hawke's Bay Fish and Game Council held on 30th November 2017 are a true and correct record.

Niblett/Williams

4.0 MATTERS ARISING

AGREED

4.1 That there were no matters arising from the 2017 Minutes.

Williams/Lumsden

5.0 PRESENTATION OF ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2018

AGREED

5.1 That the Annual Report be accepted.

Williams/Niblett

6. CONFLICT OF INTEREST REGISTER

Ref: 7.02.01

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

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

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

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

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.

- (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. The register is to be signed at each meeting by all Councillors regardless of whether Councillors have a conflict of interest or not.**

8.0 COUNCIL PRIORITIES

Ref: 8.02.01

11 January 2018

1. Purpose

To review Council's priorities for the 2018/19 year, identify changes in priorities or work areas and discuss projects to be incorporated into the 2019/20 Operational Work Plan.

1. Background

At each meeting an opportunity will be provided for Council to review the progress of projects and initiatives that have been developed in response to Council's key priorities. The February meeting marks the beginning of the operational planning cycle for activities we intend to carry out in the 2018/19 OWP year. At this meeting it is important to consider Council's current priorities, and if there should be changes to priorities, or directions within a priority, in the next OWP year. This will allow us time to undertake appropriate project planning over the coming months.

Council considered the following as priorities for the 2018-2019 year:

- RMA issues that involve the potential loss of habitat for sports fish (water quality and quantity) and game birds (including upland game); Plan Change 5 wetland definition and Tukituki Catchment Plan Change 6; water take consents; and Catchment Plan Changes for the Tutaekuri, Ahuriri, Ngaruroro, Karamu (TANK), and the Mohaka.
- The Ngaruroro WCO.
- Review the waterfowl monitoring programme.
- Habitat related activities aimed at enhancing wetlands and waterfowl production which includes investigating the impact of predators. Look at cost effective ways of producing native plants utilising the onsite shade house.
- Create inventories of Hawkes Bay wetlands and its trout fisheries.
- Hunter participation – junior/novice hunts and balloted blocks.
- Compliance - increasing compliance activities in conjunction with education.
- Licencing – Work both regionally and nationally to promote an increase in licence sales and undertake a licence holder satisfaction survey of Hawkes Bay anglers and hunters.

1.5 Relationship between Priorities and Projects

To assist the development of project areas the following summary has been prepared. It documents the key projects currently being completed as well as the developing issues that relate to each of the priority areas. A number of project areas are listed as a consequence of this information.

<p>1. WETLAND HABITAT</p> <p><i>Key Projects for 2018-2019</i></p> <ul style="list-style-type: none"> • Continue to promote habitat development on private land. Look for more engagement with landowners to see the uptake of services. Continue to work with Hawkes Bay Regional Council (HBRC) with their on-farm programme, Regional Landcare Scheme (RLS). • Increase involvement with landowners and assist them with grant applications to the Game Bird Habitat Trust. • Seek external funding for significant wetland programmes. • Participate in National and Inter Regional Mallard Research Programmes. <p><i>Developing Issues</i></p> <ul style="list-style-type: none"> • Competition for funding among projects, HBRC RLS scheme oversubscribed. <p><i>Proposed Project Areas</i></p> <ul style="list-style-type: none"> • Actively promote habitat development on private land. • Implementation of the regional biodiversity strategy in conjunction with Hawkes Bay Regional Council, DOC and others. • Seek funding for habitat enhancement for significant wetland areas.
<p>2. RIVERINE HABITAT</p> <p><i>Key Projects 2018-2019</i></p> <ul style="list-style-type: none"> • Maintain regional Didymo advocacy programme. • Continued participation in Mohaka/Taharua catchment plan change through the stakeholder group. • Submit to consent processes of significance to the region's river fisheries i.e. catchment plan changes, TANK and Mohaka catchments. • Continued participation in the Tukituki plan change. • Proceed with the WCO on the Ngaruroro River with co-signatories. <p><i>Developing Issues</i></p> <ul style="list-style-type: none"> • Government has signalled a change in the way freshwater issues will be managed. This presents both opportunity and risk. Regional engagement is essential for good outcomes. • RMA reforms could have detrimental effects on water quality and biodiversity. • Didymo remains out of the North Island. The longer it remains out of the North Island the more difficult it is to maintain the motivation of freshwater users to be vigilant. The national programme has now been extended to include other aquatic pests. • The general continued decline in water quality of Hawkes Bay catchments and further demand by irrigators for more extraction. • Regional Policy Statement and plan changes. <p><i>Proposed Project Areas</i></p> <ul style="list-style-type: none"> • Input to the WCO process for the Ngaruroro River with co-signatories. • Preparation of consent submissions. • Ongoing commitment to Didymo advocacy.
<p>3. GAME FARM</p> <p><i>Key Projects 2018-2019</i></p> <ul style="list-style-type: none"> • Development of the proposed adjacent wetland site. <p><i>Developing Issues</i></p> <ul style="list-style-type: none"> • Funding may limit options. <p><i>Proposed Project Areas</i></p> <ul style="list-style-type: none"> • Review further options for the development of the site in a phased approach.
<p>4. ACCESS/CLIENT SERVICING</p>

<p><i>Key Projects 2018-2019</i></p> <ul style="list-style-type: none"> • Maintain the current level of access and signage across the region. • Engage with the Walking Access Commission to improve access where possible. • Improve and/or clarify access to public areas for game bird hunting. • Increasing junior/novice and female participation in both fishing and game bird hunting.
<p><i>Developing Issues</i></p> <ul style="list-style-type: none"> • Promotion of and clarification of access to fishing and hunting opportunities as they arise. • Competing leisure activities and financial constraints changing people's spending priorities and the way they spend their time.
<p><i>Proposed Project Areas</i></p> <ul style="list-style-type: none"> • Continue erecting new and replacement signage. • Review pamphlets and keep website updated and use other media for more effective distribution of access information.
<p>5. COMPLIANCE</p>
<p><i>Key Projects 2018-2019</i></p> <ul style="list-style-type: none"> • Improve the level of compliance activity throughout the region particularly at key times. • Develop a strategy to check a minimum of 10% of licence holders per season.
<p><i>Developing Issues</i></p> <ul style="list-style-type: none"> • Recession placing pressure on people's discretionary spending. Temptation to continue fishing/hunting without purchasing a licence. Hawkes Bay is a large area and anglers tend to be well spread throughout. Obtaining a large number of contacts requires a considerable amount of effort. Backcountry areas need to be targeted for enforcement.
<p><i>Proposed Project Areas</i></p> <ul style="list-style-type: none"> • Improve the delivery and efficiency of field operations via the use and co-ordination of honorary rangers which will include additional recruitment and training. Focus on upskilling a new team of active honorary rangers.
<p>6. COUNCIL</p>
<p><i>Key Projects 2018-2019</i></p> <ul style="list-style-type: none"> • Improve capacity for Council to engage with Governors from other agencies to influence the thinking and decision-making processes.
<p><i>Developing Issues</i></p> <ul style="list-style-type: none"> • Councils tend to be disenfranchised from the interactions with Governors from other key decision-making agencies. • Councillors unsure/unable to facilitate meetings. • Iwi will be key players in future decision-making processes around freshwater.
<p><i>Proposed Project Areas</i></p> <ul style="list-style-type: none"> • Further develop relationships and engage with local iwi and Hapu groups.
<p>7. LICENSING</p>
<p><i>Key Projects 2018-2019</i></p> <ul style="list-style-type: none"> • Continue to improve point of sale options for clients via Agents online and Public online. Monitor effectiveness of new licence categories.
<p><i>Developing Issues</i></p> <ul style="list-style-type: none"> • Fish & Game clients are seeking innovative and easier ways of accessing licences such as via smart phones. A wider range of licensing options is preferred and is being reviewed nationally.
<p><i>Proposed Project Areas</i></p> <ul style="list-style-type: none"> • Work with National Office staff and the licence working party to review licence categories and point of sale options and promote increased sales.
<p>8. PLANNING</p>

Key Projects 2018-2019

- Sports Fish and Game Bird Management Plan. – Incorporate new plan into future OWPs.

Developing Issues

- Hawkes Bay has in the past provided some staff time for East Coast servicing as part of its exchange of hours with the Eastern Region.
- The management of game birds in particular is common across the two areas.

Proposed Project Areas

- Further staff exchanges with other Fish & Game regions.

In addition to these priorities the New Zealand Council had identified two key issues some eight years ago and asked that regions consider them in determining their work plans. These priorities remain the key ones today. The main project areas are listed below the two priorities.

Priority One

To seek improved habitat protection performance by those agencies with statutory habitat protection responsibilities, namely Regional Councils and the Department of Conservation.

Project Activity

1. Engage with regional and district councils, and Department of Conservation to seek improved habitat and biodiversity protection leadership by these agencies.
 - (i) Make submissions to regional council chairpersons and regional conservators on significant regional matters. Engage in governor-governor meetings where appropriate.
 - (ii) Regional Manager to meet with Regional Council and Department of Conservation senior managers on a regular basis and when significant issues are developing.
2. Ensure political awareness and support for improved habitat performance.
 - (i) Regional Manager and staff to visit some electorate MPs during the year.
3. Ensure public are aware of the habitat issue and need for leadership by key agencies.
 - (i) Regional media programme as per project 1421.

Priority Two

To gain greater understanding and operational commitment to the “champions strategy” in order to enhance Fish & Game New Zealand’s reputation with the wider public and effectiveness as the protector of the public interest in clean water, public access, wetlands and the hunting and fishing heritage.

1. Fish & Game’s public awareness programme is coordinated effectively.
 - (i) Contribute to national public awareness network.
Review and implement marketing and public awareness programmes in conjunction with national public awareness network.
 - (ii) Support national public awareness events.
 - (iii) Review website content and manage to increase effectiveness as a tool for public awareness and communicating with licence holders.
 - (iv) Extend media programme to rural sectors.

1.6 Annual Targets

When reviewing targets Council was clearly focused on several key areas and have by and large done so for several years now, namely:

- maintaining the strong performance in the habitat enhancement or development projects;
- reviewing the region’s sports fish and game bird monitoring programmes;
- improving Governor to Governor interactions with councils and iwi.

Staff have encouraged Council to set realistic targets to ensure that outcomes can be delivered within the resources available. A summary of current targets is provided.

<i>Priority</i>	<i>Project Area</i>	<i>Targets</i>
Access	Signage	<ul style="list-style-type: none"> • Signage inventory maintained. • All signs maintained to brand specifications.
	Access	<ul style="list-style-type: none"> • Improve certainty and clarity around hunter access to public areas for waterfowl game bird hunting. • Maintain stocks of access pamphlets. • Provide additional services via the region's web pages for both access and other areas of council business. • Work with the Walking Access Commission on areas of concern around angler and hunter access.
Habitat	Private Land	<ul style="list-style-type: none"> • Maintain and provide services and information for landowners aimed at increasing the uptake for habitat enhancement projects, including seed funding key project areas. • Manage wetland projects. Seek funding for additional projects. • Advise and assist landowners in the development of a wetland or riparian project. • Influence the management of additional wetland and/or riparian habitat. • Make at least one application to HBRC, Game Bird Habitat Trust or another environmental fund. • Continue to advocate for the retirement of riparian areas and development of associated wetlands. • Management of Pirimu Lake under an appointment to control and manage from the Department of Conservation and traditional land owners.
Council	Council Interactions	<ul style="list-style-type: none"> • Facilitate at least one meeting between Fish and Game governors and Hawkes Bay Regional Council governors over matters of mutual interest. • Facilitate the presence of a representative of Hawkes Bay iwi at Fish & Game Council meetings.
Compliance	Ranging	<ul style="list-style-type: none"> • Options for greater contact with anglers and hunters at key times for compliance.

3. Developing the 2019/20 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 April, an indication of resources required for any changes in the OWP, along with options for re-allocations, will be presented for discussion. At the April 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 April managers meeting and licence holder consultation. At the June 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 2018/19 year will be signed off at the August meeting.

4. Recommendations

4.1 That Council reviews the priorities for the 2018/19 year and identifies any changes to priorities or projects for incorporation into the draft operational work plan for the 2019/20 year.

9. ANGLERS NOTICE REVIEW

Ref: 1.07.01

11 January 2018

1. Purpose

To review the 2018-19 Anglers Notice and identify any changes to the current regulations that might be warranted in the 2019/20 season.

2. 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 would include advertising the process on the Hawkes Bay webpage, Facebook page and in the Fish and Game “Reel Life” electronic newsletter. An email was circulated to anglers clubs and a Facebook post put on the Hawkes Bay Fish and Game Facebook page on the 24th Jan 2019 .
- (ii) At the February 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 April meeting, Councillors will receive feedback from staff and submitters including any new suggestions in the form of an Agenda item. At the April 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 June 2019 meeting, Council will receive any additional correspondence arising from the undertakings to date and will finalise the content of the 2019/20 Anglers Notice.

3. Recommendations

- 3.1** *That Council agrees to the consultation process and time frame for considering changes to the 2019/20 Anglers Notice.*
- 3.2** *That Council identifies any issues for further discussion in the initial “Issues and Options” paper to be prepared in April.*

10. Pheasant Preserves

1. Purpose

To provide feedback to the New Zealand Council on proposed changes to the operation of upland game preserves

1. Background

All Regional Fish and Game Councils have been requested to consider their support for the practice of upland game preserves in general and in both commercial and non-commercial capacities. This includes the practice of driven shoots on a commercial basis as well as syndicates running pheasant preserves for themselves on a non-commercial cost recovery basis.

In 2018 a legal opinion was sought from Sir Geoffrey Palmer. The opinion concluded that operations providing access to private land for the purpose of shooting gamebirds in return for a fee where access would not otherwise be granted to hunters would be in breach of S23(2) of The Wildlife Act. Sir Geoffrey also concluded that it in his opinion didn't matter whether the preserves were operating on a for profit or cost recovery basis.

In late November 2018, NZ Council resolved to send out a letter to preserve operators. The latter states that having accepted the advice from Sir Geoffrey Palmer, NZ Council can no longer recommend to the Minister of Conservation a game notice for those properties which are operating inconsistently with the act. A proposed transitional measure is to move pheasants and red legged partridge while inside the boundaries of a preserve from Schedule 1 of the Wildlife Act to Schedule 3 of the Wildlife Act for three years. Please refer to pages 13-31 of the papers for information for further background information.

Hawkes Bay Fish and Game Council decided in its December 2018 meeting that staff would compile a report on pheasant preserves operating in the Hawkes Bay Fish and Game region. This has been included in the papers for information.

Questions from NZ Council

1. Does your Council support the operation of upland game properties with special conditions for the principle purpose of providing a guaranteed hunting opportunity for a fee?
2. Is there support for non-commercial (i.e. where hunting is not being provided for a fee) upland game properties operated by families, private syndicates or friends to provide an immediate and guaranteed hunting opportunity?
3. If F&G allows pheasant/quail/partridge hunting on upland game properties with special conditions for a fee, should it also allow hunting of mallards or other gamebirds on that property for a fee?

4. If F&G allows pheasant/quail/partridge hunting on upland game properties with special conditions without a fee, should it also allow hunting of mallards or other gamebirds on that property without a fee?
5. Would you support legislation being changed to allow the sale of hunting rights on upland game properties with special conditions but maintain the prohibition on the sale of hunting rights in all other hunting situations?

4. Recommendations

- 4.1 That Council considers its support for upland game preserves in general in both commercial and non-commercial capacities and highlights any further comments that it wishes to make to NZ Council.***

11. Fish and Game New Zealand Bequests Policy

1. Purpose

To seek feedback from Council on the Fish and Game New Zealand Bequests Policy for inclusion in the June NZ Council Agenda.

1. Background

The Fish and Game New Zealand Bequests Policy was approved by NZ Council at its November meeting and agreed to seek feedback by 17th May 2019 with the intention of them both becoming national policy. Our Council has been asked to provide feedback for inclusion in the June NZ Council agenda. Please refer to pages 49-52 in the papers for information for the F&G NZ Bequest Policy prepared by Robert Sowman.

4. Recommendations

4.1 That Council considers the Fish and Game New Zealand Bequests Policy and provides feedback.

12. Setting National Policy

1. Purpose

To seek feedback from Council on the Fish and Game New Zealand policy, Setting National Policy, for inclusion in the June NZ Council Agenda.

1. Background

The Fish and Game New Zealand policy, Setting National Policy, was approved by NZ Council at its November meeting and agreed to seek feedback by 17th May 2019 with the intention of it becoming national policy. Our Council has been asked to provide feedback for inclusion in the June NZ Council agenda. Please refer to pages 53-55 of the papers for information-Setting National Policy, prepared by Robert Sowman.

4. Recommendations

4.1 That Council considers the Fish and Game New Zealand policy, Setting National Policy, and provides feedback.

12. Electronic Recording of Council Meetings

1. Background

Recording of Council meetings was introduced in the latter part of 2016 as a tool to help with writing accurate minutes. There has been a request tabled to discuss the need for a policy to determine protocols on:

1. How long recordings are kept for
2. Who is able to listen to recordings
3. Notifying all those present that a recording is being taken.

4. Recommendations

4.1 That Council discusses the electronic recording of Council meetings for the purpose of minute taking and decides on a policy if deemed necessary.

13. LIAISON OFFICERS REPORTS

13.1 EAST COAST/HAWKES BAY CONSERVATION BOARD

NOTHING NEW TO REPORT

13.2 REPORTS FROM OTHER AGENCIES

NONE RECEIVED

13.3 REPORTS FROM NEW ZEALAND COUNCIL

14. OPERATIONAL REPORTS

14.1 MANAGEMENT REPORT

SPECIES MANAGEMENT

1111 Regional Didymo Surveillance

Didymo sampling is scheduled to occur in February on both the Ngaruroro and Tutaekuri rivers. The November 2019 sampling results have both come back negative.

River Fisheries Investigations

Staff completed a juvenile fish survey in the Makaretu, Mangaonuku and Tukipo catchments from October through to December 2018. This will be compiled into a report and presented to council later in the year.

1112 Data watch returns for the 2019/20 season

No tagged trout returns received so far, this year from Lake Tutira, Lake Hawkston or the Maraetotara Stream.

1114 Lake Tutira

Staff continue to receive updates from HBRC science staff on cyanobacteria levels in Waikopiro and Tutira. With water temperatures in Waikopiro approaching 25 degrees as of the start of February, a fish-kill event is a possibility. So far there have been no reports of trout deaths this summer as oxygen levels have remained high.

1115 Upland / Headwater Fisheries

A drift dive of the upper Ngaruroro River has been scheduled for the 11th February 2018. The upper Mohaka has been scheduled for the following two days. Staff have organised with Helisika and East Kaweka Helicopters to provide signage in heli hangars. The signage will include regulations for the upper reaches of both the Mohaka and Ngaruroro fisheries.

1116 Game Bird Trend Counts

Trend count flights for black swan and paradise shelduck were scheduled for the 25th January. Flights were postponed due to high winds. Trend counts were completed on the 31st January.

1117 Game Bird Research

The 2018/19 OWP set the requirement for Hawkes Bay Fish and Game staff to investigate options for a new long-term waterfowl monitoring programme. We suggest that drone photography will be the most cost and time efficient option for the future. Absolute counts (rather than transects) on a variety of wetlands across the region will provide a comparative measure between years. This would be conducted three times per year at set dates. Combined with this, using drone photography along drainage ditches to conduct mallard brood counts is also an option that we would like to investigate next spring. Banding however, is still a useful tool for gauging population dynamics (male to female ratio and juvenile to adult) as part of an

overall waterfowl monitoring programme. Staff have organised a test flight with HBRC drones and qualified drone pilots and will report back to Council.

1118 Waterfowl Monitoring Programme

Staff have completed the 2019 banding programme. The total number of birds banded from the five sites was 569 which was lower than previous years. This was primarily due to lots of water and available food spreading birds throughout Hawkes Bay. A team from MPI joined us at Lake Rotokare on the 24th/25th Jan to carry out this year's avian flu monitoring.

1121 River Fisheries Creel Surveys

Data for the summer season will continue to be collected until the end of March 2018. The link continues to be promoted via angling clubs.

Winter 2018 Online Angling Diary Summary

With only 13 entries on the winter angling diary, no meaningful data could be gained from this.

1151 Game Farm Operations

Staff have collected seed from around the game farm and now have around 5,000 manuka and Carex seedlings that will need re-potting in the coming months. We currently have around 1000 slightly larger plants growing including Carex, Karamu, Akeake, cabbage trees and flaxes. These will be used for community initiatives and successful Gamebird Habitat Trust grant applicants. Around 500 akeake seedlings in root trainers have been gifted to Waiohiki Marae.

1152 Game Farm Maintenance

Predator control is ongoing around the Game Farm site and staff house. Grass has been mown in the paddock. Anglers clubs have been contacted to organise a working bee prior to the kids fish out day. The Watts family continues to support Hawkes Bay Fish and Game with their weekly volunteer work.

1154 Investigate Game Farm Development

Zorn Surveying has surveyed the maize paddock. Staff have worked with Zorn to create a plan of a wetland and fish out pond. This plan was passed on to Irrigation Services who have provided a quote for the earthworks and dam lining. Staff are currently working on getting more quotes for the work and are investigating external funding options. Staff are seeking direction from Council on the direction in which they would like the Game Farm site development to take before proceeding further.

1172 Game Bird Regulations

Draft game season conditions for the 2018 season were emailed to Robert Sowman at NZ Council on 21 January 2018.

1181 Game Bird Control

Fish & Game NZ, Hawke's Bay Region total permits issued to 31 January 2019	
Pukeko	13
Paradise Shelduck	3
Swan	1
Total	17

Avian influenza surveillance

Dr Wlodek Stanislawek from MPI produced a brief report on avian influenza in 2018. In response to the influenza H5N1 epidemic in 2003 in Asia, the MPI Animal Health Laboratory has been conducting avian influenza (AI) surveillance for subtypes H5 and H7 in particular, in migratory and resident wild birds to provide information for veterinary and human health authorities. In January 2018, MPI collected oropharyngeal and cloacal samples from 720 mainly mallard ducks at the mouth of the Kaituna River (n=320), Gisborne (n=300) and Lake Te Rotokare (n=100) during duck banding in the Eastern and Hawkes Bay regions.

All samples were first tested by generic influenza A real time RT/PCR followed by specific H5 and H7 real time RT/PCR TaqMan – these two most important AI subtypes targeted in this surveillance because of disease outbreaks that some of the pathogenic strains of these viruses can cause. Virus isolation was also carried out from randomly selected AI PCR positive samples.

The results for Lake Te Rotokare are as follows:

3. Lake Te Rotokare

Real time RT/PCR results

- AI virus detected in 79.3% of ducks (oropharyngeal and/or cloaca) samples and is considered to be very high in comparison to the previous year.

AI H5 viral RNA was detected in 3 samples. No H7 virus was detected and /or isolated from these samples.

Virus isolation

- A number of AI viruses were isolated subtypes H4 and H5. The H5 virus was classified as non-pathogenic.

Continuation of surveillance is important because the situation is likely to be dynamic with new strains of AI viruses emerging. Another batch of samples were collected at Lake Te Rotokare in January 2019 while duck banding was being undertaken.

HABITAT PROTECTION AND MAINTENANCE

1211 RMA Planning

Summary of activity

1. Tukituki taskforce. A separate report is included in the papers for information which summarises the current state of play for the Tukituki taskforce with a recommendation and terms of engagement for Council to consider. A plan change has been proposed by the Hawkes Bay Regional Council to provide an additional two years (until 2021) for surface water irrigators to develop a transition plan to enable them to meet the higher minimum flows proposed in 2023. There may be options to better integrate groundwater and surface water management, and to share the pain of implementing minimum flows on both groundwater and surface water users. Fish and Game has provided conditional support for the proposed plan change, provided that the Regional Council commits to substantial science resourcing. The Environmental Defence Society similarly supports the plan change. Forest and Bird are currently opposed.
2. Sports Fish and Gamebird Management Plan. This is still awaiting feedback from DOC.
3. Waipawa sewage treatment. The Central Hawkes Bay District Council is in the early stages of a plan to consolidate sewage treatment at one central site. Fish and Game has been invited to participate in a working group.
4. Hawke's Bay Regional Council is currently working towards identifying outstanding water bodies (OWB) within our region. That workstream is largely driven by requirements in the National Policy Statement for Freshwater Management and is intended to result in change to the Regional Council's RMA planning documents to incorporate a list of the region's outstanding water bodies. Hawkes Bay Fish and Game were asked to nominate someone from the organisation to participate on a small panel of experts. Tom Winlove was nominated as HB F&G's representative and attended the first meeting on the 4th Feb.

1212 Consent Applications

Staff review weekly consent applications emailed out by HBRC.

1231 Maintain and Enhance Game Bird Habitat

Staff continue to visit sites on private land to discuss habitat management for game birds and sports fish. We are currently working with one landowner to apply for a Gamebird Habitat Trust grant. Staff will meet with HBRC science and land management teams on the 18th Feb to discuss new wetland sites proposed in the wider Tukituki catchment.

ANGLER AND HUNTER PARTICIPATION

1312 Signage

Staff have replaced faded and broken signage on the Tutaekuri and Esk Rivers. Staff have liaised with the Walking Access Commission and landowners to organise signage at six points on the Tararua River. The landowner has agreed to pay for 50% of the signage costs.

1331 Electronic Newsletters

Staff produced Reel Life newsletters December and January and shared them via Facebook.

1332 Fish and Game Magazine & Newsletters

Staff finished the 2-page insert for the Fish and Game magazine and continue to work on the game bird hunting newsletter.

1333 Fish and Game Website

Staff continue to add photos, videos and informative posts to the Hawkes Bay Fish and Game Facebook page. Four new posts were put up over December/January. We now have 552 followers of the page.

1351 Children's Fishing Programme

Children's fishing day scheduled for Saturday 2 March 2019. A children's fishing programme using the Game Farm facilities was run by Hastings Anglers Club in November/December. The Programme included indoor tuition on tying knots, casting practice and fishing in the fish out pond and on local rivers. Six fish were taken from the pond and smoked for the children to take home.

1352 Angler/Hunter Training

Staff have been working on organising and setting dates for a novice fly fishing course to be held in conjunction with local anglers clubs. The course will be run over a series of weeks in the evenings and will involve casting practice and catch and release fishing at the Game Farm and local rivers. Staff have been working to organise a Fish and Game steel shot patterning stall at the duck shooters claybird shoot at Ben Lomond Station. This will be held in April and promoted on our facebook page.

1353 Angler/Hunter Enquiries

Staff continue to field enquiries for information from anglers and hunters.

1361 Fish and Game Club Communications

Hunting and shooting clubs were contacted to get dates for their duck shooter events. Anglers clubs have been notified of the date for our kids fish out day and asked to help out. A good response has been received.

1371 Fish and Game Hut

Staff have scrub barred around the hut and cleaning supplies have been maintained.

PUBLIC INTERFACE

1451 Education

Staff have scheduled a school visit to the Game Farm with Bledisloe School in March which will focus on water and the need for healthy wetlands. Greenmeadows school is scheduled to bring two classes of year 5 and 6 children to the Game Farm on the 21st Feb.

COMPLIANCE

1511 Ranging

Honorary Rangers are continuing to range across the region.

Contacts 2017-2018 season (1/9/2017 to 31/12/2017)

So far, this season, Rangers have made 50 contacts with anglers.

Offences YTD 2018/19 season to 08/02/2018	Number
Fish without licence	0
Hunt without a licence	0
Shooting paradise shelduck out of season	0
Hunting game birds with an air rifle	0
Total	0

1521 Training

Jesse Friedlander (Regional Manager) attended a two-day Cert training in Wellington on the 10th/11th Jan. Jesse has applied for a ranger warrant. A one-day ranger training refresher course is being held in Rotorua on the 23rd Feb. Two of our honorary rangers will attend this.

LICENCING

1612 Analysis of Licence Information

See Licence Sales Report for further details.

1614 Increase Licence Sales

Staff have continued to actively promote Fish and Game licences via Facebook and Reel Life. Staff have endorsed our licence category options through phone calls received and licence agent visits. Information packs that include a complimentary magazine, newsletter, fishing regulations and access pamphlets have been mailed out to potential anglers who have called and visited the office to enquire about Fish and Game.

COUNCILS

1721 Council

Council kept informed of relevant national and regional matters as information is available. Reports and Agendas produced, and draft minutes circulated as soon as practicable after the meeting.

1832 Audit

The audit process of Hawkes Bay Fish and Game is ongoing

ADMINISTRATION

1921 Staff Communications

Weekly staff meetings held to maintain staff communications, plan operational work and discuss health and safety.

1941 Office Premises

Cleaner contracted to clean the offices on a fortnightly basis.

1942 Meeting Room

Meeting room maintained to a clean and tidy standard.

1991 Vehicle Maintenance

Ford Ranger upgraded with off-road tyres 5th Feb. 6 monthly vehicle checks are due to be completed in February.

14.2 HEALTH AND SAFETY REPORT

Ref: 9.01.07

30 January 2019

1. Background

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

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

2. December 2018 / January 2019 update

1. Implementation and adherence to the Health and Safety Plan

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

‘Tailgate’ forms are used when staff go out on field trips/ranging or when volunteers are assisting.

Staff are using field intentions forms to record their trip intentions when undertaking work in the field.

2. Monitoring and Reporting

Work Place Accident Register

As at 30 January 2018

Number of workplace injuries in 2018-2019 year	0
Number of workplace injuries in 2017-2018 year	0
Number of workplace injuries in 2016-2017 year	0
Number of workplace injuries in 2015-2016 year	0

3. Risk Management (identification and treatment)

Tailgate forms are being used by staff when undertaking tasks in the field such as farm visits, duck banding and ranging. These forms identify the risks and hazards associated with different tasks and provide a written record for audit purposes. Staff are now using the online Health and Safety App.

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

InReach device used to communicate with staff during headwater fishery monitoring trips.

New tyres have been put on the Ford Ranger for safer off road use.

4. Training programme

Jesse Friedlander completed a Growsafe course. Certificate has been filed.

5. H&S incidents

No incidents to report.

6. Recommendations

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

14.3 Finance Report

1.0 Purpose

To inform the Council of the current financial position and approve payments for the months of November & December 2018.

Please find Attached:

1. Table 1 – Other Income
2. Table 2 – Profit & Loss to 31 December 2018
3. Table 3- Balance Sheet as at 31 December 2018
4. Table 4 – Hawke’s Bay Variance Report to 31 December 2018
5. Table 5- Bank Transactions as at 30 November 2018
6. Table 6 – Bank Transactions to 31 December 2018

2.0 YTD Profit and Loss

The profit and loss summary for the 2-month period ended 31 December 2018 is attached (Table 2). This report documents the income and expenditure for the first four months of the new financial year. The Profit and Loss reports the Direct Costs for the period.

Income

Licence Income

Fish licence sales YTD are \$223,564 compared to the same time last year \$237,823. This year the Non-Resident Licence Revenue has been separated and has been budgeted for. The budget is \$14,774 – YTD Non-resident levy is \$5,868.

Other Income

Other Income YTD is \$7,512 (See Table 1 below for a summary) The Sundry income of \$449 relates to the Hawkes Bay Power Consumer Trust Dividend – 220 each for the Office and the Staff House.

Table 1: Other Income	Budget \$	Actual \$	Variance
Sundry	-	449	- 449
Rent - Maize	5,000	1,130	3,870
Liberations - Contract	-	-	-
Game Bird Hire Equipment	-	148	- 148
Legal Funding	-	731	- 731
Reparations	-	-	-
Wetland Landowner Advice	-	-	-
Walking Access Grant	-	-	-
DVD Sales	-	-	-
Advertising - Newsletter	500	-	500
Junior Hunt Sponsorship	-	696	- 696
Take a Child Fishing	-	-	-
Glenfalls Hut	1,000	1,044	- 44
Fines	500	-	500
Salaries Contract	2,520	-	2,520
Rent - Staff houses	9,000	2,600	6,400
Meeting Room Hire	2,000	722	1,278
Interest received	10,390	37	10,427
Donations	-	30	- 30
Total Other Income	30,910	7,513	23,397

Expenditure

Total Expenses for the 4 months ended 31 December 2018 were \$122,544.

Depreciation

YTD Depreciation is \$7,362 – in line with Budget. There is a loss on sale for the sale of the Navara ST of \$1,349. (Sold in October 2018)

Species Management

Expenditure within the Population Monitoring relates to the purchase of maize for Waterfowl monitoring.

Normal expenditure from Ace Lawn Services are reported within Game farm, \$747 YTD.

In October the purchase of 2,450 rainbow, 500 brown were delivered, as per budget.

Total Species Management \$13,771 against a Total Budget of \$48,224. (29% of budget spent)

Habitat

Total Habitat Protection Management spending to 31 December 2018 \$1,793 against a budget of \$19,000 (9% of budget spent)

Participation

No Spending in period under review.

Total Participation spending to 31 December 2018 \$177 against a budget of \$18,850 (1% of budget spent)

Public Interface

Total Public Interface spending to 31 December 2018 \$50 against a budget of \$2,500 (2% of budget spent)

Compliance

No Spending in period under review.

Total Compliance spending to 31 December 2018 \$799 against a budget of \$2,700 (30% of budget spent)

Licensing

Commission & fees relating to the November/December licence sales were reported \$8,850 YTD. This is in line with sales – average commission is 3.96% compared to a budget of \$4.5% - highlighting the move towards online purchases.

Council

Expenses within Council meetings are for the November and December meetings as well as the Public notice for the AGM.

Other Council expenses – relate to the legal advice received from the Council in relation to the Regional Audit. YTD \$2,997.

Total Council spending to 31 December 2018 \$3,543 against a budget of \$2,500 (142% of budget spent.

Planning & Reporting

The Audit Fee was paid in December 2018 \$6,150.

No cost for National liaison YTD. Note in this report the Levy has been moved to bottom of the Expenses.

Administration

- Salaries. YTD \$61,574 – this includes the accrual for Annual Leave. (25% of budget)
- Staff Expenses for the period relate to the accommodation and travel expenses for contract staff working for Hawkes Bay as well as the training costs for the Spraysafe course. 11% of expenses to date)
- In November rates make up the largest cost in November. Other Expenditure YTD relate to the cleaning contract, power and meeting room expenses and the annual service fee for the fire extinguishers. 33% of budget spent to date.
- The standard Communications expenses are reported relating to telephones, stationery and photocopying. In November the annual payroll cost was incurred – 38% of budget spent.
- General expenses include the bank fees for each month. The advertising in the Yellow pages was reported in November \$300. Within Budget YTD.
- Fuel, RUCs and registration are reported in Vehicles. The monthly SmartTrack fee of \$78 is recorded each month. Within Budget YTD with 20% of budget spent.

NZ F & G Levy

The Quarterly levy was reported in October \$6,730 as per budget.

3.0 Balance Sheet

Table 3 Outlines the Balance Sheet as at 31 December 2018 and compares it to the year ended position as at 31 August 2018.

Cash Position: \$517,396 (Including asset replacement reserves of \$78,128 and 59,605 for Donations) as at 31 December 2018. This is a combination of Total Bank, Petty cash and the Term Investments.

Debtors: Outstanding Debtors \$57,492 as at 31 December 2018 (55k owing from Eyede paid 19k on the 7th and 17k on the 10th of January.)

4.0 Variance report

The variance report is shown on Table 4.

The figures in this report are taken for the Profit and Loss (Table 2) - however, this report includes the staff hours against budget. The overheads and other revenue are allocated against each project to give an internal cost of the project and a total cost.

The Budget hours include the hours that Eastern has contracted to work for Hawke's Bay. YTD actual staff hours are entered for each project area to provide Council with an overview of the staff time component of the Operational Work Plan.

To 31 December 2018 a total of 1,284 hours were dedicated to projects compared to a total budget of 4,759 (27% of the time) compared to 33% of the year completed. Much of the Species monitoring hours will fall in the January and February period. There are no significant hours to report on.

5.0 Bank Transactions

Tables 5 & 6 show the bank transactions for the period of November 2018 and December 2018 respectively.

6.0 Recommendations

6.1 *That the payments for November 2018 and December 2018 be approved totalling \$87,929.91 be approved as per Tables 5 and 6.*

<i>November 2018 – Table 5</i>	<i>58,723.88</i>
<i>December 2018 – Table 6</i>	<i>29,206.03</i>
<i>TOTAL to approve</i>	<i>87,929.91</i>

6.2 *The Finance report be accepted for the 4 months ended 31 December 2018.*

Table 3 Balance Sheet

Hawke's Bay Fish and Game Council As at 31 December 2018

	31 DEC 2018	31 AUG 2018
Assets		
Bank		
Westpac Call Account	145,413.21	62,000.34
Westpac Current Account	7,925.32	4,090.04
Westpac Donation Account	1,608.19	1,607.65
Total Bank	154,946.72	67,698.03
Current Assets		
Accounts Receivable	57,492.74	12,910.13
Farmlands Shares	1,835.00	1,835.00
Interest Accrued & Prepayments	-	4,781.27
Petty Cash & Licence Float	230.00	230.00
Term Investments	362,219.68	372,481.97
Total Current Assets	421,777.42	392,238.37
Fixed Assets	448,046.93	475,000.37
Total Assets	1,024,771.07	934,936.77
Liabilities		
Current Liabilities		
Accounts Payable	18,223.46	39,700.08
Accrued Expenses	4,264.40	7,574.26
Accrued salaries and wages	-	6,060.47
Annual Leave & Time in lieu	3,555.60	13,166.97
GST	13,667.83	(13,696.76)
Income in Advance	21,996.00	28,741.00
PAYE Clearing	4,694.64	3,270.35
Westpac Mastercard - CT	458.19	740.50
Total Current Liabilities	66,860.12	85,556.87
Total Liabilities	66,860.12	85,556.87
Net Assets	957,910.95	849,379.90
Equity		
Accumulated Funds	668,777.82	643,949.58
Current Year Earnings	108,531.05	24,828.24
Asset Replacement Reserve	78,128.00	78,128.00
Back Country Fisheries Reserve	19,328.09	19,328.09
Hawke's Bay Pheasants Unlimited	1,602.00	1,602.00
Hawke's Bay Wildlife Fund	22,247.70	22,247.70
River/Water Quality Donations	59,296.29	59,296.29
Total Equity	957,910.95	849,379.90

Table 2 Profit and Loss

Hawke's Bay Fish and Game Council For the 2 months ended 31 December 2018

	NOV 2018	DEC 2018	YTD ACTUAL	TOTAL BUDGET	VAR TO BUDGET	% OF BUDGET
Income						
Licence Income						
Fish Licence Income	31,437	31,117	217,677	277,182	(59,505)	79%
Game Licence Income	-	18	18	152,480	(152,462)	0%
Non Resident Licence Revenue	2,148	1,594	5,868	14,774	(8,906)	40%
Total Licence Income	33,585	32,729	223,564	444,436	(220,872)	50%
Other Income	4,457	1,291	7,512	30,910	(23,398)	24%
Total Income	38,042	34,020	231,075	475,346	(244,271)	49%
Operating Expenses						
Depreciation	1,746	1,746	7,362	21,564	(14,202)	34%
Loss on Disposal	-	-	1,349	1,189	160	113%
1100 SPECIES MANAGEMENT						
1110 Population Monitoring	55	550	1,233	13,800	(12,567)	9%
1120 Harvest Assessment	-	-	-	5,900	(5,900)	-
1150 Game Farm	330	75	747	16,300	(15,553)	5%
1160 Releases	-	-	11,791	11,624	167	101%
1180 Control	-	-	-	600	(600)	-
Total 1100 SPECIES MANAGEMENT	385	625	13,771	48,224	(34,453)	29%
1200 HABITAT PROTECTION MANAGEMENT						
1210 Resource Management Act	-	-	731	7,000	(6,269)	10%
1220 Works & Management	-	-	-	2,000	(2,000)	-
1230 Assisted Habitat	63	-	1,063	10,000	(8,937)	11%
Total 1200 HABITAT PROTECTION MANAGEMENT	63	-	1,793	19,000	(17,207)	9%
1300 PARTICIPATION						
1310 Access	-	-	-	2,500	(2,500)	-
1320 Satisfaction Survey	-	-	-	500	(500)	-
1330 Newsletters	-	-	-	9,250	(9,250)	-
1340 Informational Publications	-	-	-	800	(800)	-
1350 Angler & Hunter Training	-	-	177	4,700	(4,523)	4%
1360 Club Relations	-	-	-	100	(100)	-
1370 Fish & Game Huts	-	-	-	1,000	(1,000)	-
Total 1300 PARTICIPATION	-	-	177	18,850	(18,673)	1%
1400 PUBLIC INTERFACE						
1430 Advocacy	-	-	-	1,000	(1,000)	-
1440 Public Promotions	50	-	50	1,000	(950)	5%
1450 Visitor Facility/Education	-	-	-	500	(500)	-
Total 1400 PUBLIC INTERFACE	50	-	50	2,500	(2,450)	2%

Table 2 Profit and Loss

	NOV 2018	DEC 2018	YTD ACTUAL	TOTAL BUDGET	VAR TO BUDGET	% OF BUDGET
1500 COMPLIANCE						
1510 Ranging	-	-	799	1,500	(701)	53%
1520 Ranger Training	-	-	-	700	(700)	-
1530 Compliance/Prosecutions	-	-	-	500	(500)	-
Total 1500 COMPLIANCE	-	-	799	2,700	(1,901)	30%
1600 LICENSING						
1620 Agent Servicing	-	-	26	500	(474)	5%
1630 Commission	1,285	1,251	8,850	19,334	(10,484)	46%
Total 1600 LICENSING	1,285	1,251	8,876	19,834	(10,958)	45%
1700 COUNCILS						
1720 Council Meetings	269	250	545	2,500	(1,955)	22%
Other Council Expenses	28	900	2,998	-	2,998	-
Total 1700 COUNCILS	297	1,150	3,543	2,500	1,043	142%
1800 PLANNING/REPORTING						
1830 Reporting/Audit	-	6,150	4,008	6,400	(2,393)	63%
1840 National Liaison	-	-	-	300	(300)	-
Total 1800 PLANNING/REPORTING	-	6,150	4,008	6,700	(2,693)	60%
1900 ADMINISTRATION						
1910 Salaries	12,207	18,411	61,574	243,214	(181,640)	25%
1920 Staff Expenses	716	163	1,198	10,670	(9,472)	11%
1930 Staff Houses	66	-	134	11,000	(10,866)	1%
1940 Office Premises	915	337	2,354	7,200	(4,846)	33%
1950 Office Equipment	148	120	527	2,960	(2,433)	18%
1960 Communications/Consumables	1,669	683	5,181	13,500	(8,319)	38%
1970 General	314	12	472	7,300	(6,828)	6%
1980 General Equipment	-	38	222	3,800	(3,578)	6%
1990 Vehicles	214	737	2,423	12,200	(9,777)	20%
Total 1900 ADMINISTRATION	16,249	20,500	74,086	311,844	(237,758)	24%
NZ F&G Levy	-	-	6,730	26,920	(20,190)	25%
Total Operating Expenses	20,075	31,422	122,544	481,825	(359,281)	25%
Net Profit	17,967	2,597	108,531	(6,479)	115,010	-1,675%

Table 4 : Region: Hawkes' Bay to 31 December 2018

2018/19 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME

Code	Project	EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		NET COST		Variance	%
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual		
1110	Population Monitoring	\$ 13,800	\$ 1,233	543	169	\$ 34,039	\$ 9,251	\$ -	\$ -	\$ 47,839	\$ 10,484	\$ 37,355		21.9	
1120	Harvest Assessment	\$ 5,900	-	150	9	\$ 9,403	\$ 493	\$ -	\$ -	\$ 15,303	\$ 493	\$ 14,810		3.2	
1130	Fish Salvage	\$ -	-	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0.0	
1140	Hatchery Operations	\$ -	-	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0.0	
1150	Game Farm	\$ 16,300	\$ 747	195	92	\$ 12,224	\$ 5,036	\$ -	\$ -	\$ 28,524	\$ 5,783	\$ 22,741		20.3	
1160	Liberations	\$ 11,624	\$ 11,791	10	8	\$ 627	\$ 438	\$ -	\$ -	\$ 12,251	\$ 12,229	\$ 22		99.8	
1170	Regulations	\$ -	-	54	7	\$ 3,385	\$ 383	\$ -	\$ -	\$ 3,385	\$ 383	\$ 3,002		11.3	
1180	Control	\$ 600	-	17	27	\$ 1,066	\$ 1,478	\$ -	\$ 148	\$ 1,666	\$ 1,330	\$ 336		79.8	
	TOTAL - SPECIES MANAGEMENT	\$ 48,224	\$ 13,771	989	312	\$ 60,743	\$ 17,078	\$ -	\$ 148	\$ 108,967	\$ 30,701	\$ 76,266		28.2	
1210	RMA	\$ 7,000	\$ 731	330	68	\$ 20,686	\$ 3,722	\$ -	\$ 731	\$ 27,686	\$ 3,722	\$ 23,964		13.4	
1220	Works & Management	\$ 2,000	-	120	38	\$ 7,522	\$ 2,080	\$ 5,000	\$ 1,130	\$ 4,522	\$ 960	\$ 3,572		21.0	
1230	Assisted Habitat	\$ 10,000	\$ 1,063	206	18	\$ 12,913	\$ 985	\$ -	\$ -	\$ 22,913	\$ 2,048	\$ 20,865		6.9	
1240	Assessment	\$ -	-	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0.0	
1250	Legal Expenses Reimbursed	\$ -	-	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0.0	
	TOTAL - HABITAT PROTECTION & MAN	\$ 19,000	\$ 1,794	656	124	\$ 41,122	\$ 6,787	\$ 5,000	\$ 1,861	\$ 55,122	\$ 6,720	\$ 48,402		12.2	
1310	Access	\$ 2,500	\$ -	145	26	\$ 9,090	\$ 1,423	\$ -	\$ -	\$ 11,590	\$ 1,423	\$ 10,166		12.3	
1320	Satisfaction Survey	\$ 500	\$ -	147	0	\$ 9,215	\$ -	\$ -	\$ -	\$ 9,715	\$ -	\$ 9,715		0.0	
1330	Newsletters	\$ 9,250	\$ -	229	14	\$ 14,355	\$ 766	\$ 500	\$ -	\$ 23,105	\$ 766	\$ 22,339		3.3	
1340	Other Publications	\$ 800	\$ -	148	6	\$ 9,278	\$ 328	\$ -	\$ -	\$ 10,078	\$ 328	\$ 9,749		3.3	
1350	Training	\$ 4,700	\$ 177	336	102	\$ 21,063	\$ 5,583	\$ -	\$ 696	\$ 25,763	\$ 5,064	\$ 20,698		19.7	
1360	Club Relations	\$ 100	\$ -	43	32	\$ 2,696	\$ 1,752	\$ -	\$ -	\$ 2,796	\$ 1,752	\$ 1,044		62.7	
1370	Huts	\$ 1,000	\$ -	31	12	\$ 1,943	\$ 657	\$ 1,000	\$ 1,044	\$ 1,943	\$ 387	\$ 2,330		-19.9	
	TOTAL - ANGLER & HUNTER PARTICIP	\$ 18,850	\$ 177	1,079	192	\$ 67,638	\$ 10,510	\$ 1,500	\$ 1,740	\$ 84,988	\$ 8,947	\$ 76,042		10.5	
1410	Liaison	\$ -	\$ -	55	18	\$ 3,448	\$ 985	\$ -	\$ -	\$ 3,448	\$ 985	\$ 2,462		28.6	
1420	Communication	\$ -	\$ -	60	31	\$ 3,761	\$ 1,697	\$ -	\$ -	\$ 3,761	\$ 1,697	\$ 2,064		45.1	
1430	Advocacy	\$ 1,000	\$ -	128	52	\$ 8,024	\$ 2,846	\$ -	\$ -	\$ 9,024	\$ 2,846	\$ 6,177		31.5	
1440	Public Promotions	\$ 1,000	\$ 50	71	15	\$ 4,451	\$ 821	\$ -	\$ -	\$ 5,451	\$ 871	\$ 4,580		16.0	
1450	Visitors/Education	\$ 500	\$ -	140	48	\$ 8,776	\$ 2,627	\$ -	\$ -	\$ 9,276	\$ 2,627	\$ 6,649		28.3	
	TOTAL - PUBLIC INTERFACE	\$ 2,500	\$ 50	454	164	\$ 28,460	\$ 8,977	\$ -	\$ -	\$ 30,960	\$ 9,027	\$ 21,933		29.2	
1510	Ranging	\$ 1,500	\$ 799	200	11	\$ 12,537	\$ 602	\$ -	\$ -	\$ 14,037	\$ 1,401	\$ 12,636		10.0	
1520	Ranger Training	\$ 700	\$ -	48	7	\$ 3,009	\$ 383	\$ -	\$ -	\$ 3,709	\$ 383	\$ 3,326		10.3	
1530	Compliance	\$ 500	\$ -	148	7	\$ 9,278	\$ 383	\$ 500	\$ -	\$ 9,278	\$ 383	\$ 8,894		4.1	
	TOTAL - COMPLIANCE	\$ 2,700	\$ 799	396	25	\$ 24,824	\$ 1,368	\$ 500	\$ -	\$ 27,024	\$ 2,167	\$ 24,856		8.0	
1610	Licence Production	\$ -	\$ -	200	43	\$ 12,537	\$ 2,354	\$ -	\$ -	\$ 12,537	\$ 2,354	\$ 10,184		18.8	
1620	Agent Servicing	\$ 500	\$ 26	96	32	\$ 6,018	\$ 1,752	\$ -	\$ -	\$ 6,518	\$ 1,778	\$ 4,740		27.3	
1630	Agent Payments	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0.0	
	TOTAL - LICENSING	\$ 500	\$ 26	296	75	\$ 18,555	\$ 4,105	\$ -	\$ -	\$ 19,055	\$ 4,131	\$ 14,924		21.7	
1710	Council Elections	\$ -	\$ -	5	7	\$ 313	\$ 383	\$ -	\$ -	\$ 313	\$ 383	\$ (70)		122.2	
1720	Council Meetings	\$ 2,500	\$ 3,543	450	143	\$ 28,209	\$ 7,827	\$ -	\$ -	\$ 30,709	\$ 11,370	\$ 19,338		37.0	
	TOTAL - COUNCILS	\$ 2,500	\$ 3,543	455	150	\$ 28,522	\$ 8,211	\$ -	\$ -	\$ 31,022	\$ 11,754	\$ 19,269		37.9	
1810	Management Plan	\$ -	\$ -	50	9	\$ 3,134	\$ 493	\$ -	\$ -	\$ 3,134	\$ 493	\$ 2,642		15.7	
1820	Annual Planning	\$ -	\$ -	116	11	\$ 7,272	\$ 602	\$ -	\$ -	\$ 7,272	\$ 602	\$ 6,669		8.3	
1830	Reporting - Auditing	\$ 6,400	\$ 4,008	228	213	\$ 14,292	\$ 11,659	\$ -	\$ -	\$ 20,692	\$ 15,667	\$ 5,025		75.7	
1840	National Liaison	\$ 300	\$ -	60	9	\$ 3,761	\$ 493	\$ -	\$ -	\$ 4,061	\$ 493	\$ 3,569		12.1	
	TOTAL - PLANNING/REPORTING	\$ 6,700	\$ 4,008	454	242	\$ 28,460	\$ 13,246	\$ -	\$ -	\$ 35,160	\$ 17,254	\$ 17,905		49.1	

Table 4 : Region: Hawkes' Bay to 31 December 2018

2018/19 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME

	EXTERNAL COSTS		4,759	1,284	298,324	70,283	7,000	3,749	392,298	90,702	301,596	23.1
	Budget	Actual										
OVERHEADS												
1910 Salaries	\$ 237,067	\$ 61,574										
1920 Staff Expenses	\$ 16,817	\$ 1,198										
1930 Staff Houses	\$ 11,000	\$ 134										
1940 Office Premises	\$ 7,200	\$ 2,354					2,600			(2,466)		-123.3
1950 Office Equipment	\$ 2,960	\$ 527										32.7
1960 Communications/Consumables	\$ 13,500	\$ 5,181										8.5
1970 General	\$ 7,300	\$ 471										38.4
1980 General Equipment	\$ 3,800	\$ 222					479			(8)		-0.1
1990 Vehicles	\$ 12,200	\$ 2,423										-5.0
Administration	\$ 311,844	\$ 74,084										19.9
Total Overhead Net Cost												
Total Outputs Staff Hours												
Internal Cost Per Hour												

Code	Output	EXTERNAL COSTS		HOURS		INTERNAL COST		NETABLE INCOME		NET COST		%
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual			
1	Species Management	48,224	13,771	969	312	60,743	17,078	0	148	108,967	30,701	28.2
2	Habitat Protection & Management	19,000	1,794	656	124	41,122	6,787	5,000	1,861	55,122	6,720	12.2
3	Angler & Hunter Participation	18,850	177	1,079	192	67,638	10,510	1,500	1,740	84,988	8,947	10.5
4	Public Interface	2,500	50	454	164	28,460	8,977	0	0	30,960	9,027	29.2
5	Compliance	2,700	799	396	25	24,824	1,368	500	0	27,024	2,167	8.0
6	Licensing	500	26	296	75	18,555	4,105	0	0	19,055	4,131	21.7
7	Councils	2,500	3,543	455	150	28,522	8,211	0	0	31,022	11,754	37.9
8	Planning, Reporting	6,700	4,008	454	242	28,460	13,246	0	0	35,160	17,254	49.1
9	Administration											
	Total Overhead Staff Hours			1,500	582							
	TOTAL BUDGET	100,974	24,168	6,359	1,866	298,324	70,283	7,000	3,749	392,298	90,702	23.1

Licence Income 2018/19		Budget	Actual	Reconciliation:		Approved Budget	Surplus/(Deficit) YTD
2018/19 Fish licence		291,956	223,546		Less Interest	(10,390)	37
	Less Commission	(12,473)	(8,850)		Plus Depreciation	21,564	7,365
Net Fish Licence Income		279,483	214,696		Plus Loss/Less Profit on sale	0	0
2019 Game Licence Income		152,480	18		Plus Levy/Less Grant	1,189	1,349
	Less Commission	(6,862)			Licence revenue	26,919	6,730
Net Game Licence Income		145,618	18		Less Other income	(425,101)	(214,714)
Total Licence Income		444,436	223,564		Plus other Expenses	0	0
Total Net 2018/19		425,101	214,714			(6,479)	108,531

3.0 Balance of Current Assets

Cash Position: \$362,234.55 (Including asset replacement reserves of \$78,128 and \$57,700 for Donations) as at 31 December 2017.

Debtors: Outstanding Debtors \$49,229 as at 31 December - compared to 31 December 2016 \$55,594

4.0 Bank Transaction

4.1 *That the payments for November 2017 and December 2017 be approved totalling \$94,805.63 be approved as per Tables 4 and 5.*

5.0 Recommendations

5.1 *That Council approves the following payments:*

<i>November 2017</i>	<i>\$52,966.49</i>
<i>December 2017</i>	<i>\$41,839.14</i>
<i>Total to Approve</i>	<i>\$94,805.63</i>

5.2 *That Council accepts the Finance Report.*

14.3 Licence Sales Report

Ref: 6.01.05

31 January 2019

1. Introduction

This report provides an overview of the initial licence sales for the commencement of the 2018-2019 season.

2. 2018-2019 Fish Licence Sales

- 2.1 Licence sales for the 2017-2018 season YTD are summarised in Table one.
- 2.2 A total of 87.1% of the annual sales target has been achieved.
- 2.3 Sales are reported to be 1.5 % below licences issued for the same period last year.
- 2.4 Nationally the licence sales are 4.9% below on last year's sales to the same time.

Fish Licence Sales 2018/19 vs 2017/18 YTD to 31 January 2019

Channel	FWF	FWA	FWNA	FSLA	FLAA	FWIA	FLBA	FSBA	FDA	FDNA	FWJ	FWND	FDJ	FDND	FWC	FWNC	FDNC	Total Fish
Agency Online	226	631	101	130	107	0	7	34	121	147	82	3	49	9	0	0	0	1,647
Public Online	160	361	124	48	55	0	2	35	166	164	41	3	19	4	0	0	0	1,182
Eyede Call Centre	5	0	0	5	0	0	0	0	1	1	0	0	0	0	0	0	0	12
Total YTD 2017-2018	391	992	225	183	162	0	9	69	288	312	123	6	68	13	0	0	0	2,841
Agency Online	201	605	72	140	129	0	7	38	94	151	75	0	17	10	0	0	4	1,543
Public Online	176	352	136	51	59	0	8	49	153	94	51	3	12	1	0	3	0	1,148
Eyede Call Centre	3	3	1	2	0	0	2	0	0	0	0	0	0	0	0	0	0	11
Total YTD 2018-2019	380	960	209	193	188	0	17	87	247	245	126	3	29	11	0	3	4	2,702

Resident Licence Categories

FWF- Family Season, FWA- Adult Season, FLSA- Loyal Senior Season, FLAA - Local Season, FLBA- Local Area Season, FWIA - Adult Winter Season, FLBA - Adult Long Break
 FSBA - Adult Short Break, FDA - Adult Day, FWJ - Junior Season, FDJ - Junior Day
 FWC - Child Season

Non- Resident Licence Categories

FWNA - Adult Season, FDNA- Adult Day, FWNJ- Junior Season, FDNJ - Junior Day
 FWNC- Child Season, FDNC - Child Day

Recommendation

Council agrees to accept the licence sales report

16 Public Excluded Session

Ref: 9.01.04

30 January 2019

1. Purpose

To discuss ongoing Hawkes Bay Audit and 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 matters, staffing and management options.*

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:

Time:

Resolved (/)

That the public be excluded from the following parts of the proceedings of this meeting

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 and the ongoing HB Audit.	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 the ongoing Hawkes Bay audit and governance

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.”

Time:

Resolved (/)

That the open meeting of the Hawkes Bay Fish and Game Council resumes.

17 Meeting Closes