



NEW ZEALAND

HAWKES BAY
FISH AND GAME COUNCIL

MEETING
AGENDA

Tuesday 03 December 2019

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 3 December 2019

Commences: 6.00 PM

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HAWKE'S BAY FISH & GAME COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE GAME FARM ON Tuesday 15th October 2019 AT 6.00 PM

PRESENT:

Messrs: Duley, (Acting Chair), Hern, Hickmott, Bowcock, Elstone, Hickmott, Williams, Niblett, Lumsden, Pinker and MacKay.

PUBLIC IN ATTENDANCE

Steve Perfect, Bob Spain, Graeme Jobey, Brad Pinker, Michael Percy

INTRODUCTION

1.0 WELCOME

Cr. Duley opened the meeting at 6.00pm advising the meeting would be recorded. He also advised the public in attendance that he would be chairing the meeting as Cr. Bates had sent in his apologies. The Manager of Hawke's Bay Fish and Game was also unavailable to attend as he had taken a fall and was incapacitated.

2.0 APOLOGIES

Cr's. Nimon, Bates, Hickmott

3.0 FOR GENERAL BUSINESS

It was requested that there be a discussion on the registration of firearms and the proposed fish release into Tutira.

4.0 CONFLICT OF INTEREST REGISTER

The conflict of register was passed around for signatures and councillors to note any conflicts with the listed October agenda items. No conflicts were tabled.

5.0 MINUTES OF THE LAST MEETING

AGREED

5.1 That having been previously circulated to members, the minutes of the meeting of the Hawke's Bay Fish and Game Council held on 20 August 2019 are a true and correct record.

Elstone/Niblett

6.0 MATTERS ARISING:

Cr. Williams asked whether everyone had received an email from NZ Council regarding the registration of firearms as he had followed this up with NZC. NZ Council now has their draft position on this out.

7.0 2020 Game Season Conditions

There is an error in 4.1 that needed to be corrected as it limits cartridges to two in total instead of a magazine capacity of two plus one in the chamber of the shotgun.

A discussion centred around the threshold limits for swans, paradise shelducks and mallards. Crs. questioned whether data from trend counts and banding should be used to make these decisions as we have been told that 1000 birds are needed to be banded every year to get a large enough sample. This has only been achieved once in the last 20 years. Council has also previously been informed that the aerial trend counts do not cover enough paradise shelduck moult sites to accurately reflect population changes. If trend counts show a population change, we need to understand why, not just change the limits.

Staff are looking into carrying out counts from drones for mallards and maybe a similar programme should be explored for swans and paradise shelducks.

Council requested that staff look at comparing hunter survey data with aerial trend counts as the aerial trend counts do not appear to be statistically robust enough to make management decisions.

Staff should also follow up with upland game forestry hunting blocks and if no blocks are available, this section should be deleted from the second schedule.

Council discussed whether the time that shooting can commence should change from 6:30am to 6:15am as early in the season 6:30 seems too late.

7.0 Game Season Conditions

AGREED

*That shooting hours for the 2020 Game Season in the Hawke's Bay region be changed to 6:15am-6pm
Pinker/Lumsden*

8.0 Information for the Draft 2018-19 Draft Annual Report

AGREED

*8.1 That Council receives the draft reports comprising the Statement of Service Performance, Chairman's reports and draft financial statements for the 2018-2019 year.
(15/10/8.1)*

Lumsden/Niblett

9.0 Hawke's Bay Fish and Game Council Meeting Dates for the 2020 Year

9.1 That Council approves the proposed meeting dates for the 2019/2020 year

Lumsden/Hern

11.0 Future Fish and Game Licence Sales System

Cr. Duley passed around a paper received earlier today from Jay Graybill, CSI F&G CEO.

Options 1 and 2 were discussed. One being to stick with the current provider and two being NZ Council taking over this role and employing staff to carry out the licencing function. The benefits of option 2 were summarised by Cr. Williams as cost savings and allowing Fish and Game to have a better understanding and control over the workings of the licencing system in the future.

Discussion centred around reluctance for NZ Council to take over this role without further scoping and pricing. A recent change of accounting system by the NZDA was used as example of these risks. We know that the current provider can carry out the role and the potential savings seem to be very little.

11.1 That Council supports option 1 as a fall-back option but suggests NZ Council further investigate option two.

Elstone/Mackay

12. Draft Policy on Hawke's Bay Honorary Ranger Appreciation

Council agreed that since the manager was not present, he could not answer the question posed at the previous meeting regarding the legality of providing gifts to Honorary Rangers. Since this question could not be answered, the matter is to be deferred until the next meeting.

13. Draft Policy on Providing Plants/Predator Traps for the Enhancement of Wetland/Riparian Habitat in Hawke's Bay

It was discussed that there needs to be care taken to avoid potential conflicts of interest that could arise such as friends of staff receiving plants preferentially. This policy is to make sure any situation like this would not arise.

Cr. Bowcock advised that traps can now be checked via Smartphone if a trap box has been installed with a monitoring/communication device. If we are to give away or provide subsidised traps the traps need to be checked regularly and this checked up on by staff.

Cr. Duley questioned whether trapping efforts had been coordinated between Fish and Game regions and whether this information was uploaded on to Trap NZ. Fish and Game regions have small local ongoing trapping efforts, and these is not coordinated between the regions.

It was discussed that we should be coordinating as much as possible with Predator Free Hawkes Bay. The reasons for the level of discretion delegated to the Manager were discussed. As the policy stands, the Manager could give away 20 traps to a landowner. There may be cases where this is valid, however, further clarification is needed on this from the Manager before this policy is signed off.

14. Liaison Officers Reports

15.0 REPORTS

15.1 Management Report

Cr. Niblett mentioned that the lack of prior notice given when Council needed to decide on the whether to appeal the WCO Special Tribunal decision was very poor. Cr. Williams stated that the Manager had been unintentionally left out of emails from the lawyers involved but had been added again at the request of Martin Taylor, NZC CEO. As Jesse is not at the meeting, Council would like to seek further clarification as to why staff were given such late notice on this and how this could be avoided in the future.

Cr. Elstone questioned the whereabouts of the Railroad Wetland. It was clarified that the wetland is on the roadside adjacent to Waitangi Wetland.

15.2 Health & Safety Report

AGREED

15.2 That the council receives and accepted the Health & Safety Report. (15/10/15.2).

Williams/Lumsden

15.3 Finance Report

It was discussed that a for the surplus was the fact that Cr. Bates did not take a salary while he was acting chairman, however this was only for a month of the 2018/19 year. The increase in licence sales also wasn't enough to account for the surplus and so it is also due to reduced spending. Cr. Williams informed Council that any surplus would be put back into the Hawke's Bay reserves, however, if Hawke's Bay Fish and Game then applied to NZ Council for funding, it would likely be told to take the required money from our own reserves. If we are not needing to spend a large proportion of our budget, we should also be looking at supporting the rest of the Country. There is a strategic Finance Committee looking at the future of this budgeting system. We have plans for the Game Farm which will likely require money from reserves. Without Jesse or Cr. Bates at the meeting it was decided to save any further questions.

14.3 That the council accepts the finance report and that the total payment of \$78,026.10 is approved. (15/10/14.3).

Bowcock/Pinker

15.5 Licence Report

AGREED

15.5 That the council receives the licence reports. (15/10/14.5). Hern/Williams

GENERAL BUSINESS

Firearms Registration

Cr. Duley questioned whether everyone had seen the NZ Council's draft submission on the registration of firearms and informed Council that today there had been a meeting with all representative groups of firearms users and they have come up with a united submission. It was suggested that Hawkes Bay Fish and Game should support this consensus position. Martin Taylor and Brain Anderton were representing NZ Council at today's meeting.

Cr. Williams explained that this had previously been discussed at New Zealand Council under public excluded session and therefore he hadn't been able to talk about it when asked at a previous Council meeting. It very concerning that the Commissioner of Police will have the ability to effectively "Make his own rules on the fly". Police would also not have to receive a search warrant to enter the premises of a gun owner. COLFO (The Coalition of Licenced firearms Owners) have been doing some good work on this, however, saying that steel shot would be banned was misleading.

Pheasant Releases

Cr. Niblett announced that he had a conflict of interest with this topic. Towards the end of the shooting season, Cr. Niblett explained that he had offered Jesse (Regional Manager) some pheasants which were to be released on public land for hunters in the region. Cr. Niblett then went back through his records and requested banding records from Jesse and the Department of Conservation. Of the birds donated by preserves in the Hawke's Bay region and released by Hawkes Bay Fish and Game in 2016, there are no records other than emails between Cr. Niblett and Fish and Game staff. This is disappointing having donated the birds and was a requirement of the release. Cr. Niblett would like this looked into as it is a condition of the permits that records are kept and sent to DOC. It was suggested that at a future meeting there should be a vote as to whether Hawkes Bay Fish and Game should release further pheasants donated by Hawkes Bay Gamebirds. Council would like staff to further follow up whether the birds were banded in 2016 and if so, where they were released.

Bands are ordered from DOC and records must be kept and sent in to DOC each year with the number of bands used, numbers, species banded and locations.

Fish Releases

Cr. Duley read out correspondence received from Jesse earlier today. There had been no further correspondence with MTT although Jesse was going to follow up again today. The fish release into Tutira was tentatively scheduled for mid-November if these issues could be resolved in time. Cr. Williams reiterated that he thought it would be appropriate to hold this topic in public excluded as a member of the public or rumours could give the Iwi group the wrong idea of our views and jeopardise our chance to work with MTT on this in a productive manner.

Letter from Southland Fish and Game Council

Council suggested that the Chairman respond with a letter supporting what they are proposing and reiterate that the Hawke's Bay council has already been doing this, being frugal.

At this point, a member of the public, Brad Pinker, requested to speak. He wondered when the Hawkes Bay Fish and Game audit report would be available for the licenceholders to view. Cr. Duley informed the members of the public that the audit report hadn't yet been released. The media requested a copy under the Official Information Act and this was released by NZ Council with staff names redacted. It is therefore up to NZ Council to release.

16.0 PUBLIC EXCLUDED SESSION

Time: 7.40pm

AGREED

16.1 That the public be excluded from the following parts of the proceedings of this meeting, namely to discuss the HB Audit and governance matters.

(15/10/15.1)

Lumsden/Bowcock

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

(19/06/15.2)

Lumsden/Elstone

There being no further business the meeting closed at 8.20 PM.

CONFIRMED

CHAIRMAN

MINUTES OF THE LAST MEETING

6.1 That having been previously circulated to members, the minutes of the meeting of the Hawke's Bay Fish and Game Council held on 20 August 2019 are a true and correct record.
Elstone/Niblett

7.0 Game Season Conditions

That shooting hours for the 2020 Game Season in the Hawke's Bay region be changed to 6:15am-6pm.
Pinker/Lumsden

8.1 That Council receives the draft reports comprising the Statement of Service Performance, Chairman's reports and draft financial statements for the 2018-2019 year. (15/10/8.1)
Lumsden/Niblett

9.0 Hawke's Bay Fish and Game Council Meeting Dates for the 2020 Year

9.1 That Council approves the proposed meeting dates for the 2019/2020 year

Lumsden/Hern

10.0 Future Fish and Game Licence Sales System

10.1 That Council supports option 1 as a fall-back option but suggests NZ Council further investigate option two.

Elstone/Mackay

15.2 Health & Safety Report

AGREED

15.2 That the council receives and accepted the Health & Safety Report. (15/10/15.2).

Williams/Lumsden

15.3 Finance Report

15.3 That the council accepts the finance report and that the total payment of \$78,026.10 is approved. (15/10/14.3).

Bowcock/Pinker

16.4 Licence Report

AGREED

15.5 That the council receives the licence reports. (15/10/14.5). *Hern/Williams*

16.0 PUBLIC EXCLUDED SESSION

Time: 7.40pm

16.1 That the public be excluded from the following parts of the proceedings of this meeting, namely to discuss the HB Audit and governance matters.

(15/10/15.1)

Lumsden/Bowcock

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

(19/06/15.2)

Lumsden/Elstone

6. CONFLICT OF INTEREST REGISTER

1. Purpose

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

2. Background

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

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

- (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 to 1.13 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.

7.0 ADOPTION OF THE 2018 2019 PERFORMANCE REPORT

7.1. Purpose

To adopt the Performance Report for the 2018-2019 year

7.2. Background

The Performance report for the 2018-2019 year has been completed and audited by Owen McLeod. The unsigned Draft accounts are attached to this report. Ther figures have not changed for the Finance report in October and to date no changes have been requested from Owen McLeod.

The Final copy will be emailed to you once this has been signed off by the Auditor.

7.3. Reporting Standards

The Accounts have been prepared under a Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) (PBE SFA A (PS)).

7.4. Summary of Year end Results

Net Surplus for the year \$56,912 against a budget Deficit of \$6,480.

This was a good result with Licence Sales exceeding forecast by \$12,838. Interest and other income were also above budget. Overall income exceeded budget by close to \$20K.

All output areas, with the exception of Council were within budget.

The Statement of Financial Position remains sound – with bank and Cash on hand increasing by \$52,728 during the year.

7.5. Recommendation

That the Council adopts the Performance Report for the 2018-2019 year.

8.0 2020 GAME SEASON CONDITIONS

1. Purpose

To determine the game season conditions for the 2020 hunting season.

2. Background

Issues relating to game season regulations for the upcoming season were identified at the October meeting of Council. Council has established policies and criteria for determining game season regulations. Current regulations are set out in Appendix 1 to this Agenda Item. Game season conditions are finalised for recommendation to the Minister of Conservation once population information is available from summer monitoring programmes.

In 2015, Council reviewed its policy in relation to mallard and grey duck harvest regulations. Council decided to set regulations based on the predicted population size (Threshold Management). This approach has three sets of regulation constraint; restricted, intermediate and a relaxed set.

3. Issues identified for consideration

3.2. It has been suggested that shooting hours should be lengthened in the morning by 15 minutes (start time 6:15am) as 6:30 is too late early in the season with longer daylight hours.

3.3. Swan and paradise shelduck aerial trend counts show decreasing population trends over the period of counting.

SECOND SCHEDULE:

HAWKE'S BAY FISH AND GAME REGION

Game That May be Hunted or Killed—Duration of 2020 Season

Species	Season Duration (dates inclusive)	Daily Bag Limit	Hunting Area
Mallard/grey duck	2 May to 14 June 2020	8	All areas
NZ Shoveler duck	2 May to 14 June 2020	2	All areas
Paradise shelduck	2 May to 26 July 2020	10	All areas
Pukeko	2 May to 30 Aug 2020	10	All areas
Black swan	2 May to 14 June 2020	3	All areas
Brown quail	Closed season	0	All areas
California quail	2 May to 30 Aug 2020	10	All areas
Cock pheasant	2 May to 30 Aug 2020	2	All areas

2. Shooting Hours

6.30 am to 6.00 pm.

3. Decoy Limit

No limit.

4. Special Conditions

4.1 No person may hunt or kill gamebirds, as specified, within the Hawke's Bay region with any magazine extensions on a shotgun of 10 gauge or smaller (including 12, 16,20, 28 410) Magazine shotguns must be restricted in such a way that the shotgun is incapable of holding more than three shells in the magazine and chamber combined at any one time.

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

HUNTING IN THE HAWKE'S BAY

The Hawkes Bay Fish & Game region is defined by river catchments, extending north to the Mohaka, west to the Ngaruroro, and southwest to encompass the Tukituki systems, with the southern border reaching the Tautane Stream just south of Cape Turnagain.

WATERFOWL

The mallard, grey duck and hybrids are the most popular game birds of the region. These species respond well to calling and decoying and can be found on most of the region's rivers, streams, dams and lakes. Shoveler are a transient population for most of the season and are renowned for their fast flying and elusiveness.

There are extensive hunting opportunities in the river beds of the region. Access is good and well-marked with signs.

A little time spent checking out backwaters pre-season can pay dividends during the season. Paradise shelduck are wide-spread and can be hunted successfully in most locations. Low-lying farmland with water nearby is ideal for hunting using silhouette decoys. If you want to target parries, the pasture lands and river beds are a good place to start. Most landowners are only too happy for hunters to target parries on pasture if they are approached and asked first. The Hawkes Bay region administers a number of Controlled Shooting Areas throughout the region. Periodically vacancies arise, creating a wetland enhancement and shooting opportunity for local shooters. If you want to shoot this season but don't have anywhere to hunt, give our local Fish and Game office a call.

UPLAND GAME

Hawkes Bay hosts a good population of ring-necked pheasant and varying numbers of California quail, with the best results achieved in scrubby river margins and forestry plantations with blocks of young trees. Pheasants are predominantly hunted in our major river systems with the Waipawa, Tukituki, Ngaruroro and Tutaekuri normally well worth a look. The best hunting is generally where good cover and watering opportunities are found (i.e. river basins), especially where these areas border orchards and/or assorted cropping areas. For most of these areas a dog is recommended as an easy way to cover ground effectively.

Some years forestry blocks are available for use by upland game bird hunters. This is possible through the assistance of Matariki and Pan Pac Forest managers. The blocks offer weekend hunting only, and for this reason are usually productive and worth applying for. Access to these blocks is administered through our Fish & Game office by way of a balloted permit system. Balloting of these blocks will be advertised in early April via Facebook or call into the office to collect a form. If you are interested in applying, fax us a copy of your 2020 game bird hunting licence along with your name, address and phone number - along with the same

details for any companions you will take. Include the make, model colour and registration number of the vehicle you will use. For further information contact the Game Farm office.

• **A COUPLE OF THINGS TO REMEMBER**

Access is a privilege not a right so if in doubt, please ask! Land owners frequently have paradise duck and swan problems and often appreciate flocks being dispersed by hunters. Often they might offer the opportunity to shoot a vacant pond. In any case the personal courteous approach is by far your best bet.

Please do not leave the bodies or parts of shot game on the hunting ground. If carcasses are left in the field it can encourage unwanted predators as well as ill feeling from other hunters and the non-hunting public. Please make yourself familiar with the Closed Game Areas and Wildlife Refuges scattered throughout Hawkes Bay.

WILDLIFE REFUGES

1. The bed of the Tuki Tuki River between Waimarama Bridge and a line running from the north of the Mangangara Stream to the road at the southwestern corner of Section 9 and 15 in the Te Mata Survey District (8km upstream)
2. Lakes Tutira, Orakei, and Waikopiro and certain surrounding land
3. Horseshoe Lake, Elsthorpe
4. The property of R H, J R, and T R Hartree, Puketitiri
5. The Westshore Ponds
6. The spit south of the mouth of the Ngaruroro River
7. Rakautana Forest, Waikoau
8. Pauhanui Bush, Gwavas Station, Tikokino Bay

POACHING PROBLEMS?

We have set up a 0800 POACHING (0800-762-244) number. If you witness any offending let us know as soon as possible.

WETLAND CREATION

For information and advice on wetland creation contact the staff at your local Fish & Game offices. Wetlands in the Hawkes Bay Region are now rare. In some parts less than 1% of the original wetlands remain. The Habitat Trust fund is one source of funding for enhancement, purchase or development of wetlands. If you have a proposal to create or enhance an area of wetland we may be able to assist you obtaining some funding.

LICENCES

You can now order your game licence through our website www.fishandgame.org.nz

Appendix 2

4. Recommendations

- 4.1 ***That Restrictive conditions for the 2020 game season comprise a 6-week season with a bag of 6 mallard and grey duck (unless monitoring in January reveals there has been a significant collapse in the populations in which case staff are authorised to reduce the bag limit to 3-4 birds if deemed necessary); Intermediate conditions***

comprise a 6-week season with a bag of 8 mallard and grey duck; and Relaxed conditions comprise an 8-week season with a bag of 10 mallard and grey duck.

- 4.2 That paradise shelduck thresholds and conditions match those of the mallard/grey duck and regulations be based on January 2020 monitoring results.*
- 4.3 That black swan thresholds remain the status quo but the bag limit if Restrictive conditions apply be increased from none to one, and the 2020 regulations be based on January 2020 monitoring results.*
- 4.4 That Council change shooting hours to 6:15am-6:00pm.*
- 4.5 That the remaining conditions for 2020 are as per those that applied in 2019*
- 4.6 That Council remove the section related to upland game balloted blocks if staff are unsuccessful in negotiating access for hunter this season.*

9. EVALUATION OF COUNCIL

1. Purpose

To assess the performance of the Hawkes Bay Fish and Game Council.

2. Background

Hawkes Bay Fish and Game Council Governance Policy 2.6.a states that “*The Council will, each year, appraise its own performance, and its own processes and procedures to ensure that they are not unduly complex and are designed to assist Council in effectively fulfilling its role*”.

The purpose of the Council is to represent the interests of anglers and hunters and provide co-ordination of the management, enhancement and maintenance of sports fish and game within the Hawkes Bay region.

Councillors were issued assessment forms with the hard-copy of this agenda and were asked to complete the forms in their own time and return to the Chairman.

3. Recommendation

That Hawkes Bay Fish and Game Council discusses the results of the Council performance assessment and identifies areas that need to be improved upon.

10. Policy on Hawke's Bay Fish and Game Honorary Ranger Appreciation

1. Purpose

To note any changes necessary to the draft policy on Hawke's Bay Fish and Game Honorary Ranger Appreciation

2. Background

At its June meeting, Council requested a policy be drawn up to outline the arrangements for gifting of petrol vouchers or other gifts to those Honorary Rangers deemed to be contributing significantly to compliance in the region on an annual basis. At its August meeting, Council requested changes be made to the wording of the policy to reflect that any gift would be a token gesture to show appreciation for the hard work our rangers put in and not an incentive. In its October meeting, Council decided it needed further clarification on the legality of providing gifts to Honorary Rangers before signing off on the policy.

Draft Policy on Hawke's Bay Fish and Game Honorary Ranger Appreciation

1.1 Purpose

The purpose of this policy is to outline the arrangements for providing tokens of appreciation to acknowledge those Honorary Rangers deemed to be contributing significantly to compliance in the region.

1.2 Scope

This policy applies to Honorary Rangers operating in the Hawke's Bay Fish and Game region.

1.3 Related Legislation

Wildlife Act 1953

Conservation Act 1987

2. Arrangements for providing incentives

2.1 Those rangers who have made 30 or more 'contacts' with licence holders throughout the year (01 September-31 August) and have sent in details of these contacts to the Hawke's Bay Fish and Game office and/or those Honorary Rangers that have contributed to organised compliance events will be eligible receive a gift to thank them for their contribution.

2.2 The nature and value of the gift will be budgeted for in each years' operational work plan and verified by Council.

2.3 Gifts will be sent to rangers on the 20th of September each year.

2.4 There will be no obligation on the Hawke's Bay Fish and Game Council to provide gifts for honorary rangers in each financial year if it is decided that it does not fit within the years budget

3. Recommendation

3.1 That Hawkes Bay Fish and Game Council notes any changes it wishes to make to the draft policy on Hawke's Bay Fish and Game Honorary Ranger Appreciation and approves the policy with any changes noted.

11. Request for Approval to Utilise Funds from Council's Wildlife Fund

1. Purpose

To seek Council approval to draw down up to the full \$23,000 currently in Council's dedicated Wildlife Fund reserve.

2. Background

The 2019-20 operational work plan sets the requirement for staff to develop the paddock adjacent to the Game Farm office into an educational wetland site for landowners and local schools. Staff are seeking approval from Council to utilise the money available in the Wildlife Fund dedicated reserve for this project.

Stage One (two smaller ponds on the design included in the PFI) was approved by Council at its August meeting.

That the council approves to spend the budgeted expenditure to commence stage one of the Game Farm development. (19/08/12.3). *Pinker/Mackay*

This work has been invoiced but not yet completed as the contractor has been waiting for dry enough conditions in the paddock.

The fund would be used for digging of the main pond (See PFI for design). Staff are currently in discussions with HBRC staff regarding their need for fill material. If HBRC require fill available at the site, the main pond would be dug either free or at a heavily reduced cost. In this case, the \$23,000 could be used to partially line the main pond with HDPE and geotextile liners.

Lining is a required step for the development of the main pond and would therefore require an application to use Hawke's Bay reserves if we were to pay full price for the excavation.

3. Recommendation

That Council approves the use of the Wildlife Fund dedicated reserve for the purpose of the Game Farm Development wetland education site.

12. APPROVAL OF THE 2019 2020 FINANCIAL BUDGET

1.Purpose

To approve the 2019/20 Financial Budget

2.Background

The Public Finance Act 1989 requires that Councils approve the budget Statement of Financial Performance, Budget Statement of Financial Position and Budget Statement of Cashflows. While this does not change any aspect of the OWP or the way we operate, it is necessary to complete the process.

Proposed budget figures for the Statement of Financial Performance and Statement of Financial Position and Cashflows are set out in the following pages. This information is directly obtained from the expenditure budget approved by Council in the meeting 20th August 2019 and the anticipated income as determined by the New Zealand Council (Licence Sales – which includes a budget for the Non Resident Levy). The Budget Statement of Financial Performance and the Budget Statement of Financial Position are prepared using PBE-SFA-A (PS) Public Benefit Entity Simple Format Reporting- Accrual Public Sector).

There are a number of financial adjustments necessary to move from the OWP and the Budget Financial Statements. A reconciliation of the adjustments between the OWP and the Statements is set out below for your information. These adjustments include Licence income, asset replacement/ depreciation, Levies and budgeted Capital purchases for the year. These items are not included in the Fish and Game budget (OWP) used to calculate licence fees.

The budget Deficit for the 2019/20 is \$2,788.

Reconciliation of OWP to Budget Financial Statements

Approved Bulk Fund- per OWP	(383,408)
Plus Approved from Reserves	(4,093)
Total Approved Budget	(387,501)

Adjustments required for Financial Budgets:

Plus Licence revenue	457,309
Less Commission	(19,931)
Less Levies	(39,570)
Less Deprecitation	(21,427)
Plus Asset Replacement Allowance	8,342
Net Surplus/(Deficit)	(2,778)

The following Capital items have been budgeted to purchase in the 2019/20 year.

Drone	\$2,396
Replace Computer	\$2,500
Total Additions for the year to be approved	\$4,896

13. LIAISON OFFICERS REPORTS

13.1 EAST COAST/HAWKES BAY CONSERVATION BOARD

13.2 REPORTS FROM OTHER AGENCIES

13.3 REPORTS FROM NEW ZEALAND COUNCL

14. OPERATIONAL REPORTS

14.1 MANAGEMENT REPORT

SPECIES MANAGEMENT

1111 Regional Didymo Surveillance

Didymo sampling was completed during October on both the Ngaruroro and Tutaekuri rivers and samples sent to Waikato University for analysis. Staff also assisted advisors from MPI with issues with the Didymo database website.

1111 River Fisheries Investigations

Staff have commenced electric fishing in the Tukipo River, Mangaonuku stream, Rimu River and Esk River to monitor the extent of movement of juvenile trout and spawning success. This study is a repeat for the Tukipo and Mangaonuku of last year's survey, and a new survey on the Esk and Rimu. Monitoring will be repeated every three weeks until Christmas. Staff have started putting together a protocol on monitoring the lower reaches of our main rivers using drone photography. Initial tests suggest this will be a valuable form of monitoring for the future.

1117 Game Bird research

Staff have begun putting together a protocol for monitoring of mallards/grey duck using drone photography. Initial tests have been positive and staff suggest that this will be a valuable monitoring tool for the future.

1121 River Fisheries Creel Surveys

There have so far been 34 responses to our new fisheries creel survey. This is a promising sign as it has not been active long. Early responses suggest the format is still not perfect but a vast improvement on the previous survey. Staff will continue to monitor its use and improve on the layout of the survey.

1151 Game Farm Operations

Control of invasive vine is ongoing, large stems are being hand weeded and all seedlings are being sprayed with herbicide. Workers from the department of Corrections continue to pot plants at the shade house. This work has been extended from one day to two days a week. Staff have also created an outdoor area for plants to be moved from inside the shade house.

1152 Game Farm Maintenance

Grounds maintenance is ongoing with Ace Lawn Services contracted to mow the lawns every fortnight. Predator control is also ongoing around the Game Farm site, however catch rates have declined. Raupo in the pond that had been cleared has regrown quickly with the warmer weather so has been cut back again.

1181 Game Bird Control

Six permits have been issued, all to control Pukeko from damaging crops – two of these six were reissues of permits to the same landowner/manager.

HABITAT PROTECTION AND MAINTENANCE

1211 RMA Planning.

1) Affected party approval provided for a jetboat operator on the lower Ngaruroro River. This operator wants to provide a transport service for anglers and hunters as well as commercial trips. He is limited in operation by the existing navigational safety bylaws, and will take input from Fish and Game on his standard operating procedures for avoiding any disturbance of anglers and hunters on the bank, or in boats.

2) TANK plan change

This appears to be delayed, with the Hawkes Bay Regional Council considering it options for how to process it. There are risks that the Hawkes Bay Regional Council will use the soon to be removed fast track provisions in the Resource Management Act to progress it.

3) Gravel consent

The Hawkes Bay Regional Council has applied to itself for a gravel consent for river management activities in the Tukituki catchment. Staff are progressing discussions.

1212 Consent Applications

Staff continue to review weekly consent applications emailed out by HBRC.

1231 Maintain and Enhance Game Bird habitat

Work has begun on one of our Gamebird Habitat Trust recipients on the property of Mr Tom Tennent. Staff have been in touch with Mr Tennent and have carried out a site visit to inspect the works being completed. A follow up report will be compiled when the work is finished.

Staff continue to visit sites to offer advice on wetland development throughout Hawke's Bay to both new landowners as well as offering additional advice to past GBHT grant recipients.

ANGLER AND HUNTER PARTICIPATION

1312 Signage

Staff have finalised the information required for the Walking Access Commission who are very happy with the work done in replacing signage on the Tutaekuri and tributaries. Funding of \$499 for the new signs will be reimbursed to Fish and Game by the end of November.

Signage on the Tukituki, Waipawa and tributaries has also been completed and temporary closed water signage replaced with permanent signage throughout Hawke's Bay. A new boundary sign has been installed on the Napier-Wairoa Rd.

1321 Satisfaction Survey

Staff have completed a report on the 2019 winter season fishing satisfaction survey which is included in the papers for information.

1331 Electronic Newsletters

Staff produce the Reel Life newsletter on a monthly basis. The addition of fishing reports from Blair Whiting has been well received.

1333 Fish and Game Website

The Facebook site is continuing to grow and has provided a way for staff to communicate with not only our licence holders but also other interested parties. We now have 671 people following our page which staff regularly update with regional news and relevant information.

1341 Information Pamphlets

Stocks of information pamphlets maintained in licence agents and other outlets throughout the region.

1351 Children's Fishing Programme

Staff plan to hold the kids fishing programme on the 7th March 2020.

1352 Angler/Hunter Training

Hastings Anglers Club in conjunction with Hawke's Bay Fish and Game have completed another five week junior 'Learn to flyfish' course on Wednesday nights and an adult/novice course run on Thursday nights. A women's course took place on Saturday the 16th November and was advertised via Facebook and Reel Life. Staff were contacted by a reporter for Women's Lifestyle Magazine who is interested in writing an article on the course.

1353 Angler/Hunter Enquiries

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

Information packs have been sent out to novice anglers and those wanting to return to the sport, as well as wetland packs with information for Gamebird hunters on how to improve their ponds.

1361 Fish and Game Club Communications

Staff maintain regular contact with presidents and members of fish and game clubs. Staff attended the Pekapeka Sooters Assn AGM meeting on Wednesday the 20th November.

1371 Fish and Game huts

Staff have maintained the ground around Glenfalls Hut and the fire extinguisher has been checked,. A bait station with fresh bait has been installed under the decking.

PUBLIC INTERFACE

1411 Statutory Liaison and Political awareness

Staff attended the Tukipo Catchment Care Group meeting on the 15th of October at the Ashley-Clive Makaretu Hall. The meet-up was a general information day to discuss current issues with the Tukipo catchment and plans to help resolve those issues.

Staff continue to attend the Tukituki Leaders' Group meetings.

1441 Public Promotions

The team from the Hawke's Bay region were the winners of this year's Regional Secondary Schools Clay Target Competition – Staff assisted with getting the shield down from the

Waikato office and had it engraved with the winners names. Upon its return to the office it will be displayed in the meeting room.

1451 Education

We had a visit from a group of School children from Palmerston North on Friday 8th October to have lunch and try fishing in the Game Farm pond. Staff assisted where possible and the group had a great time.

COMPLIANCE

1511 Ranging

Staff and Honorary Ranger Graeme Jobey, carried out compliance checks on opening day of the fishing season throughout Hawke's bay. Staff have also been ranging at Tutira.

Total Number of Contacts Since 1st September 2019	38
Number of offences detected	1

One man has been caught fishing for trout in closed waters before the beginning of the season. Staff consulted with Anthony Van Dorp (Eastern Fish and Game) and it was decided that the circumstances warranted a warning letter and no further action in line with the prosecution guidelines.

LICENCING

1612 Analysis of Licence Information

See Licence Sales Report for further details.

1613 National Licence Management

Kate Thompson from Eastern Fish & Game continues to provide regular updates of licence sales and reports from the Licence Working Party and R3 Working Group are received.

1614 Increase Licence Sales

Staff have actively promoted licence sales via our Facebook and have encouraged anglers to upgrade to family licences. Staff have explained our licence category options through phone calls received and licence agent visits.

Information packs consisting of a complimentary magazine, newsletter, fishing regulations and access pamphlets posted out to potential anglers who have called and visited the office.

1621 Licence Agent Support

Staff continue to maintain stocks of childrens licence booklets, magazines, access pamphlets and didymo kits for licence agents

COUNCIL

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.

ADMINISTRATION

1921 Staff Communications

Weekly staff meetings held to maintain staff communications and plan operational work.

1941 Office Premises

An AED device is now located in the meeting room. The total cost of \$2,755.40 has been reimbursed to Hawke's Bay Fish and Game by the Royston Health Trust.

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

The vehicles are kept and maintained to clean and tidy standard.

14.2 HEALTH AND SAFETY REPORT

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. October/November 2019 update

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 when leaving the office to carry out field work.	
2 Monitoring and Reporting	
Work Place Accident Register	
As at 20 November 2019	
Number of work place injuries in 2019-2020 year	0
Number of work place injuries in 2018-2019 year	0
Number of work place injuries in 2017-2018 year	0
Number of work place injuries in 2016-2017 year	0

Risk Management (identification and treatment)

Tailgate forms are being used by staff when undertaking tasks in the field. These forms identify the risks and hazards associated with different tasks and provide a written record for audit purposes.

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

The Game Farm now has an AED device located in the meeting room. This location has been added to the online database.

Training programme

No training has taken place

H&S incidents

No incidents to report.

Recommendations

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

14.3 FINANCE REPORT

1.Purpose

To inform the Council of the current financial position and approve payments for the month of September and October 2019.

Find Attached:

1. **Table 1 –Other Income**
2. **Table 2 – Profit & Loss to 31 October 2019**
3. **Table 3 –Balance Sheet as at 31 October 2019**
4. **Table 4- Hawke’s Bay Variance Report as at 31 October 2019**
5. **Table 5- Bank Transactions for the month ended 30 September 2019**
6. **Table 6 -Bank Transactions for the month ended 31 October 2019**

2.0YTD Profit and Loss

The profit and loss summary for the 2-month period ended 31 October 2019 is attached (Table 2).

Income

Licence Income

Total Licence Sales to October 2019 are \$141,938 (\$140,158 fish, \$0 game and Non-resident levy \$1,780)

Other Income

Interest to 31st October 2019 is \$1,666. YTD Other Income totals \$2,857 against the budget of \$18,700. See table 1.

Table 1: Other Income	Budget \$	Actual \$	Variance
Sundry	-	13	(13)
Rent - Maize	5,000	-	5,000
Liberations - Contract	-	-	0
Game Bird Hire Equipment	-	-	0
Legal Funding	-	-	0
Reparations	-	409	(409)
Wetland Landowner Advice	-	-	0
Walking Access Grant	-	-	0
DVD Sales	-	-	0
Advertising - Newsletter	500	-	500
Junior Hunt Sponsorship	700	-	700
Take a Child Fishing	-	-	0
Glenfalls Hut	1,500	135	1,365
Fines	-	-	0
Salaries Contract	-	-	0
Rent - Staff houses	9,000	2,000	7,000
Meeting Room Hire	2,000	260	1,740
Gain on Sale of Asset	-	-	0
Donations	-	40	(40)
Total Other Income	18,700	2,857	15,843

Expenditure

Depreciation

Depreciation has been calculated each month. YTD Depreciation is \$3,467

Species Management

Population Monitoring – YTD \$886 Spent -Total Budget \$14,800.

All spending in the month was for Predator control – trap sets and mechanisms.

Harvest Assessment –YTD Nil– Total Budget \$3,500

No Spending YTD.

Releases – YTD \$8,525 – Total Budget \$11,624

Charges for the Trout that were to be released in Lake Tutira were reported in October 2019.

Control – No Spending YTD – Total Budget \$600

Total Species Management \$9,411 spent.

Habitat

RMA – YTD \$2,734– Total Budget \$10,000

Costs associated with Tutira legal opinion were reported in October.

Works and Management – YTD Nil – Total Budget \$1,500

No Spending YTD.

Assisted Habitat – YTD \$1,066 Total Budget \$8,000

Portaloo services make up the majority of this budget YTD, other costs include the Steel Branding iron of the Fish and Game Logo.

Total Habitat spending underbudget by \$3,799.

Participation

Access – YTD \$350– Total Budget \$2,500

Boundary signs and locks purchased in September.

Newsletters – \$Nil YTD – Total Budget \$6,250

No Spending YTD.

Angler & Hunter Training – Nil YTD – Total Budget \$4,500

No Spending YTD.

Club relations – Nil YTD – Total Budget \$100

No Spending YTD.

Fish & Game Huts – \$24 YTD – Total Budget \$1,500.

Fire extinguisher service

YTD \$374 vs Budget of \$14,850.

Public Interface

Public Promotion – YTD \$200 Spent -Total Budget \$1,500

Stand site for AMP Show.

Visitor Facility– YTD \$1,635 Spent -Total Budget \$16,300

Rates for the Napier City Council and Hawke's Bay Regional Council as well as Ace lawn and spraying services were costs incurred in September and October.

Compliance

Total Compliance Nil YTD vs Budget of \$2,700.

No Spending YTD.

Licensing

Agent Servicing – YTD \$57 Spent– Total Budget \$500

Morning tea for agent visits.

Commission – YTD \$5,945 Spent – Total Budget \$19,931

Commission as a percentage to Sales is 4.19%. The budget for commission is 4.5%. Note commission also includes the online charges for completing the sale. Commission is in line with sales.

Council

Council Meetings– YTD \$216 Spent– Total Budget \$2,000

Planning & Reporting

Audit – YTD Nil Spent– Total Budget \$6,900

No Spending YTD.

National Liaison – YTD \$Nil Spent– Total Budget \$300

No Spending YTD.

Administration

- Salaries. YTD \$27,913 – which represents 11% of the budget. No Accruals for Annual leave and TIL have been made to 31/10/19
- Within Staff Expenses – YTD \$138 Spent – Total Budget \$13,200
- Staff Houses – YTD \$24Spent– Total Budget \$8,000.
- Office Premises– YTD \$790 Spent – Total Budget \$6,444. In the current period the cost was for the power and cleaning.
- Office Equipment – YTD \$240 Spent– Total Budget \$2,900. \$120 per month for the photocopy lease.
- Communication – YTD \$1,376 Spent– Total Budget \$12,800. These costs represent the monthly accounting fee- Xero, photocopy expenses, postage, stationery, and telephone costs and computer expenses.
- General – YTD \$710 Spent – Total Budget \$6,700. YTD the General Expense are monthly Bank Charges, fire extinguisher service, Insurance and Document shredding.
- General Equipment – YTD \$9 Spent – Total Budget \$3,500.
- Vehicles – YTD \$1,559 – Total Budget \$13,800. This represents petrol, Registrations, RUC's (Road User Charges).

Levy to NZC YTD \$9,893. Per Budget 1 of 4 levies paid.

Draft Surplus for the year ended 31 October 2019 \$78,705.

Table 2 Profit and Loss

Hawke's Bay Fish and Game Council For the 2 months ended 31 October 2019

	SEP 2019	OCT 2019	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
Income						
Licence Income						
Fish Licence Income	74,704	65,454	140,158	286,297	(146,139)	(51)
Game Licence Income	-	-	-	156,612	(156,612)	(100)
Non Resident Licence Revenue	492	1,289	1,780	14,400	(12,620)	(88)
Total Licence Income	75,196	66,743	141,938	457,309	(315,371)	(69)
Interest Income	410	1,256	1,666	10,438	(8,772)	(84)
Other Income	1,913	944	2,857	18,700	(15,843)	(85)
Total Income	77,518	68,943	146,461	486,447	(339,986)	(70)
Operating Expenses						
Depreciation	1,715	1,752	3,467	21,427	(17,960)	(84)
1100 SPECIES MANAGEMENT						
1110 Population Monitoring	-	886	886	14,800	(13,914)	(94)
1120 Harvest Assessment	-	-	-	3,500	(3,500)	(100)
1160 Releases	-	8,525	8,525	11,624	(3,099)	(27)
1180 Control	-	-	-	600	(600)	(100)
Total 1100 SPECIES MANAGEMENT	-	9,411	9,411	30,524	(21,113)	(69)
1200 HABITAT PROTECTION MANAGEMENT						
1210 Resource Management Act	-	2,734	2,734	10,000	(7,266)	(73)
1220 Works & Management	-	-	-	1,500	(1,500)	(100)
1230 Assisted Habitat	858	208	1,066	8,000	(6,934)	(87)
Total 1200 HABITAT PROTECTION MANAGEMENT	858	2,942	3,799	19,500	(15,701)	(81)
1300 PARTICIPATION						
1310 Access	350	-	350	2,500	(2,150)	(86)
1330 Newsletters	-	-	-	6,250	(6,250)	(100)
1350 Angler & Hunter Training	-	-	-	4,500	(4,500)	(100)
1360 Club Relations	-	-	-	100	(100)	(100)
1370 Fish & Game Huts	24	-	24	1,500	(1,476)	(98)
Total 1300 PARTICIPATION	374	-	374	14,850	(14,476)	(97)
1400 PUBLIC INTERFACE						
1440 Public Promotions	200	-	200	1,500	(1,300)	(87)
1450 Visitor Facility	714	921	1,635	16,300	(14,665)	(90)
Total 1400 PUBLIC INTERFACE	914	921	1,835	17,800	(15,965)	(90)
1500 COMPLIANCE						
1510 Ranging	-	-	-	2,000	(2,000)	(100)
1520 Ranger Training	-	-	-	1,000	(1,000)	(100)
1530 Compliance/Prosecutions	-	-	-	500	(500)	(100)
Total 1500 COMPLIANCE	-	-	-	3,500	(3,500)	(100)

Table 2 Profit and Loss

	SEP 2019	OCT 2019	YTD ACTUAL	TOTAL BUDGET	REMAINING	% REMAINING
1600 LICENSING						
1620 Agent Servicing	57	-	57	500	(443)	(89)
1630 Commission	3,108	2,836	5,945	19,931	(13,986)	(70)
Total 1600 LICENSING	3,166	2,836	6,002	20,431	(14,429)	(71)
1700 COUNCILS						
1720 Council Meetings						
Council Meeting Expenses	-	216	216	2,000	(1,784)	(89)
Total 1720 Council Meetings	-	216	216	2,000	(1,784)	(89)
Total 1700 COUNCILS	-	216	216	2,000	(1,784)	(89)
1800 PLANNING/REPORTING						
1830 Reporting/Audit	-	-	-	6,900	(6,900)	(100)
1840 National Liaison	-	-	-	300	(300)	(100)
Total 1800 PLANNING/REPORTING	-	-	-	7,200	(7,200)	(100)
1900 ADMINISTRATION						
1910 Salaries	16,319	11,594	27,913	245,079	(217,166)	(89)
1920 Staff Expenses	123	15	138	13,200	(13,062)	(99)
1930 Staff Houses	24	-	24	8,000	(7,976)	(100)
1940 Office Premises	422	368	790	6,444	(5,654)	(88)
1950 Office Equipment	120	120	240	2,900	(2,660)	(92)
1960 Communications/Consumables	729	646	1,376	12,800	(11,424)	(89)
1970 General	577	133	710	6,700	(5,990)	(89)
1980 General Equipment	9	-	9	3,500	(3,491)	(100)
1990 Vehicles	1,283	276	1,559	13,800	(12,241)	(89)
Total 1900 ADMINISTRATION	19,607	13,152	32,759	312,423	(279,664)	(90)
NZ F&G Levy	-	9,893	9,893	39,570	(29,677)	(75)
Total Operating Expenses	26,634	41,122	67,756	489,225	(421,469)	(86)
Net Profit	50,885	27,821	78,705	(2,778)	81,483	(2,933)

3.0 Balance Sheet

Table 3 outlines the Balance Sheet as at 31 October 2019 compared to year end as at 31 August 2018.

This report has been prepared in the same format as the Annual Accounts.

Bank Accounts- there has been a slight decrease in the Bank from \$179,243 at 31/8/18 to \$132,186 as at 31 October 2019 2019.

Debtors and prepayments \$127,577 - made up of Accounts receivable (\$123,3778). The majority of the Accounts receivable as at 31 October was amounts owing by Eyede Solutions.

Accounts Payable - \$24,577.

Income in Advance \$23,799 relates to year end licence sales that are reported in advance and licences purchased in August 2019 - 1/12th and 1/6th of the 18/19 sales.

Employee costs payable \$9,619 – this is the accrual for annual leave owing as at 31 August 2019.

Equity has been presented as per the Annual Accounts.

Dedicated Reserves have moved by \$1,780 – For the Back-Country Fisheries Reserve which represents the amount received YTD for the Non-Resident Licence levy received YTD \$1,780.

Table 3: Balance Sheet

Hawke's Bay Fish and Game Council As at 31 October 2019

	31 OCT 2019	31 AUG 2019
Assets		
Bank		
Westpac Call Account	65,800	103,793
Westpac Current Account	3,980	13,044
Petty Cash & Licence Float	230	230
Donation Account	62,176	62,176
Total Bank	132,186	179,243
Current Assets		
Debtors & prepayments		
Accounts Receivable	123,378	17,875
Interest Accrued & Prepayments	4,200	4,596
GST	-	6,438
Total Debtors & prepayments	127,577	28,910
Investments	351,097	349,439
Farmlands Shares	1,835	1,835
Total Current Assets	480,509	380,184
Fixed Assets	452,359	455,826
Total Assets	1,065,054	1,015,253
Liabilities		
Current Liabilities		
Creditors and accrued expenses		
Accounts Payable	24,577	46,972
Accrued Expenses	6,406	6,406
Income in Advance	23,799	34,942
GST	14,379	-
Westpac Credit cards	1,276	1,579
Total Creditors and accrued expenses	70,437	89,899
Employee costs payable	9,619	19,062
Total Current Liabilities	80,056	108,961
Total Liabilities	80,056	108,961
Net Assets	984,998	906,292
Equity		
Accumulated Funds		
Accumulated Funds	697,932	642,800
Current Year Earnings	78,705	56,912
Total Accumulated Funds	776,638	699,712

Table 3: Balance Sheet

	31 OCT 2019	31 AUG 2019
Dedicated Reserves		
Asset Replacement Reserve	80,253	80,253
Back Country Fisheries Reserve	45,842	44,062
Hawke's Bay Pheasants Unlimited	1,602	1,602
River/Water Quality Donations	57,694	57,694
Total Dedicated Reserves	185,391	183,611
Restricted Reserves		
Hawke's Bay Wildlife Fund	22,969	22,969
Total Restricted Reserves	22,969	22,969
Total Equity	984,998	906,292

Table 4 : Region: Hawkes' Bay to 31 October 2019

Schedule B
2019/20 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			
1110	Population Monitoring	\$ 14,800	\$ 889	1,040	51	\$ 62,347	\$ 2,133	\$ -	\$ -	\$ 77,147	\$ 3,022	\$ 74,125	\$ 3,022	3.9
1120	Harvest Assessment	\$ 3,500	\$ -	210	24	\$ 12,589	\$ 1,004	\$ -	\$ -	\$ 16,089	\$ 1,004	\$ 15,086	\$ 1,004	6.2
1130	Fish Salvage	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1140	Hatchery Operations	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1150	Game Farm	\$ -	\$ -	0	36	\$ -	\$ 1,506	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1160	Liberations	\$ 11,624	\$ 8,525	25	1	\$ 1,499	\$ 42	\$ -	\$ -	\$ 13,123	\$ 8,587	\$ 4,556	\$ 4,556	65.3
1170	Regulations	\$ -	\$ -	50	1	\$ 2,997	\$ 42	\$ -	\$ -	\$ 2,997	\$ 42	\$ 2,956	\$ 42	1.4
1180	Control	\$ 600	\$ -	70	16	\$ 4,196	\$ 669	\$ -	\$ -	\$ 4,796	\$ 669	\$ 4,127	\$ 669	14.0
	TOTAL - SPECIES MANAGEMENT	\$ 30,524	\$ 9,414	1,395	129	\$ 83,629	\$ 5,395	\$ -	\$ -	\$ 114,153	\$ 14,809	\$ 99,344	\$ 14,809	13.0
1210	RMA	\$ 10,000	\$ 2,734	340	49	\$ 20,383	\$ 2,049	\$ -	\$ -	\$ 30,383	\$ 4,783	\$ 25,599	\$ 4,783	15.7
1220	Works & Management	\$ 1,500	\$ -	27	5	\$ 1,619	\$ 209	\$ -	\$ -	\$ 3,119	\$ 209	\$ 2,910	\$ 209	6.7
1230	Assisted Habitat	\$ 8,000	\$ 1,066	145	147	\$ 8,693	\$ 6,148	\$ -	\$ 408	\$ 16,693	\$ 6,805	\$ 9,888	\$ 6,805	40.8
1240	Assessment	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1250	Legal Expenses Reimbursed	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	TOTAL - HABITAT PROTECTION & MANGROVE	\$ 19,500	\$ 3,800	512	201	\$ 30,694	\$ 8,406	\$ -	\$ 409	\$ 50,194	\$ 11,797	\$ 38,397	\$ 11,797	23.5
1310	Access	\$ 2,500	\$ 350	100	46	\$ 5,995	\$ 1,924	\$ -	\$ -	\$ 8,495	\$ 2,274	\$ 6,221	\$ 2,274	26.8
1320	Satisfaction Survey	\$ -	\$ -	80	0	\$ 4,796	\$ -	\$ -	\$ -	\$ 4,796	\$ -	\$ 4,796	\$ -	0.0
1330	Newsletters	\$ 6,250	\$ -	240	22	\$ 14,388	\$ 920	\$ 500	\$ -	\$ 20,138	\$ 920	\$ 19,218	\$ 920	4.6
1340	Other Publications	\$ -	\$ -	40	1	\$ 2,398	\$ 42	\$ -	\$ -	\$ 2,398	\$ 42	\$ 2,356	\$ 42	1.7
1350	Training	\$ 4,500	\$ -	371	26	\$ 22,241	\$ 1,087	\$ 700	\$ -	\$ 26,041	\$ 1,087	\$ 24,954	\$ 1,087	4.2
1360	Club Relations	\$ 100	\$ -	55	1	\$ 3,297	\$ 42	\$ -	\$ -	\$ 3,397	\$ 42	\$ 3,355	\$ 42	1.2
1370	Huts	\$ 1,500	\$ 24	61	19	\$ 3,657	\$ 795	\$ 1,500	\$ -	\$ 3,657	\$ 795	\$ 2,973	\$ 795	18.7
	TOTAL - ANGLER & HUNTER PARTICIPATION	\$ 14,850	\$ 374	947	115	\$ 56,772	\$ 4,809	\$ 2,700	\$ 135	\$ 68,922	\$ 5,048	\$ 63,873	\$ 5,048	7.3
1410	Liaison	\$ -	\$ -	100	5	\$ 5,995	\$ 209	\$ -	\$ -	\$ 5,995	\$ 209	\$ 5,786	\$ 209	3.5
1420	Communication	\$ -	\$ -	60	4	\$ 3,597	\$ 167	\$ -	\$ -	\$ 3,597	\$ 167	\$ 3,430	\$ 167	4.7
1430	Advocacy	\$ -	\$ -	40	7	\$ 2,398	\$ 293	\$ -	\$ -	\$ 2,398	\$ 293	\$ 2,105	\$ 293	12.2
1440	Public Promotions	\$ 1,500	\$ 200	96	9	\$ 5,755	\$ 376	\$ -	\$ -	\$ 7,255	\$ 576	\$ 6,679	\$ 576	7.9
1450	Visitors/Education	\$ 16,300	\$ 1,635	350	22	\$ 20,982	\$ 920	\$ 5,000	\$ -	\$ 32,282	\$ 2,555	\$ 29,727	\$ 2,555	7.9
	TOTAL - PUBLIC INTERFACE	\$ 17,800	\$ 1,835	646	47	\$ 38,727	\$ 1,966	\$ 5,000	\$ -	\$ 51,527	\$ 3,801	\$ 47,726	\$ 3,801	7.4
1510	Ranging	\$ 2,000	\$ -	170	48	\$ 10,191	\$ 2,007	\$ -	\$ -	\$ 12,191	\$ 2,007	\$ 10,184	\$ 2,007	16.5
1520	Ranger Training	\$ 1,000	\$ -	80	0	\$ 4,796	\$ -	\$ -	\$ -	\$ 5,796	\$ -	\$ 5,796	\$ -	0.0
1530	Compliance	\$ 500	\$ -	100	3	\$ 5,995	\$ 125	\$ -	\$ -	\$ 6,495	\$ 125	\$ 6,369	\$ 125	1.9
	TOTAL - COMPLIANCE	\$ 3,500	\$ -	350	51	\$ 20,982	\$ 2,133	\$ -	\$ -	\$ 24,482	\$ 2,133	\$ 22,349	\$ 2,133	8.7
1610	Licence Production	\$ -	\$ -	145	12	\$ 8,693	\$ 502	\$ -	\$ -	\$ 8,693	\$ 502	\$ 8,191	\$ 502	5.8
1620	Agent Servicing	\$ 500	\$ 57	113	17	\$ 6,774	\$ 711	\$ -	\$ -	\$ 7,274	\$ 768	\$ 6,506	\$ 768	10.6
1630	Agent Payments	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
	TOTAL - LICENSING	\$ 500	\$ 57	258	29	\$ 15,467	\$ 1,213	\$ -	\$ -	\$ 15,967	\$ 1,270	\$ 14,697	\$ 1,270	8.0
1710	Council Elections	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0
1720	Council Meetings & Expenses	\$ 2,000	\$ 216	440	63	\$ 26,378	\$ 2,635	\$ -	\$ -	\$ 28,378	\$ 2,851	\$ 25,527	\$ 2,851	10.0
	TOTAL - COUNCILS	\$ 2,000	\$ 216	440	63	\$ 26,378	\$ 2,635	\$ -	\$ -	\$ 28,378	\$ 2,851	\$ 25,527	\$ 2,851	10.0
1810	Management Plan	\$ -	\$ -	10	0	\$ 599	\$ -	\$ -	\$ -	\$ 599	\$ -	\$ 599	\$ -	0.0
1820	Annual Planning	\$ -	\$ -	160	1	\$ 9,592	\$ 42	\$ -	\$ -	\$ 9,592	\$ 42	\$ 9,550	\$ 42	0.4
1830	Reporting - Auditing	\$ 6,900	\$ -	250	90	\$ 14,987	\$ 3,764	\$ -	\$ -	\$ 21,887	\$ 3,764	\$ 18,123	\$ 3,764	17.2
1840	National Liaison	\$ 300	\$ -	60	2	\$ 3,597	\$ 84	\$ -	\$ -	\$ 3,897	\$ 84	\$ 3,813	\$ 84	2.1
	TOTAL - PLANNING/REPORTING	\$ 7,200	\$ -	480	93	\$ 28,775	\$ 3,889	\$ -	\$ -	\$ 35,975	\$ 3,889	\$ 32,086	\$ 3,889	10.8

Table 4 : Region: Hawkes' Bay to 31 October 2019

2019/20 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME

		\$	95,874	\$	15,696	5,028	728	\$	301,423	\$	30,446	\$	544	\$	389,597	\$	45,598	\$	343,999	11.7
		EXTERNAL COSTS		NETABLE INCOME		NET COST		NET COST		NET COST		NET COST		NET COST		NET COST		NET COST		%
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance
OVERHEADS																				
1910	Salaries	\$	245,079	\$	27,913	-	-	\$	245,079	\$	27,913	\$	217,166	\$	217,166	\$	217,166	\$	217,166	11.4
1920	Staff Expenses	\$	13,200	\$	138	-	-	\$	13,200	\$	138	\$	13,062	\$	13,062	\$	13,062	\$	13,062	1.0
1930	Staff Houses	\$	8,000	\$	24	-	-	\$	8,000	\$	24	\$	(1,976)	\$	976	\$	976	\$	976	197.6
1940	Office Premises	\$	6,444	\$	790	-	-	\$	6,444	\$	790	\$	5,654	\$	5,654	\$	5,654	\$	5,654	12.3
1950	Office Equipment	\$	2,900	\$	240	-	-	\$	2,900	\$	240	\$	1,900	\$	1,900	\$	1,900	\$	1,900	5.8
1960	Communications/Consumables	\$	12,800	\$	1,376	-	-	\$	12,800	\$	1,376	\$	11,424	\$	11,424	\$	11,424	\$	11,424	10.8
1970	General	\$	6,700	\$	710	-	-	\$	6,700	\$	710	\$	6,043	\$	6,043	\$	6,043	\$	6,043	9.8
1980	General Equipment	\$	3,500	\$	9	-	-	\$	3,500	\$	9	\$	2,621	\$	2,621	\$	2,621	\$	2,621	-4.8
1990	Vehicles	\$	13,800	\$	1,559	-	-	\$	13,800	\$	1,559	\$	12,241	\$	12,241	\$	12,241	\$	12,241	11.3
	Administration	\$	312,423	\$	32,759	-	-	\$	312,423	\$	32,759	\$	270,977	\$	270,977	\$	270,977	\$	270,977	10.1
Total Overhead Net Cost		\$	301,423	\$	30,446	-	-	\$	301,423	\$	30,446	\$	270,977	\$	270,977	\$	270,977	\$	270,977	
Total Outputs Staff Hours		\$	5,028	\$	728	-	-	\$	5,028	\$	728	\$	41.82	\$	41.82	\$	41.82	\$	41.82	
Internal Cost Per Hour		\$	59.95	\$	41.82	-	-	\$	59.95	\$	41.82	\$	41.82	\$	41.82	\$	41.82	\$	41.82	
Schedule C																				
Code	Output	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance
1	Species Management	30,524	9,414	129	1,395	83,629	5,395	0	0	114,153	14,809	99,344	13.0							
2	Habitat Protection & Management	19,500	3,800	201	512	30,694	8,406	0	409	50,194	11,797	38,397	23.5							
3	Angler & Hunter Participation	14,850	374	947	115	56,772	4,809	2,700	2,700	68,922	5,048	63,873	7.3							
4	Public Interface	17,800	1,835	646	47	38,727	1,986	0	0	51,527	3,801	47,726	7.4							
5	Compliance	3,500	0	350	51	20,982	2,133	0	0	24,482	2,133	22,349	8.7							
6	Licensing	500	57	258	29	15,487	1,213	0	0	15,967	1,270	14,697	8.0							
7	Councils	2,000	216	440	63	26,378	2,635	0	0	28,378	2,851	25,527	10.0							
8	Planning, Reporting	7,200	0	480	93	28,775	3,889	0	0	35,975	3,889	32,086	10.8							
9	Administration																			
	Total Overhead Staff Hours			1,600	172															
	TOTAL BUDGET	95,874	15,696	6,628	900	301,423	30,446	7,700	544	389,597	45,598	343,999	11.7							
Licence Income 2019/20		Budget	Actual																	
2019/20	Fish licence	300,697	141,938																	
	Less Commission	(19,931)	(5,945)																	
	Net Fish Licence Income	280,766	135,993																	
2020	Game Licence Income	156,612	-																	
	Less Commission	0	-																	
	Net Game Licence Income	156,612	-																	
	Total Licence Income	457,309	141,938																	
	Total Net 2019/20	437,378	135,993																	
				Reconciliation:																
				Less Interest																
				Plus Depreciation																
				Plus Loss/Less Profit on sale																
				Plus Levy/Less Grant																
				Licence revenue																
				Less Other Income																
				Plus other Expenses																
				Approved Budget				Surplus/(Deficit) YTD												

4.0 Variance report

The variance report is shown on the above page - Table 4.

The figures in this report are taken from the Profit and Loss above - however, this report includes the staff hours. The Staff hours contribute to the Internal cost. Note that the Budget hours are for the total year and correspond with the Operational Work Plan- Actual hours are for September to August. Income received for projects is set against each project to calculate a Net Cost for each project.

5.0 Bank Transaction

5.1 See attached Table 5 and 6 detailing the Payments for the months of September and October 2019

6.0 Recommendation

6.1 That Council approves the following payments:

<i>September 2019 – Table 5</i>	<i>68,005.61</i>
<i>October 2019 – Table 6</i>	<i>27,809.08</i>
<i>Total to Approve</i>	<i>95,814.69</i>

6.2 That Council accepts the Finance Report.

Hawke's Bay Fish and Game Council BUDGET

Statement of Financial Performance

For the year ended

31 August 2020

	Note	Actual 2019 \$	Budget 2020 \$
REVENUE			
Fish and Game licence sales	1	457,274	457,309
Grants and donations - Reparations	1	2,631	-
Interest		12,837	10,438
Other revenue	1	22,263	18,700
Total Revenue		495,005	486,447
EXPENSES			
Outputs			
Species management	2	40,845	30,524
Habitat protection & management	2	12,407	19,500
Angler & Hunter participation	2	11,730	14,850
Public interface	2	464	17,800
Compliance	2	2,784	3,500
Licensing	2	19,396	20,431
Council	2	13,143	2,000
Planning & reporting	2	6,290	7,200
Overheads			
Employee related costs	2	230,302	259,279
Depreciation	4	22,099	21,427
Other expenses	2	51,714	53,144
Total Expenses		411,174	449,655
Operating Surplus/(Deficit)		83,831	36,792
Less Other Expenses			
Levies to NZFGC		26,919	39,570
NET SURPLUS/(DEFICIT)		56,912	(2,778)

Hawke's Bay Fish and Game Council BUDGET

Statement of Financial Position

As at
31 August 2020

	Note	Actual 2019 \$	Budget 2020 \$
ASSETS			
Current Assets			
Bank accounts and cash	3	179,243	195,383
Debtors and prepayments	3	28,910	27,000
Investments	3	349,439	350,000
Other current assets	3	1,835	1,835
Total Current Assets		559,427	574,218
Non-Current Assets			
Property, plant and equipment	4	455,825	439,295
Investments	3	-	-
Total Non-Current Assets		455,825	439,295
TOTAL ASSETS		1,015,252	1,013,513
LIABILITIES			
Current Liabilities			
Creditors and accrued expenses	3	89,899	90,000
Employee costs payable	3	19,062	20,000
Total Current Liabilities		108,961	110,000
TOTAL LIABILITIES		108,961	110,000
NET ASSETS		906,291	903,513
EQUITY	5	906,291	903,513

Hawke's Bay Fish and Game Council BUDGET

Statement of Cash Flows

For the year ended

31 August 2020

	Actual 2019 \$	BUDGET 2020 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash was received from:		
Licence sales	456,182	459,219
Grants, donations and fundraising	2,631	-
Interest	11,679	10,438
Other revenue	23,791	18,700
Cash was applied to:		
Payments to suppliers	176,059	208,418
Payments to employees	233,737	258,341
GST (net)	(7,258)	-
Net Cash Flows from Operating Activities	91,745	21,598
CASHFLOW FROM INVESTING & FINANCING ACTIVITIES		
Cash was received from:		
Sale of property, plant and equipment	41,381	-
Sale of investments/deposits	-	-
Cash was applied to:		
Purchase of property, plant and equipment	45,653	4,896
Purchase of investments/deposits	34,745	562
Net Cash Flows from Investing and Financing	(39,017)	(5,458)
Net Increase / (Decrease) in Cash	52,728	16,140
Opening Cash	126,515	179,243
Closing Cash	179,243	195,383
This is represented by:		
Bank accounts and cash	179,243	195,383

3 Recommendation

That the Council approves the proposed budget figures for the Statement of Financial Position, Statement of Financial Performance and Statement of Cashflow for the year ended 31 August 2020 with the Deficit of \$2,778.

The Council approves the purchase of Fixed Assets valued at \$4,896.

14.4 Licence Sales Report

1. Introduction

This report provides an overview of the initial licence sales for the commencement of the 2019-2020 season.

2. 2019-2020 Fish Licence Sales

2.1 Licence sales for the 2018-2019 season YTD are summarised in Table one.

2.2 Recommendation

Council accepts the licence report

15.0 PUBLIC EXCLUDED SESSION

1. Purpose

To confirm the minutes of the public excluded session of the October 2019 extraordinary meeting

2.Recommendation

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

GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION RELATION To EACH MATTER	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
6.3.1.1 Confirmation of previous public excluded minutes	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	PLAIN ENGLISH REASON
16.3.1.1	Protect the privacy of natural persons including that of deceased natural persons	To allow Council to have frank discussion and confirm minutes of previous public excluded meetings.

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.