



**HAWKES BAY
FISH AND GAME COUNCIL**

***MEETING
AGENDA***

Tuesday 9 February 2021

AGENDA

For a Meeting of the Hawkes Bay Fish and Game Council

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

Date: **Tuesday 9 February 2021**

Commences: **6.00 PM**

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HAWKE'S BAY FISH & GAME COUNCIL

MINUTES OF A MEETING OF THE HAWKE'S BAY FISH AND GAME COUNCIL HELD AT THE GAME FARM ON TUESDAY 8th December 2020 AT 6.00 PM

PRESENT:

Messrs: Bates, (Chair), Bowcock, Duley, Elstone, Lumsden, MacKay, Niblett and Williams.

IN ATTENDANCE

Jesse Friedlander (Manager), Sam Robinson (Governance Advisor)

PUBLIC IN ATTENDANCE

Steve Perfect

APOLOGIES

Cr. Hern, Wayne Taylor (East Coast Conservation Board)

WELECOME

Cr. Bates welcomed everyone to the meeting and informed those attending that the meeting would be audio recorded.

Cr. Bates has received a letter of resignation from Tony Hickmott. Tony is now not a Hawke's Bay Fish and Game Councillor.

MINUTES OF PREVIOUS MEETING

It was noted that the invite to Paul Shortis to attend a future meeting of the Hawke's Bay Fish and Game Council should be extended to the new NZC Chair, Ray Grubb.

That the minutes of the meeting held on the 20th October 2020 are a true and accurate record.

Bowcock/Niblett (20/12/3)

CONFLICT OF INTEREST REGISTER

The conflict-of-interest register was signed by all Councillors present. No conflicts were tabled.

GENERAL BUSINESS

At this point Cr. Bates informed everyone that the order of the agenda would be changed as we are short on time.

Cr. Mackay tabled councillor attendance as an item to be discussed in General Business.

HEALTH AND SAFETY REPORT

The health and safety report was brought forward in line with advice from Sam Robinson (Governance Advisor). This shows the importance of health and safety in our workplace.

That the Health and Safety Report be accepted Lumsden/Mackay (20/12/18.2)

APPOINTMENT OF A GOVERNANCE ADVISOR

- Cr. Bates met with Sam Robinson and Paul Shortis after the last meeting of Council. Paul was happy with Sam as a governance advisor to the Hawke's Bay Fish and Game Council. As Paul Shortis is no longer NZC Chair, Cr. Bates has also asked Ray Grubb (NZC Chair) whether he approves Sam as a choice for this role. Ray has given his approval also.
- Council will employ Sam to attend meetings, read meeting papers and provide input and advice on governance matters for the next year.
- Sam has listed his interests as listed below:
Te Maire Farm. Shareholder and director
Brownrigg Agriculture. Director
NZ Young Farmers. Director
Silver Fern Farms. Director
MPI. Member Independent Compensation Claims Panel (for M.Bovis compensation)
- Sam has also had previous involvement with the Ruataniwha storage scheme.
 1. *That Council approve the appointment of Sam Robinson as Governance Advisor to the Hawke's Bay Fish and Game Council.*
 2. *That Council approve additional expenditure for the 2020/21 financial year in order to pay for Sam Robinson's attendance of meetings and reading of meeting papers.*

Lumsden/Mackay (20/12/7)

EVALUATION OF COUNCIL

- Sam Robinson has provided a different evaluation form which may be better than our old form.
- Disagreement on this as Councillors have spent time already filling in our regular form. The evaluation has also been put off and Council has a statutory obligation to evaluate itself annually.
- Sam will send out the new evaluation form for Councillors to fill in and will compile results for the next meeting

That Council agrees to complete the new Council evaluation form and discuss results at the next meeting.

Bowcock/Niblett. (20/12/10)

ADOPTION OF THE 2019/2020 PERFORMANCE REPORT

That Council adopts the performance report for the 2019-2020 year.

Elstone/Niblett (20/12/8)

2021 GAME SEASON CONDITIONS

- Cr. Bates voiced concern around hunting in built up areas (e.g pheasant hunting around popular cycleways).
- We don't want to close off access but need to be proactive in identifying areas where hunting poses a risk to the public.

- If hunting access in certain areas needs to be limited, there may be an option to work with HBRC on improving hunting access in lower-use areas.
- At this point, Cr. Duley entered the meeting.

That Council instructs staff to identify areas where public access hunting may be unsafe. Staff are to report back to Council with findings.

Bowcock/Niblett (20/12/9.1)

- Cr. Williams would like an 8-week mallard season.
- Cr. Niblett has sent research papers to Councillors as requested in the last meeting. Research suggests adult female mallards are primarily shot towards the end of the season, thereby impacting future breeding seasons.

That the Manager is to look into available research on the optimal timing of hunting seasons and report back to Council.

Mackay/Elstone (20/12/9.2)

That Hawke's Bay Game Season Conditions for the 2021 season will remain the same as those of the 2020 season.

Lumsden/Duley (20/12/9.3)

MEMORANDUM OF UNDERSTANDING ON USE OF DATA COLLECTED THROUGH SALES OF LICENCES BETWEEN NZ COUNCIL AND REGIONAL FISH AND GAME COUNCILS

- Discussion centred around the differences between the two versions of the document. The original version was drafted by NZC staff. An amended version has been provided by Phil Teal (Wellington Fish and Game) after consultation with Managers. *That Council agree that the amended version of the MOU is to be recommended to the NZ Fish and Game Council*

Niblett/Lumsden (20/12/14)

NATIONAL POLICY ON THE ACCUMULATION, MANAGEMENT AND APPLICATION OF RESERVES WITHIN FISH AND GAME

- It was clarified that at this stage, this is a discussion document rather than a draft policy.
- It may be more appropriate to designate a minimum dollar value for each region to keep in reserves rather than a percentage figure.
- Smaller regions require a larger percentage of their operational budgets held in reserves than larger regions.
- Cashflow would become an issue in a smaller region such as ours with 30% reserves.
- We currently have 144% of our operational budget held in reserves. This is due to our work to increase licence sales and frugality over a number of years. It is important that the reserves policy does not disincentivise good financial behaviour.

That the above points are provided as feedback to NZC on the Policy on the Accumulation, Management and Application of Reserves Within Fish and Game.

Duley/Lumsden (20/12/15)

IWI AND HAPŪ ENGAGEMENT

- Cr. Bates and Jesse will meet with a member of the community in the coming weeks who may be able to advise on our relationships with Iwi and Hapū.
- Sam Robinson suggested that this is very proactive and is a positive step for Council to take.
- Cr. Bates and Jesse will provide an update at the next meeting.

FINANCE REPORT

That the payments for September and October 2020 totalling \$71,411.78 be approved.
Duley/Lumsden (20/12/18.2.1)

That Council approves the proposed budget figures for the Statement of Financial Position, Statement of Financial Performance and Cash flow for the 2020-2021 financial year.

Lumsden/Niblett (20/12/18.2.2)

That the Finance Report be accepted for the 2 months ended 31 October 2020.

Lumsden/Niblett (20/12/18.2.3)

LICENSING REPORT

Council accepts the licence report. *Mackay/Williams (20/12/18.3)*

WAGE SUBSIDY

- Cr. Bates talked about the importance of making a decision on this now as it has an impact on our budget in this financial year.
- Cr. Williams moved *That the Hawke's Bay Fish and Game Council pays back the wage subsidy* *Seconded C.r Bates. Lost*
- Discussion on the need to wait and see the full effects of Covid.
- *Cr. Duley moved That Council keeps the wage subsidy but makes a final decision on whether to keep or pay back the money at the end of this (2020/21) financial year.* *Duley/Bowcock Passed (20/12/18.1)*

MANAGEMENT REPORT

- Discussion centred around the inventory of plants now kept which are grown on-site at the Game Farm.

That the management report is accepted. *Williams/Mackay (20/12/18.1)*

LIASON REPORTS

- Cr. Duley provided Council with an update from the last NZ Council meeting. The issues around 'exclusive capture' were discussed and the potential impact of not opening waters on Iwi organisations who derive income from leasing hunting/fishing blocks.
- There has been a lot of misinformation around trout farming. NZC resolved to get research done on the impacts of trout farming, not support it. The most recent NZC decision clarifies this position.

- NZC has changed its position on upland game preserves and has now opted to support option 1 (as outlined in the DOC briefing paper) with a 5-year phase out period ending at the close of the 2025 game season.
- This give 5 years to look at different options. Non-commercial preserves are not affected by this decision.
- Paul Shortis has resigned as Chair of NZC due to personal reasons. Ray Grubb is now NZC Chair.

GENERAL BUSINESS

- Cr. Mackay brought up the fact that some Councillors have missed a lot of our meetings. This is unacceptable Councillors should make every effort to attend all meetings as they have a responsibility to our licenceholders.

There being no further business, the meeting closed at 7.55pm

6. CONFLICT OF INTEREST REGISTER

Ref: 7.02.01

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:

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

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.

- (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.**

7.0 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. December 2020 / January 2021 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.

Tailgate forms used:

02/12/20-Use of Drone

07/12/20-Electric fishing

10/12/20-Use of Drone

11/12/20-Tree felling at Glenfalls Hut

15/12/20-Maintainance work at Glenfalls Hut

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 2021

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|--|---|
| Number of workplace injuries in 2020-2021 year | 0 |
| Number of workplace injuries in 2019-2020 year | 1 |
| Number of workplace injuries in 2018-2019 year | 0 |
| Number of workplace injuries in 2017-2018 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.

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. Staff keep register of those they come into contact with and use Covid Tracer App.

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

Cracked windscreen replaced in LPA433 01/02/20

Epipen purchased December 2020.

4. Training programme

No training completed.

5. H&S incidents

No incidents to report.

6. Recommendations

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

8.0 COUNCIL PRIORITIES

Ref: 8.02.01

1. Purpose

To review Council's priorities for the 2020/21 year, identify changes in priorities or work areas and discuss projects to be incorporated into the 2021/22 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 2021/22 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 2020-2021 year:

- Advocacy – building NZFG organisation positively & working alongside NZ Council to achieve advocacy goals.
- Education & Training programmes.
- Development of a wetland educational facility at the Game Farm
- Improving & building better relationships with rural New Zealand.
- Opportunity – access to the resource & maintenance of existing F&G infrastructure.
- Promotion of sports fishing and gamebird hunting to new licence holders.
- Predator Free NZ – Link with other organisations & provide advice & assistance.
- Public relations – improve communications with our licence holders & licence agents.
- R3 programme – recruit, retain & reactivate.
- Right to fish/hunt. The retention of social licence and approval of the general public.
- River Fisheries – inventory, water quality & quantity & access points.
- Wetland Advice – create how to “one stop shop” for those interested in building or enhancing wetlands on their own private land.

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.

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| <p>1. WETLAND HABITAT</p> <p><i>Key Projects 2020-21</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 wetland projects in the Tukituki Catchment. • 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. • Become involved in the Predator Free NZ movement and provide practical predator control advice and assistance to landowners. <p><i>Developing Issues</i></p> <ul style="list-style-type: none"> • Competition for funding among projects <p><i>Proposed Project Areas</i></p> <ul style="list-style-type: none"> • Actively promote habitat development on private land. • Continued involvement in HBRC and Fonterra funded Tukipo Catchment wetland developments. • Seek additional funding for habitat enhancement for significant wetland areas. • Seek involvement and collaboration with predator free organisations in Hawkes Bay and upskill field officers to be able to provide practical assistance to landowners using poisons. |
| <p>2. RIVERINE HABITAT</p> <p><i>Key Projects 2020-21</i></p> <ul style="list-style-type: none"> • Maintain regional Didymo advocacy programme. • Submit to consent processes of significance to the region's river fisheries • Continued participation in the Tukituki Taskforce. <p><i>Developing Issues</i></p> <ul style="list-style-type: none"> • 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 Tukituki Catchment taskforce. • Preparation of consent submissions. • Ongoing commitment to Didymo advocacy. |
| <p>3. GAME FARM</p> <p><i>Key Projects 2020-21</i></p> <ul style="list-style-type: none"> • Development of the proposed adjacent wetland site for use as an educational facility. Use this facility as part of a 'One stop shop' for wetland creation and enhancement for landowners. <p><i>Developing Issues</i></p> <ul style="list-style-type: none"> • Funding may limit options. |

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| <p><i>Proposed Project Areas</i></p> <ul style="list-style-type: none"> • Apply for funding for the development from external sources for the development of a Game Farm wetland educational site. • Encourage involvement from local schools, anglers clubs, Forest and Bird, DOC and HBRC. • Review further options for the development of the site in a phased approach. |
| <p>4. ACCESS/CLIENT SERVICING</p> |
| <p><i>Key Projects 2020-21</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. • Support NZ Council development of an access app by providing all Hawkes Bay access info. Keep website updated and use other media for more effective distribution of access information. • Continue to run junior/novice fly fishing courses with local anglers clubs using the Game Farm facilities. • Contribute to Fish and Game access app development at a national level. • Engage with HBRC land management staff to ensure future access for hunters to the region's river margins. • Engage with landowners, forestry managers and HBRC staff to create future balloted waterfowl and upland game hunting sites for junior/novice hunters. |
| <p>5. COMPLIANCE</p> |
| <p><i>Key Projects 2020-2021</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 2020-21</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. |

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| <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 2020-21</i></p> <ul style="list-style-type: none"> • Continue to improve point of sale options for clients via Agents online and Public online. |
| <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 including the development of the Fish and Game mobile app. |
| <p>8. PLANNING</p> |
| <p><i>Key Projects 2020-21</i></p> <ul style="list-style-type: none"> • Sports Fish and Game Bird Management Plan. – Incorporate new plan into future OWPs. |
| <p><i>Proposed Project Areas</i></p> <ul style="list-style-type: none"> • Further staff exchanges with other Fish & Game regions. |

3. Developing the 2021/2022 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 2021/2022 year will be signed off at the August meeting.

4. Recommendations

- 4.1** *That Council reviews the priorities for the 2020/2021 year and identifies any changes to priorities or projects for incorporation into the draft operational work plan for the 2021/2022 year.*

9.0 ANGLERS NOTICE REVIEW

1. Purpose

To review the 2020/21 Anglers Notice and identify any changes to the current regulations that might be warranted in the 2021/22 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 includes advertising the process on the Hawkes Bay webpage and in the Fish and Game “Reel Life” electronic newsletter. An email has been circulated to anglers’ clubs and a notification has been put on the F&G website.
- (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 2021 meeting, Council will receive any additional correspondence arising from the undertakings to date and will finalise the content of the 2021/22 Anglers Notice.

3. Recommendations

- 3.1** *That Council agrees to the consultation process and time frame for considering changes to the 2021/22 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. EVALUATION OF COUNCIL

1. Purpose

To assess the performance of the Hawke's 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.

At its December meeting, Council deferred discussing the evaluation of councillor completed assessment forms as a new survey has been provided by Sam Robinson (Hawke's Bay Fish and Game Council Governance Advisor). These have been filled out by Councillors via SurveyMonkey.

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.

11. Iwi and Hapū Engagement Advisor

1. Purpose

For Council to discuss the employment of Tipene Cottrell in an advisory and liaison capacity to the Hawke's Bay Fish and Game Council.

2. Background

At its October meeting, Council resolved *That Council authorises the Manager to approach people from the community who could be considered by Council for employment in an advisory capacity in order to strengthen relationships with Iwi and Hapū*. The Chair and Manager have since met with Tipene Cottrell to discuss the requirements of our organisation and potential employment. From this discussion, the following points were identified as priority work areas:

- Providing advice to the HBF&G Council and manager when required to ensure our activities are conducted in a culturally sensitive manner and appropriate tikanga protocols are adhered to.
- To look at our operational work plan and regulation setting processes to identify how we can better meet our Treaty of Waitangi obligations.
- Providing advice on current Iwi settlement processes and likely effects on how we operate.
- Mapping our F&G region with Iwi and Hapū territories and contact details. Meeting with members of each group with the Chair and Manager as necessary.
- Looking through our operational work plan, publications and regulations to identify place names/significant information that require corrections.
- Helping in linking up with schools to ensure our continued involvement in education and use of the Game Farm site for environmental education. Writing of a curriculum for schools to use which is specific to the Game Farm site (history/traditional uses of species present etc).

3. Recommendation

3.1 That Council approves additional expenditure for the 2020/2021 financial year for the employment of Tipene Cottrell in an advisory role.

3.2 That Council discusses the proposed workstreams and provides direction for staff.

12. GAMEBIRD GUIDES WILDLIFE ACT PROVISIONS

1. Purpose

For Council to provide the NZC with feedback on the retention of the latent provisions in the Wildlife Act relating to the licencing of game bird guides.

2. Background

See below, a letter from the NZC Chair along with the relevant legislation.

3. Recommendation

That Council provides feedback to NZC on the retention of the provisions in the Wildlife Act relating to the licencing of game bird guides.



26 January 2020

Dear Regional Chairs,

Re: Game Bird Guide's Licence Latent Provisions

The Department of Conservation has sought Fish and Game's view on the retention of the latent provisions for game bird guide's licencing under the Wildlife Amendment Act 1996 (see attached). Each year Parliamentary Counsel Office (PCO) reviews latent legislation with an eye to revoking superfluous latent legislation. As part of this process they seek DOC's comment on latent legislation within DOC's legislative framework, and DOC has in turn asked for our views.

In 1996, via s24 of the Conservation Amendment Act 1996 and s6 of the Wildlife Amendment Act 1996, latent provisions were inserted into the Conservation Act 1987 and the Wildlife Act 1953 to facilitate licencing schemes for sports fishing guides and game bird guides. There has been a significant amount of work done on a proposal to licence sports fishing guides since 1996, including the currently active proposal. However, to my knowledge there has been no substantial proposal put to DOC on licencing game bird guides in the past 25 years.

DOC have informed us that they intend to advise PCO to retain the latent legislation relating to sports fishing guide's licences but, unless Fish and Game provide them with adequate reason, they intend to advise PCO that they do not see any reason to retain the latent provisions relating to game bird guide's licences. We are, therefore, seeking feedback from regional Fish and Game councils on:

- Whether your council thinks the game bird guide licence provisions should be retained?
- And, if so, what your reasons for retaining the provisions are?

Note that it is unlikely to be sufficient for us to simply state that Fish and Game would like the option to licence game bird guides at some stage in the future. Rather, to retain the provisions there would need to be some intention to put forward a proposal or undertake work in this field shortly.

Yours sincerely,

Rainsford Grubb
NZC Chair

Statutory managers of freshwater sports fish, game birds and their habitats

New Zealand Council

Level 2, The Dominion Building, 78 Victoria Street, Wellington 6011 | P.O. Box 25, 055, Wellington 6145, New Zealand



New Zealand Legislation

Wildlife Amendment Act 1996

1 Short Title and commencement

- (1) This Act may be cited as the Wildlife Amendment Act 1996, and shall be read together with and deemed part of the Wildlife Act 1953 (hereinafter referred to as the principal Act).
- (2) Sections 2(1), 3, and 8 of this Act shall come into force on the 1st day of July 1996.
- (3) Section 6 of this Act shall come into force on a date to be fixed by the Governor-General by Order in Council.
- (4) Except as provided in subsections (2) and (3) of this section, this Act shall come into force on the day on which it receives the Royal assent.

6 Game hunting guides to be licensed

The principal Act is hereby amended by inserting, after section 22, the following section:

“22A Every person commits an offence against this Act and is liable on conviction to the penalty set out in section 67E(1) who acts as a game hunting guide without holding a game hunting guide licence issued under this Act.”

Section 22A: amended, on 15 October 2000, by section 8 of the Wildlife (Penalties and Related Matters) Amendment Act 2000 (2000 No 43).

Section 6: not yet in force.

13. HAWKES BAY FISH AND GAME COUNCIL THEFT AND FRAUD PREVENTION POLICY

1. Purpose

To review the Theft and Fraud Prevention Policy adopted 8 August 2017.

2. Background

The Theft and Fraud Prevention Policy approved by NZC was shared with all regions April 2017, with the recommendation that regions updated their policy. Hawkes Bay Fish & Game Council reviewed its approved version of the Theft and Fraud Policy dated 2007 and agreed to align this policy with NZ Council Policies at the June 2017 Council Meeting. Amendments to the policy document were made and the Theft and Fraud Prevention Policy was adopted at the 8th August 2017 Hawkes Bay Fish & Game Council meeting.

At the October 2020 meeting, council reviewed the policy and instructed the Regional Manager to include an intellectual property clause.

The updated version is attached below.

3. Recommendation

3.1 That Council approves the Theft and Fraud Prevention Policy.

**HAWKES BAY FISH AND GAME COUNCIL
THEFT AND FRAUD PREVENTION POLICY**

Ref: 7-02-01

28 October 2020

Fraud is defined as “criminal deception, dishonest artifice or trick”. It can be regarded not only as the inappropriate taking of the entity’s money or property, but also as steps to disguise the fact that the taking has occurred. Theft is defined as “a criminal act in which property belonging to another is taken without the owner’s consent”. Theft encompasses many forms of deceitful taking of property including swindling, embezzlement and false pretences.

1.0 Introduction

1.1 Hawkes Bay Fish and Game Council (HBFGC) accepts that it has a responsibility to protect the physical and financial resources of the HBFGC. The HBFGC has agreed that through its Regional Manager the HBFGC has a responsibility to prevent and detect the theft and fraudulent actions by persons who are employed or contracted by the HBFGC or who are service recipients of, or service providers to the HBFGC. The HBFGC accepts that any investigation into any theft or fraudulent actions will be conducted in a manner that confirms to the principles of natural justice and is procedurally just and fair.

1.2 The HBFGC therefore requires the Regional Manager to establish systems and procedures to guard against the actions of theft and fraud. The Regional Manager is to report such actions to the Council Chairman as prescribed in the procedures set out below.

2.0 General

2.1 As preventative measures against theft and fraud the HBFGC requires the Regional Manager to ensure that:

- a) The HBFGC's physical resources are kept secure and accounted for and a proper register is maintained of office keys and any lock combinations and that security and computer system passwords are managed and maintained in terms of best business practice.
- b) The HBFGC's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Public Finance Act 1989, Section 45C(b) and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
- c) Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Regional Manager are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
- d) All staff members are aware of their responsibility to immediately inform the Regional Manager should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, volunteers or other persons associated with the HBFGC.

2.2 Objective

The prevention of loss of assets of the Hawkes Bay Fish and Game Council by fraud.

2.3 There will be zero tolerance of fraud.

2.4 Fraud represents serious misconduct and is grounds for termination of employment or of working relationship.

2.5 In the event of an allegation or the discovery of theft or fraud the Regional Manager shall act in accordance with the following procedures:

- a) Decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph.
- b) So far as it is possible and within 24 hours:
 - i) Record the details of the allegation, the person or persons allegedly involved and the quantity and/or value of the theft or fraud.

- ii) Request a written statement from the person who has informed the Regional Manager, with details, as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft.
- iii) Decide on the initial actions to be taken including consulting with the person who provided the information and, if appropriate, confidentially consulting with other senior members of staff about the person who is the subject of the allegations.
- iv) Inform the HBFGC Chairman of the information received and consult with Councillors as appropriate.
- c) On the basis of advice received and after consultation with the HBFGC Chairman, the Regional Manager shall decide whether or not a *prima facie* case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.
- d) The Regional Manager shall then carry out the following procedures:
 - i) Investigate the matter further in terms of procedures as set out in sub-paragraph (d);
 - ii) If a *prima facie* case is thought to exist to continue with their investigation;
 - iii) Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member,
 - iv) Lay a complaint with the New Zealand Police;
 - v) If necessary, commission an independent expert investigation;
 - vi) In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
 - vii) Seek legal or other specialist advice; or
 - viii) Inform the HBFGC, and/or the auditors.
- e) Once all available evidence is obtained the Regional Manager shall consult the HBFGC Chairman. The Chairman may, if they consider it necessary, seek legal or other advice as to what further action should be taken.
- f) If a case is considered to exist the Regional Manager or a person designated by them shall, unless another course of action is more appropriate:
 - i) Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present.
 - ii) Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them.
 - iii) Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present).
 - iv) Advise the person in writing of the processes to be involved from this point on.

3.0 The HBFGC recognises that supposed or actual instances of theft or fraud can affect the rights and reputation of the person or persons implicated. All matters related to the case shall remain strictly confidential with all written information kept secure. Should any delegated staff member or any other staff member improperly disclose information the Regional Manager shall consider if that person or persons are in breach of confidence and if further action is required.

Any action the Regional Manager considers must be in terms of the applicable conditions contained in their contract of employment and any code of ethics or code of responsibility by which the staff member is bound.

4.0 The HBFGC affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated.

5.0 Any intimation or written statement made on behalf of the HBFGC and related to any instance of supposed or actual theft or fraud shall be made by the HBFGC Chairman who shall

do so after consultation with the Regional Manager and if considered appropriate after taking expert advice.

6.0 Intellectual Property

Any trade mark, goodwill, patent, design or copyright work, procedure, process, formula, method of production, invention or other discovery created by you during your employment relating to the business of Hawkes Bay Fish & Game or capable of being used or adapted for use by HBFG, must be immediately disclosed to HBFG and will be the absolute property of HBFG.

Allegations Concerning the Regional Manager, Councillor or Chairman

7.0 Any allegation concerning the Regional Manager should be made to the HBFGC Chairman. The Chairman will then investigate in accordance with the requirements of paragraph 4 of this Policy.

8.0 Any allegation concerning a member of the Council should be made to the Regional Manager. The Regional Manager will then advise the Council Chairman and commence investigation in accordance with the requirements of paragraph 4 of this Policy.

9.0 Any allegation concerning the Chairman should be made to the HBFGC. The Council will then investigate in accordance with the requirements of paragraph 4 of this Policy.

Approval

10.0 When the HBFGC approved the Policy, it was agreed that no variations of this Policy or amendments to it can be made except by the majority approval of the HBFGC.

11.0 As part of its approval the HBFGC requires the Regional Manager to circulate this Policy to all staff. The HBFGC requires that the Regional Manager arrange for all new staff to be made familiar with this Policy.

Signed

Hawkes Bay Fish and Game Council Chairman

On behalf of, and with the authority of the Council on

14. HAWKES BAY FISH AND GAME COUNCIL CONFIDENTIALLY AND NON-DISCLOSURE POLICY

Ref: 9-01-01

1. Purpose

To develop the Confidentially and Non-Disclosure Policy.

2. Background

At the October 2020 meeting, council reviewed the Theft and Prevention Policy and identified the absence of policy to cover theft of Fish & Game information and files. Staff have drafted the below Confidentially and Non-disclosure Policy to protect both Council and staff.

3. Recommendation

3.1 That Council approves the Confidentially and Non-disclosure Policy.

HAWKES BAY FISH AND GAME COUNCIL CONFIDENTIALLY AND NON-DISCLOSURE POLICY

18 November 2020

Hawkes Bay Fish and Game Council (HBFGC) recognise that staff receive information that is both public and private and that the release of information and access to and handling of information, is governed by the Official Information Act 1982 and Privacy Act 1993. In order to protect the staff and management from inappropriate use of the information:

- Staff will make themselves familiar with this legislation, and refer any requests for information to the Regional Manager
- Staff will not disclose publicly any business discussed at a meeting or part of a meeting held “in committee” and/or information for which good reason exists for it to be withheld from the public.
- Staff accept that they may acquire information of a confidential nature.
- Staff agree not to use any such information for personal advantage nor to disclose it to any other person unless firstly authorised by the Regional Manager.
- Staff agree that their username and password is equivalent to their legal signature and will not disclose their password(s) to anyone or allow anyone to access protected systems using their username or password
- Staff agree not to attempt to learn or use another person’s username or password.
- Staff agree all files are the property of Hawkes Bay Fish and Game Council and all care must be taken to maintain correct records
- Staff are responsible to maintain the computer back up system
- Staff understand that the terms of this agreement cover the duration of their employment and thereafter.

Signed _____

Hawkes Bay Fish and Game Council Chairman
On behalf of, and with the authority of the Council on _____

- 13. LIAISON OFFICERS REPORTS**
- 13.1 EAST COAST/HAWKES BAY CONSERVATION BOARD**
- 13.2 REPORTS FROM NEW ZEALAND COUNCIL**

15. OPERATIONAL REPORTS

15.1 MANAGEMENT REPORT

SPECIES MANAGEMENT

1111 Regional Didymo Surveillance

Didymo sampling is scheduled to occur in late February on both the Ngaruroro and Tutaekuri rivers. It was last completed on the 14th December 2020. All sampling results have come back negative.

River Fisheries Investigations

Staff completed electric fish surveys in the Mangaonuku and Tukipo catchments during December 2020. Electric fishing surveys were not carried out on the Esk River during December due to adverse weather.

1112 Data watch returns for the 2020/21 season

No tagged trout returns received so far this year from Lake Tūtira or Lake Hawkston

1115 Upland / Headwater Fisheries

Drift dives have been scheduled for the end of February. Due to a reduced budget this year, only those dives that are accessible by walking or driving will be undertaken this year on the Mohaka and Taharua.

1116 Game Bird Trend Counts

Trend count flights for black swan and paradise shelduck are scheduled for the start of February. Date to be confirmed as this is weather dependant.

1117 Game Bird Research

After landowners were contacted and sites finalised, initial drone flights at each site have been undertaken. Initial monitoring flights are scheduled for late February.

1118 Waterfowl Monitoring Programme

Staff have begun feeding out at five mallard banding sites. Banding will be undertaken in the last week of January/ early February.

1121 River Fisheries Creel Surveys

Data for the summer season will continue to be collected until the end of March 2021. The link continues to be promoted via angling clubs. Uptake remains low with a small number of anglers contributing.

1151 Game Farm Operations

Workers from the Department of Corrections continue to pot plants at the shade house on Thursdays and Fridays. We currently have 5175 plants and 28 trays of seedlings.

Predator control is also ongoing around the Game Farm site with capture information uploaded to trap.nz.

1152 Game Farm Maintenance

Grounds maintenance is ongoing with Ace Lawn Services contracted to mow the lawns every fortnight.

Grounds are also maintained by staff as required.

1154 Game Farm Development

Grass is mowed and small plantings have begun around the new Educational wetland at the Game farm.

1172 Game Bird Regulations

Draft game season conditions were checked over by staff members and sent back to Jack Kos at the NZC office.

1181 Game Bird Control

| Fish & Game NZ, Hawke's Bay Region total permits issued 1 September to 31 January 2021 | |
|---|-----------|
| Pukeko | 12 |
| Paradise Shelduck | 2 |
| Swan | 0 |
| Pheasant | 0 |
| Total | 14 |

HABITAT PROTECTION AND MAINTENANCE

1211 RMA Planning

The Outstanding Waterbodies Plan Change hearings were held from the 30th November-3rd December. Staff presented the HBF&GC submission to the hearing panel on the 30th November.

The initial Mohaka Plan Change community meetings were held during December. Staff attended the Napier meeting held at the yacht club.

1212 Consent Applications

Staff review weekly consent applications emailed out by HBRC.

1223 HBRC Reserves

Staff met with HBRC staff to discuss planned work on the Waitangi Railroad Wetland. Willows have been removed and the culvert has been cleared of debris. A planting day is planned for this Autumn.

1231 Maintain and Enhance Game Bird Habitat

Staff continue to visit sites on private land to provide advice on habitat management for gamebirds.

Staff have also begun notifying past GBHT grant recipients of the extra funding available this year through the GBHT for plantings.

ANGLER AND HUNTER PARTICIPATION

1312 Signage

Staff continue to replace access signage as necessary.

1331 Electronic Newsletters

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

1332 Fish and Game Magazine & Newsletters

Staff have 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. We now have 981 followers of the page.

1351 Children's Fishing Programme

Children's fishing day scheduled for August 2021.

1352 Angler/Hunter Training

Staff have scheduled further fly-fishing courses this year in conjunction with Hastings Anglers Club. Another families course will be held as a follow-on event from the kids fishing day. This is in line with advice received on R3. Staff will hold a steel shot patterning stall at the Hawkes Bay Sporting Shooters event at Ben Lomond Station. This will be held 21st of March and promoted on our Facebook page and magazine.

1355 Maintain Balloted Stands

Maintenance carried out on Pekapeka junior and novice stands in January. Stands are ready to be balloted for the 2021 season.

1353 Angler/Hunter Enquiries

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

1361 Fish and Game Club Communications

Staff maintain regular contact with club presidents and attended the December Napier Anglers Club BBQ.

1371 Fish and Game Hut

Staff assisted an arborist to remove the large tree growing next to Glenfalls Hut which had been identified as a hazard. A chipper was hired to get rid of most of the slash. Anything that could be used for firewood has been kept to store at the hut. The hut has been well utilised over the Christmas period.

PUBLIC INTERFACE

1451 Education

Students from Sacred Heart College in Napier will be undertaking volunteer work at our native plant nursery and trapping on our Tutaekuri trap line over the coming months.

A planting day has been scheduled for May this year at the Game Farm. Local schools will be invited to bring children along for the day.

COMPLIANCE

1511 Ranging

Honorary Rangers are continuing to range across the region.

Staff held a Christmas BBQ for honorary rangers in December 2020.

Contacts 2020-2021 season (1/9/2020 to 31/12/2021)

So far, this season, Rangers have made 54 contacts with anglers.

| Offences YTD 2020/21 season to 31/01/2020 | 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

Staff have organised a CERT refresher training day to be held at the office for all staff and honorary rangers to attend. This will take place on the 27th of February.

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.

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 LPA433 has had its windscreen replaced on the 1st of February after being damaged by stone from passing truck. 6 monthly vehicle checks are due to be completed in February.

15.2 Finance Report

1.0 Purpose

To inform the Council of the year to date financial position, approve payments for the months of November and December 2020.

Contained within this report:

Table 1 - Other Income

Table 2 - Profit & Loss to 31 December 2020

Table 3 - Balance Sheet as at 31 December 2020

Table 4 - Hawke's Bay Variance Report to 31 December 2020

Table 5 - Bank Transactions for period 1 November to 30 November 2020

Table 6 - Bank Transactions for period 1 December to 31 December 2020

2. YTD Profit and Loss

The Profit & Loss statement for the period ending 31 December is appended to this report (*Table 2*). The Profit and loss report documents the income and expenditure for the period.

Income

Licence Income

Licence revenue YTD is \$235,230 compared to the annual budget of \$376,916. 61% of the annual target has been achieved. A more up to date and detailed picture of licence sales performance YTD can be found within the licence sales report.

Interest Income

Interest Income YTD is \$5,147 – compared to the budget for the year budget of \$7,133.

Other Income

Other Income YTD is \$10,099 (*Table 1*)

| Table 1: Other Income | Budget \$ | Actual \$ | Difference |
|------------------------------|------------------|------------------|-------------------|
| Sundry | 0 | 0 | - |
| Sale of Predator Traps | 0 | 313 | 313 |
| Rent - Maize | 5,000 | 1,652 | (3,348) |
| Game Bird Hire Equipment | 0 | - | - |
| Reparations | 0 | 0 | - |
| Wetland Landowner Advice | 0 | 0 | - |
| Wetland Plants | 0 | 3,869 | 3,869 |
| Advertising - Newsletter | 500 | 0 | (500) |
| Junior Hunt Sponsorship | 700 | 0 | (700) |
| Glenfalls Hut | 1,500 | 1,178 | (322) |
| Rent - Staff houses | 10,400 | 2,800 | (7,600) |
| Meeting Room Hire | 2,000 | 287 | (1,713) |
| Donations | 0 | 0 | - |

| | | | |
|---------------------------|---------------|---------------|-----------------|
| Total Other Income | 20,100 | 10,099 | (10,001) |
|---------------------------|---------------|---------------|-----------------|

Expenditure

Total expenditure year to date to 31 December 2020 was \$103,075 - 22.6% of budgeted expenditure for the year.

Depreciation

YTD Depreciation is \$7,074 and is in line with budget.

Species Management

The banding project is underway with the purchase of maize (\$1,600) and metal duck bands (\$500). An oxygen bottle was hired to transport trout to Lake Hawkston.

Species Management spending YTD to 31 December was \$2,226 against a total budget of \$11,219.

Habitat Protection Management

The RMA expenditure for the period related to flights and accommodation for Peter Wilson (Environmental Planning Advisor) from Wellington Fish & Game to attend a meeting 30 November 2020.

Habitat spending YTD to 31 December was \$1,253 against a total budget of \$19,500.

Participation

The costs associated with the dismantling of a tree and hire of a woodchipper for its disposal are reported within the Glen Falls hut budget (\$656). Refreshments were also purchased, and an old freezer taken to the dump.

Participation spending YTD to 31 December was \$2,151 against a total budget of \$14,850.

Public Interface

Visitor Facility spending for period includes lawn mowing, timber for a weir and cement for the game farm development.

Public Interface spending YTD to 31 December was \$2,319 against a total budget of \$17,300.

Compliance

A minor expense is reported relating to the Christmas BBQ for honorary rangers.

Compliance spending YTD to 31 December was \$67 against a total budget of \$3,500.

Licensing

The Commission budget includes agent commissions and the fees associated with the Public Online and 0800 sales. \$8,889 YTD is in line with sales reported for the period.

Council

Expenses were incurred relating to catering for October and December Council meetings and Mr Robinson's attendance at the Governance meeting.

Council spending YTD to 31 December was \$1,102 against a total budget of \$2,000.

Planning & Reporting

The audit fee was paid in December (\$6,750), supper was purchased for the AGM, and a minor expense is reported for a thankyou gift for Eastern staff which was appreciated.

Planning & Reporting spending YTD was \$6,842 against a total budget of \$7,200.

Administration

- Salaries. YTD \$60,390 – this includes the accrual for Annual Leave.
- Staff Expenses included health and safety spending on shovels for vehicles, gloves, and an EpiPen (\$265), morning tea expenses and cleaning products (\$48), and staff Christmas lunch (\$147). Expenditure is also reported relating to the managers review with an external facilitator (\$1,560).
- Office Premises expenditure relates to the usual electricity and cleaning costs.
- Office Equipment expenditure relates to the photocopier lease and reimbursement for a cell phone purchase.
- Communications expenses are reported relating to Xero licence fees, telephones, stationery, and photocopying. An additional expense was incurred to cancel IMS Payroll package.
- General expenses include bank fees and an annual card fee for a staff credit card, the cost of a noticeboard for staff, document destruction, and a bathroom hook.
- General equipment expense relates to a trailer registration, and flight planner and drone software/apps.
- Vehicles expenditure relates to fuel and Road User Charges for the two vehicles. The monthly SmartTrack fee of \$78 is also recorded each month.

NZ F & G Levy

Total levy \$7,645 – 25% of budget.

3.0 Balance Sheet

Table 3 The Balance Sheet as at 31 December 2020 and comparison to the year end position as at 31 August 2020.

Cash Position: \$166,004 (Including donations of \$65,516) as at 31 December 2020.

Debtors: Outstanding Debtors \$52,409 as at 31 December 2020. Eyede being the largest debtor \$51,896.

Investments: \$499,142

Employee Costs: \$10,136 – this relates to the accrual of holiday pay and PAYE outstanding as at 31 December 2020.

4.0 Variance report

The variance report is shown on **Table 4**.

The figures in this report are taken from 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.

5.0 Bank Transactions

Tables 5 and 6 show the bank transactions for the period of 1 November 2020 to 31 December 2020, \$53,128.08 and \$30,679.55 respectively.

Table 2 Profit and Loss

Hawke's Bay Fish and Game Council For the 2 months ended 31 December 2020

| | NOV 2020 | DEC 2020 | YTD ACTUAL | TOTAL BUDGET | REMAINING | % REMAINING |
|---|---------------|---------------|----------------|----------------|------------------|-------------|
| Income | | | | | | |
| Licence Income | | | | | | |
| Fish Licence Income | 27,570 | 33,829 | 234,437 | 231,595 | 2,842 | 1 |
| Game Licence Income | - | - | - | 145,321 | (145,321) | (100) |
| Non Resident Licence Revenue | 350 | 316 | 793 | - | 793 | - |
| Total Licence Income | 27,920 | 34,144 | 235,230 | 376,916 | (141,687) | (38) |
| Other Income | 5,957 | 1,869 | 15,276 | 27,233 | (11,957) | (44) |
| Total Income | 33,877 | 36,013 | 250,505 | 404,149 | (153,644) | (38) |
| Operating Expenses | | | | | | |
| Depreciation | 1,769 | 1,769 | 7,074 | 22,090 | (15,016) | (68) |
| 1100 SPECIES MANAGEMENT | | | | | | |
| 1110 Population Monitoring | 500 | 1,600 | 2,187 | 7,800 | (5,613) | (72) |
| 1160 Releases | - | 38 | 38 | 3,319 | (3,281) | (99) |
| 1180 Control | - | - | - | 100 | (100) | (100) |
| Total 1100 SPECIES MANAGEMENT | 500 | 1,638 | 2,226 | 11,219 | (8,993) | (80) |
| 1200 HABITAT PROTECTION MANAGEMENT | | | | | | |
| 1210 Resource Management Act | 901 | 13 | 913 | 10,000 | (9,087) | (91) |
| 1220 Works & Management | - | - | - | 1,500 | (1,500) | (100) |
| 1230 Assisted Habitat | - | - | 340 | 8,000 | (7,660) | (96) |
| Total 1200 HABITAT PROTECTION MANAGEMENT | 901 | 13 | 1,253 | 19,500 | (18,247) | (94) |
| 1300 PARTICIPATION | | | | | | |
| 1310 Access | - | - | - | 2,500 | (2,500) | (100) |
| 1330 Newsletters | - | - | 1,325 | 6,250 | (4,925) | (79) |
| 1350 Angler & Hunter Training | - | - | 92 | 4,500 | (4,408) | (98) |
| 1360 Club Relations | - | - | - | 100 | (100) | (100) |
| 1370 Fish & Game Huts | - | 713 | 733 | 1,500 | (767) | (51) |
| Total 1300 PARTICIPATION | - | 713 | 2,151 | 14,850 | (12,699) | (86) |
| 1400 PUBLIC INTERFACE | | | | | | |
| 1440 Public Promotions | - | - | - | 1,500 | (1,500) | (100) |
| 1450 Visitor Facility | 439 | 461 | 2,319 | 15,800 | (13,481) | (85) |
| Total 1400 PUBLIC INTERFACE | 439 | 461 | 2,319 | 17,300 | (14,981) | (87) |
| 1500 COMPLIANCE | | | | | | |
| 1510 Ranging | - | - | - | 2,000 | (2,000) | (100) |
| 1520 Ranger Training | - | 67 | 67 | 1,000 | (933) | (93) |
| 1530 Compliance/Prosecutions | - | - | - | 500 | (500) | (100) |
| Total 1500 COMPLIANCE | - | 67 | 67 | 3,500 | (3,433) | (98) |
| 1600 LICENSING | | | | | | |

Table 2 Profit and Loss

| | NOV 2020 | DEC 2020 | YTD ACTUAL | TOTAL BUDGET | REMAINING | % REMAINING |
|--------------------------------------|---------------|----------------|----------------|-----------------|------------------|--------------|
| 1620 Agent Servicing | - | - | - | 500 | (500) | (100) |
| 1630 Commission | 1,022 | 1,239 | 8,889 | 16,960 | (8,071) | (48) |
| Total 1600 LICENSING | 1,022 | 1,239 | 8,889 | 17,460 | (8,571) | (49) |
| 1700 COUNCILS | | | | | | |
| 1720 Council Meetings | | | | | | |
| Council Meeting Expenses | 243 | 271 | 802 | 2,000 | (1,198) | (60) |
| Other Council Expenses | - | 300 | 300 | - | 300 | - |
| Total 1720 Council Meetings | 243 | 571 | 1,102 | 2,000 | (898) | (45) |
| Total 1700 COUNCILS | 243 | 571 | 1,102 | 2,000 | (898) | (45) |
| 1800 PLANNING/REPORTING | | | | | | |
| 1830 Reporting/Audit | - | 6,791 | 6,791 | 6,900 | (109) | (2) |
| 1840 National Liaison | - | 36 | 52 | 300 | (248) | (83) |
| Total 1800 PLANNING/REPORTING | - | 6,826 | 6,842 | 7,200 | (358) | (5) |
| 1900 ADMINISTRATION | | | | | | |
| 1910 Salaries | 5,796 | 26,242 | 60,390 | 245,079 | (184,689) | (75) |
| 1920 Staff Expenses | 184 | 1,912 | 4,072 | 12,500 | (8,428) | (67) |
| 1930 Staff Houses | - | - | 99 | 6,000 | (5,901) | (98) |
| 1940 Office Premises | 454 | 336 | 2,265 | 8,444 | (6,179) | (73) |
| 1950 Office Equipment | 397 | 120 | 758 | 2,900 | (2,142) | (74) |
| 1960 Communications/Consumables | 760 | 604 | 2,764 | 12,300 | (9,536) | (78) |
| 1970 General | 213 | 64 | 1,082 | 6,500 | (5,418) | (83) |
| 1980 General Equipment | 196 | - | 199 | 2,500 | (2,301) | (92) |
| 1990 Vehicles | 615 | 922 | 3,316 | 13,800 | (10,484) | (76) |
| Total 1900 ADMINISTRATION | 8,615 | 30,200 | 74,944 | 310,023 | (235,079) | (76) |
| NZ F&G Levy | - | - | 7,645 | 30,579 | (22,934) | (75) |
| Total Operating Expenses | 13,487 | 43,497 | 114,511 | 455,721 | (341,210) | (75) |
| Net Profit | 20,389 | (7,484) | 135,994 | (51,572) | 187,566 | (364) |

Table 3: Balance Sheet

Hawke's Bay Fish and Game Council As at 31 December 2020

| | 31 DEC 2020 | 31 AUG 2020 |
|---|---------------------|---------------------|
| Assets | | |
| Bank | | |
| Westpac Call Account | 95,107.81 | 115,091.53 |
| Westpac Current Account | 5,150.64 | 5,303.95 |
| Petty Cash & Licence Float | 230.00 | 230.00 |
| Donation Account | 65,515.52 | 63,997.44 |
| Total Bank | 166,003.97 | 184,622.92 |
| Current Assets | | |
| Debtors & prepayments | | |
| Accounts Receivable | 52,409.17 | 22,184.31 |
| Interest Accrued & Prepayments | 3,432.07 | 4,707.57 |
| GST | - | 5,091.68 |
| Total Debtors & prepayments | 55,841.24 | 31,983.56 |
| Investments | 499,142.40 | 395,530.89 |
| Farmlands Shares | 1,835.00 | 1,835.00 |
| Total Current Assets | 556,818.64 | 429,349.45 |
| Fixed Assets | 431,690.51 | 438,764.97 |
| Total Assets | 1,154,513.12 | 1,052,737.34 |
| Liabilities | | |
| Current Liabilities | | |
| Creditors and accrued expenses | | |
| Accounts Payable | 11,674.58 | 26,813.98 |
| Accrued Expenses | 7,156.40 | 7,206.40 |
| Income in Advance | 23,265.00 | 39,476.00 |
| GST | 6,372.28 | - |
| Westpac Credit cards | 1,259.89 | 562.24 |
| Total Creditors and accrued expenses | 49,728.15 | 74,058.62 |
| Employee costs payable | 10,135.61 | 20,023.42 |
| Rounding | 0.04 | - |
| Total Current Liabilities | 59,863.80 | 94,082.04 |
| Total Liabilities | 59,863.80 | 94,082.04 |
| Net Assets | 1,094,649.32 | 958,655.30 |
| Equity | | |
| Accumulated Funds | | |
| Accumulated Funds | 792,711.21 | 699,712.20 |
| Current Year Earnings | 135,994.02 | 52,363.10 |

Table 3: Balance Sheet

| | 31 DEC 2020 | 31 AUG 2020 |
|---------------------------------|---------------------|-------------------|
| Transfer To/From Reserves | (793.00) | 40,635.91 |
| Total Accumulated Funds | 927,912.23 | 792,711.21 |
| Dedicated Reserves | | |
| Asset Replacement Reserve | 48,500.00 | 48,500.00 |
| Back Country Fisheries Reserve | 58,941.09 | 58,148.09 |
| Hawke's Bay Pheasants Unlimited | 1,602.00 | 1,602.00 |
| River/Water Quality Donations | 57,694.00 | 57,694.00 |
| Total Dedicated Reserves | 166,737.09 | 165,944.09 |
| Total Equity | 1,094,649.32 | 958,655.30 |

Table 4 : Region: Hawkes' Bay to 31 December 2020

2020/21 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME

| Code | Project | EXTERNAL COSTS | | HOURS | | INTERNAL COST | | NETABLE INCOME | | NET COST | | Variance | % |
|------|---|----------------|----------|--------|--------|---------------|-----------|----------------|----------|-----------|------------|-----------|------|
| | | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | | |
| 1110 | Population Monitoring | \$ 7,800 | \$ 2,187 | 1,120 | 291 | \$ 63,651 | \$ 11,991 | \$ - | \$ - | \$ 71,451 | \$ 14,179 | \$ 57,272 | 19.8 |
| 1120 | Harvest Assessment | \$ - | \$ - | 145 | 27 | \$ 8,240 | \$ 1,093 | \$ - | \$ - | \$ 8,240 | \$ 1,093 | \$ 7,148 | 13.3 |
| 1130 | Fish Salvage | \$ - | \$ - | 0 | 0 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0 |
| 1140 | Hatchery Operations | \$ - | \$ - | 0 | 0 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0 |
| 1150 | Game Farm | \$ - | \$ - | 0 | 0 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0 |
| 1160 | Liberations | \$ 3,319 | \$ 38 | 20 | 5 | \$ 1,137 | \$ 206 | \$ - | \$ - | \$ 4,456 | \$ 245 | \$ 4,211 | 5.5 |
| 1170 | Regulations | \$ - | \$ - | 70 | 3 | \$ 3,978 | \$ 103 | \$ - | \$ - | \$ 3,978 | \$ 103 | \$ 3,875 | 2.6 |
| 1180 | Control | \$ 100 | \$ - | 48 | 8 | \$ 2,728 | \$ 309 | \$ - | \$ - | \$ 2,828 | \$ (34) | \$ 2,862 | -1.2 |
| | TOTAL - SPECIES MANAGEMENT | \$ 11,219 | \$ 2,226 | 1,403 | 332 | \$ 79,734 | \$ 13,703 | \$ - | \$ - | \$ 80,953 | \$ 15,598 | \$ 75,387 | 17.1 |
| 1210 | RMA | \$ 10,000 | \$ 913 | 360 | 116 | \$ 20,459 | \$ 4,764 | \$ - | \$ - | \$ 30,459 | \$ 5,677 | \$ 24,783 | 18.6 |
| 1220 | Works & Management | \$ 1,500 | \$ - | 27 | 4 | \$ 1,534 | \$ 165 | \$ - | \$ - | \$ 3,034 | \$ 165 | \$ 2,869 | 5.4 |
| 1230 | Assisted Habitat | \$ 8,000 | \$ 340 | 175 | 57 | \$ 9,945 | \$ 2,351 | \$ - | \$ 3,969 | \$ 17,945 | \$ (1,178) | \$ 19,124 | -6.6 |
| 1240 | Assessment | \$ - | \$ - | 0 | 0 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0 |
| 1250 | Legal Expenses Reimbursed | \$ - | \$ - | 0 | 0 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0 |
| | TOTAL - HABITAT PROTECTION & MAN | \$ 19,500 | \$ 1,253 | 562 | 177 | \$ 31,939 | \$ 7,279 | \$ - | \$ 3,969 | \$ 51,439 | \$ 4,683 | \$ 46,776 | 9.1 |
| 1310 | Access | \$ 2,500 | \$ - | 100 | 6 | \$ 5,683 | \$ 227 | \$ - | \$ - | \$ 8,183 | \$ 227 | \$ 7,956 | 2.8 |
| 1320 | Satisfaction Survey | \$ - | \$ - | 30 | 35 | \$ 1,705 | \$ 1,423 | \$ - | \$ - | \$ 1,705 | \$ 1,423 | \$ 282 | 83.5 |
| 1330 | Newsletters | \$ 6,250 | \$ 1,325 | 265 | 57 | \$ 15,060 | \$ 2,330 | \$ 500 | \$ - | \$ 20,810 | \$ 3,655 | \$ 17,155 | 17.6 |
| 1340 | Other Publications | \$ - | \$ - | 40 | 7 | \$ 2,273 | \$ 289 | \$ - | \$ - | \$ 2,273 | \$ 289 | \$ 1,985 | 12.7 |
| 1350 | Training | \$ 4,500 | \$ 92 | 390 | 114 | \$ 22,164 | \$ 4,702 | \$ 700 | \$ - | \$ 25,964 | \$ 4,794 | \$ 21,170 | 18.5 |
| 1360 | Club Relations | \$ 100 | \$ - | 65 | 9 | \$ 3,694 | \$ 371 | \$ - | \$ - | \$ 3,794 | \$ 371 | \$ 3,423 | 9.8 |
| 1370 | Huts | \$ 1,500 | \$ 733 | 80 | 43 | \$ 3,410 | \$ 1,753 | \$ 1,500 | \$ - | \$ 3,410 | \$ 1,308 | \$ 2,102 | 38.4 |
| | TOTAL - ANGLER & HUNTER PARTICIP | \$ 14,850 | \$ 2,151 | 950 | 289 | \$ 53,989 | \$ 11,084 | \$ 2,700 | \$ 1,178 | \$ 66,139 | \$ 12,067 | \$ 54,072 | 18.2 |
| 1410 | Liaison | \$ - | \$ - | 100 | 37 | \$ 5,683 | \$ 1,526 | \$ - | \$ - | \$ 5,683 | \$ 1,526 | \$ 4,157 | 26.9 |
| 1420 | Communication | \$ - | \$ - | 60 | 21 | \$ 3,410 | \$ 845 | \$ - | \$ - | \$ 3,410 | \$ 845 | \$ 2,564 | 24.8 |
| 1430 | Advocacy | \$ - | \$ - | 40 | 32 | \$ 2,273 | \$ 1,299 | \$ - | \$ - | \$ 2,273 | \$ 1,299 | \$ 974 | 57.1 |
| 1440 | Public Promotions | \$ 1,500 | \$ - | 45 | 0 | \$ 2,557 | \$ - | \$ - | \$ - | \$ 4,057 | \$ - | \$ 4,057 | 0.0 |
| 1450 | Visitors/Education | \$ 15,800 | \$ 2,319 | 595 | 168 | \$ 33,814 | \$ 6,908 | \$ 5,000 | \$ 1,652 | \$ 44,614 | \$ 7,575 | \$ 37,039 | 17.0 |
| | TOTAL - PUBLIC INTERFACE | \$ 17,300 | \$ 2,319 | 840 | 257 | \$ 47,738 | \$ 10,579 | \$ 5,000 | \$ 1,652 | \$ 60,038 | \$ 11,246 | \$ 48,792 | 18.7 |
| 1510 | Ranging | \$ 2,000 | \$ - | 262 | 41 | \$ 14,890 | \$ 1,670 | \$ - | \$ - | \$ 16,890 | \$ 1,670 | \$ 15,219 | 9.9 |
| 1520 | Ranger Training | \$ 1,000 | \$ 67 | 60 | 22 | \$ 3,410 | \$ 907 | \$ - | \$ - | \$ 4,410 | \$ 974 | \$ 3,436 | 22.1 |
| 1530 | Compliance | \$ 500 | \$ - | 105 | 5 | \$ 5,967 | \$ 206 | \$ - | \$ - | \$ 6,467 | \$ 206 | \$ 6,261 | 3.2 |
| | TOTAL - COMPLIANCE | \$ 3,500 | \$ 67 | 427 | 68 | \$ 24,267 | \$ 2,784 | \$ - | \$ - | \$ 27,767 | \$ 2,851 | \$ 24,916 | 10.3 |
| 1610 | Licence Production | \$ - | \$ - | 145 | 38 | \$ 8,240 | \$ 1,547 | \$ - | \$ - | \$ 9,240 | \$ 1,547 | \$ 6,694 | 18.8 |
| 1620 | Agent Servicing | \$ 500 | \$ - | 120 | 13 | \$ 6,820 | \$ 516 | \$ - | \$ - | \$ 7,320 | \$ 516 | \$ 6,804 | 7.0 |
| 1630 | Agent Payments | \$ - | \$ - | 0 | 0 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0 |
| | TOTAL - LICENSING | \$ 500 | \$ - | 265 | 50 | \$ 15,060 | \$ 2,062 | \$ - | \$ - | \$ 15,560 | \$ 2,062 | \$ 13,498 | 13.3 |
| 1710 | Council Elections | \$ - | \$ - | 0 | 0 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0 |
| 1720 | Council Meetings & Expenses | \$ 2,000 | \$ 1,102 | 330 | 157 | \$ 18,754 | \$ 6,485 | \$ - | \$ - | \$ 20,754 | \$ 7,587 | \$ 13,167 | 36.6 |
| | TOTAL - COUNCILS | \$ 2,000 | \$ 1,102 | 330 | 157 | \$ 18,754 | \$ 6,485 | \$ - | \$ - | \$ 20,754 | \$ 7,587 | \$ 13,167 | 36.6 |
| 1810 | Management Plan | \$ - | \$ - | 10 | 2 | \$ 568 | \$ 82 | \$ - | \$ - | \$ 568 | \$ 82 | \$ 486 | 14.5 |
| 1820 | Annual Planning | \$ - | \$ - | 160 | 5 | \$ 9,093 | \$ 217 | \$ - | \$ - | \$ 9,093 | \$ 217 | \$ 8,876 | 2.4 |
| 1830 | Reporting - Auditing | \$ 6,900 | \$ 6,791 | 230 | 124 | \$ 13,071 | \$ 5,104 | \$ - | \$ - | \$ 19,971 | \$ 11,894 | \$ 8,077 | 59.6 |

Table 4 : Region: Hawkes' Bay to 31 December 2020

2020/21 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME

| | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | NET COST | Variance | % |
|-----------------------------------|-----------------------|-----------------|---------------|------------------|-----------------|-------------|------------------|------------------|-------------|-------------|------------------|------------------|-------------|
| 1840 National Liaison | \$ 300 | \$ 52 | \$ 25 | \$ 3,410 | \$ 1,031 | \$ - | \$ 3,710 | \$ 1,063 | \$ - | \$ - | \$ 2,627 | \$ 2,627 | 29.2 |
| TOTAL - PLANNING/REPORTING | \$ 7,200 | \$ 6,842 | \$ 158 | \$ 26,142 | \$ 6,434 | \$ - | \$ 33,342 | \$ 13,276 | \$ - | \$ - | \$ 20,066 | \$ 20,066 | 39.8 |
| | \$ 76,069 | \$ 15,960 | \$ 1,465 | \$ 297,623 | \$ 60,420 | \$ 7,700 | \$ 365,992 | \$ 69,338 | \$ 7,042 | \$ - | \$ 296,654 | \$ 296,654 | 18.9 |
| OVERHEADS | | | | | | | | | | | | | |
| | EXTERNAL COSTS | Actual | | | | | | | | | | | |
| 1910 Salaries | \$ 245,079 | \$ 48,954 | | | | | \$ 245,079 | \$ 48,954 | | | \$ 196,125 | \$ 196,125 | 20.0 |
| 1920 Staff Expenses | \$ 12,500 | \$ 4,072 | | | | | \$ 12,500 | \$ 4,072 | | | \$ 8,428 | \$ 8,428 | 32.6 |
| 1930 Staff Houses | \$ 6,000 | \$ 99 | | | | | \$ 6,000 | \$ 99 | | | \$ (1,899) | \$ (1,899) | 61.4 |
| 1940 Office Premises | \$ 8,444 | \$ 2,265 | | | | | \$ 8,444 | \$ 2,265 | | | \$ 4,466 | \$ 4,466 | 30.7 |
| 1950 Office Equipment | \$ 2,900 | \$ 768 | | | | | \$ 2,900 | \$ 768 | | | \$ 2,142 | \$ 2,142 | 26.1 |
| 1960 Communications/Consumables | \$ 12,300 | \$ 2,764 | | | | | \$ 12,300 | \$ 2,764 | | | \$ 9,536 | \$ 9,536 | 22.5 |
| 1970 General | \$ 6,500 | \$ 1,082 | | | | | \$ 6,500 | \$ 1,082 | | | \$ 5,418 | \$ 5,418 | 16.6 |
| 1980 General Equipment | \$ 2,500 | \$ 199 | | | | | \$ 2,500 | \$ 199 | | | \$ 2,301 | \$ 2,301 | 7.9 |
| 1990 Vehicles | \$ 13,800 | \$ 3,316 | | | | | \$ 13,800 | \$ 3,316 | | | \$ 10,484 | \$ 10,484 | 24.0 |
| Administration | \$ 310,023 | \$ 63,507 | | | | | \$ 297,623 | \$ 60,420 | | | \$ 237,203 | \$ 237,203 | 20.3 |
| Total Overhead Net Cost | | | | | | | \$ 297,623 | \$ 60,420 | | | | | |
| Total Outputs Staff Hours | | | | | | | \$ 5,237 | \$ 1,465 | | | | | |
| Internal Cost Per Hour | | | | | | | \$ 56.83 | \$ 41.24 | | | | | |

| Code | Output | EXTERNAL COSTS | | HOURS | | INTERNAL COST | | NETABLE INCOME | | NET COST | | Variance | % |
|------|-----------------------------------|----------------|---------------|--------------|--------------|----------------|---------------|----------------|--------------|----------------|---------------|----------------|-------------|
| | | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | | |
| 1 | Species Management | 11,219 | 2,226 | 1,403 | 332 | 79,734 | 13,703 | 0 | 343 | 90,953 | 16,586 | 75,367 | 17.1 |
| 2 | Habitat Protection & Management | 19,500 | 1,253 | 562 | 177 | 31,939 | 7,279 | 0 | 3,869 | 51,439 | 4,663 | 46,776 | 9.1 |
| 3 | Angler & Hunter Participation | 14,850 | 2,151 | 950 | 269 | 53,989 | 11,094 | 2,700 | 1,178 | 66,139 | 12,067 | 54,072 | 18.2 |
| 4 | Public Interface | 17,300 | 2,319 | 840 | 257 | 47,738 | 10,579 | 5,000 | 1,652 | 60,038 | 11,246 | 48,792 | 18.7 |
| 5 | Compliance | 3,500 | 67 | 427 | 68 | 24,267 | 2,784 | 0 | 0 | 27,767 | 2,851 | 24,916 | 10.3 |
| 6 | Licensing | 500 | 0 | 265 | 50 | 15,060 | 2,062 | 0 | 0 | 15,560 | 2,062 | 13,498 | 13.3 |
| 7 | Councils | 2,000 | 1,102 | 330 | 157 | 16,754 | 6,485 | 0 | 0 | 20,754 | 7,587 | 13,167 | 36.6 |
| 8 | Planning, Reporting | 7,200 | 6,842 | 460 | 156 | 26,142 | 6,434 | 0 | 0 | 33,342 | 13,276 | 20,066 | 39.8 |
| 9 | Administration | | | | | | | | | | | | |
| | Total Overhead Staff Hours | | | 1,600 | 600 | | | | | | | | |
| | TOTAL BUDGET | 76,069 | 15,960 | 6,837 | 2,065 | 297,623 | 60,420 | 7,700 | 7,042 | 365,992 | 69,338 | 296,654 | 18.9 |

| Licence Income 2019/20 | | Budget | Actual |
|--------------------------------|--|----------------|----------------|
| 2019/20 Fish licence | | 231,595 | 235,230 |
| Less Commission | | (16,960) | (6,889) |
| Net Fish Licence Income | | 214,635 | 226,341 |
| 2020 Game Licence Income | | 145,321 | - |
| Less Commission | | - | - |
| Net Game Licence Income | | 145,321 | - |

| Reconciliation: | | Budget | Actual |
|-------------------------------|--|-----------|-----------|
| Less Interest | | (7,133) | (6,147) |
| Plus Depreciation | | 22,090 | 7,074 |
| Less Govt Wage Subsidy | | 0 | 0 |
| Plus Loss/Less Profit on sale | | 0 | 0 |
| Plus Levy/Less Grant | | 30,579 | 7,645 |
| Licence revenue | | (359,956) | (226,341) |
| Less Other Income | | 0 | 0 |

15.3 Licence Sales Report

1. Introduction

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

2. 2020-2021 Fish Licence Sales

2.1 Licence sales for the 2020-2021 season comparison against the 2019-2020 season are summarised in Table one.

2.2 A total of 107.7% of the annual sales target has been achieved.

2.3 Sales are reported to be 7.7 % above licences issued for the same period last year.

2.4 Nationally at the same date YTD fish licence sales are reporting to be 2.4 above sales reported for the same period during the 2019-20 season.

2.5 Recommendation

Council accepts the licence report

Hawke's Bay Fish Licence Sales YTD to 19 January 2021

| Channel | FWF | FWA | FWNA | FSLA | FLAA | FWTA | FLBA | FSBA | FDA | FDNA | FWJ | FWU | FDJ | FDNU | FWC | FWNC | FDNC | Total Fish | Fish LEQ | Fish Var | Fish \$ |
|---|------------|-------------|------------|------------|------------|----------|-----------|-----------|------------|------------|------------|----------|-----------|----------|----------|----------|----------|--------------|--------------|-------------|------------------|
| Agency Online | 227 | 606 | 68 | 141 | 104 | 0 | 5 | 30 | 102 | 109 | 75 | 2 | 14 | 8 | 0 | 1 | 0 | 1,492 | | | |
| Public Online | 123 | 341 | 94 | 52 | 52 | 0 | 6 | 57 | 176 | 85 | 47 | 2 | 21 | 1 | 0 | 4 | 0 | 1,061 | | | |
| Eyede Call Centre | 5 | 3 | 2 | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 16 | | | |
| Total YTD 2019-2020 | 355 | 950 | 164 | 196 | 156 | 0 | 11 | 87 | 279 | 194 | 124 | 4 | 35 | 9 | 0 | 5 | 0 | 2,669 | 2,012 | | \$232,649 |
| Agency Online | 206 | 629 | 13 | 149 | 106 | 0 | 4 | 27 | 107 | 2 | 93 | 0 | 12 | 0 | 0 | 0 | 0 | 1,348 | | | |
| Public Online | 188 | 511 | 12 | 72 | 85 | 0 | 6 | 54 | 211 | 11 | 80 | 3 | 29 | 0 | 0 | 0 | 0 | 1,262 | | | |
| Eyede Call Centre | 4 | 2 | 0 | 6 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 14 | | | |
| Total YTD 2020-2021 | 398 | 1142 | 25 | 227 | 192 | 0 | 10 | 81 | 318 | 13 | 174 | 3 | 41 | 0 | 0 | 0 | 0 | 2,624 | 2,157 | 7.2% | \$249,463 |
| Increase/(Decrease) on 2019/20 YTD | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | 145 | | \$16,814 |

2020-21 Summary YTD Actual vs Total Budget

| | | | |
|--|-------|--------|-----------|
| 2020-21 Annual Fish Licence Sales Budget | 2,003 | 100.0% | \$277,183 |
| 2020-21 YTD Actual | 2,157 | 107.7% | \$249,463 |
| Remaining to meet budget | 154 | 7.7% | -\$27,720 |

Estimate of Complete Season 2020-21 vs Total Budget 2020-21

| | | | |
|---|-------|--------|-----------|
| 2020-21 Budgeted LEQ's | 2,003 | 100.0% | \$277,183 |
| 2019-20 Complete Season* LEQ's | 2,486 | | \$285,198 |
| 2019-20 Est: year end based on current variance | 2,644 | 132.0% | \$305,810 |
| Est Shortfall/Surplus 2020-21 Season vs Budget | 641 | 32.0% | \$28,627 |

Non resident levy funds not incl in national budget

| Category | Licences | Res Price | Res Price | Res Price | Gross Levy | Incl GST | Levy Ex GST | Total ex GST |
|--------------|-----------|-----------|-----------|-----------|------------|----------|-------------|----------------|
| FWNA | 25 | 180 | 133 | 47 | -2.12 | 44.89 | 39.03 | \$976 |
| FDNA | 13 | 34 | 21 | 13 | -0.59 | 12.42 | 10.80 | \$140 |
| FWNU | 3 | 34 | 27 | 7 | -0.32 | 6.69 | 5.81 | \$17 |
| FDNU | 0 | 20 | 5 | 15 | -0.68 | 14.33 | 12.46 | \$0 |
| FWNC | 0 | 34 | 0 | 34 | -1.53 | 32.47 | 28.23 | \$0 |
| FDNC | 0 | 20 | 0 | 20 | -0.90 | 19.10 | 16.81 | \$0 |
| TOTAL | 41 | | | | | | | \$1,134 |

*NR based on difference between Resident and Non-resident licence type and excludes commission \$4.5% and GST 15%. NR revenue is excluded from sales report for both seasons as is dedicated to back country/sensitive fisheries.

16. PUBLIC EXCLUDED SESSION

1. Purpose

To confirm the minutes of the public excluded session of the October 2020 public excluded meeting minutes.

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.

18 Meeting Closes