



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

***MEETING
AGENDA***

Tuesday 8 August 2017

AGENDA

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

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

Date: Tuesday 8 August 2017

Commences: 6.00 PM

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HAWKE'S BAY FISH & GAME COUNCIL

UNCONFIRMED MINUTES OF A MEETING OF THE COUNCIL HELD AT THE GAME FARM ON TUESDAY 13 JUNE AT 6.00PM

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

IN ATTENDANCE: Mark Venman (Manager), Nathan Burkepile (Hawke's Bay Fish and Game staff), Glenis Phillips (minute taker)

MEMBERS OF THE PUBLIC: Steve Perfect, Bob Spain, Red Hooper (Hastings Anglers Club), Lindsay Morris and Blair Slavin.

INTRODUCTION:

1.0 WELCOME

Cr Williams opened the meeting at 6.00pm and welcomed the members of the public and guest - Mr Don Rood, Communications Manager, NZ Fish and Game Council, Wellington.

Cr Williams advised Councillors that this meeting will be recorded.

2.0 APOLOGIES

An apology was received from Cr Lumsden. John's father passed away on Friday and the Council held a minute's silence in respect. Apology received from Christine Tuck (Hawkes Bay Fish and Game staff). No apology was received from Cr McIntosh.

3.0 MINUTES OF THE PREVIOUS MEETING (11 April 2017)

AGREED

- 3.1 *That having been previously circulated to members, the minutes of the meeting of the Hawkes Bay Fish and Game Council held on Tuesday, 11 April 2017 are a true and correct record. [17/06/3.1]*

Bates/Niblett

4.0 MINUTES OF THE EXTRAORDINARY MEETING (1 May 2017)

AGREED

- 4.1 *That having been previously circulated to members, the minutes of the Extraordinary meeting of the Hawkes Bay Fish and Game Council held on Monday, 1 May 2017 are a true and correct record. [17/06/4.1]*

Bates/Niblett

At this point Council asked Mark where he was at with the Wildlife Fund. Mark told Council that he was currently in discussions with Nathan and some ideas will be presented at the August council meeting.

Mark indicated that staff were looking to apply for funding from the Game Bird Habitat Trust to build an educational wetland in the neighbouring paddock here at the Game Farm. However, we need to know whether we are successful first. If a wetland can be formed, then we can look at what educational things we may need that could be funded by the Wildlife Fund.

Council expressed that the fund was available to be spent on suitable projects.

5.0 MATTERS ARISING

Nothing was tabled.

6.0 NOTIFICATION OF ITEMS OF GENERAL BUSINESS

It was expressed by Council that it is time to start thinking about the number of councillors required at the next election.

A quick discussion started regarding the signing of the Conflict of Interest register. The question was asked - "is it a general rule that everybody sign?" The Chairman made the call that this will be discussed further in General Business.

The Chairman stated that Don Rood, Communications Manager, NZ Fish and Game Council Wellington was going to talk at this meeting about what is happening in the communications area and this will be covered at the beginning of General Business (16).

7.0 CONFLICT OF INTEREST REGISTER

Conflict of Interest Register was passed around and no conflicts of interest were identified.

8.0 DEVELOPMENT OF THE 2017-2018 OWP

Mark stated that following on from the last meeting, a couple of changes have been made to the Operational Work Plan as shown in the Papers for Information.

1. Mark explained that a small section had been added about promoting predator control on existing and future habitat. He added that staff would also apply for funding from at least one external source for predator control.
2. The other change that was made was on angler and hunter training. Mark explained that a number of performance measures had been added so that we could track how well we are doing with juniors and getting juniors involved in hunting. These performance measures include:

- hold at least one game bird hunting workshop
- organise at least one youth shoot at a game preserve and ensure one forestry block available for game hunting
- organise a paradise shelduck shoot for juniors
- organise at least 3 separate ballots for novice hunters

Carmel has also prepared an update in terms of the changes between last year's workplan and this year's document.

The Chairman asked Council if there was any further discussion on the OWP.

Council asked Mark what the process was from this point. Mark explained that the two main changes were following on from feedback received at the April meeting and added that comments on increased compliance activities had already been incorporated in the draft OWP. Mark said that he was seeking feedback at this stage before circulating a draft to the various clubs and interested parties for comment by the end of July so that it could get signed off at the next Council meeting in August.

Mark then asked Council if there were any thoughts or comments on the juniors or anything else in the draft OWP that they wished to know. Council were happy with what was proposed for the Juniors.

Mark also informed Council that what we have proposed is achievable and the performance measures are an incentive for us to plan them earlier and get the work done. He believes that this ties us into trying to do all of those things and if we do more, then that is a bonus.

Mark also asked Council if they were happy for it to be circulated wider to get some more feedback and then at the August meeting to report back any changes or suggestions, and then sign it off for the 2017/18 season.

AGREED

8.1 *That Council reviews the draft 2017-18 OWP and identifies amendments or issues needing to be addressed prior to circulating the draft more widely. [17/06/8.1]*

Bates/Niblett

8.2 *That Council circulates a revised draft, with any amendment required to interested parties to comment on before final consideration and approval of the plan at the August meeting. [17/06/8.2]*

Bates/Niblett

9.0 2017-2018 LICENCE FEES

At the NZ Council meeting on 19th May 2017 the NZ Council considered licence fee recommendations for the coming 2017/2018 fishing and hunting seasons, and the licence fees are -

- Fish Licence has gone up by \$2.00 - \$127 (including gst) - adult full season
- Game Bird Licence up by \$1.00 - \$94 - (including \$3 to The Habitat Trust)

Mark commented that there is a supporting paper that Alison Lyall did that is in the agenda summarising general discussions held at the last managers meeting regarding what was funded and what wasn't, and a bit of background as to why they were proposing an increase.

AGREED

9.1 *That the Hawke's Bay Fish and Game Council supports the proposed licence fee for the 2017/2018 season of \$127 (AWS Fish) and \$94 (AWS Game, inclusive of the \$3 Game Bird Habitat Stamp). [17/06/9.1]*

Duley/Bates

10.0 2017-2018 ANGLER NOTICE

Mark reported to Council that following on from the April Council meeting where the four submissions were discussed, that no new submissions had been received.

Mark mentioned that he had spoken with Robert Sowman regarding this region pushing for a ban on the use of treble hooks. Robert suggested putting forward a proper paper to NZ Council that would go out to all regions for comment. Mark added that Robert needs the regulation details by the end of June and so it is not worth trying to rush something through for the 2017/18 season. We will get a paper out to all regions, signed by the Chairman, to get feedback and see whether we can get a change to Schedule 1 of the regulations.

At the last meeting, we spoke about minimum and maximum size limits and the need to do more drift dives and more monitoring and so no new size limits are proposed for the 2017/18 season. In terms of changing the headwaters to fly fishing only, Councillors reinforced that they wanted to undertake more monitoring and compliance before recommending any changes to the regulations.

Council discussed treble hooks under Schedule 1 and asked whether that can apply only to trout as opposed to including salmon. If it doesn't apply to all regions then it will be very difficult to make a change.

Mark said we have a good plan for monitoring next year and will know more in a year's time.

AGREED

10.1 *That Council considers and approves and Anglers Notice for the 2017-2018 year [17/06/10.1]*

Hern/Mackie

11.0 THEFT AND FRAUD POLICY

At previous meetings, it was resolved to look at our governance policies. The Chairman talked about what the NZ Council has come up with recently in terms of a Theft & Fraud Policy and Mark has put this forward to Council to have a look at.

Mark said that the version included in the agenda was the one that came from NZ Council. Mark has since redrafted a new version to take into account the regional changes. The last revision of this particular policy for the Hawkes Bay dates back to 2007.

Mark told Council that he has amalgamated both versions and will circulate the draft to Councillors for comment. Councillors decided that we would review governance policies at future meetings.

The Chairman let Council know that one of the NZ Councillors has put some suggestions through for audit functions and we could relate to having those as governance policies. These included: -

- InsuranceHealth and Safety
- Theft and Fraud Policy
- Data and asset security
- Staff; Employment contracts, employment appraisals, training and personal development
- Delegations
- Remuneration

We really do not have a staff policy so a lot of this could be discussed. Mark commented that a lot of these potential policies should be discussed at NZ Council and then filtered down to the regions for them to amend and adopt so that we are not reinventing the wheel and ensuring some consistency. We should be trying to align ourselves with NZ Council policies.

Mark will circulate what he has done to the Theft and Fraud Policy. Reviewing existing policies may just involve some minor updates. The Council discussed a Reparations policy and suggested that it was timely to review it.

12.0 REGIONAL CHAIRPERSON AND NZC APPOINTEE

At Council's November 2016 meeting, it was agreed that Cr Williams continue in his current role as NZ Council appointee and becomes the new Chairperson for a trial period of 6 months, with a review undertaken after this period. A period of 6 months has now elapsed and Councillor Niblett asked for a review to be an agenda item at the June 2017 Council meeting.

Robust discussion took place with the majority of Council member's preference being two people i.e. one as Chairman, and the other as NZ Council appointee.

Council discussed the options and Councillors Bates and Lumsden were discussed as possible new Chairmen. Cr Niblett nominated Cr Bates as Chairman.

Cr Williams expressed he was happy to continue in the role as New Zealand Council Appointee and Chairman. He said that as of now we have a new Council of which we probably do not have enough Councillors, a new Regional Manager who needs the help and guidance of the Chairman and sees that continuing as Chairman for another six months would be helpful in this current situation. Mark said to Council that he still had a lot to learn and added that he was looking for some consistency and stability.

All Councillors expressed their own personal view and opinions as to what they felt would be best for the Fish and Game Council overall.

Council indicated six months ago that it would be preferable to have a separate Chairperson and a separate NZ Council appointee. Cr Williams at the time was the only one that was prepared to take on the Chairman's job and he did not want to relinquish the NZ Council job.

In summary Council members decided that they now have an opportunity to go back to what their preference was at the November 2016 Council meeting and Cr Niblett put forward a motion that Cr Bates becomes the new Chairman. The Councillors then voted.

AGREED

12.1 *That Cr Bates become the new Chairman and Cr Williams remains as the NZ Council Appointee. [17/06/12.1]*

Niblett/Hern

Cr Williams stepped down as Chairman and Cr Bates continued as Chairman for the remainder of the meeting.

13.0 EVALUATION OF COUNCIL

Councillors were issued assessment forms at the extraordinary meeting held 1 May 2017 and the Cr Williams was asked to report on the results which are as follows: -

- Cr Williams stated there were some areas where we are falling down and one of the areas he thought was rather concerning was "*Financial statements are ensured to be true and fair*".
- The second area of concern identified by Cr Williams was, "*Confidential information is well managed and not disclosed to others*". Three Councillors voted "unsatisfactory" and one voted "totally unsatisfactory" and so we should address this area as well.
- The "*Annual appraisal of the managers performance reviewed with recommendations actioned*". This was rated very low but can easily be addressed.
- Council agreed to review the Manager's performance annually after a period of 12 months has elapsed.

Mark talked about some of the averages scoring under 3 "satisfactory" and suggested these could perhaps be the ones that need to be looked at and which require immediate attention. He also asked how were the results interpreted. Is it something that should be done on a regular basis? He pointed out that it is all very well and good to have these results but what are you going to do with them.

14.0 LIASON OFFICERS REPORTS

14.1 East Coast/Hawkes Bay Conservation Board

Nothing tabled.

14.2 Reports from other Agencies

Nothing tabled.

14.3 Reports from the NZ Council

Council asked Cr Williams if Robert Sowman prepares a bullet point meeting summary after each NZ Council meeting and Cr Williams responded by saying that Robert has only just started to produce an informal outline of what was discussed at the meeting. He pointed out to Council that they are not minutes and cannot be taken as minutes – they are just an informal summary.

Council commented that they approved of the summary being attached to the agenda for them to read prior to the Council meeting and hoped that Robert continued to provide a summary of future NZ Council meetings.

Discussion took place around the timeline for the appointment of the new Chief Executive to replace the retiring Bryce Johnson. There is a short list and NZ Council will make the decision through the executive committee.

15.0 OPERATIONAL REPORTS

15.1 Management Report

The two juvenile trout in Maraetotara Stream were caught and seemed to be in good condition. They were wild fish and they were at Taurapa Station. Two adult brown trout were also spotted. Staff plan to undertake some spawning counts over the next couple of months to identify key areas of spawning in this stream.

Mark informed Council that some of the existing rangers have been getting out on the rivers checking game bird hunters and have seized a couple of shotguns after encountering hunters hunting without licences. These offenders have all paid their reparation of \$350 within 4 weeks; a quick turnaround. Discussion on this took place and Council were not sure about the fines. The Council did not think it was a great enough deterrent and felt that the fines need to be a higher. Mark pointed out the biggest deterrent would be losing the shotgun even for 3-4 weeks during the season. We cannot confiscate the firearm permanently. Forfeiture has to go through the Courts. Robust discussion took place around reparation.

Steve Perfect asked a question regarding Lake Tutira and funding already received by the Maungaharuru Tangitu Trust. Mark said that money received by MTT is going alongside the funding that they have asked for along with the Regional Council. Collectively, they have asked for over \$1 M and they have committed the previous funding received to boost that as well. Hopefully we will hear in the next couple of months whether that funding is approved but it is certainly encouraging to see what is proposed and for us to piggy-back on that is the best way to get any quick fix at Lake Tutira.

Cr Williams passed comment to Council regarding what a fantastic job has been done on this report. Things are getting done and a lot of work has gone into this report. A big thank you to the Manager.

Discussion around the Kennels Gun Club and the training days. Nathan informed Council things are just at the planning stage. Letters have not been done yet, but they will be sent out to all clubs this winter, ready for summer.

Tabled and accepted.

15.3 Finance Report

Mark reported that licence sales are slightly behind this year – \$493,002 this year compared to \$513,393 last year, total value. It was a slow start to the fishing season this year after many of the rivers and streams were flooded during October 2016.

AGREED

15.3.1 *That Council approves the following payments:*

| | |
|-------------------------|--------------------|
| <i>March 2017</i> | <i>\$47,809.61</i> |
| <i>April 2017</i> | <i>\$33,382.75</i> |
| <i>Total to approve</i> | <i>\$81,192.36</i> |

Duley/Mackie

15.4 Licence Report

Mark let Councillors know that the table on page 69 was still fairly accurate with only a few sales made since the table was created in the Adult Day category. Tabled and accepted.

16.0 GENERAL BUSINESS

Don Rood spoke to the Council and gave a quick overview of what was happening at present.

He stated that the biggest thing facing Fish and Game as a national organisation and the regions as well, is the removal of non-toxic sub-gauge lead for sub gauge shotguns which will be phased out over the next 4 years. We are getting quite a lot of push back and there seems to be a little bit of disconnect between Fish and Game and licence holders.

Councillors and members of the public had a robust discussion on this subject.

Council moved on to discuss the Conflict of Interest Register. The question was raised by Cr Duley as to “do we have to sign it every time, and is there actually a Policy on it?”. It was decided that further discussion is required and this is to be put on the August Agenda.

Councillor numbers. The question was raised as to how did this happen last time. Do we in fact need a paper or do we just vote on it again. This topic was also to be included in the August Agenda.

Nathan informed Councillors about what is happening with the Waitangi Shooters Association. The Shooters Association lease is an illegal lease so the Hawkes Bay Regional Council has decided that Fish and Game will work with Waitangi Association to make it legal. We are still working through this with the Regional Council and a letter will be going out within the next few months.

17.0 PUBLIC EXCLUDED SESSION

There was no public excluded session this meeting.

18.0 MEETING

There being no further business to attend to, the meeting closed at 8.07pm.

CONFIRMED

CHAIRMAN

Date: / /

SUMMARY OF RESOLUTIONS

3.0 MINUTES OF THE PREVIOUS MEETING (11 April 2017)

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Bates/Niblett

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Bates/Niblett

8.0 DEVELOPMENT OF THE 2017-2018 OWP

- 8.1 *That Council reviews the draft 2017-18 OWP and identifies amendments or issues needing to be addressed prior to circulating the draft more widely. [17/06/8.1]*

Bates/Niblett

- 8.2 *That Council circulates a revised draft, with any amendment required to interested parties to comment on before final consideration and approval of the plan at the August meeting. [17/06/8.2]*

Bates/Niblett

9.0 2017-2018 LICENCE FEES

- 9.1 *That the Hawke's Bay Fish and Game Council supports the proposed licence fee for the 2017/2018 season of \$127 (AWS Fish) and \$94 (AWS Game, inclusive of the \$3 Game Bird Habitat Stamp). [17/06/9.1]*

Duley/Bates

10.0 2017-2018 ANGLER NOTICE

10.1 *That Council considers and approves and Anglers Notice for the 2017-2018 year [17/06/10.1]*

Hern/Mackie

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Niblett/Hern

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15.3.1 *That Council approves the following payments:*

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Duley/Mackie

6. CONFLICT OF INTEREST REGISTER

Ref: 7.02.01

18 July 2017

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

¹ “Matter” means:

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

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

a 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;
- (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. HAWKES BAY FISH AND GAME COUNCIL 2018 COUNCIL ELECTION

Ref: 7.01.02

28 July 2017

1. Purpose

To discuss the number of councillors required for the next election round in 2018.

2. Background

During the 2015 council election, the number of councillors was reduced from 12 members down to 8. With the 2018 elections looming, councillors need to decide on the number of councillors required for this region to cover the next three years. An election timetable is attached overleaf.

3. Recommendation

3.1 That Council decides on the number of councillors required for the 2018 council election.

FISH AND GAME NEW ZEALAND 2018 Regional Council Elections

ELECTION TIMETABLE

12 October 2018

| | | | | |
|--------------------------|---|--|--------------|--------------|
| Returning Officer: | Warwick Lampp, | wlampp@electionz.com | 0800 666 029 | |
| Elections Administrators | Anthony Morton | amorton@electionz.com | 0800 666 029 | |
| | Michele Day | mday@electionz.com | 0800 666 029 | |
| Contract Manager: | Robert Sowman | rsowman@fishandgame.org.nz | 04 499-4767 | 021 290 0625 |
| Complexity: | Postal and online voting, one issue for potentially 12 regions, more than 12 candidates for 12 places | | | |

| | |
|-------------------------------------|--|
| May 2017 | Proposal and timetable provided to F&G by Returning Officer |
| October 2017 | Ratification of election timetable and appointment of Returning Officer |
| July 2018 | RO to prepare nomination documents, setup communication systems with RMs, confirm service providers, costs finalised and contract drawn up |
| Friday 27 July | Public notices and nominations documents signed off |
| Mon to Fri 30 July to 3 Aug | Public Notices and Nomination Papers, candidate handbook sent to RMs |
| Friday 10 August | Interim electoral rolls via Eyede sent to Returning Officer |
| From Saturday 11 August roll | Public Notice of Election - Call for candidacy/registration for electoral roll |
| Monday 13 August | Nominations open |
| Thursday 30 August | Nominations Close at 5pm |
| Mon to Fri 3 to 7 September | Voting documents designed and sent to RMs (envelopes, voting papers, candidate profile booklets) |
| Wednesday 12 September | Electoral Roll closes at 5pm Voting Documents signed off, online voting site commenced |
| Friday 14 September | Final electoral rolls for contested regions sent to Returning Officer |
| Monday 17 September | Online voting site signed off |
| Thursday 20 September | Lodgement of Voter Packs with NZ Post |
| 20 – 25 September | Delivery of voter packs by NZ Post |
| 8 – 12 October | Progressive Processing of returned voting papers |
| Friday 12 October 2018 | Election Day - Voting closes 5pm |
| Tuesday 16 October | Postal votes close - Official Results produced Returning Officer signs certificate, candidates advised of Final Results |
| Wednesday 17 October | Public notices prepared and signed off for publication |

| | |
|-----------------------------|---|
| Saturday 20 October | Official Declaration - Public Notice of Results in regional dailies Voting papers sealed up and kept at RO's office |
| Wednesday 24 October | Closure for period for application to NZ Council for recount |
| Wednesday 31 October | Elected members to take office |
| Wednesday 21 November | Last day for new councils to have met and appointed one representative as member of the NZ Council |
| Monday 14 January 2019 | Voting papers securely destroyed by RO |

8. APPROVAL OF THE 2017-2018 OWP

Ref: 8.02.01

17 July 2017

1. Purpose

To approve the Operational Work Plan prepared for the 2017-18 year.

2. Background

Operational Work Plans are developed over several months from February onwards, and involve a review by Council of strategic and overall priorities in addition to core functions, project themes and allocation of resources. At its June meeting, Council reviewed the draft OWP and budget which was prepared with Council's priorities in mind, and agreed that there were no amendments it could identify as being required at that point in time. The draft was then circulated to other interested parties for their comment.

At this meeting, it is necessary for Council to confirm its Operational Work Plan for the 2017-2018 year taking into account any submissions that might have been received on the draft.

3. Submissions received on the draft OWP

As at 28 July, no submissions on the Draft OWP had been received. Any late submissions will be tabled and can be discussed at the August meeting.

Two changes have been made to the previous draft. Firstly, the Walking Access Commission funding for angler access signs has been added to this OWP as that is when the work will be undertaken. Secondly, the deadline for the sign off of the Sports Fish and Game Management Plan has been pushed out to April 2018 as the consultation process is likely to take 6 months. A draft will be circulated to Councillors at the October Council meeting.

4. Recommendations

- 4.1 *That Council approves the Operational Work Plan and budget for the 2017-2018 year subject to the inclusion of any amendments agreed to at this meeting, and;***
- 4.2 *That Council delegates authority to the Regional Manager to approve expenditure during the year as set out in the Council approved Operational Work Plan and budget.***

9. CODE OF CONDUCT FOR SPORTS FISHING

Ref: 5.03.10

28 July 2017

1. Purpose

To provide feedback to NZ Council on the code of conduct for sports fishing.

2. Background

The July 2017 New Zealand Fish and Game Council meeting considered feedback on Angling Ethics – Catch & Release, a paper that had been circulated to Fish and Game Councils back in July 2016. Consultation with regions found a good deal of support. This will complement planned pamphlets educating anglers on handling and releasing fish and practicing selective harvest.

As part of its feedback, Otago Fish and Game Council contributed a draft code prepared by staff member Helen Trotter. Helen was a recipient of the Staff Development Grant and attended the 7th World Recreational Fisheries Conference (7WRFC) in Brazil. Based on the contacts made in Brazil, she searched the publications for model codes and found several useful examples with common points of emphasis. The proposed Code of Practice Helen has prepared, has been adapted from that of RecFish Australia. Reference has also been made to the 1998 Anglers Code of Conduct published by Central South Island Fish and Game Council and catch and release guidelines published by DOC Taupo.

The style and format is intended to highlight the key messages and provide relevant easy to follow guidelines on angler responsibilities as ethical fishers. Helen proposes that when finalised, the Code of Practice be published widely including in regulation guides, on the website, and in brochures or factsheets.

The New Zealand Council found Helen's code worthy of wider consideration and supported the proposal that it be circulated to regions for comment before being finalised and put on the website with an abbreviated version updating what is in the regulations guide.

3. Recommendations

3.1 That Council provides feedback to the NZ Council on the code of conduct so that it can be finalised and published.

CODE OF CONDUCT FOR SPORTS FISHING

July 2017

Memorandum to: Fish and Game Councils

Prepared by: Robert Sowman, NZ Council Policy & Planning Manager

The July 2017 New Zealand Fish and Game Council meeting considered feedback on Angling Ethics – Catch & Release, a paper that had been circulated to Fish and Game Councils back in July 2016. Consultation with regions found a good deal of support. This will complement planned pamphlets educating anglers on handling and releasing fish and practicing selective harvest.

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The New Zealand Council found Helen's code worthy of wider consideration and supported the proposal that it be circulated to regions for comment before being finalised and put on the website with an abbreviated version updating what is in the regulations guide.

Resolved: (John Jillett/John Cumberpatch)

That the NZ Council:

- 1. thanks the efforts of Helen Trotter from Otago Fish and Game Council for putting together a useful code of conduct.*
- 2. that this code of conduct be circulated to regions for feedback before finalising.*
- 3. provides educational material on handling of caught fish*
- 4. promotes the hooking & landing per angler of no more than 6 fish a day.*

Recommendation

That Fish and Game Council's consider and provide feedback to the NZ Council on the attached code of conduct with the intention that it be finalised and published.

CODE OF PRACTICE FOR FRESHWATER SPORT FISHING

Freshwater angling is a favourite kiwi pastime loved by hundreds of thousands of New Zealanders across the country. New Zealand's fisheries are also internationally renowned, with tourist anglers making significant contribution to the economy. With the enjoyment of a natural resource comes a responsibility to support its sustainability and to behave ethically, in order to safeguard the future of freshwater angling for all New Zealanders.

Fish and Game New Zealand (comprised of 12 regional Fish & Game Councils across New Zealand and one national Council) are the statutory managers of freshwater sport fishing in New Zealand and represent the interests of anglers. This Code of Practice has been developed to set standards of practice which clearly outline our responsibilities as freshwater anglers in order to support the practice of ethical angling.

Summary

The Code of Practice for Recreational Fishing outlines our four key responsibilities as anglers:

- 1. Treat fish humanely**
- 2. Protect our fisheries**
- 3. Care for the environment**
- 4. Respect the rights of others**

These four key responsibilities incorporate 12 specific principles:

- **Quickly and correctly return any fish to be released**
- **Quickly and humanely kill any fish to be kept for consumption**
- **Value our fish and respect the food and recreational resource they provide**
- **Understand and observe all fishing regulations and licensing requirements**
- **Support enhancement and management activities**
- **Take no more than our immediate needs**
- **Remove all rubbish and prevent pollution**
- **Prevent the spread of freshwater pests**
- **Use established tracks and roads**
- **Be considerate of other users**
- **Respect private property and always ask for access permission**
- **Be aware of our safety and the safety of others when fishing**

1. Treat fish humanely

QUICKLY AND CORRECTLY RETURN ANY FISH TO BE RELEASED

Fish may need to be released to comply with regulations, because the fish is not of sufficient quality to eat, or because we choose to practice catch and release fishing. Following correct catch and release practice will minimise the duration and stress resulting from the direct handling of fish and will ensure fish released will have a good chance of survival.

Quickly and correctly returning fish means:

- *Minimise air exposure*

- Keep the fish's mouth and gills fully submerged in the water as much as possible during handling
- *Eliminate contact with dry surfaces*
 - Attempt to land fish in the water
 - If possible leave the fish in the water and unhook it without handling it
 - Wet hands prior to handling (or use wet cotton or untextured gloves)
 - Hold the fish in or slight above the water, away from dry or hard surfaces
 - Never let a fish flap around on the floor of your boat or on the ground
- *Reduce angling duration and handling*
 - Land fish as quickly as possible without playing it to exhaustion
 - Use tackle matched to the target species – use strong line so you can land fish quickly
 - Use barbless hooks and hook removal devices (long nose pliers or forceps)
 - Fish with a knotless or rubber landing net
 - Avoid large hooks and treble hook lures
 - If the fish to be released is bleeding excessively it should be humanely dispatched (where taking of the fish is permitted)
 - When bait fishing, if the fish to be released is deeply hooked the line should be cut close to the mouth
- *Be prepared if intending to take photographs*
 - Photograph wet fish
 - Keep the fish as close to the water as possible if removing from the water momentarily, and fully submerge the fish between pictures
- *Carefully revive fish*
 - Hold the fish lightly without squeezing, gently support the body under the front fins and grip the tail (never hold a fish up by the tail only)
 - Face the fish into the current and gently release the fish when it has revived
 - Do not pull fish back and forth through the water
 - Never throw a fish back into the water

QUICKLY AND HUMANELY KILL ANY FISH TO BE KEPT FOR CONSUMPTION

Quickly and humanely killing fish means:

- Minimising handling prior to dispatch to reduce stress on the fish and increase the quality of the flesh
- Immediately and humanely dispatching fish by:
 - Cranial concussion - administering an accurate, sharp blow to the head, with a blunt object and a blow of appropriate force for the size of the fish to render the fish unconscious; followed by bleeding out, or decapitation. This method ensures the fish is unconscious at the time of death and bleeding out ensures high quality flesh is maintained.
 - Ike jime - driving a spike through the brain, when done correctly results in immediate death and high-quality flesh. This is considered the fastest and most humane method of killing fish.

VALUE OUR FISH AND RESPECT THE FOOD AND RECREATIONAL RESOURCE THEY PROVIDE

Our treatment and handling of fish is a direct reflection of the respect we have for sport fish, our appreciation of the food and recreational resource they provide, and our commitment to protecting the angling tradition for future generations.

Respecting the resource means:

- Never leaving fishing gear unattended

- Use appropriate gear for the species and size being targeted
- Storing harvested fish in a cool place away from sunlight, preferably in a chilly bin or cooler bag
- Avoiding waste and never discarding any retained fish
- Treating non-target fish with the same care and respect as that is given to targeted sport fish

2. Protect our fisheries

UNDERSTAND AND OBSERVE ALL FISHING REGULATIONS

Fish and Game New Zealand set and enforce regulations to manage our fisheries and the quality of the angling experience. Regulations safeguard the sustainability of the fishery by placing limits on harvest and protecting of spawning areas. They also outline acceptable methods and rules for different fisheries.

Understanding and observing all fishing regulations means:

- Obtaining the required licence(s) - carry it at all times when fishing, and produce it if requested by a Fish and Game Ranger
- Becoming familiar with Fish and Game's regulation guide, including both the First Schedule for regulations generally common to all regions, and the Second Schedule for regional fishing regulations
- Checking the method, bag limit, season length regulations of the fishery *before* commencing fishing
- Being aware of the additional licencing requirements and regulations for designated Backcountry Fisheries
- Reporting any illegal fishing activity or inappropriate animal welfare behaviour to the local Fish and Game office

TAKE NO MORE THAN OUR IMMEDIATE NEEDS

We can limit pressure on fisheries and conserve fish stocks by limiting our catch and taking only the fish we require for our own immediate needs.

When harvesting fish for consumption taking no more than our immediate needs means:

- Only killing fish we intend to eat, and not taking more than we need

This principle also applies to catch and release angling. Even when we practice correct catch and release techniques we still exert pressure on the fishery. This may impact the quality of the fishery and the catchability of sports fish, particularly for some backcountry rivers which may be subject to high levels of catch and release angling.

When catch and release fishing 'taking no more than our immediate needs' means limiting our fishing pressure by:

- Selecting and targeting a limited number of trout rather than trying to catch as many fish as possible in one day
- Spreading our effort across fisheries and avoiding camping out on the same stretch of river for extended periods
- Measuring success on the overall experience and angling challenge, not the number of fish landed

SUPPORT SPORT FISH AND HABITAT MANAGEMENT AND ENHANCEMENT ACTIVITIES

Sustainable and productive fisheries rely on the maintenance and protection and enhancement of freshwater ecosystems.

Supporting efforts to manage our fisheries and freshwater ecosystems means:

- Cooperating with the collection of recreational catch and effort data
- Participating in research, educational and enhancement projects
- Participating in public processes concerning environmental management and protection
- Participating in Fish and Game elections and submitting on consultative and long-term planning processes
- Promoting ethical fishing practices and sharing knowledge and skills with others, especially youth

3. Care for the environment

REMOVE ALL RUBBISH AND PREVENT POLLUTION

Rubbish and pollution can affect the health of the environmental and wildlife and can degrade the outdoor experience of others.

Caring for the environment means:

- Taking all rubbish away from fishing sites including waste nylon, hooks, tackle packaging and personal litter
- Dispose of fish offal and carcasses responsibly – offal and other waste must not be left unburied on the river bank or lake shore
- Report pollution of waterways to the local council or Fish and Game office

PREVENT THE SPREAD OF FRESHWATER PESTS

New Zealand has a large number of pristine rivers and lakes which are threatened by invasive freshwater species including algae, weeds and pest fish.

Preventing the spread of invasive freshwater species means:

- Being aware of biosecurity risks in all waterways and treating every waterway as a potential source of invasive pest species
- Always CHECK (remove all plant matter from your gear) CLEAN (spray or soak with 5% detergent solution) and DRY (completely dry for 48 hrs) when moving between waterways
- Never transferring any fish, fish ova (eggs), or other aquatic organisms between waterways
- Reporting any observations of pest species to Ministry of Primary Industries or the local Fish and Game office

USE ESTABLISHED TRACKS AND ROADS

Off-road access can contribute to erosion, vegetation loss and disturb riverbeds. Using established tracks and roads means:

- Using designated access points and roads, and avoid straying from established tracks
- Sticking to marked tracks on riverbeds or parking and walking to the fishing site
- Using established fords when crossing rivers where possible
- Avoid obstructing access when parking vehicles

4. Respect the rights of others

BE CONSIDERATE OF OTHER USERS

We each fish for a variety of reasons and may take particular enjoyment from different aspects of our angling. It is important to acknowledge these factors may vary between anglers, and to recognise that our behaviour has the potential to impact on the experience of others.

Being considerate of other users means:

- Never cutting-in on, or crowding anglers already on the water
- Communicating our intentions when we encounter another angler – the reasonable distance covered in day will vary between anglers and fisheries so where practical a quick conversation will ensure enough water is left before the second angler begins fishing
- Looking out for other anglers when accessing a fishery by helicopter/plane. Provide a generous allowance for anglers already on the water to continue fishing (remember they may have walked several hours to get there)
- Fishing upstream from beat markers where they are present – attempting to gain more water by first walking downstream is unfair to other anglers
- When fishing from a boat give way to anglers fishing from the shore, adhere to all boating rules and restrictions and be considerate of the impacts of our boat noise and wake on other anglers
- Respecting the rights all outdoor users (e.g. swimmers) to enjoy our rivers and lakes even if their activity is not ideal for our own fishing

RESPECT PRIVATE PROPERTY AND ALWAYS ASK FOR ACCESS PERMISSION

Public access to our rivers and lakes is at heart of our Kiwi way of life and angling traditions. However sometimes access over private land is required and this privilege is given at the discretion of the landowner. As an angling community, we all have a responsibility to behave appropriately while on private land to ensure continued access into the future.

Respecting private property means:

- Asking the land owner for access if there is no Fish and Game signage
- Leaving gates as they are found
- Not disturbing stock, crops, machinery or other property

BE AWARE OF OUR SAFETY AND THE SAFETY OF OTHERS WHEN FISHING**Caring about safety means:**

- Being aware of the dangers fishing around river mouths and when crossing rivers
- Gaining local knowledge about boating hazards and carry safety equipment onboard
- Checking the weather and be prepared for the conditions
- Notifying someone of our intentions, particularly when boating, heading into the backcountry or to a remote fishing location (i.e. out of cell phone coverage).

CODE OF PRACTICE

Fish and Game New Zealand actively promotes responsible and ethical freshwater fishing practices. As licenced freshwater anglers we have the following responsibilities when fishing, as detailed in the National Code of Practice:

- **TREAT FISH HUMANELY**
 - **Quickly and correctly return any fish to be released**
 - Minimise air exposure, keep mouth and gills submerged at all times
 - Eliminate contact with dry surfaces
 - Reduce angling duration and handling
 - **Quickly and humanely kill any fish to be kept for consumption**
 - **Value our fish and respect the food and recreational resource they provide**

- **PROTECT OUR FISHERIES**
 - **Understand and observe all fishing regulations and licensing requirements**
 - **Support enhancement and management activities**
 - **Take no more than our immediate needs**

- **CARE FOR THE ENVIRONMENT**
 - **Remove all rubbish and prevent pollution**
 - **Prevent the spread of freshwater pests**
 - **Use established tracks and roads**

- **RESPECT THE RIGHTS OF OTHERS**
 - **Be considerate of other anglers**
 - **Respect private property and always ask for access permission**
 - **Be aware of our safety and the safety of others when fishing**

For further guidance on how to meet these responsibilities read the full National Code of Practice for Sport Fishing at www.fishandgame.org.nz

Regulations

CODE OF CONDUCT

Please consider the rights of others and observe the anglers' code of conduct

- Always ask permission from the land occupier before crossing private property unless a Fish & Game access sign is present.
- Do not park vehicles so that they obstruct gateways or cause a hazard on the road or access way.
- Always use gates, stiles or other recognised access points and avoid damage to fences.
- Leave everything as you found it. If a gate is open or closed leave it that way.
- A farm is the owner's livelihood and if they say no dogs, then please respect this.
- When driving on riverbeds keep to marked tracks or park on the bank and walk to your fishing spot.
- Never push in on a pool occupied by another angler. If you are in any doubt have a chat and work out who goes where.
- However if agreed to share the pool then always enter behind any angler already there.
- Move upstream or downstream with every few casts (unless you are alone).
- Fish being returned to the water should be released as carefully and quickly as possible. Ideally leave the fish in the water and remove the hook with long-nosed pliers without handling the fish.
- While catch and release fishing is widely promoted by some as a conservation minded approach to angling it remains the anglers choice. However the catching of large numbers of fish in a day can impact on individual fish and also on the angling experience for others. Fish & Game advocate hooking and landing a limited number of fish per day.
- Fish being retained should be killed as quickly as possible, ideally by spiking or stabbing the brain slightly behind and above the eye (also known as iki jime – pronounced "i-ki-jime").
- Always respect the environment, wildlife, other anglers and members of the public.
- Remove waste nylon and personal litter from the river banks and parking places.
- The only way we can protect our rivers in the long term is to CHECK, CLEAN and DRY all your gear before entering another river or lake anywhere in New Zealand.

REMEMBER TO TREAT OTHERS AS YOU WOULD WISH TO BE TREATED YOURSELF!

10. THEFT AND FRAUD PREVENTION POLICY

Ref: 7.02.01

28 July 2017

1. Purpose

To review the Theft and Fraud Prevention Policy from New Zealand Council and adopt a version for the Hawkes Bay Region.

2. Background

The Theft and fraud Prevention Policy was recently revised and approved by NZC with recommendation that it be shared with regions, urging them to update their policy. A copy of the revised Policy is attached.

3. Recommendation

3.1 That Council reviews and adopts the Theft and Fraud Prevention Policy.

HAWKES BAY FISH AND GAME COUNCIL
THEFT AND FRAUD PREVENTION POLICY

Ref: 7-02-01

13 June 2017

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.

Allegations Concerning the Regional Manager or Councillor

6.0 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.

7.0 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.

Approval

8.0 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 unanimous approval of the HBFGC.

9.0 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 _____

11. DEPARTMENT OF CONSERVATION MANAGED PROPERTY

Ref: 2.04.07

31 July 2017

1. Purpose

To discuss the potential and suitability of the Department of Conservation (DOC) managed property near the Waipawa River for game bird habitat.

2. Background

Compared to many Fish & Game regions in New Zealand, Hawke's Bay has very few areas that have public access for game bird hunting and the public areas that are open for public vary widely in the quality of habitat. There is a need to improve habitat on these areas that are open for public hunting to increase hunting opportunities and better manage game bird populations.

There is an opportunity for Hawkes Bay Fish & Game to work with DOC on a 40 hectare piece of conservation land in Central Hawke's Bay. The area of conservation land is just downstream of Highway 50 on the Waipawa River. Preliminary discussions with DOC have indicated that they would be agreeable to Hawke's Bay Fish & Game managing the property and establishing some game bird habitat. Refer to the full report in the attached Papers for Information.

3. Recommendation

3.1 That Council considers the report and determines whether staff should continue to investigate this property as a potential site for improved game bird habitat.

12. EVALUATION OF COUNCIL

Ref: 7.02.03

31 July 2017

1. Purpose

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

2. Background

Hawkes Bay Fish and Game Council Governance Policy 2.6a 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 coordination of the management, enhancement and maintenance of sports fish and game within the Hawkes Bay region.

Councillors were issued assessment forms at the Council meeting held on 1 May 2017 and were asked to complete the forms in their own time and return to the Chairman a week prior to the next Council meeting on 13 June. The Chairman presented the results at the June meeting. The results will be discussed further at the August Council meeting and any recommendations recorded.

3. Recommendation

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

13. LIAISON OFFICERS REPORTS

13.1 EAST COAST/HAWKE'S BAY CONSERVATION BOARD

13.2 REPORTS FROM OTHER AGENCIES

13.3 REPORTS FROM NEW ZEALAND COUNCIL

Here is a summary of the NZ Council's meeting Friday afternoon, Saturday & Sunday morning 21 – 23 July in Wellington. This was the 127th NZ Council meeting.

The minutes remain the official record, but my informal outline is as follows:

- The meeting started with a resolution to move into a public (& staff) excluded meeting Friday morning to consider the NZ Council's Chief Executive position. The Council is being assisted by Andrew Wilson (who completed the NZC Office review) in this process. An announcement on the new Chief Executive is hoped for by the end of July.
- The public meeting began at 2.20 pm Friday and included confirmation of resolutions from the Telephone Conference on licence fees for the 2017/18 financial year – Fees already confirmed by the Minister of Conservation on July 6.
- Feedback was provided by staff on the Staff Conference in Dunedin. The NZ Council congratulated the conference key organisers for staging a quality event.
- A second public excluded session of the meeting was held with the arrival of Sir Geoffrey Palmer & Alana Geddis who spoke to the NZ Council about the not-for-profit status of Fish & Game and the legal status of sports fish.
- Further discussion took place on NZ Council audit proposals with agreement to get external advice on the design of an audit procedure to meet its audit function under the Conservation Act 1986.
- Councillor Hall provided an update on the Salmon Symposium planned for 11-12 November 2017 in Ashburton. The symposium is being put together by North Canterbury and Central South Island Fish and Game Councils.
- Funding support was agreed for North Canterbury to buy a NICO Real-time Nitrogen Logger (a UV photometer for the determination of nitrate in water) and for Central South Island to participate in a High Court hearing on taking water from the Hakataramea River.
- Lou Sanson, DG of Conservation spoke to the meeting on Saturday morning about the growing importance of water issues, the leadership role with water played by MfE and DOCs lack of detailed knowledge about where freshwater species are most at risk. He also discussed the Wairarapa Moana project, the guide licence, tourism issues, DG delegations and DG representation at Fish & Game Council meetings.
- Financial and operational reports were received and the May draft 2017/18 NZ Council Business Plan and budget with the inclusion of contestable fund projects was approved.
- The Council considered regional Fish & Game Council feedback from consultation on a number of issues, including the Returning Officer's recommendations on the 2015 Fish and Game Elections, Hunting & Harvest Ethics, Angling Ethics and Council decisions impinging on others.
- Electionz.com was confirmed as the returning officer for the 2018 Fish and Game Elections with an Election Day date set for Friday October 12, 2018.
- Sunday morning concluded with discussion on the complexity of rules in the Anglers Notice and the need to make these simpler and more consistent and on tourism management matters on which the Council deferred further debate to its November strategic planning session.
- The next NZ Council meeting is to be in Wellington on Friday September 29, 2017.

Cheers Robert

Robert Sowman | Policy & Planning Manager

New Zealand Fish and Game Council

14. OPERATIONAL REPORTS

14.1 MANAGEMENT REPORT

17 July 2017

SPECIES MANAGEMENT

Regional Didymo Surveillance

The next Didymo delimiting survey sampling is due in August.

Lake Tutira

MTT and HBRC are still waiting to hear the outcome of their recent funding application to MfE to help restore Lake Tutira. It is hoped to trial a bubbler aeration system in Waikopiro this summer in the deepest part of that lake to minimise the occurrence of algal blooms.

Only two rainbow trout have been reported caught in Lake Tutira this summer with these fish being caught in early July. Only one trout was tagged. The tagged fish measured 42cm and was estimated to be 1kg and was from the Spring 2016 liberation (released in November 2016). The 2017 autumn liberation has been postponed until the lake fully mixes and overall conditions improve. A 2kg trout was reported caught at Lake Waikopiro on 27 July. Photos courtesy of Barry Robertson.





No further monitoring work has been completed at the Maraetotara Stream.

Two temperature data loggers have been retrieved from the TukiTuki River.

Data watch

Only one tagged trout from Lake Tutira has been reported this season. This is the only tag return for the 2016/17 season.

Game Bird Research

Fish & Game Staff prepared a draft “Hawkes Bay Fish & Game 5 Year Strategic Waterfowl Plan” for council review and comment. The plan focusses on primarily mallard/grey ducks since they make up the majority of the waterfowl hunter’s bag. The focus of the plan is on improving waterfowl habitat and predator control and developing monitoring protocols to provide valuable feedback to adapt the waterfowl strategy. Please refer to Papers for Information.

Game Bird Hunter Surveys

Southern Institute of Technology is still conducting the fortnightly surveys of the game bird harvest and will continue to do these surveys until the end of August. Staff are concerned that these surveys do not capture harvest data of upland game birds. This is an issue throughout the country since a small proportion of our game bird hunters pursue upland game birds. We are currently working on developing an online diary system that will help us understand the harvest of upland game birds and the time spent by hunters pursuing upland game birds. We are hoping to also use this diary system to allow upland game bird hunters to collect data that is important to their management.

Game Bird Control

Staff have issued one permit for pukeko causing damage to a crop. Staff had a query about paradise shelducks damaging crops in the Kereru area, but the landowner has not contacted us with information needed for his permit.

Game Farm Operations

Adult trout in the kid's pond have shown signs of a bacterial infection on their skin and gills. The trout have been treated and will be monitored to ensure that they are healing. The cause of the infection is unknown.

An application for the Game Farm has been submitted to the Game Bird Habitat Trust for the creation of an educational wetland in the maize paddock. It is hoped to hear of the outcome

Game Farm maintenance

Single garage painted on outside after second hand roller door was fitted. Spouting and downpipe fixed and fitted to rear of the garage. Some holes filled in the roof. Electricity has been restored to the shed with a light and power socket fitted. Clarke Danvers kindly donated a new lock for the roller door and fitted it free of charge. Clarke also rekeyed the lock on the front door of the staff house.

Hedge trimmed along front of property and oak tree pruned in corner of property. Old bird cages maintained as lawns. Overhanging vegetation trimmed around the site. Shade house building tidied up and weeded. Staff met with Napier F&B and DOC to discuss future use of the shade house.

Old office building tidied up and surplus items sold. Old office building fumigated for cockroaches etc. Rodent traps regularly baited around the site.

A working bee was organised for the Game farm site during July. Representatives from all three angling clubs attended and helped trim back the vegetation along the front of the office and staff house and clear back the raupo in the pond. The day was a great success and significant progress was made around the site.

Liberations

Autumn liberation postponed until at least August when conditions are hopefully more favourable.

Sports Fish Regulations

Drafts approved and sent to Robert.

RMA Planning

Ruataniwha Water Storage Scheme and PC6

\$45,000 has been secured from NZ Council to run joint declaration proceedings in the Environment Court to clarify the conditions of consent on the RWSS and if necessary, the correct interpretation of PC6.

Staff have been attending the TANK meetings which have focused on ground water modelling, water augmentation, Iwi perspective, storm water management, and issues with the Karamu Stream. The TANK group is at the point of writing the Plan Change over the

next few months. Staff are sitting on two extra working groups (Wetlands Working Group and Water Augmentation Working Group).

Reserves Management

With Lake Purimu being transferred to Iwi ownership, staff have open communications with the Heretaungata/Tamatea Trust to develop a management plan for the lake. Staff in conjunction with the trust have to develop an agreed management plan prior to the trust taking over management of the lake.

Maintain and enhance Game Bird Habitat

Staff have had open discussions with the Land Management Group at the Hawkes Bay Regional Council to develop better working relationships and provide advice to the group. Staff have also been involved in the Hawkes Bay Biodiversity Groups which is currently completing the Biodiversity Action Plan. Staff have also opened discussions with the Department of Conservation to take over management of a 40 ha Conservation Area along the Waipawa river for the enhancement of game bird habitat.

Habitat Creation Projects

Staff are continually meeting with landowners to offer advice on land management for the enhancement of game bird habitat. We have submitted 11 applications to the Game Bird Habitat Trust for the creation or restoration of wetlands. Nine of the applications were with private landowners mostly in the Central Hawke's Bay area. Staff also submitted 2 applications on behalf of Hawkes Bay Fish & Game. The first application is for the enhancement of Pukeora Ponds and the second was for an educational wetland at Hawkes Bay Fish & Game headquarters. Staff are also working with several other property owners to find funding for their game bird habitat enhancement projects that did not fit the criteria for the Game Bird Habitat Trust.

Maintain and Enhance Access

Staff have met with DOC over concerns with the Landcorp block at Ahuriri being transferred to Iwi and the impacts on access to the DOC managed crown land for game bird hunters. Although this issue is not settled, we plan to negotiate access with the new landowners when the settlement is complete.

Signage

Secured \$1,000 of funding from the Walking Access Commission to replace angler access signs in the Tukituki catchment.

Fish and Game magazine

A 2-page supplement has been prepared for the fishing edition of the Fish and Game magazine. Regular Facebook posts have been created on our Facebook page to keep anglers and hunters updated on regional material.

Fish and Game Club Communications

Nathan presented to Napier F&B and Mark presented to the Taradale Senior Citizens and the Waipawa Lions Club during July. Mark will present to the Hastings Angling Club in early August.

Waitangi Shooters Association, Hawkes Bay Regional Council Open Space Manager, and Hawkes Bay Fish & Game staff met to discuss their lease at Waitangi. This lease was

considered by Fish & Game staff as illegal under the Wildlife Act and the meeting was to discuss options for legal hunting of the Waitangi Estuary. There were concerns by everyone around the table. The Waitangi Shooters Associations wanted some stability and confidence that they would not lose their shooting. The Hawkes Bay Regional Council wants to keep some shooting but wanted to limit the numbers of hunters shooting in the area. This is a high use area by different recreational users and the regional council wants to keep conflicts to a minimum. The Hawkes Bay Regional Council has decided to do away with the lease completely and develop a working agreement between all three parties. We are currently working on the agreement.

Fish and Game huts

A smoke alarm, CO alarm and notice board have been erected at the Glen Falls hut. The First Aid kit has been replaced and a list of identified hazards have been put up on the notice board. Fire exit sign and a fire plan have also been put up inside the hut. Mark met with DOC to discuss future plans for the hut.

COMPLIANCE

A total of 87 hunters and 110 anglers have been checked since 1 September 2016. Staff now have the ability to check vehicle registrations while in the field through NZTA. Temporary closed water signs have been erected on the Tutaekuri and Tukituki rivers.

Offences detected in the Hawkes Bay region between 1 September 16 and 17 July 2017

| Offence | Number of offenders |
|------------------------------------|----------------------------|
| Fishing without a licence | 7 |
| Providing false details | 2 |
| Obstruction | 1 |
| Hunting without a licence | 3 |
| Using .22 rifle to hunt game birds | 1 |
| Killing protected bird | 1 |
| Using an unpinned shotgun | 4 |
| Total | 19 |

Outcomes of offending

| Outcome | Number of offenders |
|-------------------|----------------------------|
| Letter of warning | 4 |
| Reparation | 8 |
| Prosecution | 2 |
| DOC to pursue | 1 |
| Pending | 0 |

DOC have offered the offender the option of diversion.

Training

A two-day Ranger safety course is being investigated for the start of the new season and it is hoped to get two new rangers from this region on a course to help increase the number of honorary rangers to 12.

Management Plan

Staff are continuing to work on the draft Management Plan.

Staff Training

Staff attended a 3-day staff conference in Dunedin during early July to share ideas and information.

Staff House

Quote received to install a heat pump/air conditioning unit into the staff house. House inspection completed on 31 May.

Office Premises

Front deck steps have been water blasted by volunteers.

Vehicle Maintenance

Nissan passed a WoF on 20 June. Vehicle policy document now present in each vehicle.

14.2 HEALTH AND SAFETY REPORT

Ref: 9.01.07

18 July 2017

1. Background

As part of its commitment to Health and Safety and providing a safe workplace, the Hawke's 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. June/July 2017 update

1. Implementation and adherence to the Health and Safety Plan

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

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

Staff are using a Fish & Game designed field intentions website to record their trip intentions when undertaking work in the field.

2. Monitoring and Reporting

Work Place Accident Register

As at 18 July 2017

| | |
|--|---|
| Number of workplace injuries in 2016-2017 year | 0 |
| Number of workplace injuries in 2015-2016 year | 0 |
| Number of workplace injuries in 2014-2015 year | 2 |
| Number of workplace injuries in 2013-2014 year | 1 |

3. 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.

Hawke's Bay Tree Surgeons Ltd have trimmed the vegetation along the front of the property that was growing close to the overhead power lines.

Volunteers have water blasted the main office steps.

A smoke alarm and carbon monoxide alarm were installed in the Glen Falls hut. A First Aid kit was also replaced in the hut. A notice board was put up on the wall inside the hut and a list of hazards attached. Fire exit sign and fire action plans also erected.

"All visitors must report to reception" sticker has been added to the main office sign by the main entry gate. A "meeting room and reception" directional sticker has also been added to the sandwich board in the foyer.

A second draw bolt has been added to the chemical shed door. A list of MSDs have been laminated and put up inside the chemical shed and a copy has been kept on file in the office. A white board listing all chemicals present has also been erected showing maximum quantities.

The electric fishing machine has been re-certified for another 12 months.

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.

Fire extinguishers are scheduled to be serviced during August.

4. Training programme

5. H&S incidents

No incidents to report.

6. Recommendations

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

14.3 Finance Report

1.0 Purpose

To inform the Council of the current financial position and approve payments for the months of May and June 2017.

2.0 Profit and Loss

The Profit and Loss summary for the two months month ending 30 June 2017 is attached (Table 2). This report documents the income and direct expenditure for the period.

Income

Total Licence Income to 30 June 2017 is \$430,021 (this includes the \$5,992 for Non-Resident levy). At the same time, last year licence sales were \$447,322. The total licence Budget for 2016/17 is \$432,226

Breaking these sales by Fish licence sales and Game licence sales, Fish licence sales are below budget by \$2,168 (however, adjusting for the Non-Resident levy they are behind by \$8,160). Game licence sales are ahead of budget by \$36. A more detailed report on sales will be presented in the Licence sales report.

Other revenue YTD is \$82,413. This is made up from the following table:

| Table 1: Other Income | Budget \$ | Actual \$ | Variance |
|------------------------------|------------------|------------------|-----------------|
| Donations | 0 | 0 | 0 |
| Interest received | 8,724 | 4,152 | 4,572 |
| Legal Funding | 0 | 38,790 | (38,790) |
| Wetland Landowner Advice | 0 | 12,426 | (12,426) |
| Advertising - Newsletter | 1,500 | 217 | 1,283 |
| Liberations - Contract | 0 | 2,001 | (2,001) |
| Take a Child Fishing | 0 | 181 | (181) |
| Reparations | 3,000 | 2,326 | 674 |
| Junior Hunt Sponsorship | 0 | 0 | 0 |
| Glenfalls Hut | 1,000 | 1,087 | (87) |
| Meeting Room Hire | 2,000 | 2,191 | (191) |
| Rent - Staff houses | 9,000 | 8,800 | 200 |
| Rent - Maize | 5,000 | 3,565 | 1,435 |
| Fines | 1,500 | 870 | 630 |
| Salaries Contract | 4,480 | 3,360 | 1,120 |
| DVD Sales | 0 | 30 | (30) |
| Miscellaneous | 0 | 2,417 | (2,417) |
| Total Other Income | 36,204 | 82,413 | (46,209) |

The variance of \$46,209 is mainly due to the Legal Funding that has been reimbursed from NZFGC. There is a corresponding expense in Habitat and Protection. Likewise, the unbudgeted income of \$12,426 relating to the NZ Habitat Trust work undertaken has a corresponding expense within Assisted Habitat.

Reparations, fines, rental of the staff house, rental from maize paddock and Glen falls hut, meeting room income and interest were included in May and June Other Income (Table 1). Miscellaneous income \$2,417 is made up from the sale of surplus second-hand furniture, the Insurance claim form Crombie Lockwood (excavator), and the sale of patterning sheets.

Species Management

There were no expenses in May and June for both Population Management and Harvest Assessment. Both budgets are underspent as at 30 June 2017.

Game Farm Expenditure in May relates to the purchase of trout food, Lawn services and the purchase of a second-hand garage door for the maize shed. Total expenditure in May \$709. Expenses in June totalled \$1,865 – the main expense in this area related to the water monitoring consent paid to the Hawke’s Bay Regional Council \$1,472. The other minor expenses relate to repairs and maintenance and pest control. YTD Area within budget.

The expense within Releases for June \$1,318 relates to the delivery costs for trout from Eastern dating back to the last liberation during November 2016. This had not been included with the original invoice but was subsequently charged by Eastern staff during June. Liberations within budget.

Total Species Management is \$29,266 against a budget of \$56,238. Only 50% of the budget has been spent YTD. (83% of operational plan)

Habitat

Resource Management Act - \$792 in May 17, relates to legal expenses reimbursed by NZFGC for Anderson Lloyd Lawyers – Plan Change 5.

Within Works and Management, \$357 relates to the KiwiRail lease.

Within Assisted habitat, \$3,478 relates to the payment to Kittow Wetland (reimbursed from the NZ Gamebird Habitat Trust)

Habitat is overbudget by \$47,092 YTD, however corresponding income streams (\$12,426 – Wetland landowner advice and \$38,790 – legal funding total \$51,216) leaves a budget unspent of \$4,124 as at 30 June 2017.

Participation

Within the period under review, there was no expenditure within Access, Newsletters and Informational Publications. YTD these areas are underbudget with the Fish magazine and Newsletter still to be published the projects will fall within budget.

\$212 within Angler and Hunter training relates to the Vet Consult for the fish in the Kids fishout pond that are suffering from a type of infection/skin condition. This is now being treated.

Within Fish and Game Huts, a woodfire was purchased \$1,215 along with a few small items. Total spent in May \$1,272. YTD \$1,976 spent and within budget.

YTD participation within budget.

Public Interface

No expenses reported for Public Interface for period. YTD \$441- Budget \$400.

Compliance

Within Ranging, In May, the \$276 related to the Opening morning ranging food and sunscreen. A vehicle lock was also purchased for seized guns. Within June ranger polo shirts were purchased x6. YTD \$807 spent against a budget of \$1,000.

Under Compliance - \$417 relates to professional fees to Elvidge & Partners for the prosecution of CMcL and SB.

YTD total Compliance \$1,768 against a budget of \$2,000.

Licensing

The fees associated with the 0800 and Internet sales are included within the commission expenditure and are within budget YTD. Commission is 4.376% of the Total Licence sales – budget is 5%. Total Licencing YTD \$18,820. Within Budget.

Council

Within May meeting expenses a voice recorder was purchased to assist with minute taking (\$117.38) and catering costs for the Extraordinary meeting held 1 May 2017. Catering expenses were also recorded in June for the June 2017 Council meeting.

YTD Council external costs \$1,036 against a budget of \$2,500. Within budget.

Planning & Reporting

No expenditure within Management/Strategic planning. Airport parking for the managers meeting was the only cost \$31. YTD \$24,718 against Budget of \$38,907. The National Liaison budget and the Audit budget will be met. The Sports Fish and Game Management plan is progressing but the budget is unlikely to be spent this year.

Administration

- **Salaries:** YTD \$201,975. This includes the Admin/Field Agreement with Eastern and accrued annual leave has also been accrued. It is predicted that this year the Salaries and wages Actual will exceed the budget. The reason for this is that the accrued annual leave is high (compared to last year where there were new staff members).
- **Staff expenses:** FBT was paid in May 2017. This totalled \$3,384 against a budget of \$3,000. FBT is based on vehicle use for the period 1 April 2016 to 31 March 2017 in relation to wages and salaries paid. Staff purchased uniform in May and June – swandris for MV and NB and a vest for KH. Other cost includes tea, coffee and parking costs. Staff expenses are within budget.
- **Staff houses:** removal and installation of a new toilet at the staff house was paid in June. YTD \$2,617 spent against a budget of \$4,000.
- **Office premises:** Power and cleaning are the regular expenses. The air-conditioning units were serviced \$118. YTD within budget.
- **Office equipment:** Monthly lease of the photocopier. Within Budget.
- **Communications:** the monthly subscription for Xero, and the replacement of the UPS battery were included in the May/June Communications expenses. Other standard costs include phones and photocopier charges. Within budget.
- **General:** Bank charges and batteries were the expenses.

- General equipment: Torches, drill kit and tool kit along with banding pliers were purchased within General Equipment. The cost of the certification of the electric fishing machine was also included in this budget \$545. Within budget YTD.
- Vehicles: GYB904 was serviced, warranted and fitted with two new tyres. Fuel and RUCs were the other expenses. Vehicles is well within budget YTD \$6,382 against a budget of \$19,900.

Table 2: Profit and Loss
Hawke's Bay Fish and Game Council
For the 2 months ended 30 June 2017

| | May 2017 | Jun 2017 | YTD ACTUAL | Total Budget | Var to Budget | % Var |
|---|---------------|-----------------|----------------|-----------------|------------------|--------------|
| Income | | | | | | |
| Licence Income | | | | | | |
| Fish Licence Income | 4,059 | 3,416 | 276,745 | 278,913 | (2,168) | -0.78 |
| Game Licence Income | 71,350 | 13,641 | 153,277 | 153,313 | (36) | -0.02 |
| Total Licence Income | 75,410 | 17,057 | 430,021 | 432,226 | (2,205) | -0.51 |
| Other Income | 6,523 | 7,402 | 82,413 | 36,204 | 46,209 | 127.6 |
| Total Income | 81,933 | 24,458 | 512,434 | 468,430 | 44,004 | 9.394 |
| Operating Expenses | | | | | | |
| Depreciation | 1,850 | 1,850 | 18,184 | 21,821 | (3,638) | -16.7 |
| 1100 SPECIES MANAGEMENT | | | | | | |
| 1110 Population Monitoring | 0 | 0 | 8,120 | 17,000 | (8,880) | -52.2 |
| 1120 Harvest Assessment | 0 | 0 | 0 | 4,500 | (4,500) | -100 |
| 1150 Game Farm | 709 | 1,865 | 7,605 | 14,500 | (6,895) | -47.5 |
| 1160 Releases | 0 | 1,318 | 13,541 | 19,738 | (6,197) | -31.4 |
| 1180 Control | 0 | 0 | 0 | 500 | (500) | -100 |
| Total 1100 SPECIES MANAGEMENT | 709 | 3,183 | 29,266 | 56,238 | (26,972) | -48 |
| 1200 HABITAT PROTECTION MANAGEMENT | | | | | | |
| 1210 Resource Management Act | 792 | 0 | 38,911 | 1,950 | 36,961 | 1895 |
| 1220 Works & Management | 357 | 0 | 4,147 | 550 | 3,597 | 654.1 |
| 1230 Assisted Habitat | 103 | 3,478 | 12,683 | 6,150 | 6,533 | 106.2 |
| Total 1200 HABITAT PROTECTION MANAGEMENT | 1,252 | 3,478 | 55,742 | 8,650 | 47,092 | 544.4 |
| 1300 PARTICIPATION | | | | | | |
| 1310 Access | 0 | 0 | 102 | 2,500 | (2,398) | -95.9 |
| 1330 New sletters | 0 | 0 | 4,087 | 9,250 | (5,163) | -55.8 |
| 1340 Informational Publications | 0 | 0 | 90 | 500 | (410) | -82 |
| 1350 Angler & Hunter Training | 0 | 212 | 398 | 2,500 | (2,102) | -84.1 |
| 1370 Fish & Game Huts | 1,272 | 50 | 1,976 | 2,000 | (24) | -1.21 |
| Total 1300 PARTICIPATION | 1,272 | 263 | 6,653 | 16,750 | (10,097) | -60.3 |
| 1400 PUBLIC INTERFACE | | | | | | |
| 1440 Public Promotions | 0 | 0 | 441 | 400 | 41 | 10.27 |
| Total 1400 PUBLIC INTERFACE | 0 | 0 | 441 | 400 | 41 | 10.27 |
| 1500 COMPLIANCE | | | | | | |
| 1510 Ranging | 276 | 288 | 807 | 1,000 | (193) | -19.3 |
| 1520 Ranger Training | 0 | 0 | 544 | 500 | 44 | 8.808 |
| 1530 Compliance/Prosecutions | 417 | 0 | 417 | 500 | (83) | -16.6 |
| Total 1500 COMPLIANCE | 693 | 288 | 1,768 | 2,000 | (232) | -11.6 |
| 1600 LICENSING | | | | | | |
| 1620 Agent Servicing | 0 | 0 | 393 | 750 | (357) | -47.6 |
| 1630 Commission | 3,483 | 557 | 18,427 | 21,611 | (3,184) | -14.7 |
| Total 1600 LICENSING | 3,483 | 557 | 18,820 | 22,361 | (3,541) | -15.8 |
| 1700 COUNCILS | | | | | | |
| 1720 Council Meetings | 168 | 173 | 1,036 | 2,500 | (1,464) | -58.6 |
| Total 1700 COUNCILS | 168 | 173 | 1,036 | 2,500 | (1,464) | -58.6 |
| 1800 PLANNING/REPORTING | | | | | | |
| 1810 Management/Strategic Planning | 0 | 0 | 175 | 5,000 | (4,825) | -96.5 |
| 1830 Reporting/Audit | 0 | 0 | 4,060 | 6,200 | (2,140) | -34.5 |
| 1840 National Liaison | 31 | 0 | 20,484 | 27,707 | (7,223) | -26.1 |
| Total 1800 PLANNING/REPORTING | 31 | 0 | 24,718 | 38,907 | (14,189) | -36.5 |
| 1900 ADMINISTRATION | | | | | | |
| 1910 Salaries | 24,367 | 37,789 | 201,975 | 231,152 | (29,177) | -12.6 |
| 1920 Staff Expenses | 4,647 | 776 | 11,421 | 17,782 | (6,361) | -35.8 |
| 1930 Staff Houses | 0 | 214 | 2,617 | 4,000 | (1,383) | -34.6 |
| 1940 Office Premises | 384 | 502 | 3,731 | 9,560 | (5,829) | -61 |
| 1950 Office Equipment | 113 | 113 | 1,732 | 2,960 | (1,228) | -41.5 |
| 1960 Communications/Consumables | 738 | 865 | 8,709 | 11,650 | (2,941) | -25.2 |
| 1970 General | 35 | 27 | 645 | 7,100 | (6,455) | -90.9 |
| 1980 General Equipment | 111 | 858 | 2,746 | 3,500 | (754) | -21.5 |
| 1990 Vehicles | 1,329 | 589 | 6,382 | 19,900 | (13,518) | -67.9 |
| Total 1900 ADMINISTRATION | 31,723 | 41,733 | 239,957 | 307,604 | (67,647) | -22 |
| Total Operating Expenses | 49,118 | 51,526 | 396,586 | 477,231 | (80,645) | -16.9 |
| Net Profit | 40,751 | (27,068) | 115,849 | (8,801) | 124,650 | 26.29 |

3.0 Variance Report

The variance report is shown on the following page - Table 3.

The figures in this report are taken from the Profit and Loss however, this report includes the staff hours and the overheads. Other revenue is allocated to the project to ascertain a Net cost by project.

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.

YTD 68.9% of the budget has been spent and overall, Council is operating within its allocated budget.

Table 3: Region - Hawkes Bay to 30 June 2017

Table 3: 2016/17 YTD REPORT OF VARIANCES BETWEEN BUDGET AND ACTUAL EXPENDITURE AND INCOME

| Code | Revenue | Project | EXTERNAL COSTS | | HOURS | | INTERNAL COST | | NETTABLE INCOME | | NET COST | | % | |
|------|---------|---|------------------|------------------|--------------|--------------|-------------------|-------------------|------------------|------------------|-------------------|-------------------|-------------------|--------------|
| | | | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | | |
| 1110 | | Population Monitoring | \$ 17,000 | \$ 8,120 | 829 | 471 | \$ 51,689 | \$ 25,509 | \$ - | \$ - | \$ 68,069 | \$ 33,629 | \$ 35,040 | 49.0 |
| 1120 | | Harvest Assessment | \$ 4,500 | \$ - | 104 | 96 | \$ 6,482 | \$ 5,199 | \$ - | \$ - | \$ 10,982 | \$ 5,199 | \$ 5,783 | 47.3 |
| 1130 | | Fish Salvage | \$ - | \$ - | 0 | 0 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0 |
| 1140 | | Hatchery Operations | \$ - | \$ - | 0 | 0 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0 |
| 1150 | | Game Farm | \$ 14,500 | \$ 7,805 | 110 | 161 | \$ 6,856 | \$ 8,178 | \$ - | \$ - | \$ 21,356 | \$ 16,783 | \$ 5,573 | 73.9 |
| 1160 | | Liberations | \$ 19,738 | \$ 19,541 | 10 | 38 | \$ 623 | \$ 1,950 | \$ - | \$ 2,001 | \$ 20,361 | \$ 13,400 | \$ 6,872 | 68.3 |
| 1170 | | Regulations | \$ - | \$ - | 51 | 25 | \$ 3,179 | \$ 1,354 | \$ - | \$ - | \$ 3,179 | \$ 1,354 | \$ 1,825 | 42.6 |
| 1180 | | Control | \$ 500 | \$ - | 30 | 18 | \$ 1,870 | \$ 975 | \$ - | \$ - | \$ 2,370 | \$ 975 | \$ 1,395 | 41.1 |
| | | TOTAL - SPECIES MANAGEMENT | \$ 56,238 | \$ 29,266 | 1,134 | 797 | \$ 70,678 | \$ 43,165 | \$ - | \$ 2,001 | \$ 128,916 | \$ 70,430 | \$ 58,486 | 55.5 |
| 1210 | | RMA | \$ 1,950 | \$ 38,911 | 555 | 314 | \$ 34,591 | \$ 17,006 | \$ - | \$ 38,790 | \$ 36,541 | \$ 17,127 | \$ 19,414 | 46.9 |
| 1220 | | Works & Management | \$ 550 | \$ 4,147 | 10 | 13 | \$ 823 | \$ 704 | \$ 5,000 | \$ 3,565 | \$ (3,827) | \$ 1,286 | \$ (5,113) | -33.6 |
| 1230 | | Assisted Habitat | \$ 6,150 | \$ 12,889 | 100 | 328 | \$ 6,233 | \$ 17,656 | \$ 3,000 | \$ 14,752 | \$ 9,383 | \$ 15,587 | \$ (6,204) | 166.1 |
| 1240 | | Assessment | \$ - | \$ - | 0 | 4 | \$ - | \$ 217 | \$ - | \$ - | \$ - | \$ 217 | \$ (217) | #DIV/0! |
| 1250 | | Legal Expenses Reimbursed | \$ - | \$ - | 0 | 0 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0 |
| | | TOTAL - HABITAT PROTECTION & M | \$ 8,650 | \$ 55,741 | 665 | 657 | \$ 41,447 | \$ 35,583 | \$ 8,000 | \$ 57,107 | \$ 42,907 | \$ 34,217 | \$ 7,890 | 81.3 |
| 1310 | | Access | \$ 2,500 | \$ 102 | 130 | 64 | \$ 8,102 | \$ 3,466 | \$ - | \$ - | \$ 10,602 | \$ 3,588 | \$ 7,034 | 33.7 |
| 1320 | | Satisfaction Survey | \$ - | \$ - | 0 | 0 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0 |
| 1330 | | Newsletters | \$ 9,250 | \$ 4,087 | 188 | 212 | \$ 11,593 | \$ 11,482 | \$ 1,500 | \$ 247 | \$ 19,343 | \$ 15,322 | \$ 4,021 | 78.2 |
| 1340 | | Other Publications | \$ 500 | \$ 90 | 153 | 32 | \$ 9,536 | \$ 1,733 | \$ - | \$ - | \$ 10,038 | \$ 1,823 | \$ 8,213 | 18.2 |
| 1350 | | Training | \$ 2,500 | \$ 398 | 282 | 448 | \$ 16,330 | \$ 24,283 | \$ - | \$ 180 | \$ 18,830 | \$ 24,481 | \$ (5,652) | 130.0 |
| 1360 | | Club Relations | \$ - | \$ - | 32 | 45 | \$ 1,894 | \$ 2,437 | \$ - | \$ - | \$ 1,994 | \$ 2,437 | \$ (443) | 122.2 |
| 1370 | | Huts | \$ 2,000 | \$ 1,978 | 41 | 96 | \$ 2,555 | \$ 5,199 | \$ 1,000 | \$ 1,087 | \$ 3,555 | \$ 6,068 | \$ (2,533) | 171.2 |
| | | TOTAL - ANGLER & HUNTER PARTIC | \$ 16,750 | \$ 6,653 | 804 | 897 | \$ 50,114 | \$ 48,581 | \$ 2,500 | \$ 1,514 | \$ 64,380 | \$ 53,720 | \$ 10,641 | 83.5 |
| 1410 | | Liaison | \$ - | \$ - | 50 | 175 | \$ 3,116 | \$ 9,478 | \$ - | \$ - | \$ 3,116 | \$ 9,478 | \$ (6,362) | 304.1 |
| 1420 | | Communication | \$ - | \$ - | 70 | 94 | \$ 4,363 | \$ 5,091 | \$ - | \$ - | \$ 4,363 | \$ 5,091 | \$ (728) | 116.7 |
| 1430 | | Advocacy | \$ - | \$ - | 140 | 122 | \$ 8,726 | \$ 6,807 | \$ - | \$ - | \$ 8,726 | \$ 6,807 | \$ 2,118 | 75.7 |
| 1440 | | Public Promotions | \$ 400 | \$ 441 | 30 | 23 | \$ 1,870 | \$ 1,246 | \$ - | \$ - | \$ 2,270 | \$ 1,887 | \$ 583 | 74.3 |
| 1450 | | Visitors/Education | \$ - | \$ - | 200 | 47 | \$ 12,466 | \$ 2,545 | \$ - | \$ - | \$ 12,466 | \$ 2,545 | \$ 9,920 | 20.4 |
| | | TOTAL - PUBLIC INTERFACE | \$ 400 | \$ 441 | 490 | 481 | \$ 30,540 | \$ 24,967 | \$ - | \$ - | \$ 30,940 | \$ 25,408 | \$ 5,532 | 82.1 |
| 1510 | | Ranging | \$ 1,000 | \$ 807 | 140 | 145 | \$ 8,726 | \$ 7,853 | \$ - | \$ - | \$ 9,726 | \$ 8,600 | \$ 1,066 | 89.0 |
| 1520 | | Ranger Training | \$ 500 | \$ 544 | 42 | 52 | \$ 2,618 | \$ 2,816 | \$ - | \$ - | \$ 3,118 | \$ 3,360 | \$ (243) | 107.8 |
| 1530 | | Compliance | \$ 500 | \$ 417 | 40 | 122 | \$ 2,493 | \$ 6,807 | \$ 1,500 | \$ 870 | \$ 1,493 | \$ 6,154 | \$ (4,661) | 412.2 |
| | | TOTAL - COMPLIANCE | \$ 2,000 | \$ 1,768 | 222 | 319 | \$ 13,838 | \$ 17,277 | \$ 1,500 | \$ 870 | \$ 14,338 | \$ 18,175 | \$ (3,838) | 128.8 |
| 1610 | | Licence Production | \$ - | \$ - | 278 | 115 | \$ 17,327 | \$ 6,228 | \$ - | \$ - | \$ 17,327 | \$ 6,228 | \$ 11,098 | 36.9 |
| 1620 | | Agent Servicing | \$ 750 | \$ 393 | 96 | 53 | \$ 5,953 | \$ 2,870 | \$ - | \$ - | \$ 6,733 | \$ 3,263 | \$ 3,470 | 48.5 |
| 1630 | | Agent Payments | \$ - | \$ - | 0 | 0 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0 |
| | | TOTAL - LICENSING | \$ 750 | \$ 393 | 374 | 168 | \$ 23,310 | \$ 9,099 | \$ - | \$ - | \$ 24,060 | \$ 9,492 | \$ 14,568 | 39.5 |
| 1710 | | Council Elections | \$ - | \$ - | 0 | 0 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0 |
| 1720 | | Council Meetings | \$ 2,500 | \$ 1,038 | 510 | 479 | \$ 31,786 | \$ 25,942 | \$ - | \$ - | \$ 34,286 | \$ 26,978 | \$ 7,308 | 78.7 |
| | | TOTAL - COUNCILS | \$ 2,500 | \$ 1,038 | 510 | 479 | \$ 31,786 | \$ 25,942 | \$ - | \$ - | \$ 34,286 | \$ 26,978 | \$ 7,308 | 78.7 |
| 1810 | | Management Plan | \$ 5,000 | \$ 175 | 20 | 35 | \$ 1,347 | \$ 1,896 | \$ - | \$ - | \$ 6,247 | \$ 2,071 | \$ 4,176 | 33.1 |
| 1820 | | Annual Planning | \$ - | \$ - | 180 | 120 | \$ 11,218 | \$ 6,499 | \$ - | \$ - | \$ 11,219 | \$ 6,499 | \$ 4,720 | 57.9 |
| 1830 | | Reporting - Auditing | \$ 6,200 | \$ 4,080 | 288 | 146 | \$ 17,950 | \$ 7,907 | \$ - | \$ - | \$ 24,150 | \$ 11,867 | \$ 12,183 | 49.6 |
| 1840 | | National Liaison | \$ 500 | \$ 78 | 0 | 42 | \$ - | \$ 2,275 | \$ - | \$ - | \$ 500 | \$ 2,353 | \$ (1,853) | 470.5 |
| | | TOTAL - PLANNING/REPORTING | \$ 11,700 | \$ 4,313 | 488 | 343 | \$ 30,415 | \$ 18,577 | \$ - | \$ - | \$ 42,115 | \$ 22,889 | \$ 19,226 | 54.3 |
| | | TOTAL - OVERHEADS | \$ 98,968 | \$ 99,811 | 4,687 | 4,121 | \$ 292,124 | \$ 223,190 | \$ 12,000 | \$ 61,492 | \$ 379,112 | \$ 281,309 | \$ 117,803 | 68.9 |
| | | OVERHEADS | | | | | | | | | | | | |
| 1910 | | Salaries | \$ 231,152 | \$ 201,975 | | | | | \$ 4,480 | \$ 3,360 | \$ 228,672 | \$ 198,615 | \$ 28,057 | 87.6 |
| 1920 | | Staff Expenses | \$ 17,782 | \$ 11,421 | | | | | \$ - | \$ - | \$ 17,782 | \$ 11,421 | \$ 6,361 | 64.2 |
| 1930 | | Staff Houses | \$ 4,000 | \$ 2,617 | | | | | \$ 9,000 | \$ 8,600 | \$ (5,000) | \$ (6,163) | \$ 1,189 | 123.7 |
| 1940 | | Office Premises | \$ 9,560 | \$ 3,731 | | | | | \$ - | \$ - | \$ 9,560 | \$ 3,731 | \$ 5,829 | 38.0 |
| 1950 | | Office Equipment | \$ 2,960 | \$ 1,732 | | | | | \$ 1,000 | \$ 2,191 | \$ 1,980 | \$ (458) | \$ 2,418 | -23.4 |
| 1960 | | Communications/Consumables | \$ 11,650 | \$ 8,709 | | | | | \$ - | \$ - | \$ 11,650 | \$ 8,709 | \$ 2,941 | 74.8 |
| 1970 | | General | \$ 7,100 | \$ 845 | | | | | \$ - | \$ 2,417 | \$ 7,100 | \$ (1,772) | \$ 8,872 | -25.0 |
| 1980 | | General Equipment | \$ 3,500 | \$ 2,746 | | | | | \$ 1,000 | \$ - | \$ 2,500 | \$ 2,746 | \$ (246) | 109.8 |
| 1990 | | Vehicles | \$ 19,900 | \$ 6,382 | | | | | \$ - | \$ - | \$ 19,900 | \$ 6,382 | \$ 13,518 | 32.1 |
| | | Administration | \$ 307,604 | \$ 239,958 | | | | | \$ 15,480 | \$ 16,768 | \$ 292,124 | \$ 223,190 | \$ 68,934 | 78.4 |
| | | Total Overhead Net Cost | | | | | | | | | \$ 292,124 | \$ 223,190 | | |
| | | Total Outputs Staff Hours | | | | | | | | | 4,687 | 4,121 | | |
| | | Internal Cost Per Hour | | | | | | | | | \$ 62.33 | \$ 54.16 | | |

4.0 Balance of Current Assets

Cash Position: \$453,139 (Including asset replacement reserves of \$62,980 and \$59,286 for Donations) as at 30 June 2017.

| | 30 Jun 2017 | 31 Aug 2016 |
|-----------------------------------|---------------------|---------------------|
| Bank | | |
| Westpac Call Account | \$87,873.13 | \$150,173.88 |
| Westpac Current Account | \$4,422.22 | \$1,174.47 |
| Westpac Donation Account | \$59,286.21 | \$59,184.63 |
| Petty Cash & Licence Float | \$230.00 | \$230.00 |
| Westpac Term Deposit - 18ac | \$52,868.75 | \$51,576.44 |
| Westpac Term Deposit 012 | \$60,637.73 | \$57,772.79 |
| Westpac Term Deposit 016 | \$44,032.94 | \$42,557.39 |
| Westpac Term Deposit -019ac | \$100,000.00 | \$0.00 |
| Westpac Term Deposit 17ac | \$21,540.70 | \$21,052.57 |
| Westpac Term Deposit WildLife Fun | \$22,247.20 | \$21,536.50 |
| Total Current Assets | \$453,138.88 | \$405,258.67 |

Debtors: Outstanding Debtors \$75,208 as at 30 June 2017.

The Region's debtors total for June 2017 is made up primarily of agent debtor invoices for licence sales (\$73,874) of which \$70,295 was settled on 5th of July and the balance is due for settlement early August.

5.0 Bank Transactions

Tables 4-5 following give the bank Transactions for the Months of May and June 2017 for approval.

Table 4: Bank Transactions

Hawke's Bay Fish and Game Council

For the period 1 May 2017 to 31 May 2017

Westpac Current Account

| Date | Description | \$ | Amount |
|--|--|----------|------------------|
| 01 May 2017 | Wages | 0.00 | 5,469.52 |
| 03 May 2017 | EYEDE SOLUTIONS | 0.00 | 193.00 |
| 09 May 2017 | Cardlink Systems | 0.00 | 656.13 |
| 12 May 2017 | Vodafone Mobile | 0.00 | 113.70 |
| 12 May 2017 | Petty Cash | 0.00 | 187.50 |
| 15 May 2017 | Wages | 0.00 | 5,539.68 |
| The following payments were paid by Batch payment Direct Debit: | | | |
| 19 May 2017 | Ace Law n Care - law ns and Spray | 379.50 | |
| 19 May 2017 | Anderson Lloyd Law yers - Policy Stmt - reimbursed | 1,131.72 | |
| 19 May 2017 | Big Value Tyres (2009) Ltd - GYB904 Nissan Nivara 2 t | 637.00 | |
| 19 May 2017 | ERFGC - Ranger training lunch 3 staff 2 days | 105.55 | |
| 19 May 2017 | ERFGC - Xero Sub | 53.76 | |
| 19 May 2017 | ERFGC - Aerial Transect Counts | 2,126.07 | |
| 19 May 2017 | Elvidge & Partners | 479.50 | |
| 19 May 2017 | NZFGC - quarterly levy | 7,822.01 | |
| 19 May 2017 | NZFGC- 2 regional pages for magazine | 1,725.00 | |
| 19 May 2017 | NZFGC - Getting Started DVD's | 103.50 | |
| 19 May 2017 | NZFGC - Ranger ID Cards 3x | 38.98 | |
| 19 May 2017 | Haw kes Bay A & P Society - Annual Sub | 65.00 | |
| 19 May 2017 | INO Complete Limited - Clean Septic Tank | 414.00 | |
| 19 May 2017 | Kw iRail - Lease June 2017 to 31 May 18 | 410.55 | |
| 19 May 2017 | Mitre10 - painting gear and handiflex board at Glenfalls I | 94.41 | |
| 19 May 2017 | New World- tea coffee, sugar soap and mould killer | 50.67 | |
| 19 May 2017 | NZME Publishing - Advert Hunting Regs | 270.25 | |
| 19 May 2017 | OfficeMax -5x Display stands for Agents | 184.00 | |
| 19 May 2017 | OfficeMax- pens and stationery | 71.65 | |
| 19 May 2017 | Redefine Cleaning | 241.50 | |
| 19 May 2017 | Smartrak Limited | 89.70 | |
| Total Direct Debit | | | 16,494.32 |
| 19 May 2017 | IRD - PAYE | | 4,118.06 |
| 22 May 2017 | Energy Online | | 197.81 |
| 22 May 2017 | Zintel | | 40.25 |
| 22 May 2017 | Konica Minolta | | 26.80 |
| 24 May 2017 | Napier City Council | | 604.79 |
| 25 May 2017 | Vodafone fixed line | | 238.17 |
| 26 May 2017 | IRD - GST | | 1,765.34 |
| 29 May 2017 | LEASING SOLUTIONS | | 130.23 |
| 29 May 2017 | Wages | | 5,469.52 |
| 30 May 2017 | IRD - FBT | | 3,384.24 |
| 31 May 2017 | Bank Charges | | 12.80 |
| Total Westpac Current Account | | | 44,641.86 |

Westpac Mastercard - CT

| | | |
|--------------------------------------|--|-----------------|
| 04 May 2017 | Dominos Pizza - Opening Morning Briefing | 26.98 |
| 05 May 2017 | Noel Leeming - voice recorder for minutes | 134.99 |
| 05 May 2017 | Heavens Bakery - Opening Morning staff & rangers | 113.40 |
| 11 May 2017 | TIMG NZ LTD - Document Shredding | 78.20 |
| 23 May 2017 | The Warehouse - Sunscreen & headlights 2x | 170.00 |
| 24 May 2017 | NZ Transport - Rego GYB904 | 101.19 |
| 24 May 2017 | NZ Safety - Quad Helmet | 221.67 |
| 25 May 2017 | Unichem Taradale Pharmacy - First Aid Kit - office | 78.99 |
| 25 May 2017 | Marine Deals - Jerseys - MV & NB | 329.93 |
| 26 May 2017 | Pivotel Communication - Inreach connection and monthly fee | 60.83 |
| 29 May 2017 | Unichem Taradale Pharmacy - staff account CT | 68.00 |
| Total Westpac Mastercard - CT | | 1,384.18 |

Westpac Mastercard - MV

| | | |
|--------------------------------------|---|---------------|
| 01 May 2017 | HB Airport - managers meeting | 36.00 |
| 12 May 2017 | The Warehouse - knives, forks spoons Glenfalls hut | 31.00 |
| 17 May 2017 | Pedlars Recyclers Napier - garage door for maize shed | 200.00 |
| Total Westpac Mastercard - MV | | 267.00 |

Total May 2017**46,293.04**

Table 5: Bank Transactions

Hawke's Bay Fish and Game Council

For the period 1 June 2017 to 30 June 2017

Westpac Current Account

| Date | Description | \$ | Amount |
|--|--|----------|------------------|
| 07 Jun 2017 | Cardlink Systems | | 217.06 |
| 12 Jun 2017 | Vodafone Mobile | | 109.12 |
| 12 Jun 2017 | Wages | | 5,469.52 |
| 15 Jun 2017 | Kittow Wetland - NZ Gamebird Habitat Trust | | 4,000.00 |
| The following payments were paid by Batch payment Direct Debit: | | | |
| 20 Jun 2017 | Ace Law n Care | 287.50 | |
| 20 Jun 2017 | Anderson Lloyd Law yers -Plan Change 5 | 910.58 | |
| 20 Jun 2017 | DoC Wellington - 75kg 6mm Trout food | 235.75 | |
| 20 Jun 2017 | ERFGC - Qty contract | 8,291.50 | |
| 20 Jun 2017 | EYEDE SOLUTIONS | 20.00 | |
| 20 Jun 2017 | Force Plumbing Ltd - Install new toilet staff house | 214.48 | |
| 20 Jun 2017 | Haw kes Bay Embroidery - Front gate and foyer signs | 120.00 | |
| 20 Jun 2017 | Haw kes Bay Nissan - Service GYB904 | 624.65 | |
| 20 Jun 2017 | Haw kes Bay Refrigeration- maintain air-conditioning | 135.93 | |
| 20 Jun 2017 | Haw ke's Bay Telephone Company - connect cordless p | 63.75 | |
| 20 Jun 2017 | Mitre10 Mega - lack and cable - seized gear | 46.23 | |
| 20 Jun 2017 | Mitre10 Mega - Wood fire - Glenfalls hut | 1,299.00 | |
| 20 Jun 2017 | Need a Nerd - replace UPS battery | 165.00 | |
| 20 Jun 2017 | New World - Opening morning expenses - fruit etc | 30.27 | |
| 20 Jun 2017 | New World - cleaning products | 8.77 | |
| 20 Jun 2017 | New World - meeting expenses | 63.48 | |
| 20 Jun 2017 | New World- loo paper hand wash, milk etc | 40.01 | |
| 20 Jun 2017 | New World - coffee, handy tow els | 20.96 | |
| 20 Jun 2017 | OfficeMax - stationery | 76.99 | |
| 20 Jun 2017 | Plant Haw ke's Bay - 48x Carex plus NB reimburse | 260.13 | |
| 20 Jun 2017 | Redefine Cleaning | 161.00 | |
| 20 Jun 2017 | Smartrak Limited | 89.70 | |
| Total Direct Debit | | | 13,165.68 |
| 20 Jun 2017 | Energy Online | | 252.88 |
| 20 Jun 2017 | Konica Minolta | | 101.36 |
| 26 Jun 2017 | Design Cuisine Limited - meeting expenses | | 182.85 |
| 26 Jun 2017 | EYEDE SOLUTIONS | | 4,355.75 |
| 26 Jun 2017 | Vodafone fixed line & broadband | | 257.26 |
| 20 Jun 2017 | IRD - PAYE | | 6,140.92 |
| 26 Jun 2017 | Wages | | 5,644.72 |
| 28 Jun 2017 | LEASING SOLUTIONS | | 130.23 |
| 30 Jun 2017 | BOL Monthly Charges | | 13.18 |
| Total Westpac Current Account | | | 40,040.53 |
| Westpac Mastercard - CT | | | |
| 06 Jun 2017 | Heavens Bakery - Lunch for staff and rangers | | 23.60 |
| 20 Jun 2017 | NZ Transport - Rego HSC136 | | 183.31 |
| 20 Jun 2017 | Pivotel Communication - Inreach | | 5.57 |
| 22 Jun 2017 | Kathmandu - vest for staff KH | | 64.98 |
| Total Westpac Mastercard - CT | | | 277.46 |
| Westpac Mastercard - MV | | | |
| 12 Jun 2017 | Repcos Napier - Tool kit | | 99.00 |
| 21 Jun 2017 | VTNZ - WOF GYB904 | | 59.00 |
| Total Westpac Mastercard - MV | | | 158.00 |
| Total June 2017 Payments | | | 40,475.99 |

6.0 Recommendation

6.1 That the Council approve the following payments:

| | |
|---------------------------|--------------------|
| <i>May2017- Table 4</i> | <i>\$46,293.04</i> |
| <i>June 2017- Table 5</i> | <i>\$40,475.99</i> |
| <i>Total</i> | <i>\$86,769.03</i> |

**6.2 That Council approves the purchase of an air conditioning unit for the staff house.
See Papers for Information for quote.**

14.4 Licence Sales Report

Ref: 6.01.05

24 July 2017

1. Introduction

This report provides an overview of the initial licence sales for the commencement of the 2016-2017 season.

2. 2016-2017 Fish Licence Sales

- 2.1 Licence sales for the 2016-2017 season YTD are summarised in Table one.
- 2.2 A total of 97.5% of the annual sales target has been achieved.
- 2.3 Sales are reported to be 6.3% below licences issued for the same period last year.

Table One

Comparison of Fish Licence LEQs to 24 July 2017

| SALES CHANNEL | Family Season | Adult Season | Adult Non-Res | Adult Loyal Senior | Adult Local Area | Junior Season | Adult Winter | Junior Winter | Adult Long Break | Adult Short Break | Adult Hour | Junior Hour | Whole Season Equiv. | % Increase/Decrease on 2016-17 |
|-----------------------------|---------------|--------------|---------------|--------------------|------------------|---------------|--------------|---------------|------------------|-------------------|-------------|-------------|---------------------|--------------------------------|
| | | | | | | | | | | | | | | |
| Agent Online Sales | 268 | 708 | 99 | 126 | 124 | 75 | 49 | 0 | 5 | 66 | 571 | 85 | 1526 | -13.4% |
| Agent Book Sales | 1 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 90 | 90 | 1 | 23 | -48.1% |
| Direct Sales* | 169 | 400 | 98 | 47 | 57 | 38 | 29 | 0 | 14 | 74 | 533 | 34 | 951 | 9.5% |
| Total Fish 2016-2017 | 438 | 1115 | 197 | 173 | 181 | 113 | 78 | 0 | 19 | 140 | 1194 | 120 | 2500 | -6.3% |
| Agent Online Sales | 289 | 793 | 141 | 126 | 169 | 92 | 97 | 0 | 8 | 78 | 583 | 64 | 1755 | |
| Agent Book Sales | 1 | 24 | 0 | 5 | 5 | 5 | 5 | 0 | 6 | 83 | 454 | 22 | 868 | |
| Direct Sales* | 156 | 326 | 112 | 37 | 68 | 39 | 45 | 0 | 6 | 83 | 454 | 22 | 868 | |
| Total Fish 2015-2016 | 446 | 1143 | 253 | 163 | 237 | 136 | 142 | 0 | 14 | 161 | 1146 | 93 | 2667 | |

| TARGETS | Family Season | Adult Season | Adult Non-Res | Adult Loyal Senior | Adult Local Area | Junior Season | Adult Winter | Junior Winter | Adult Long Break | Adult Short Break | Adult Hour | Junior Hour | Whole Season Equiv. | Actual to date % of Target |
|------------------------------|---------------|--------------|---------------|--------------------|------------------|---------------|--------------|---------------|------------------|-------------------|------------|-------------|---------------------|----------------------------|
| 2016-2017 Total Budget | 400 | 1230 | 180 | 160 | 190 | 130 | 160 | 0 | 70 | 200 | 650 | 40 | 2566 | 97.4% |
| 2015-2016 Total Sales | 446 | 1143 | 253 | 163 | 237 | 136 | 142 | 0 | 14 | 161 | 1145 | 93 | 2671 | 93.6% |
| 2015-2016 Estimated year end | | | | | | | | | | | | | 2520 | 97.5% |

* Direct Sales - Internet, 0800 Licence

3. 2017 Game Licence Sales

- 3.1 The YTD Game licence sales for the 2017 season are reported in Table two.
- 3.2 Total Game sales YTD have decreased by 3.3% when compared to the same period last year and a total of 94.5% of the annual sales target has been achieved.

Table two: 2017 Game Licence Sales Performance

Comparison of Game Licence LEQs to 24 July 2017

| SALES CHANNEL | Adult | | Junior | | Child | | Adult | | Junior | | Whole Season Equiv. | % Increase/Decrease on 2016 |
|---------------------------|-------------|------------|-----------|-----------|----------|----------|----------|----------|----------|----------|---------------------|-----------------------------|
| | Season | 24 | Season | 24 | Season | 24 | Hour | Hour | Hour | Hour | | |
| Direct Sales* | 319 | 37 | 10 | 58 | 0 | 0 | 0 | 0 | 0 | 0 | 338 | 14.9% |
| Agent Book Sales | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | -92.4% |
| Agent Online Sales | 1529 | 142 | 42 | 33 | 0 | 0 | 0 | 0 | 0 | 0 | 1564 | -5.1% |
| Total Game 2017 | 1850 | 179 | 52 | 91 | 0 | 0 | 0 | 0 | 0 | 0 | 1904 | -3.3% |
| <i>Direct Sales*</i> | <i>281</i> | <i>27</i> | <i>8</i> | <i>37</i> | <i>3</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>294</i> | |
| <i>Agent Book Sales</i> | <i>23</i> | <i>2</i> | <i>0</i> | <i>14</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>26</i> | |
| <i>Agent Online Sales</i> | <i>1608</i> | <i>160</i> | <i>39</i> | <i>41</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>1649</i> | |
| Total Game 2016 | 1912 | 189 | 47 | 92 | 3 | 0 | 0 | 0 | 0 | 0 | 1969 | |

| TARGETS | Adult | | Junior | | Child | | Adult | | Junior | | Whole Season Equiv. | Actual to date % of Target |
|--------------------------------|-------------|------------|-----------|------------|-----------|----------|----------|----------|----------|----------|---------------------|----------------------------|
| | Season | 24 | Season | 24 | Season | 24 | Hour | Hour | Hour | Hour | | |
| 2017 Total Budget | 1902 | 181 | 87 | 100 | 7 | 0 | 0 | 0 | 0 | 0 | 1959 | 97.2% |
| 2016 Total Sales | 1861 | 160 | 80 | 100 | 10 | 0 | 0 | 0 | 0 | 0 | 1914 | 99.5% |
| 2017 Estimated year end | | | | | | | | | | | 1851 | 94.5% |

* Direct Sales - Internet, 0800, Mail order

