

Council Meeting Agenda 24 June 2020

Meeting is held in the Council Chamber, Level 2, Philip Laing House
144 Rattray Street, Dunedin



Members:

Hon Marian Hobbs, Chairperson	Cr Gary Kelliher
Cr Michael Laws, Deputy Chairperson	Cr Kevin Malcolm
Cr Hilary Calvert	Cr Andrew Noone
Cr Michael Deaker	Cr Gretchen Robertson
Cr Alexa Forbes	Cr Bryan Scott
Cr Carmen Hope	Cr Kate Wilson

Senior Officer: Sarah Gardner, Chief Executive

Meeting Support: Liz Spector, Committee Secretary

24 June 2020 10:00 AM

Agenda Topic	Page
1. APOLOGIES	
No apologies were received prior to publication of the agenda.	
2. ATTENDANCE	
Staff present will be identified.	
3. CONFIRMATION OF AGENDA	
Note: Any additions must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.	
4. CONFLICT OF INTEREST	
Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.	
5. PUBLIC FORUM	
Ms Leslie Van Gelder, Chair of the Whakatipu Wildlife Trust has requested to speak to the Council about a consortium that is working towards Predator Free 2050 and employing people in the lakes/Central Otago district in the wake of COVID-19.	
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	To update Councillors on COVID-19 recovery discussions and activities the Otago Regional Council is currently involved in, and internal resourcing of this work stream.	
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	That the Council considered the following items in public-excluded:	
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Minutes of an ordinary meeting of Council held in the
Council Chamber on
Wednesday 27 May 2020 at 1:00 pm

Membership

Hon Marian Hobbs
Cr Michael Laws
Cr Hilary Calvert
Cr Alexa Forbes
Cr Michael Deaker
Cr Carmen Hope
Cr Gary Kelliher
Cr Kevin Malcolm
Cr Andrew Noone
Cr Gretchen Robertson
Cr Bryan Scott
Cr Kate Wilson

(Chairperson)
(Deputy Chairperson)

Welcome

Hon Marian Hobbs welcomed Councillors, members of the public and staff to the meeting at 01:01 pm.

For our future

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1. APOLOGIES

There were no apologies. Cr Forbes attended the meeting electronically.

2. ATTENDANCE

Sarah Gardner (Chief Executive)
Nick Donnelly (General Manager Corporate Services and CFO)
Gavin Palmer (General Manager Operations)
Sally Giddens (General Manager People, Culture and Communications)
Gwyneth Elsum (General Manager Strategy, Policy and Science)
Amanda Vercoe (Executive Advisor)
Liz Spector (Committee Secretary)

Also present were Jeremy Baker (Cosy Homes Charitable Trust), Sarah Harrison (Air Quality Scientist), Anita Dawe (Manager Policy), Blaise Cahill-Lane (Digital Communications Lead), Frederique Gulcher (Public Transport Brand Lead), Ken Tarboton (contract Flood Recovery Manager), Tom De Pelsemaeker (Team Leader Freshwater and Land).

3. CONFIRMATION OF AGENDA

The agenda was confirmed as published.

Cr Deaker acknowledged the work staff had put into the agenda. He said the quality of the reports was outstanding and he wanted to record his appreciation the good job staff was doing for the Councillors as well as for the people of Otago.

Cr Wilson also said civil defence and other emergency work that was being done during COVID-19 was fantastic and congratulated CE Sarah Gardner and the entire ORC team. Cr Wilson moved that a formal email thank you to all staff from the Councillors be distributed by Chairperson Hobbs. Cr Hope seconded the motion and it was resolved. Moved to thank all of staff, by email from the Councillors, seconded Carmen Hope. Marian will send email to all staff on behalf of Council.

Resolution

That the Chair formally thank staff from the Councillors via an all-staff email.

Moved: Cr Wilson
Seconded: Cr Hope
CARRIED

4. CONFLICT OF INTEREST

No conflicts of interest were advised at this point of the meeting.

5. PUBLIC FORUM

No public forum was held.

6. PRESENTATIONS

6.1. Presentation of Cosy Homes Trust 2019 Annual Activity Report

The Cosy Homes Charitable Trust Annual Activity Report 2019 was presented. Mr Jeremy Baker of the Trust and Ms Sarah Harrison (ORC Air Quality Scientist) were present to answer questions about the report. Mr Baker said although he had not been with the Trust during 2019, he was happy to take questions on annual report. The Councillors thanked Mr Baker and asked several questions.

Chairperson Hobbs requested a motion to receive the report.

Resolution

That the Council:

1) **Receive** the report

Moved: Cr Noone

Seconded: Cr Malcolm

CARRIED

7. CONFIRMATION OF MINUTES

Resolution

That the minutes of the (public portion of the) Council meeting held on 22 April 2020 be received and confirmed as a true and accurate record, with or without changes.

Moved: Cr Hope

Seconded: Cr Noone

CARRIED

Resolution

That the minutes of the (public portion of the) Extraordinary Council Meeting of 6 May 2020 be received and confirmed as a true and accurate record, with or without changes.

Moved: Cr Hobbs

Seconded: Cr Wilson

CARRIED

8. ACTIONS (STATUS OF COUNCIL RESOLUTIONS)

The Councillors reviewed outstanding actions of Council with staff. Dr Gavin Palmer (GM Operations) made an update on report 11.3 *Finalise Biodiversity Action Plan* to note that a review of the Plan will be brought to Council for consideration prior the end of 2020.

9. CHAIRPERSON'S AND CHIEF EXECUTIVE'S REPORTS

9.1. Chairperson's Report

Resolution

That the Chairperson' report be received.

Moved: Cr Hobbs

Seconded: Cr Hope

CARRIED

9.2. Chief Executive's Report

Resolution

That the Chief Executive's report be received.

Moved: Cr Hope
Seconded: Cr Noone
CARRIED

10. MATTERS FOR COUNCIL DECISION

10.1. COVID-19 Recovery Framework

Nick Donnelly (GM Corporate Services) was present to speak to the report which was provided to update the Councillors on the ORC COVID-19 Recovery Framework and next steps for the organisation. He reviewed the report with the Councillors and answered questions. Cr Kate Wilson asked if the ORC procurement policy addressed supporting local businesses. Chief Executive Sarah Gardner said there were provisions in the policy about buying local, but this isn't always achievable because of a range of factors, including cost and availability.

Cr Kevin Malcolm said he would like for Councillors to be involved in the Opportunities Working Group that was mentioned in the paper. Mr Donnelly indicated there was a reference to Councillor involvement in the report and he will work out specific details to give them more visibility. Chief Executive Gardner said another way for Councillors to be involved in this group was to listen to their constituent bases and report back to staff when they hear of ideas that could benefit from ORC recovery assistance.

Cr Kelliher suggested an amendment be added related to the procurement policy that would require the ORC to firstly consider Otago resources in its procurement of outsourced services and if unable, will seek Councillor approval to consider services outside of Otago. A discussion was held about the proposed amendment, and Chairperson Hobbs asked CE Gardner to include a report on the procurement policy on the next Council agenda, to facilitate a discussion on how buying local could be included in the policy. After further discussions, Chairperson Hobbs asked for a motion.

Resolution

That the Council:

- 1) **Receives** this report.
- 2) *Notes the Otago Regional Council Recovery Framework to address COVID-19, which includes a business as usual "plus" model*
- 3) *Notes the principles outlined in para 25, which will be used to help guide COVID-19 recovery project considerations, including:*
 - *Future focused (good environmental outcomes and a healthy Otago)*
 - *Align to ORC core business and add value to ORC priorities*
 - *Benefit the Otago region*
 - *Sustainability (internal and external)*
 - *Achievable*

- 4) *Notes that staff and councillors are actively involved in recovery discussions across the region and with Central Government, which will continue to inform advice to Council on proposed ORC recovery activities*
- 5) *Notes that extending the ECOFund to \$1million has been included in the list of possible projects, and recommendations will be included on this with recommendations to Council on overall recovery proposals*
- 6) *Notes that decisions about funding recovery activities do not have to be made in conjunction with the adoption of the 20/21 Annual Plan. Instead supplementary funding proposals can be brought to Council*

Moved: Cr Hope
Seconded: Cr Kevin Malcolm
CARRIED

Cr Robertson then further moved:

Resolution

That the Council:

- 1) **Communicate** the regional gateway to nationally funded environmental projects and seek strategic priorities for this.

Moved: Cr Robertson
Seconded: Cr Deaker
CARRIED

Resolution

That the Council:

- 1) **Develop** a structure that sits below council with iwi and governors from each ward to work on strategic priorities.

Moved: Cr Robertson
Seconded: Cr Malcolm
CARRIED

Resolution

That the Council:

- 1) **Clarify** what our role as an enabler will be and identify resource requirements.

Moved: Cr Robertson
Seconded: Cr Forbes
CARRIED

Chairperson Hobbs then requested a five-minute break. The meeting resumed.

10.2. Fare Collection Reinstatement

Garry Maloney (Manager Public Transport) and Gavin Palmer (GM Operations) were present to answer questions about the report. The report was provided as a follow up to a previous

report to Council and detailed some options including an interim simplified fare and concession structure.

Cr Scott asked how the post-COVID 19 \$2 fare transition period would be communicated to the public. Mr Maloney said there would be quite a lot of publicity about the transition to the \$2. He also noted that the review of the Regional Public Transport Plan would be occurring within the next year as well. This would provide ample opportunities for the public to participate in the discussion about fares going forward. Chairperson Hobbs asked if there might be a chance to lower fares even further. Mr Maloney said this will come before Council again and also feed into Long Term Plan discussions.

Cr Hope asked how those who aren't able to purchase the fare cards online would be able to obtain them and keep them topped up as it was no longer possible to do this on buses. Mr Maloney indicated staff was working on ways to make this easier for those who preferred to pay using cash, and noted one of the ideas included card dispensing machines in Queenstown. Cr Laws queried whether dairies or other retail outlets could sell the cards. Mr Maloney said it was a possibility, but quite difficult to set up. Cr Forbes said there are questions on using cash to top up and obtain cards, but she knows staff is working on ways to address the issue.

Cr Deaker said he will be interested to see how the flat fare works and thinks it is an idea whose time has come. He said making buses more accessible for everyone is critical and pertinent.

There were no further questions and Chairperson Hobbs asked for a motion.

Resolution

That the Council:

- 1) **Receives** this report.
- 2) **Adopts** in principle the following implementation approach to reintroduce fares and concessions in Dunedin and Queenstown:
 - Phase 1 (transitional) – implement discounted interim fares for all users such that high rates of concession registration and validation are not required prior to system launch (removes concession registration from the critical path).
 - Phase 2 - implement normal fares and concession entitlements by January 2021, or such other time as agreed by Council.
- 3) **Adopts** in principle, Options D3 and Q2 as outlined in the report noting that both will incur additional loss in fares above that resulting from the current patronage decrease arising from Covid-19.
- 4) **Approves** consulting the public on Option D3 as outlined in the report.
- 5) **Notes** that discussions are ongoing with New Zealand Transport Agency in regard to Council's regional fare collection plan and that may have a bearing on timing on the reinstatement of fares in Dunedin and Queenstown.

Moved: Cr Wilson

Seconded: Cr Deaker

CARRIED

10.3. February 2020 Flood Recovery - Progress and Estimated Costs

Dr Palmer (GM Operations), Michelle Mifflin (Manager Engineering) and Jean-Luc Payan (Manager Natural Hazards) were present to answer questions about the report. The report was provided to update Council on progress with recovery from the December 2019 and February 2020 floods and the financial implications for ORC.

Cr Kelliher asked that the urgency of this work be emphasised to demonstrate to the community how the ORC will stand by its infrastructure, repair it, and investigate how to manage in the future. Cr Hope suggested that more weather radars might be considered in the annual plan. Cr Wilson asked that staff investigate creation of Scheme Liaison Committees. Dr Palmer said staff will come back to Council on ways to achieve this request.

After discussions were concluded, Chairperson Hobbs asked for a motion.

Resolution

That the Council:

- 1) **Receives** this report.
- 2) **Notes** the overspend of \$0.65M of the FY 2019/2020 Lower Clutha Flood Protection and Drainage Scheme and River Management, to pay for flood response and recovery costs expended in FY 2019/2020.
- 3) **Notes** the estimated unbudgeted expenditure of \$3.25M required in FY 2020/2021 for flood repairs, of which \$2.85M is for the Lower Clutha Flood Protection and Drainage Scheme.
- 4) **Notes** that the application for National Emergency Management Agency (NEMA) funding cannot occur until the repairs have been undertaken and the evidence of expenditure provided.
- 5) **Notes** the purpose and amount of the ORC Emergency Response fund.
- 6) **Notes** the forecast 30 June 2020 and 30 June 2021 reserve positions for the Lower Clutha Flood Protection and Drainage Scheme.
- 7) **Requests** that staff develop options for addressing flood scheme reserves deficits, including use of the ORC Emergency Response Fund and the Kuriwao Fund, for consideration by Council.

Moved: Cr Hope
Seconded: Cr Noone
CARRIED

10.4. Proposed Governance Structure for developing a new Land and Water Regional Plan

Gwyneth Elsum (GM Strategy, Policy and Science) and Peter Constantine (Consultant Planner) were present to speak to the report. Mr Constantine said it is critical for the Council to implement this now to allow timely adoption of the Land and Water Plan. He said it is also critical to get clarity around governance and governance roles. Chairperson Hobbs noted the

Councillors associated with particular FMUs is subject to change and will be discussed in a Strategy and Planning Committee workshop.

Cr Hope nominated Cr Noone and Cr Robertson to be the permanent appointees to the Governance Group. Cr Deaker seconded the nominations. Cr Calvert indicated her concern that the group's composition was too exclusive and should include all of the Councillors. Cr Robertson said as in subcommittee meetings, all Councillors could be invited to attend, but just not participate in voting. Mr Constantine reminded the Councillors that the group is designed to be a governance group where issues are taken for direction, not for resolution. He said staff foresees the two permanent Councillor members as having a responsibility to report back to the Strategy and Planning Committee each time the LWRP Governance Group meets. He said at that time, if the Committee was not in favour of the direction of the group, they can send it back to the governance group for review. He said it would be a more efficient use of time and resources.

After further deliberations, Cr Hobbs put the motion as amended during discussions.

Resolution

That the Council:

- 1) **Receives** this report.
- 2) **Adopts** the proposed governance structure for developing a new Land and Water Regional Plan with amendments noted as follows:
 - a) The LWRP Governance Group is to provide "direction on issues" and not "the resolution of issues" as indicated in Paragraph 17 of the Report which sets out the governance structure and;
 - b) Noting the Councillors indicated in Table 1 (FMUs) in the Report which sets out the governance structure are subject to change, and;
 - c) Amends the composition of the LWRP Governance Group to include the two permanent councillors, the two revolving FMU councillors, and provides that all other councillors may attend the group's meetings if interested.
- 3) **Appoints** Cr Gretchen Robertson and Cr Andrew Noone as the two permanent councillors on the LWRP Governance Group

Moved: Cr Hobbs
Seconded: Cr Deaker
CARRIED

A Division was called:

FOR: Cr Deaker, Cr Forbes, Cr Hobbs, Cr Hope, Cr Noone, Cr Robertson, Cr Scott, Cr Wilson
AGAINST: Cr Calvert, Cr Kelliher, Cr Laws
ABSTENTION: Cr Malcolm

The motion carried, 8 to 3.

11. MATTERS FOR NOTING

11.1. RPS Consultation Summary

Lisa Hawkins (Team Leader RPS, Air and Coast) and Liam Glading (Administration Assistant) were present to address the report which was provided to give Council a summary of the data collected from the completed phase one, and partially completed phase two, pre-notification community consultation programme for the RPS Review 2020 undertaken across February and March 2020. A general discussion was held about the noting report and once questions were completed, Chairperson Hobbs asked for a motion to receive the report.

Resolution

That the Council:

- 1) **Receives** this report.
- 2) **Notes** the attached consultation summary report.

Moved: Cr Hobbs
Seconded: Cr Noone
CARRIED

11.2. Spatial variation of air quality in Wanaka

Gwyneth Elsum (GM Strategy, Policy and Science) and Sarah Harrison (Air Quality Scientist) were available to answer questions about the report. The report was taken as read and Chairperson Hobbs asked for a motion.

Resolution

That the Council:

- 1) **Receives** this report.

Moved: Cr Wilson
Seconded: Cr Scott
CARRIED

12. RECOMMENDATIONS ADOPTED AT COMMITTEE MEETINGS

12.1. Recommendations of the Strategy and Planning Committee, 13 May 2020

12.2. Recommendations of the Regulatory Committee, 11 March 2020

12.3. Recommendations of the Infrastructure Committee, 11 March 2020

Resolution

That the Council:

- 1) **Approves** the recommendations adopted by the Strategy and Planning Committee on 13 May 2020, the recommendations adopted by the Regulatory Committee on 11 March 2020, and the recommendations adopted by the Infrastructure Committee on 11 March 2020.

Moved: Cr Scott
Seconded: Cr Hope

CARRIED

13. NOTICES OF MOTION

13.1. Notice of Motion - Commerce Commission Submission on Aurora Energy price increase

Cr Noone declared a conflict of interest on this item and left the meeting at 4:55 pm. Cr Wilson also left the meeting before consideration of the item at 4:56 pm.

Cr Laws introduced his Notice of Motion. He said he was asking Councillors to make a submission to the Commerce Commission after the Commission requested public feedback on a proposal to increase electricity line charges in the Otago region. He said the ORC had a reason to submit on this because one outcome of the price increases could be a negative impact on the environmental quality of the region, particularly air quality. He said he is concerned the rate increases will price people out of the market for electricity and force them to use coal which will increase pollution. He said he would be happy to draft a submission and circulate with the Councillors prior to submitting. Cr Kelliher said he supports the motion. Cr Deaker suggested discussing this issue with Mayor Hawkins and Dr Bidrose of Dunedin City Council and Cr Forbes agreed. Cr Robertson was concerned about creating unintended consequences if the Council submitted on the proposal. After further discussions, Chairperson Hobbs asked the motion be put.

Resolution

That the Council:

- 1) Prepares a submission to the Commerce Commission on the proposal by Aurora Energy to increase regional electricity supply prices between 16% and 23%.**

Moved: Cr Laws

Seconded: Cr Kelliher

CARRIED

14. CLOSURE

There was no further business and Cr Hobbs declared the meeting closed at 05:11 pm.

Chairperson

Date

Outstanding Actions from Resolutions of the Council Meeting

2019-2022 triennium	2016-2019 triennium
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REPORT TITLE	MEETING DATE	RESOLUTION	STATUS	UPDATE
11.3 Delegations	3 April 2019	Direct CE to bring a review of delegations for Council decision.	COMPLETE	Review on 24 June agenda.
11.3 Disposal of Poison Services Assets	15 May 2019	ORC to consult with community on proposed sale of poison services assets and include the Galloway land as part of a proposed sale	COMPLETE	Summary of community feedback presented at Councillor workshop on 10 June 2020.
9.1 Decision Making Structure	13 Nov 2019	That a review of the committee structure including membership be reviewed at 6-months.	IN PROGRESS Governance	– Report will be brought to Council in July 2020.
10.3 Ratifying Otago Local Authorities Triennial Agmt	29 January 2020	That issues for potential consideration by the Mayoral Forum be considered at the next Strategy and Planning meeting.	IN PROGRESS Governance	– Report will be included in the next Strategy and Planning Committee Agenda.
GOV1921 COVID-19 Recovery Framework	27 May 2020	Develop a structure that sits below Council with iwi and governors from each ward to work on strategic priorities.	ASSIGNED – Corporate Services	
OPS1006 February 2020 Flood Recovery - Progress and Estimated Costs	27 May 2020	Develop options for addressing flood scheme reserve deficits, including use of the ORC Emergency Response Fund and the Kuriwao Fund for consideration by Council.	ASSIGNED – Operations	
Notice of Motion - Commerce Commission Submission on Aurora Energy price increase	27 May 2020	Cr Laws to prepare a submission to the Commerce Commission on the proposal by Aurora Energy to increase regional electricity supply prices between 16% and 23% and circulate draft to Councillors prior to submission.	IN PROGRESS – Cr Laws	

8.1. Chairperson's Report

Prepared for: Council
Activity: Governance Report
Author: Cr Marian Hobbs, Chairperson
Date: 16 June 2020

SUMMARY

- [1] *Annual Plan hearings:* These were held over three days and were enjoyable and educative. In fact, I do think that next year we should consider offering at least one day of such hearings by Zoom to allow for those at a distance or homebound.
- [2] *LGNZ:* I have been involved with meetings to do with the upcoming Freshwater Plans with fellow chairs of regional councils. Otago has not yet managed to implement the 2017 plans, so good luck to us as we negotiate the 2020 Policy Statements. A regional council enacts National Policy Statements and ignores them at its peril, as Environment Canterbury experienced. I am proud to have gotten halfway there in responding to the advice of Prof Skelton.
- [3] *Workshops on the Annual Plan:* A thank you to the team working with Nick, for the hours spent trying to fit in all our different requests, mirroring requests made by submitters.
- [4] *RPS panel selections:* These will be finished before our Council meeting, but I have found the response and requests to have a place on these far more diverse and plentiful than previous forms of consultation. Some good innovation from the staff of ORC.
- [5] *Interviews for new member of Port Otago Board:* I have an issue with the process which I will raise when the matter is discussed later in the agenda.
- [6] And since then, it has been all on. If I had gone quietly, the many citizens hoping for environmental improvements in Otago would have been told in whispers that I was too old, too stressed. I prefer that people understand that this is yet another attempt by Otago to ignore National Policy Statements and reviews of its poor planning.
- [7] Thank you to the staff of ORC. I have found them intelligent and principled and very hard-working.

RECOMMENDATION

That the Council:

- 1) **Receives** this report.

ATTACHMENTS

Nil

8.2. Chief Executive's Report

Prepared for: Council
Activity: Governance
Author: Sarah Gardner, Chief Executive
Date: 15 June 2020

KEY MEETINGS ATTENDED

- [1] 29 May – Emergency Management Otago Coordinating Executive Group meeting
- [2] 29 May – Otago Chief Executives Forum
- [3] 3 June – Audit & Risk Subcommittee
- [4] 3 June – Finance Committee
- [5] 4 June – Weekly catch-up with Regional CEOs
- [6] 5 June – MfE/Council CE weekly meeting
- [7] 11 June – Weekly catch-up with Regional CEOs
- [8] 11 June – Opportunities for Green Projects meeting
- [9] 12 June – MfE/Council CE weekly meeting
- [10] 16 June – ORC Strategic Direction meeting
- [11] 18 June – Aukaha meeting re Protocol and Funding
- [12] 18 June – Weekly catch-up for Regional CEOs
- [13] 18 June – Otago CDEM Joint Committee meeting
- [14] 19 June – Otago Mayoral Forum
- [15] 22 June – Connecting Dunedin Operational Group and Governance Group meetings

DISCUSSION

Otago Emergency Management Joint Committee Meeting

- [16] The agenda was largely focused on the ongoing COVID-19 response, particularly in the Queenstown Lakes District. Emergency Management Otago (CDEM) is maintaining a Queenstown presence and providing welfare assistance to those needing food, accommodation and bill payment funding.
- [17] The discussion focused on the Government announcement in recent days regarding the transition of welfare services to foreign nationals from CDEM to the Department of Internal Affairs who will use NGOs to administer those services.
- [18] There is concern that Queenstown does not have an NGO who might be able to manage the volume of demand currently required for assistance. The current provision of services is being done by CDEM staff from Otago Regional Council and Queenstown Lakes District Council, and volunteers, and this is not sustainable. If there were to be another significant emergency in the region there is risk that the CDEM resources could not effectively manage it. Further discussions with Government are planned to voice these concerns.
- [19] On the advice of NEMA it was agreed that Otago is not required to appoint a Recovery Manager for CDEM purposes. COVID-19 has not been a typical event and the role of a Recovery Manager has not been called upon in the way it would be in the event of

significant floods for example. That is not to say that Otago does not have an appointed Recovery Manager in normal circumstances. The General Manager Corporate Services for the Otago Regional Council holds that position under delegation from the Joint Committee.

Green Projects

- [20] On Friday last week Otago Regional Council, our Iwi Partners, DOC, the Catchment Groups of Otago, and other stakeholders, put forward funding bids for \$31 million to support green projects that will deliver environmental outcomes and employment for the people of Otago. A further bid was also made for funding offered by the Provincial Growth Fund for fencing.
- [21] It is understood that the \$1.1 billion in funding available across Government for these types of initiatives has increased slightly to \$1.3 billion. The governance arrangements of Government are still relatively fluid, but it is understood that there will be thresholds at which department heads can make decisions before more significant bids need to be considered by Ministers.
- [22] This work was done in haste and I extend my appreciation to all those who came together to assist with this work. I am hopeful that Otago will benefit from those efforts.

Aukaha Partnership Protocol and Funding

- [23] Councillors will be aware that we work closely with our Iwi Partners to deliver on outcomes for Otago. This is evident in our policy and planning work, resource consenting, and in biodiversity for example.
- [24] This year we entered into a new arrangement to ensure that each organisation could fund and plan for delivery of shared work. A review of that arrangement is underway to ensure we can plan and fund the work required in the new financial year, and across the years of the Long Term Plan that are in the initial planning stages.
- [25] It is important for both organisations that we reach an arrangement to ensure the work we have ahead can be supported by resources and advice from our Iwi Partners. It is also important for Aukaha to have a clear understanding of what will be required and how that will be funded so that they can ensure they are best placed to work with us in partnership.
- [26] My thanks to the Team at Aukaha for the excellent work they do with us on many fronts.

RECOMMENDATION

That the Council:

- 1) **Receives** this report.

ATTACHMENTS

Nil

9.1. Adoption of Annual Plan 2020-2021

Prepared for: Council
Report No. CS1942
Activity: Community: Governance & Community
Author: Mike Roesler, Manager Corporate Planning
Endorsed by: Nick Donnelly, General Manager Corporate Services
Date: 18 June 2019

PURPOSE

- [1] The purpose of this report is to adopt the Otago Regional Council Annual Plan 2020-21 (AP) and enable the subsequent approval of rates and charges for the 1 July 2020 to 30 June 2021 financial year.

RECOMMENDATION

That the Council:

- 1) **Receives** this report.
- 2) **Notes** the recommendations from the 3 June 2020 & 10 June 2020 Finance Committee meetings are reflected in the financial forecasts 2020-21 and associated work programme.
- 3) **Approves** the Revenue and Financing Policy.
- 4) **Adopts** the Otago Regional Council Annual Plan 2020-21 as circulated with this report.

BACKGROUND

- [2] The Finance Committee at its 3 June and 10 June 2020 public meetings considered final adjustments to the draft financial forecasts 2020-21 and associated work programme.
- [3] The 3 June meeting enabled Council deliberation on the public submissions to the Otago Regional Council Annual Plan 2020-21 (AP) process. It also enabled the committee to direct staff on change to the draft financial forecasts to be reflected in the AP for Council adoption at its 24 June 2020 meeting.
- [4] The Committee discussed various service requests from the public submissions and made initial recommendations. It decided to meet on 10 June 2020 to further consider and finalise these recommendations to Council.
- [5] The 10 June meeting considered staff feedback and resulted in the Committee agreeing recommendations on changes to the draft financial forecasts 2020-21 and associated work programme.
- [6] The Committee's decision to change the approach to funding the AP was an important one and reflected the communities concern on the affordability of the proposed rate increase. The decision also reflected the Council's understanding of the COVID-19
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situation and how it has impacted on many households and businesses across the region.

- [7] The Committee decided to reduce the consulted rate increase of 5.5% total rates (comprised of 9.1% general rates and 2.9% targeted rates) by reducing the general rate component to zero. This new funding approach has achieved this result via the increased use of Council reserves. It is the most expedient and equitable way for Council to immediately reflect the COVID-19 impact in its rating. This has reduced the proposed average total rates increase from 5.5% to 2.3% and is comprised of a zero general rate increase and 3.9% targeted rates.
- [8] The Committee's other key decision was on the proposal to include a Lake Wakatipu passenger ferry service trial in the AP. The Committee's decision to include a trial reflected strong feedback from the Queenstown community. The Committee was however cognisant of submitters presenting at the Hearings that raised issues regarding the service. These issues have been considered by Council and will form part of the final assessment of the trial.

DISCUSSION

- [9] The AP, as circulated separately to this report, is provided for Council adoption. It includes the recommendations made at the 3 June and 10 June Finance Committee meetings. These recommendations are either reflected in the underlying financial forecasts and/or explicitly noted in the plan narrative.

CONSIDERATIONS

Policy Considerations

- [10] The Council at its 11 March 2020 meeting approved a draft Revenue and Financing Policy. The draft reflected minor administrative adjustments to the existing policy and were included in the AP consultation material. No community feedback was received on the adjustments. The Policy is provided as Attachment 1 to this report.

Financial Considerations

- [11] The draft financial and funding statements as consulted have been updated to fully reflect the recommendations of the 3 June and 10 June 2020 Finance Committee meeting.
- [12] The Schedule of Fees and Charges as consulted, is now included in the AP.

Significance and Engagement

- [13] No further considerations at this final stage of the process.

Legislative Considerations

- [14] This report enables the Council to meet core planning and decision-making requirements under the Local Government Act 2002.

Risk Considerations

- [15] The risk of a material misstatement within the AP has been managed via internal process, albeit six working days to finalise the plan increases the misstatement risk. Risk associated with service delivery under this AP has been discussed with Councillors through the annual plan process. The quarterly activity and financial reporting to Council and corporate risk reporting to the Audit Risk Committee provides a means of monitoring delivery risk.
- [16] The following risks have previously been discussed with Councillors at various points in this Annual Plan process:
- a. Pre COVID-19 Finance Committee 26 February 2020 meeting noted:
 - Delivery risk - increase in resourcing required in a short period of time involves risk delivery will not occur.
 - Funding risk – increased use of reserves and reliance on dividends and investment income which are not guaranteed and may not be attainable.
 - b. Post COVID-19:
 - Both risks have increased.
 - Additional proposals and the amended funding option to reduce rates funding increase these risks further.
 - Other funding risks have been introduced as there remains a high level of uncertainty around other income streams including bus fares, NZTA subsidies and the level of fees and charges.

NEXT STEPS

- [17] The next steps are:
- Approval of the Council Rating Resolution at this Council meeting
 - Implementation of the AP from 1 July 2020.

ATTACHMENTS

1. Revenue and Financing Policy Draft AP 2020-21 [9.1.1 - 19 pages]

Revenue and Financing Policy

GROUP ACTIVITY – REGIONAL LEADERSHIP					
Significant Activity – Governance and Community Engagement					
Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Public Awareness, Democracy, Iwi Relationships, EnviroSchools	Run Council's democratic functions, hold elections, consult with Maori, provide information and advice through media, website, public events, brochures etc. Provide regional co-ordinator role for EnviroSchools in Otago.	The whole of the community benefits from these activities. Those requesting specific information from Council benefit from receiving that information.	The benefits are ongoing.	Information requests that require more than ½ hour response time: <ul style="list-style-type: none"> • 100% fees and charges. For all other activities: <ul style="list-style-type: none"> • 100% general rates regional. 	No change
Financial Contributions	Contribute funding to activities for the benefit of the Otago community.	For contributions made, the community as a whole will benefit.	The benefits are ongoing.	Financial contributions: <ul style="list-style-type: none"> • 100% general rates regional. 	No change
	Provide funding assistance for studies forecasting future water demands, technical investigations, and infrastructure requirements.	There is a wider community benefit from effective water management.	The benefits of effective water management are ongoing.	Water management: <ul style="list-style-type: none"> • 100% water management reserve. 	No changes
Response to External Proposals	Respond to issues such as national policy and legislative proposals, and city and district plans.	The whole of the community benefits from work aimed to help protect the regions resources.	The benefits are ongoing.	Respond to issues: <ul style="list-style-type: none"> • 100% general rates regional. 	No change

GROUP ACTIVITY – REGIONAL PLANNING AND STRATEGY					
Significant Activities - Regional Plans and Policies, Strategies and Plans					
Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Plans, Policies, Strategies	Development, adoption, appeals, review and audit of ORC's policies, plans, and strategies.	<p>The wider community benefits as these plans and strategies are developed to provide for the needs of the region as a whole.</p> <p>No individual or group benefits directly from this activity.</p>	Benefits are ongoing over the life of the plans.	<p>Regional Land Transport Plan: Receipt of NZTA grants. Remaining costs:</p> <ul style="list-style-type: none"> • 100% general rates regional. <p>All other policies, plans and strategies:</p> <ul style="list-style-type: none"> • 100% general rates regional. 	No change
Private Plan Changes	Request of third parties to make a change to a Council plan, policy etc.	Individuals and groups requesting a plan change benefit from this work.		<p>Private plan changes:</p> <ul style="list-style-type: none"> • 100% fees and charges. 	No change

GROUP ACTIVITY - ENVIRONMENT					
Significant Activity - Water					
Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Rural Water Quality Implementation	Monitoring and science work to assist measuring water quality and discharges from land, and achieving compliance with water quality standards by 2020.	The activities/practices of farmers, forestry and other rural landholders are the main contributors to degraded rural water quality.	The benefits of improved water quality are ongoing.	Monitoring, science: <ul style="list-style-type: none"> 75% targeted rate on all rural land use properties (all sizes), and lifestyle blocks 2 ha or greater. 25% general rates regional. 	No change
	Investment in research and development e.g., for in-situ water quality testing tools.	The wider community benefits from having good water quality.		Research, development: <ul style="list-style-type: none"> 100% reserves. 	No change
	Awareness of provisions and understanding of responsibilities through education and promotion.			Awareness, education: <ul style="list-style-type: none"> 100% general rates regional. 	No change
Urban Water Quality Implementation	<p>Science work to understand causes and effects on urban water quality, (including urban aquifers).</p> <p>Engagement and liaison, provision of information and education.</p>	<p>The discharge practices of our urban communities directly impact on the quality of our urban water ways.</p> <p>The wider community benefits from having good water quality.</p>	The benefits of improved water quality are ongoing.	Liaison, governance, regional issues: <ul style="list-style-type: none"> 100% general rates regional for liaison, regional review of issues, governance. Targeted work: <ul style="list-style-type: none"> 100% targeted rates on Otago's city and towns, within defined boundaries for targeted work in defined urban areas. 	No change

Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Water and Deemed Permit Renewal	Assist transitioning mining privileges to resource consents to take water, through the formation of groups. Group management will help achieve efficient and sustainable water use.	The whole community benefits from effective water management. Those holding mining privileges directly benefit from the facilitation work undertaken.	The benefits of efficient and sustainable water use are ongoing.	Encouraging group formation: <ul style="list-style-type: none"> 100% reserves (Water Management Reserve). 	No change
Significant Activity - Air					
Air Strategy Implementation	Promote and assist addressing air quality issues, and improving air quality around the Otago region.	The whole community benefits from clean air.	The benefits of clean air are ongoing.	Localised air programmes: <ul style="list-style-type: none"> 100% targeted rate on local area. Regional air initiatives: <ul style="list-style-type: none"> 100% general rates regional. 	No change
	Advancing the use of cleaner heating technologies through the provision of subsidies for the replacement of non-compliant burners in Air Zone 1 and Milton.	There is benefit to those living in areas where clean heating appliances are being installed.		Clean heat, clean air: <ul style="list-style-type: none"> 100% targeted rates from Air Zone 1 and Milton. 	No change

Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Significant Activity - Coast					
Coastal Initiatives	Promote and assist the management of the coastal environment. (Does not include remediation work, but research and liaison).	The coastal city and districts benefit directly from good management of the coastal environment. The whole community benefits from the effective management of our coastal resource.	The benefits of good management of the coastal environment are ongoing.	Coastal Initiatives: <ul style="list-style-type: none"> 100% general rates regional. 	No change
Significant Activity – State of the Environment					
Water Monitoring and Reporting Air Quality Monitoring and Reporting EMaR / LAWA Environmental State and Trends Forecasting Impacts of Low Flows	Monitor quality/quantity of surface and groundwater. Monitor quality of coastal and estuarine water. Monitor and report on air quality in Otago. Trend forecasting for future changes to our environment. Social, economic and environmental effects of low flows.	The wider community benefits from understanding the state of the Otago environment.	The benefits are ongoing.	EMaR / LAWA: Receipt of fees and grants from national office, remaining costs: <ul style="list-style-type: none"> 100% general rates regional. All other work: <ul style="list-style-type: none"> 100% general rates regional. 	No change

Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Significant Activity – Biodiversity					
Biodiversity Strategy Implementation	Promote and support the protection of areas of biodiversity in Otago.	All of Otago benefits from protecting areas of biodiversity and enhancing the region.	The benefits are ongoing.	Biodiversity strategy implementation: <ul style="list-style-type: none"> 100% general rates regional. 	No change
Environmental Enhancement	Administer a regional sustainability and enhancement fund on agreed projects. Provide funding for science work on Yellow Eyed Penguins	All of Otago benefits from protection areas of biodiversity and environmentally enhancing the region.	The benefits are ongoing.	Grant funding: <ul style="list-style-type: none"> 100% reserves (ECO fund / general reserves). 	No change <i>(Environmental Enhancement Fund renamed ECO Fund)</i>
	Promote and support the protection of areas of biodiversity in local communities.	Local communities benefit from protecting and enhancing biodiversity in their area.	The benefits are ongoing.	Predator Free Dunedin: <ul style="list-style-type: none"> 100% general rates sub regional. 	No change <i>(Moved from Biodiversity Strategy Implementation)</i>
Wilding Trees	Actively support wilding conifer groups in Otago to control and reduce the spread of wilding conifers.	All of Otago benefits from the control of wilding trees in Otago.	The benefits of the work are immediate and ongoing when continued control is undertaken.	Supporting groups: <ul style="list-style-type: none"> 100% targeted rates across the region 	No change
	Administer the funding from MPI for the control of wilding trees.			Administering MPI funding: <ul style="list-style-type: none"> 100% grant funding from MPI 	No change

Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Significant Activity - Biosecurity					
Pest Management Plan Compliance	Manage pest plants and animals through inspections and education Undertaking control works for rooks and wallabies Providing funding for lagarosiphon	The wider community benefits from the control of pest plants and animals. Local communities and those using the lakes for recreational purposes benefit from lagarosiphon work.	The benefits are ongoing.	Inspections, education, control works for rooks, wallabies, funding lagarosiphon: <ul style="list-style-type: none"> 100% general rates regional / sub regional. 	No change
	Undertake enforcement action as required.	Landowner's inaction has resulted in the need to undertake the activity.		Enforcement: <ul style="list-style-type: none"> Where possible, 100% fees and charges, remaining costs from general rates. 	No change
	Research and development for new biocontrol agents for pest control, monitoring and applying.	All of Otago will benefit from new pest control tools.	The benefits are ongoing.	Biocontrol of pests: <ul style="list-style-type: none"> 100% general rates regional. 	No change
Pest Contracting	Undertake rabbit contract work for third parties.	Landowners benefit directly from contract work undertaken on their private properties.	The benefits are ongoing.	Pest contracting: <ul style="list-style-type: none"> 100% fees and charges. 	No change

GROUP ACTIVITY - REGULATORY					
Significant Activity – Consents and Compliance					
Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Consent Processing, Reviews and Appeals	Process consent applications (RMA and Building Act) and hold hearings, Issue certificates, permits and transfers.	The applicant is the primary beneficiary.	The benefits are ongoing.	Processing consent applications: <ul style="list-style-type: none"> • 100% fees and charges. 	No change
	Appeals	This is determined by the courts.		Appeals: Recoveries will be awarded by the courts. Other costs: <ul style="list-style-type: none"> • 100% general rates regional. 	No change
	Administration	The community benefits from the database of information.		Information requests that require more than ½ hour response time: <ul style="list-style-type: none"> • 100% fees and charges. Administration: <ul style="list-style-type: none"> • 100% general rates regional. 	No change
	Review of consents, e.g. variation to consent - consent holder-initiated, or Council may initiate, e.g. on introduction of a minimum flow.	Consent holder benefits from processing requested review of consent. Wider community benefits from Council initiated review of consent.		Consent holder-initiated review of consent: <ul style="list-style-type: none"> • 100% fees and charges. Council initiated review: <ul style="list-style-type: none"> • 100% general rates regional. 	No change

Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Compliance Monitoring	Process performance monitoring returns from consent holders.	Consent holders benefit from their ability to exercise consents. Work arises from activities undertaken by identifiable consent holders.	The benefits are ongoing.	Performance Monitoring: <ul style="list-style-type: none"> 75% fees and charges from consent holders. 25% general rates regional. 	No change
	Undertake audits and compliance reviews to ensure compliance with consent conditions.	Public benefits arise from environmental protection gained through compliance.		Audits and compliance reviews: <ul style="list-style-type: none"> 100% fees and charges from consent holders. 	No change
	Administration	The community benefits from environmental protection gained through compliance.		Information requests that require more than ½ hour response time: <ul style="list-style-type: none"> 100% fees and charges. Administration: <ul style="list-style-type: none"> 100% general rates regional. 	No change
	Dairy inspections re permitted activity rules.	Council work arises from activities undertaken by identifiable landholders.		Dairy Inspections: <ul style="list-style-type: none"> 100% targeted rate on each dairy activity. 	No change <i>(Moved from Rural Water Quality Implementation)</i>

Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Harbour Management	Promote navigation and safety in harbours and waterways.	Those using the harbour and waterways benefit directly, but it is not possible to identify them. Note that QLDC and CODC administer their own bylaws under transfer of responsibility agreements.		Safety: <ul style="list-style-type: none"> 100% general rate sub-regional from Clutha, Dunedin, Waitaki and Central Otago districts. 	Central Otago added
	Administer bylaws, the primary focus being safety on our waterways.	The actions of individuals on our waterways may cause the need for enforcement of our bylaws	The benefits are immediate and ongoing.	Enforcement: <ul style="list-style-type: none"> 100% fees and charges from those causing the incident. 100% general rates from Clutha, Dunedin, Waitaki and Central Otago for remaining costs. 	Central Otago added
	Be ready to, and respond to oil spills.	Those creating the oil spill cause the need for this activity.		Responding to incidents: <ul style="list-style-type: none"> Grants from Maritime NZ. 100% general rates regional for remaining costs. Enforcement action: <ul style="list-style-type: none"> 100% fees and charges where possible, from those causing the incidents. 100% general rates regional for remaining costs. 	No change <i>(Moved from Incidence Response)</i>

Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Significant Activity – Environmental Incident Response					
Incident Response	Respond to pollution incidents and resource management complaints.	The wider community benefits from clean up and protection.	The benefits are immediate, at the time of responding to the incident.	Responding to incidents: <ul style="list-style-type: none"> Grants from central government agencies as available. 100% general rates regional for remaining costs. 	No change
	Undertake enforcement action as appropriate.	The actions of those creating pollution incidents, breaching resource consent conditions etc., cause the need for this activity.		Enforcement action: <ul style="list-style-type: none"> 100% fees and charges where possible, from those causing the incidents. 100% general rates regional for remaining costs. 	No change
Contaminated Sites	Develop and maintain a centralised database of sites for regional use, and assist with applications for funding remedial works.	The wider community benefits from improvement to the environment. Landowners will benefit from remedial and clean-up work.	The benefits are ongoing.	Remedial works: <ul style="list-style-type: none"> 100% fees and charges where possible for clean-up and remedial works. All other work: <ul style="list-style-type: none"> 100% general rates regional. 	No change

GROUP ACTIVITY – FLOOD AND RIVER MANAGEMENT					
Significant Activity – Flood Protection and Drainage Schemes					
Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Alexandra Flood Protection	Maintenance of flood protection scheme.	Those living within the flood protection area receive a direct benefit. Power generation has contributed to the need for having a flood protection scheme in this area.	The benefits are ongoing.	<ul style="list-style-type: none"> 2% general rates from the Central Otago District. 98% fees and charges from dam owners. 	No change
Leith Flood Protection	Construction of the flood protection scheme.	Those living within flood protection area receive a direct benefit. The local community benefits from continued access to these areas. There is a regional benefit where continued access to regional services, e.g. hospital and CBD etc.		<ul style="list-style-type: none"> 5% general rates regional. 2% general rates Dunedin City. 46.5% targeted rates Indirect Benefit Zone. 46.5% targeted rates Direct Benefit Zone. 	No change
Lower Clutha Flood and Drainage	Maintenance of flood protection scheme.	Those living within the flood protection area receive a direct benefit. The local community benefits from continued access to the area. The wider community benefits from continued access to regional services.		<ul style="list-style-type: none"> 4% general rates from the Clutha District. 12% general rates regional. 84% targeted rates on the scheme area. 	No change
	Maintain the productive capability of land within each scheme area.	The landowners within the drainage scheme area receive a private benefit. The local community benefits from continued access to the area.		<ul style="list-style-type: none"> After receipt of rental income and contribution from Kuriwao reserve: <ul style="list-style-type: none"> 6% general rate Clutha District. 94% targeted rates. 	No change

Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
West & East Taieri Drainage	Maintain the productive capability of land within each scheme area.	Landowners within the drainage scheme area receive a private benefit. The local community benefits from continued access to the area.	The benefits are ongoing.	After receipt of rental income: <ul style="list-style-type: none"> • 8% general rate Dunedin. • 92% targeted rates. 	No change
Tokomairiro Drainage	Maintain the productive capability of land within each scheme area.	Landowners within the scheme area receive a private benefit.		<ul style="list-style-type: none"> • 100% targeted rates. 	No change
Lower Taieri Flood	Maintenance of the flood protection scheme.	Landowners within the scheme on area receive a direct benefit. The local community benefits from continued access to the area. The wider community benefits from continued access to regional services, e.g. airport.		After receipt of rental income: <ul style="list-style-type: none"> • 4% general rates regional. • 13% general rates Dunedin City. • 83% targeted rates on scheme area. 	No change
Shotover Delta	Maintenance of the flood protection scheme.	Landowners within the scheme on area receive a direct benefit. The wider community benefits from continued access to regional services, e.g. airport.		<ul style="list-style-type: none"> • 2% general rates regional. • 98% targeted rate on scheme area. 	No change
Designations and bylaws	Ensure designations for flood protection works are incorporated into each territorial authority District Plan.	Benefits arise to each of the city and districts within Otago, as protection works are identified within each territorial authority's district plan.		Designations: <ul style="list-style-type: none"> • 100% general reserves / general rates regional. 	No change
	Processing applications for works under bylaws.	Those applying to do works are the primary beneficiary.		Bylaw processing: <ul style="list-style-type: none"> • 100% fees & charges. 	No change

Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Significant Activity – Rivers and Waterway Management					
River Management and monitoring: - Central Otago - Clutha - Dunedin - Waitaki - Wakatipu - Wanaka	Routine maintenance to ensure adequate fairway width, enhancement work to improve access etc. Monitor stability and alignment of rivers, through river cross section surveys, gravel surveys etc.	Communities within each district benefit from work completed in their areas.	The benefits are ongoing.	<ul style="list-style-type: none"> 100% targeted rates district (river management rate), noting Queenstown Lakes District Council has two rating areas - Wanaka and Wakatipu. 	No change
	Contribute to cost of work on private properties re river erosion, where wider benefit generated.	Landholders benefit from work done on properties. Some benefit to wider community.		<ul style="list-style-type: none"> 100% general rates regional. Maximum contribution in place of \$25, 0000 per landowner within a 5-year period. 	No change
	Monitor and inspect effects of Contact Energy consent.	Contact Energy consenting activities cause need for monitoring the effects of the consent.		<ul style="list-style-type: none"> Fees and charges from Contact Energy in accordance with consent conditions. Balance - general rates regional. 	No change
Lower Waitaki River Scheme	Contribute funding to river management works undertaken by Environment Canterbury.	Local community benefits from work undertaken by ECan on the Lower Waitaki River. The wider community benefits from continued access to regional services, e.g. roads.		<ul style="list-style-type: none"> 10% general rates regional. 90% targeted rates on the scheme. 	No change
Non scheme waterways	Investigating /maintain where appropriate, assets not belonging to flood and drainage schemes around the region – minor works.	Communities within each district benefit from work completed in their areas.		<ul style="list-style-type: none"> 100% general rates regional. 	No change

GROUP ACTIVITY – SAFETY AND HAZARDS					
Significant Activity – Emergency Management					
Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Emergency Management	Administer the Otago Civil Defence Emergency Management Group.	The whole community benefits from Council's readiness to deal with an emergency situation. If an event occurs, those affected will benefit directly from any assistance provided.	The benefits are immediate at the time of an event occurring.	Readiness <ul style="list-style-type: none"> • 100% targeted rates. Response: <ul style="list-style-type: none"> • For costs occurred in dealing with an event, recovery will be considered on a case by case basis. 	No change.
Significant Activity – Natural Hazards					
Natural Hazards	Investigate and provide information on the potential impacts of natural hazards and their mitigation.	Investigations of identifying and understanding hazards benefits the wider community Investigation works for specific districts such as flood risk strategies will directly benefit those districts.	The benefits are ongoing.	Studies for districts: <ul style="list-style-type: none"> • 100% general rates sub regional. All other work: <ul style="list-style-type: none"> • 100% general rates regional. 	No change
	Purchase of LiDAR information to assist assessment of hazards.	Whole community benefits from investigations of natural hazards.		LiDAR: <ul style="list-style-type: none"> • 100% reserves. 	No change

Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Flow Forecasting	Respond to flood events, issue flood warnings and take action to reduce effects of flooding.	The whole community benefits from Council's readiness to respond to high and low flow situations	At the time of the event.	Flood risk management:	No change
	Provide information on actual and expected rainfall, river flows and lake levels for low flow situations.			Low flow management:	
Climate Change Adaptation	Provide understanding of the effects of climate change to enable communities to make informed decisions about being prepared and adapting to those effects.	The whole community benefits from being informed about the effects of climate change. Investigation works for specific districts will directly benefit those districts.	The benefit would be ongoing.	South Dunedin Future:	No change
				Shoreline retreat Clutha Delta: <ul style="list-style-type: none"> 100% Kuriwao Reserve. Climate change other: <ul style="list-style-type: none"> 100% general rates regional. 	

GROUP ACTIVITY – TRANSPORT					
Significant Activity – Transport					
Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
Public Passenger Transport	Provide public passenger transport services in Dunedin and Queenstown, including associated infrastructure.	Those living in the areas where transport services are provided receive a direct benefit.	The benefits are immediate and ongoing.	Bus services: Receipt of fares and NZTA grants. <ul style="list-style-type: none"> Remaining costs: 100% targeted rates in areas where services are provided. 	No change
	Public transport planning.	Those living in the areas where transport services are provided receive a direct benefit.		Planning: <ul style="list-style-type: none"> 100% targeted rates in areas where services are provided. 	No change
	Administer the Total Mobility Scheme.	Total mobility users benefit from this; however the scheme is to provide more affordable transport for those who cannot use public transport because of a disability.		Total mobility: <ul style="list-style-type: none"> 100% general rates regional. 	No change
	Register services under the Transport Licensing Act.	Service providers benefit from being able to legally operate. Wider community benefits from information held.		Registering services: <ul style="list-style-type: none"> 50% fees and charges from service providers. 50% general rates regional. 	No change

Group Activity	Description	Distribution of benefits and Exacerbator Considerations	When do benefits occur?	Current funding sources	Recommendation
<p>Stock Truck Effluent Disposal</p>	<p>Maintain stock truck effluent disposal sites in Central Otago.</p>	<p>The Central Otago district benefits from this work.</p>	<p>The benefits are immediate and ongoing.</p>	<p>Maintenance:</p> <ul style="list-style-type: none"> • 100% general rates on Central Otago District. <p>Planning and investigation, regional network:</p> <ul style="list-style-type: none"> • 100% general rates regional. <p>Planning and investigation, districts:</p> <ul style="list-style-type: none"> • 100% general rates sub regional. 	<p>No change</p> <p>New</p> <p>New</p>

General rates are charged on a capital value basis.

General rates regional are charged on a differential basis based on where a property is situated, i.e., which district or city it is located in.

Finance Policy

Financing the Purchase of Fixed Assets (Excluding Infrastructural Assets)

Council finances its purchases of fixed assets from its Asset Replacement Reserve. Such assets include motor vehicles, plant and equipment and computers.

Depreciation on Council fixed assets is funded and this income is placed in the Asset Replacement Reserve, along with any proceeds from the sale of assets. This reserve also attracts interest income on the balance of the reserve. This reserve is used for the purpose of financing the purchase of fixed assets.

Financing Capital Expenditure on Infrastructural Assets

Most infrastructural assets (such as floodbanks, pumping stations and drains) are assigned to specific special rating districts. Ratepayers within these districts fund the depreciation on these assets. Each special rating district has a "Funded Depreciation Reserve" set up which represents the balance of the amount of depreciation revenue rates for, and any interest earned on reserve balances. The purpose of this reserve is the funding of capital expenditure and the cost of renewals on the infrastructural assets being depreciated.

It is Council's policy that infrastructural assets be financed by the "Funded Depreciation Reserves", and if there are insufficient funds available in these reserves, borrowing (either internal or external) will be used.

Financing Major Projects

Tools to fund major capital projects will be considered on a case by case basis. Where necessary or appropriate, Council may borrow either internally or externally to fund a major project. Such projects (including the repayment of any associated borrowing) may be funded by any of the funding tools available to Council such as rating, dividend income, reserves, fees and charges and cash balances held by Council. In determining the appropriate funding tools, consideration will be given to matters such as the benefits arising from the project, the project costs, and the impacts and consequences of the project.

2020-2021

ANNUAL PLAN



OTAGO REGIONAL COUNCIL

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Foreword



Cr Marion Hobbs
Chairperson

We are not the ORC of old.

Here in Otago, we're privileged to live among stunning, diverse landscapes and waterways. It is one of Aotearoa's most beautiful regions, but we've got our environmental challenges. Gritty issues that we need to sort together.

At ORC, over the 2020-21 year, we're increasing our efforts and spending because we must work faster and more effectively to address these issues—whether they relate to water, climate change, urban development, or biodiversity and biosecurity. Impacts on our environment are happening now so we must deliver effective environmental policies and rules that are robust and workable for our communities.

We're already experiencing the impacts of climate change with floods and fires. And no matter where we live, pollution in our water and how much water we use is a challenge for everyone. How do we do better?

Collectively with our communities, we're grappling with the best ways to protect and sustainably manage our water, air and land resources. On top of this, we're in the wake of the ongoing impacts from the global COVID-19 pandemic, and ORC hopes to take a lead role in helping our region recover.

At the time of writing, applications for funding from central government for shovel-ready projects in collaboration with Department of Conservation, Queenstown Lakes District Council and others are underway. We will keep you updated as we find out more, and hope we get approval to fund projects that will not only create jobs but also help our environment.

Through your feedback on our draft Annual Plan 2020-21, we've heard you want us to do more or make changes to our current services. You also let us know that an increase in rates isn't possible right now. We have listened, and we agree with you. We've been doing some work behind the scenes to see how we can fund the activities central to our purpose so we can continue to provide high service levels, without impacting on your back pocket too much.

Working with our iwi partners, we give effect to the Treaty of Waitangi partnership, strengthening it and acknowledging the unique, enduring relationship iwi have with this land. We are privileged to have local iwi representation on our Strategy and Planning Committee and have arrangements in place to ensure we can access important skills and advice for the work we do.

Thank you, Otago. For your advice, for your commitment to help us look after our water, land and air, and for your love of our region.

We're committed to delivering a full programme this year to support you and our environment.

Marian Hobbs
Chairperson

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Overview

Purpose and approach

This 2020-21 Annual Plan (AP) is for the period 1 July 2020 to 30 June 2021 and shows the Council's planned activity for year three of the current Long-term Plan (2018-2028). It includes changes from the activity agreed when that Long-term Plan (LTP) was consulted with the community in 2018.

The plan reflects a process where ORC staff reviewed the Year 3 forecast and reflected adjustments in draft 2020-21 financial forecasts and revised programme. Council agreed that the changes were not significant or material difference to the LTP. This decision signalled the Council's strategic intentions, albeit accelerated, remained consistent with the LTP.

The Council decided at its 11 March 2020 meeting to consult with the community to get feedback on the changes. This included a proposal to include a trial of a Wakatipu Public Passenger Ferry Service. Community engagement began from late March.

The COVID-19 situation escalated over this time and created a great deal of uncertainty. ORC encouraged the community to provide feedback and communicated that its final decisions would take stock of the situation. By early June, the Council felt it had enough new information about this situation to revise the proposal as consulted. Feedback from the community supported the Council work programme but understandably had concerns over the affordability of the proposed level of increased rating.

The Council completed Hearings for submitters on 21, 22 and 25 May and recommended changes to the draft financial forecasts and work programme at the 3 and 10 June Finance Committee meetings. The Annual Plan 2020-21 was adopted by the Council at its 24 June 2020 meeting.

Priorities and Direction (LTP 2018-28)

When we consulted on the Long-term Plan 2018-28 (LTP) we indicated our intention to increase our service levels to the Otago community and fund this via rate increases over the three years.

- Year one (2018-19): increased rating requirement of \$2.26 million, equating to an average total rate increase of 10.8% (including an average general rate increase of 21.1%).
- Year two (2019-20): increased rating requirement of \$2.8 million, comprised \$2 million (22.8%) general rates and \$0.8million (5.7%) targeted rates.
- Year three (2020-21): increased rating requirement of \$1.78 million, comprised \$0.73 million (6.7%) general rates and \$1.05 million (6.9%) targeted rates.

The key priority issues that the Council signalled in its 2018 consultation included:

- The quality and management of our natural environment, particularly our freshwater, but also the region's broader natural environment
- Climate change and the region's response to this issue
- The level and impact of growth in Queenstown and more generally across Otago
- The Council's and regional community's dependence on Port of Otago dividends and the associated risk

The Council's work programme for year one and two has remained one track with the intent of the LTP, albeit a 'gearing up' to tackle these issues with more urgency occurred in year two. This was accelerated by a government review of the Council's freshwater planning approach including its water consenting and regional planning functions. Additional work and associated funding included:

- Work and funding to improve our freshwater science and monitoring
- Recasting our freshwater planning approach
- Accelerating work on climate change adaptation, particularly to our more vulnerable low-lying areas
- Maintain momentum on improving our Biosecurity and Biodiversity planning framework (Regional Pest Management Plan and operational plan)

- Maintaining the momentum on improving public passenger transport (Queenstown and Dunedin).
- New harbour master service to improve safety regarding the use of our waterways and harbours

Maori Participation & Decision-making

The LTP also highlighted the way in which our work was to be achieved, with closer working relationships and prudent financial management. We stated our intention to continue working alongside Ngāi Tahu, the territorial councils, and other agencies and organisations to provide a strong regional voice and alignment of thinking. The Te Rōpū Taiao hui which involves the Mayors and Chair of Otago local authorities and local runaka is a key body for working towards strengthening collaboration and working together.

Progress made since 2018 and plans for 20/21 include:

- In June 2019, Council voted to invite two iwi representatives to join the Council's Policy Committee (renamed Strategy and Planning for the 2019-2022 triennium). Council are benefiting from their contributions at the decision-making table.
- ORC worked closely with Aukaha, our iwi partner, to develop FMU boundaries in 2019. The concept of ki uta ki tai (from the mountains to the sea), which recognises the movement of water through the landscape and the numerous interactions it may have on its journey, has been a key influence in the forming of FMU boundaries.
- A governance arrangement for the development of the Land and Water Regional Plan (LWRP) was recently agreed (May 2020), which includes our iwi partners from the very start of the Plan's development.
- Across the ORC, we are working with iwi on a number of important workstreams. We will be looking to establish a partnership with iwi in our biodiversity and biosecurity work and continuing our engagement on the Regional Policy Statement and the LWRP. For 20/21, we plan to continue to look for opportunities to better support and facilitate Maori participation in our workstreams and decision making.

Port Otago Limited

The LTP recognised and maintained Council's 100% shareholding of Port Otago Limited. Council views its shareholding role as one of trustee for the people of Otago, a position widely supported throughout the region.

Council's view is that continued ownership is positively supported by:

- the key strategic nature of the port to the economy of Otago; and
- the ability to share the advantages of the port ownership with the Otago community.

Council also signalled that as a key strategic asset, this shareholding and the ownership structure of the Port should be reviewed during the LTP period to ensure the appropriate ownership structure is in place. That review was undertaken and presented to Council in March 2020. Any outcomes in relation to that review are yet to be determined. The shareholding in the Port is a strategic asset and any decisions regarding changes to the shareholding structure will require consultation with the wider community.

What has changed?

Our LTP indicated that there would be a 6.9% increase in total rates revenue (i.e. general rates everyone pays) and targeted rates (targeted to some properties/activities based on who will benefit from the service/activity) from the current year (2019/20).

Following consultation, the Council decided on total rates revenue for 2020/21 of \$27.0 million, which is an increase of 2.3% (or \$0.6 million) from the current year. Why is this less? In response to the COVID-19 situation the Council changed its approach to the funding of the work programme as consulted. The new funding approach has focused on reducing the general rate component to a zero increase via the increased use of Council reserves. It is the most expedient and equitable way for Council to immediately reflect the COVID-19 impact in its rating.

Not everyone will see a 2.3% increase in rates. Some will have less, and some will have more depending on the mix of general rates and targeted rates payed and the value and location of the property. Importantly all rate payers benefit from investment income, including Port Otago dividends. This income offsets the level of the rates that households and business pay.

Community consultation

In making the final decisions on this AP the Council considered community submissions. Feedback was invited via a consultation booklet and supporting information. Submitters had the option of accessing this information in digital format (via ORC’s website). Feedback and Council decisions included:

- **97 submissions on the Annual Plan booklet:** submitters provided feedback via ORC’s digital ‘YourSay’ platform. A wide range of service requests were received and considered by Council. All submissions can be viewed on the ORC website.

The Council made final decisions on the submissions at its 3 and 10 June 2020 Finance Committee meetings. These decisions are scheduled and available via the ORC website.

- **COVID-19 and rating:** Compared to 2018 submissions, ORC noted a significant increase in the percentage of submitters commenting on the affordability of the proposed rating increase. The projected negative economic impact associated with the COVID-19 emergency was the predominant reason.

The Council instructed staff to present an alternative option to fund to reduce the rating impact on households and business but maintain the same level of work as that proposed in the community consultation. An option achieving this desired result was presented the 3 June Finance Committee meeting report and was approved.

- **185 submissions - Wakatipu Ferry Service Trial Proposal:** A separate consultation proposal was provided to Queenstown residents asking them about their preference to trial a service. The resounding feedback was for the inclusion of funding for a trial in the coming year’s programme of works.

The Council decided to include its share of funding to begin a trial in 2020-21.

Summary of changes

The table below shows the work plan adjustments that are included in the 2020-21 Annual Plan.

Activity	Adjustments
Freshwater Implementation	<p>What and how the Council influences and delivers ‘on the ground’ initiatives for desired freshwater outcomes needs to be refocused and retasked. This is because a new approach to freshwater planning has been adopted and this will influence how the Council and the community achieve desired results.</p> <p>The planning approach will be fully completed over the next three to five years. It is expected that ‘on the ground’ initiatives will also develop over this timeframe and as Council and communities work together.</p> <p>For 2020-2021 the approach includes:</p> <ul style="list-style-type: none"> • Rationalise what council work is included under this activity <ul style="list-style-type: none"> ○ Focus on specific and targeted ‘Good Water Programme’ initiatives (i.e. research; information and communication) ○ Shift core functions (e.g. regulatory; State of Environment [SOE] related science) to other appropriate activities • Reduce the level of funding collected from the Rural Water Quality Rate. While the Council refocuses and retasks, expenditure will be general rate funded. • Maintain momentum for the Lake Hayes restoration programme • Introduce modest level of new funding to develop the Council - catchment groups partnership. • Consider ‘on the ground’ opportunities associated with immediate plan changes • Where feasible, support high value implementation projects with science support. The priorities for Council science resource will be on developing the SOE monitoring

	<p>programme, supporting regional planning and the freshwater management unit (FMU) approach, and servicing the consents process.</p> <ul style="list-style-type: none"> • Introduce new work and potential funding as future options become clear and are developed with the community.
Biosecurity and Biodiversity	<p>Biosecurity - the new Regional Pest Management Plan (RPMP) and overarching Strategy is an important step forward and includes more effective powers to achieve desired results. What Council doesn't have and what we intend on formalising over 2020-21 is a clearer sense of what a sustainable level of service is for pest management. In the interim a modest increase in funding is included. This is in anticipation of a community desire to do more and initial work assessing the cost of implementing the new RPMP.</p> <p>Biodiversity – while this a priority area, Council is constrained by the level of resource it can deploy given the other mandatory and necessary worked outlined in this schedule. In 2020-21, work on prioritising mapped ecosystems and developing a monitoring programme will occur. Importantly, partnering initiatives and delivery mechanisms (e.g. Regional Trust) will be also be advanced.</p> <p>Environmental Enhancement - this includes additional funding for urgent repairs to the Orokanui Sanctuary fence.</p>
Air Implementation	<p>Council's Air Quality Strategy was adopted on 27 June 2018. The 'Clean Heat Clean Air' programme anchors the implementation of this strategy.</p> <p>Council is beginning to question the effectiveness of the programme and the level of funding actually required to achieve better air quality results. While air quality is important, other activities (i.e. freshwater) are taking priority.</p> <p>Council flagged in its 2019-20 AP that a comprehensive review of alternative types of subsidies and future funding sources was required. There is also potential to review the situation through a future Regional Plan: Air review.</p> <p>As it stands, the proposed 2020-21 AP Council maintains previous funding to deliver the LTP programme. However, the reserve funding is near depletion. A future decision will be made on whether to maintain the 'Clean Heat Clean Air' subsidy programme.</p>
State of the Environment Reporting (SOE)	<p>The Council is accelerating its efforts to develop its SOE network to:</p> <ul style="list-style-type: none"> • Appropriately report and model on Freshwater Management Units (supports regional planning process) • Meet National Policy Statement & National Environmental Monitoring Standards • Monitor regional plans and support implementation
Regional Planning and Strategy	<p>The reset of Council's regional planning programme has been well publicised during 2019. In 2020-21, resource is included to advance:</p> <ul style="list-style-type: none"> • The review of the Regional Plan: Water and Land, with notification planned in 2023 • Complete a range of immediate water plan changes to improve rules and provisions (i.e. Water Quality (Omnibus) Plan Change) • Complete the review of the Regional Policy Statement, with notification planned during 20/21. • The development of an Urban Development Strategy – this includes completing an assessment of highly productive land to inform the strategy • Our contribution to the District Planning reviews occurring in the Councils of the Otago Region <p>New work will include:</p> <ul style="list-style-type: none"> • Scoping the development of the Regional Plan: Coast
Governance and Community Engagement	<p>This activity includes additional funding for supporting an Otago Mayoral Forum. It provides secretariate support and a base level of advisory support that enables this group to discuss and explore matters that provide benefit for the region.</p>
Consenting, monitoring, investigations and enforcement	<p>Council has responded to recent external reviews and its own understanding of the community's needs. This has resulted in:</p> <ul style="list-style-type: none"> • Additional consent processing staff

	<ul style="list-style-type: none"> • Increase level of service for incident response (pollution hotline) to Improves the coverage across the region. • Increase in compliance monitoring resources
Flood Protection	<p>The Council has a planned asset maintenance, renewal and development programme. Council has been focusing on identifying and catching up on the deferred work associated with this programme. It is also completing two key scheme reviews that are essential for supporting the consideration of future asset development options. The latter will occur in partnership with property owners.</p> <p>Additional work included for 2020-21 includes:</p> <ul style="list-style-type: none"> • Development of asset management systems and data • Lower and West Taieri Schemes - increase programme and support with a new Project Manager role • Coastal Hazards – follow up on completed Hazard Risk Report • Improve work on designations, bylaws and compliance with additional resource
River Management	Additional expenditure is included for Albert town rock work, Rees and Dart river works.
Emergency Management	Additional funding is included for an increase in emergency management staff (fixed term) associated with the Queenstown area.
Natural Hazards	<p>The 2020-21 AP includes additional expenditure for:</p> <ul style="list-style-type: none"> • Further investigation of mitigation for Roxburgh debris flow hazard • Rees/Dart river management (Glenorchy/Kinloch) • Albert Town rockwork and land instability mitigation • Geological hazard investigations to support district planning
Flood and Low Flow Risk Management	<p>The 2020-21 AP includes:</p> <ul style="list-style-type: none"> • Operationalise use of the Otago weather radar data
Climate Change Adaptation	<p>No significant change from the LTP programme</p> <ul style="list-style-type: none"> • assessments for climate change adaptation work. • Assessment work to be completed on greenhouse gas emissions both at a Council organisation level, feasibility of low emission public transport, and for the Otago region.
Transport Planning	<p>Additional funding has been included to:</p> <ul style="list-style-type: none"> • Ensure an appropriate level of resource to complete a review of the Regional Land Transport Plan. The Council's expanded interests in urban development requires more or improved transport planning input.
Passenger Transport (Dunedin & Queenstown)	<p>Additional funding has been included to:</p> <ul style="list-style-type: none"> • Trialling the implementation and operation of a small passenger ferry service on Lake Wakatipu. • Reviewing and trialling fare structures for Dunedin • Re-tendering of expiring contracts. Council will change services where viable and appropriate as part of any tendering process and discussion • Feasibility of moving to low emissions transport system • Regional Passenger Transport Plan – will be reviewed during 2020-/21. • New requirements of the Employment Relations Act (Dunedin and Queenstown services) • Way2Go and Connecting Dunedin programme
Passenger Transport Regional	<p>Additional funding has been included to:</p> <ul style="list-style-type: none"> • Ensure an appropriate level of resource to complete a full review of the Regional Passenger Transport Plan • Hosting the regional consortium ticketing operations office

Stock Truck Effluent Disposal Sites (STEDS)	No significant change from the LTP programme
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Financial summary

There are different perspectives for considering the financial and funding impacts that the proposed 2020-21 adjustments tabled above.

Comparing the 2020-21 adjustments to the LTP Year 3 forecasts that were approved in June 2018

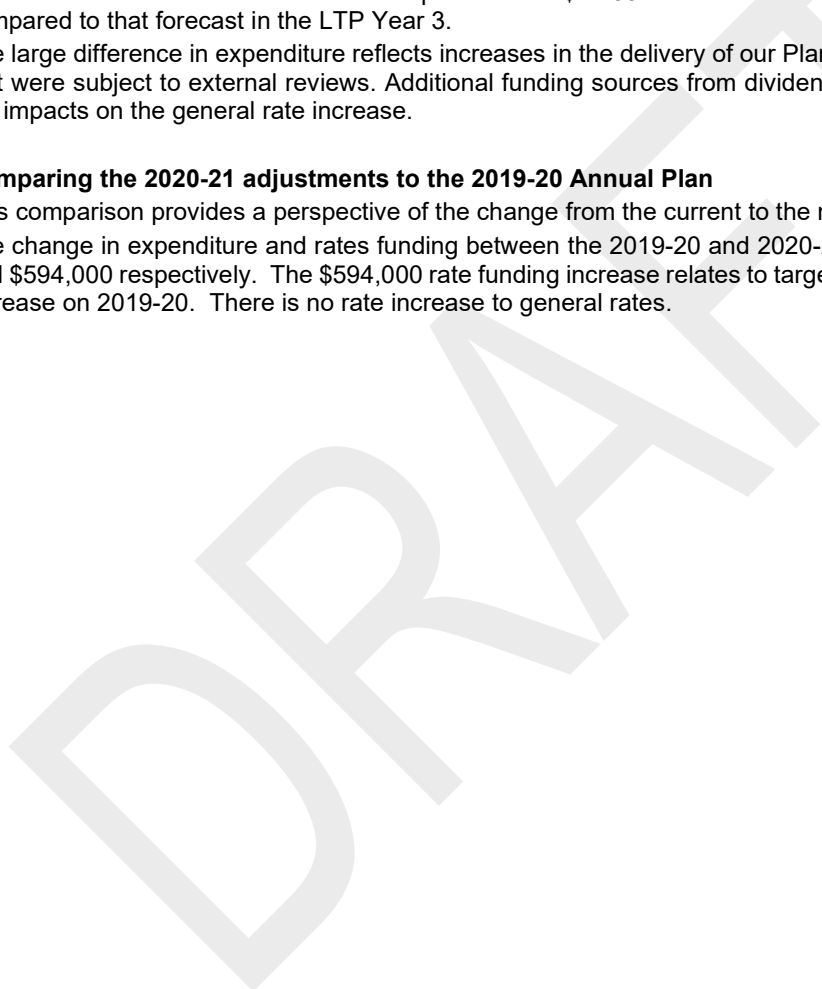
This comparison provides a sense of how the Council has ‘tracked’ financially to its LTP programme. The adjustments above result in increased expenditure of \$12.55 million and reduced rates funding of \$823,000 compared to that forecast in the LTP Year 3.

The large difference in expenditure reflects increases in the delivery of our Planning and Consenting activities that were subject to external reviews. Additional funding sources from dividends and reserves have reduced the impacts on the general rate increase.

Comparing the 2020-21 adjustments to the 2019-20 Annual Plan

This comparison provides a perspective of the change from the current to the new financial year.

The change in expenditure and rates funding between the 2019-20 and 2020-21 Annual Plans is \$9.6 million and \$594,000 respectively. The \$594,000 rate funding increase relates to targeted rates and results in a 3.9% increase on 2019-20. There is no rate increase to general rates.



Council Activity

This section describes Council significant activity, the work programmes (activities) that are carried out, a summary of expenditure and the key changes that are proposed.

The Council groups its twelve significant activities under the following six result areas. The bullet points show the significant activities that contribute to the result areas.

Environmental

'On the ground' action related to Otago's natural environment

- Freshwater Implementation
- Biosecurity and biodiversity
- Air Strategy implementation
- State of the Environment reporting (SOE)

Regional Leadership

Supporting informed decision making and an engaged community

- Regional planning and strategy
- Governance and community engagement

Regulatory

Professional service and action supporting the sustainable management of Otago's natural resources

- Consenting, monitoring, investigations and enforcement

Flood and River Management

Professional services, action and infrastructure to protect

- Flood and drainage schemes
- Rivers and waterway management

Safety and Hazards

Professional services, planning and action to protect

- Natural hazards and climate change adaptation
- Emergency management

Transport

Planning, contract management and action to provide choice and support the regional economy

- Transport planning and public passenger transport

Summary of Council Expenditure and Revenue (\$'000's)

Annual Plan 2019-20	Activity	Long-Term Plan 2020-21	Annual Plan 2020-21
12,043	Environmental	11,535	11,719
8,741	Regional Leadership	8,295	11,686
6,654	Regulatory	6,306	8,904
10,154	Flood and River Management	9,400	11,371
4,272	Safety and Hazards	3,754	4,789
25,838	Transport	25,438	28,809
67,702	Expenditure	64,728	77,278
11,180	General Rates	11,546	11,180
15,183	Targeted Rates	16,234	15,777
12,133	Grants	9,145	11,474
3,556	Fees and Charges	3,395	5,042
10,959	Other Income	11,308	11,693
7,900	Dividends and Investments	8,100	10,100
6,791	Reserves	5,000	12,012
67,702	Revenue	64,728	77,278

Environmental

Council has a critical role in supporting the communities of Otago to manage and care for the natural resources in a responsible and reasonable way. The intent of the activity in this section of the plan is to provide support via 'on the ground' actions to assist individuals, groups and businesses to do the 'right thing'.

This supporting role works in conjunction with our Regulatory activities that focus on compliance and enforcement.

Guiding the above activity are the strategies and plans developed under our Regional Leadership group activity.

The significant Council activities and work programmes that contribute to Environmental are outlined below.

Significant Activity	Activities
<p>Freshwater Implementation</p>	<p>The Good Water Programme (GWP) This significant activity engages with 'on the ground' action to influence freshwater quality. This action is collectively captured under the Council's 'Good Water Programme' that sits within the context of Council's:</p> <ul style="list-style-type: none"> • Freshwater planning approach • Knowledge and understanding of the freshwater resource and what it supports • Role and relationships with individuals, groups and organisations with an interest in freshwater. <p>Improving these elements will better support 'on the ground' results achieved under the Good Water Programme'. The significant changes in Council's freshwater planning approach (as discussed under the Regional Leadership section) has required a rethink of the GWP during this LTP cycle. The planning programme is on track and is providing more certainty.</p> <p>For 2020-21 the approach includes:</p> <ul style="list-style-type: none"> • Rationalise the work that occurs in GWP to: <ul style="list-style-type: none"> ○ Focus on specific and targeted initiatives (i.e. research, information and communication) ○ Shift core functions (e.g. regulatory and State of Environment Reporting (SOE) related science) to more appropriate activities • Reduce the level of funding collected from the Rural Water Quality rate. While the Council refocuses and retasks, expenditure will be general rate funded. • Resource to maintain momentum for the Lake Hayes restoration programme • Introduce new funding (\$200k) to assist in developing the Council - catchment groups partnership. • Consider 'on the ground' opportunities associated with immediate plan changes • Where feasible (ie noting Council science priorities), high impact implementation projects will receive science support.. •
<p>Biosecurity and Biodiversity</p>	<p>There are four activities associated with Biosecurity and Biodiversity. They include:</p> <p>Biosecurity – pest management ORC currently delivers a substantive biosecurity programme that is directed by the Regional Pest Management Plan (RPMP) and Regional Pest Operational Plan (RPOP).</p> <p>The management of plant and animal pests under this framework has a positive impact on both commercial production values (agri-related pests) and biodiversity values. The latter has really occurred as a secondary, albeit positive, consequence of a commercial/production focus.</p>

	<p>The 2020-21 AP includes: What ORC doesn't have and what we intend on formalising over 2020-21 is a clearer sense of what a sustainable level of service is for pest management. In the interim, a modest increase in funding for achieving RPMP and RPOP objectives is included. The increase in 2020-21 reflects a community desire to do more and some initial work assessing the cost of implementing the new RPMP.</p> <p>Funding for Lagarosiphon control in Lake Dunstan has been increased. In addition, a review of the effectiveness of the current LINZ operational plan will be completed with a view to gaining additional government funding to intensify Lagarosiphon control in Lakes Wanaka and Dunstan, and the Clutha and Kawarau rivers.</p> <p>Biodiversity ORC's work programme is in a developmental phase. While ORC has completed a Strategy and Implementation Plan, how results are delivered has yet to be decided. The Council is mindful of current changes associated with national regional policy statements on biodiversity and freshwater. These will no doubt influence decisions taken in 2020-21 and beyond.</p> <p>The 2020-21 AP includes:</p> <ul style="list-style-type: none"> • Prioritising mapped ecosystems • Developing a monitoring programme • Developing key partnerships and delivery mechanisms • Preparatory work for informing the costs of a Tomahawk Lagoon Management Plan <p>Environmental Enhancement The Council supports external groups that achieve results aligned with our biodiversity strategy. We provide funding through different methods including:</p> <ul style="list-style-type: none"> • The ECO Fund - a biannual contestable process. • Established partners - grant funding to select and proven organisations including contribution to Predator Free Dunedin (PFD) and Yellow Eyed Penguin Trust (YEPT); <p>The 2020-21 AP includes:</p> <ul style="list-style-type: none"> • Maintaining the \$250k contestable ECO Fund • Maintaining existing grant funding to established partners • Additional grant funding for the Orokanui Sanctuary to assist with urgent predator fence repairs <p>Wilding Pine Control The Otago region has an iconic landscape that, in places, is under threat from wilding conifer and pine trees. This is occurring on land in both private and public ownership. The Ministry of for Primary Industries (MPI) provides annual grant funding to Otago Regional Council to administer on its behalf. The Otago Regional Council also supplements the grant via an annual uniform rate across the region. The grant varies from year to year and an estimate is made for the purposes of this AP.</p>
<p>Air</p>	<p>Air Strategy Implementation Within Otago, there are certain areas where air emissions in winter, predominantly from home heating, cause air quality to breach the national standards set for healthy living. The Council has a role in working with communities to reduce emissions and ensure compliance with the National Environmental Standard for Air Quality (NESAQ). Under the Resource Management Act 1991 (RMA), Council is also responsible for controlling other discharges of contaminants to air. The Regional Plan: Air sets out the rules for this as well as for the home heating discharges.</p>

	<p>In 2016, Council commissioned an emissions inventory to understand the sources and magnitude of emissions in four Otago towns - Alexandra, Arrowtown, Milton and Mosgiel – and compared the results with 2005 emissions estimates to identify any changes. In brief, while this work showed improvement in air quality, it still does not meet national standards.</p> <p>An Air Quality Strategy was adopted in June 2018 and the Council ‘Clean Heat Clean Air’ programme has been an important part of delivering that strategy.</p> <p>The 2020-21 AP includes:</p> <ul style="list-style-type: none"> • We plan to maintain our current programme, which includes ‘Clean Heat Clean Air’, engaging with communities on good practice. • With reserve funding for this programme now exhausted, it is sensible to reflect on the past results and the approach. This programme will be reviewed with the aim of maximising impact. The requirement to comply with the NESAQ provides an opportunity to review direction alongside funding considerations.
<p>State of Environment Reporting (SOE)</p>	<p>Monitoring and reporting air and water quality and quantity is the role and a requirement of regional councils and unitary authorities in their regions. The data collected is used at both a national level and regional level. It is crucial for developing policy and planning, compliance with plans, and evaluating how Council is doing in maintaining or improving our environment.</p> <p>The Council is presently gearing-up its science capacity. It’s priorities over 20/21 include SOE activity as well as supporting regional planning (i.e. freshwater management unit (FMU) approach, and regulatory (i.e. servicing the consents process) and notifying water parameter exceedances.</p> <p>There are three activities associated with SOE. They include:</p> <p>Ambient Air Quality Monitoring The Government has set a National Environmental Standard for Air Quality that sets a maximum allowable daily concentration for PM₁₀ of 50 micrograms per cubic metre of air. PM₁₀ refers to particulate matter less than 10 microns in diameter and is measured in micrograms per cubic metre of air. The National Environmental Standard allowed up to three exceedances per year of the PM₁₀ standard to 2016, and full compliance (i.e. no more than one exceedance per year) is required by 2020.</p> <p>Monitors have been installed in selected Otago towns so that Council can measure and report air quality. The 2020-21 AP has appropriate resource to ensure our investment in the monitoring assets and programme is sufficient to meet National Policy Statement requirements and National Environmental Monitoring Standards.</p> <p>Freshwater Monitoring The 2020-21 AP introduces capacity to deliver more, at a faster pace, to look after Otago’s freshwater. We’re hiring more people with the science expertise to expand our monitoring, analysis, reporting and issue identification capabilities, from Mountains to the Sea (ki uta ki tai).</p> <p>We are working to establish a robust and flexible network of monitoring sites that will provide better information to determine the health of our lakes, rivers, streams, estuaries and coast.</p> <p>This includes, two lake buoys for Lakes Wanaka and Wakatipu, along with maintaining the momentum on our monitoring programme in the Upper Clutha Lakes region.</p>

In addition, we are developing a coastal monitoring and research programme for committee consideration in 20/21.

Environmental Monitoring and Reporting (Land Air Water Aotearoa - LAWA)

The Environmental Monitoring and Reporting project is a joint project with regional councils across New Zealand, Ministry for the Environment and the Cawthron Institute. It involves developing and operating regional and national environmental data collection and providing information for all New Zealanders. Council administers the project on behalf of the other partners in Otago. The 2020-21 AP maintains our service.

Environmental – Expenditure, Revenue and Key Changes (\$000's)

Annual Plan 2019-20	Activity	Long-Term Plan 2020-21	Annual Plan 2020-21
223	Air	220	222
5,083	Biodiversity/Biosecurity	3,194	4,153
4,010	State of Environment	4,584	5,017
2,728	Water	3,537	2,327
12,043	Expenditure	11,535	11,719
5,813	General Rates	7,258	7,953
1,347	Targeted Rates	1,652	890
2,605	Grants	0	905
85	Fees and Charges	331	5
635	Other Income	642	629
1,558	Reserves	1,652	1,338
12,043	Revenue	11,535	11,719

Reasons for changes in expenditure include:

- Freshwater Implementation – a decrease in expenditure reflects Council's review of earlier financial forecasts and confidence that planned work and acceptable progress can be made.
- State of the Environment – the LTP forecasts have been refined, resulting in a modest increase in funding requirements.
- Biodiversity and Biosecurity – the large increase is due to the addition of government grant funding for wilding pines eradication and increased resources in the Biosecurity activity.

Measures and Targets – Environmental

Fresh water	
Service statement 1: Water quality across Otago is maintained and improved	
Measure	Target
Develop an integrated freshwater management unit (FMU) based research programme to inform the Land and Water Plan, and report progress.	Research programme is presented to committee by 30 June 2021
Water quality attributes are assessed by FMU annually.	Report annually against national standards, indicate trends and identify issues
The Catchment Advisory Group will adopt a position on how ORC will support groups.	The Catchment Advisory Group makes recommendations to Council by December 2020
Support Catchment Groups in Otago to deliver their environmental outcomes and objectives.	Areas of support are identified and progress reported
Work with Friends of Lake Hayes and other stakeholders to review the Lake Hayes Management Strategy and develop a programme of work for managing the water quality and flood hazard of Lake Hayes.	Complete the Review and prepare the programme no later than 31 March 2021
Water Plan/s Implementation Action Plan and National Direction is progressed.	Implementation Plan is finalised in line with Plan Changes being made operative
	Actions are implemented according to approved timeframes once Water Plan/s are operative

Biodiversity and Biosecurity	
Service statement 2: Collaborate with the regional community to potentially invest and fund environmental enhancement projects that deliver good environmental and social outcomes	
Measure	Target
The ECO Fund is administered to support community-led projects across Otago that protect and enhance the environment and the allocation of the fund, status of fund recipients and project outcomes are reported twice a year.	The agreed funding of \$250,000 for the 2020-21 year is fully allocated to approved projects
	Report to Council twice yearly on the allocation of the fund, status of fund recipients and summary of project outcomes
Service statement 3: Implement the Biodiversity Action Plan	
Measure	Target
Implement the Biodiversity Strategy and Action Plan and review actions as required.	Priority targets within the Biodiversity Strategy and Action plan are identified and achieved as scheduled

Service statement 4: Establish controls over animal and plant pests to maintain and enhance biodiversity, protect productive capacity and community health	
Measure	Target
Implement the current Biosecurity Operational Plan.	All targets within the Biosecurity Operational Plan are achieved
Review the Biosecurity Operational Plan	Complete a review of the Biosecurity Operational Plan no later than 31 March 2021

Air	
Service statement 5: In targeted towns we work to reduce PM10 emissions for ambient air quality	
Measure	Target
Review Air Strategy implementation approach.	Programme review reported to Committee by 30 June 2021

State of the Environment Reporting	
Service statement 6: Provide high quality and timely environmental information, indicators and advice to key decision makers and the community	
Measure	Target
Monitor air quality to assess compliance with the National Environmental Standard requirement of no more than one daily average reading of PM10 per annum to be higher than 50 micrograms per cubic metre.	Regulatory obligations met and annual report presented to committee by December 2020
Data quality and data availability is monitored and reported quarterly reports shows compliance to relevant standards for sites defined in the "Monitoring Schedule for 2018-29 Long Term Plan".	90% of data has a Quality Code of fair or better* 95% of all data has been captured 95% of data shall be quality assured within three months of collection <i>*as defined by National Environmental Monitoring Standard quality coding scheme</i>
Changes and trend in natural resource availability and quality are analysed and reported to the Council as per the schedule entitled "Monitoring Schedule for 2018-28 Long Term Plan".	Reports are provided to Council as per the schedule entitled "Monitoring Schedule for 2018-28 Long Term Plan"

Assumptions

- Technology solutions will enable landholders and Council to improve our approaches to achieving desired water quality and quantity results.
- Suitable and qualified people (external and internal) will be available to advise on regulatory functions at ORC.
- There will be continued, and more likely increasing pressure on freshwater resources.
- The Regional Pest Management Plan and Operational Plan will influence consideration of service levels in future long-term and annual plans.
- There are proposed changes to the National Environmental Standard for Air Quality that will require implementation.

Regional Leadership

Our democratic decision-making process and the community-elected councillors ensure everyone's voices around Otago are heard and that leadership is provided for the benefit of the region.

The Regional Leadership group of activities ensures that an effective framework is in place so that the Council's elected representatives can conduct their duties to the best of their ability on behalf of the community.

Significant Activity	Activities
<p>Governance and Community Engagement</p>	<p>Governance and democracy This programme of work supports the elected councillors, the running of meetings, and the democratic process. Underpinning this programme is the requirement to provide information in a timely and accessible way.</p> <p>The 2020-21 AP includes additional funding for supporting the newly established Otago Mayoral Forum Secretariat.</p> <p>Public awareness Engaging and communicating with the communities of the region and the Council's partners.</p> <p>The 2020-21 AP includes additional funding to improve communications at a region-wide level. It also supports community understanding and connection with changes resulting from the new freshwater framework (e.g. water consenting, Land and Water Plan, new policies and rules).</p> <p>Response to external proposals A large component of work in this activity relates to our input into the district plan reviews occurring at Dunedin City and District Councils of Otago. A regional perspective to these planning processes is expected and necessary. Importantly, ensuring the plans give effect to the Reional Policy Statement is a core part of this activity.</p> <p>The 2020-21 AP includes a budget that more accurately reflects our recent historical and current understanding of the level of support required for these plan reviews.</p>
<p>Regional Planning and Strategy</p>	<p>The Council has four activities that for the most part support work required under the Resource Management Act (RMA).</p> <p>Planning freshwater and land The regional planning framework supports the management of the region's freshwater and land resource and is currently the Council's top priority.</p> <p>Since the adoption of the LTP in June 2018, there have been several developments nationally and internally that shift the way in which we think about our work on freshwater. They are:</p> <ul style="list-style-type: none"> • The new government policy framework, 'Action for Healthy Water' that is requiring maintenance or improvement in water quality and quantity through setting quality and quantity limits. There are also provisions that target known high risk activities. • New government expectations for improved water quality in five years (2023) • New commitments by Council regarding the quality of rivers and lakes for swimming • A revised position on the compliance of our current Regional Plan:Water. The full water plan review and Progressive Implementation Plan were approved in October 2018. It was superseded by the work programme as agreed with the Minister in November 2019. • Rethink of the Good Water Programme required • Process development for deemed permit renewals (water consents) • New risks emerging for water quality such as E. coli contamination

	<p>These points have resulted in Council changing its approach to planning and consenting regarding freshwater. We are building and accelerating off the work achieved in the previous 2019-20 year. As part of that work we have kept momentum on the critical availability of water issue and its allocation for irrigation. This involves the priority catchments of the Arrow, Cardrona and Manuherekia rivers.</p> <p>The 2020-21 AP includes:</p> <ul style="list-style-type: none"> • Continued the review of Regional Plan:Water and Regional Plan:Waste, with the aim of incorporating into the new Land and Water Regional Plan which is to be notified in 2023. • Completion of a range of immediate water plan changes to improve rules and provisions (i.e. Water Quality (Ombus) Plan Change) <p>Air, Coast, and Regional Policy Statement</p> <p>The Council's Regional Policy Statement (RPS) is being fully reviewed in line with Ministerial recommendations. It provides the umbrella under which all the regional plans are developed to support the achievement of the sustainable management of Otago's natural and physical resources. Along with land and water, other regional plans include air, waste and biodiversity.</p> <p>The 2020-21 AP includes:</p> <ul style="list-style-type: none"> • Complete the review of the Regional Policy Statement, with notification planned during 20/21 • Work to review Regional Plan: Air will be progressed within the resource constraints and priority to the extent practicable <p>Urban Development</p> <p>While the Council's Regional Policy Statement includes direction for urban development, it does not fully implement the National Policy Statement for Development Capacity. This activity was established in 2019-20 in recognition that urban development is an important emerging issue. That first year was about:</p> <ul style="list-style-type: none"> • Fully understanding gaps in our Regional Policy Statement • Review capability • Determine shared responsibilities • Increase capacity to manage land use change and growth <p>Our Regional Land Transport Planning activity is an important instrument available to the Council and its partners in achieving objectives as they are formalised.</p> <p>The 2020-21 AP includes the completion of an assessment of highly productive land and applying results to inform policy on urban development. A proposed National Policy Statement for Highly Productive Land and national direction requires improved protection for HPL. This work sits within a broader context of a need to balance against other requirements under the National Policy Statement Urban Development Capacity (NPSUDC) and proposed National Policy Statement Urban Development (NPSUD).</p> <p>This activity will also integrate with/provide input to Transport Planning 2020-21 deliverables and the Regional Policy Statement.</p> <p>Strategy</p> <p>This activity supports the development of strategy, plans and policy that sit outside of the Resource Management Act framework. There is a need to strengthen the rationale for what the Council delivers and that it aligns with community priorities. Examples include; the over-arching organisation strategy, Long-term Plan priorities and service statements, Biosecurity and Biodiversity Strategies.</p>
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Regional Leadership – Expenditure, Revenue and Key Changes (\$'000's)

Annual Plan 2019-20	Activity	Long-Term Plan 2020-21	Annual Plan 2020-21
5,337	Governance	4,368	6,418
3,404	Planning	3,927	5,268
8,741	Expenditure	8,295	11,686
8,591	General Rates	8,198	11,625
0	Targeted Rates	0	0
0	Grants	0	0
121	Fees and Charges	136	121
10	Other Income	10	10
20	Reserves	(49)	(70)
8,741	Revenue	8,295	11,686

Key changes to expenditure include:

- Governance and community engagement – this increase is offset by decreases in other activities. It reflects an expenditure reallocation for the purpose of consolidating and improving reporting for this type of activity.
- The underlying resource for community engagement activity has not changed.
- Regional Planning and Strategy - key changes include:
 - Increase in expenditure for improving Otago's Regional Water Plan.
 - Increase in expenditure for activity associated with developing the Urban Development Strategy.
 - Reallocation of Long-term and Annual Plan process expenditure from Regional Leadership to all Council activity via overhead costs. Importantly, the underlying expenditure for developing these plans has not changed.
- Otago Regional Council Head Office - no expenditure is currently budgeted for the replacement of the head office. Reserve funding exists and is tagged to a future Council decision on this matter.

Measures and Targets – Regional Leadership

Governance and Community Engagement	
Service statement 1: Governance support and process that enables a robust and transparent democratic practice for Council's elected members and the community	
Measure	Target
Percentage of official information requests responded to within 20 working days of request being logged.	100%
Percentage of council agendas that are publicly available two working days or more before a meeting.	100%
All meetings conducted in accordance with Standing Orders and the Local Government Official Information and Meetings Act 1987 (LGA).	All meetings
Service statement 2: Council has clearly articulated policy, purpose and activity to encourage participation in decision-making by the community	
Measure	Target
Council's Long-term Plan, Annual Plan and Annual Report are fit for purpose and accessible, receiving unmodified audit opinions and meeting LGA02 requirements and financial reporting standards.	All Local Government Act statutory planning requirements and financial reporting standards are met

Hosting Mayoral Forum secretariat to coordinate Triennial agreement between Otago Territorial Local Authority mayors and ORC chair under section 15 of the LGA.	Four meetings per year
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Regional Planning and Strategy	
Service statement 3: Establish and maintain a robust, integrated and consistent environmental planning framework	
Measure	Target
Complete review of existing Regional Policy Statement (RPS) and notify the new one.	Ministerial target Nov 2020
Deliver against the Land and Freshwater programme as agreed with the Minister for the Environment to implement the National Policy Statement for Freshwater Management.	Report to Committee on progress against work programme (adopted November 2019)
Service statement 4: Develop with our key partners an Urban Development Strategy	
Measure	Target
Provide region-wide direction on urban development in conjunction with the Territorial Local Authorities.	Report to Committee on the preparation of an urban work programme

Assumptions

- There are likely to be appeals on plan changes and the proposed Regional Policy Statement.
- National planning standards will need to be reflected in our RMA planning processes.

Regulatory

This group of activities enables Council to carry out tasks that assist in achieving the intent of plans and bylaws that have been prepared under empowering legislation. They include:

- Regional plans prepared under the Resource Management Act
- Regional Pest Management Plan prepared under the Biosecurity Act
- Navigational Safety Bylaw prepared under the Maritime Transport Act

Importantly, these activities use the powers, duties and functions within legislation in combination with other approaches and tools (e.g. education, awareness campaigns and incentive programmes). When used together they enable Council to find an acceptable balance between achieving positive results and the costs and impacts associated with changing practice.

The significant Council activity and work programmes that contribute to Regulatory are outlined below.

Significant Activity	Programmes
<p>Consenting, Monitoring and Enforcement</p>	<p>Consents processing Resource consents are issued by Council, allowing the use of our natural resources, or discharging into water, air, coast and land resources. Council strives to issue consents that are consistent with the intent of regional plans and to meet the processing timeframes as set out in the Resource Management Act.</p> <p>Consents for water use are included in the programme and tied closely to the review of the Regional Plan:Water. For example, as policy and rules for minimum river and aquifer flows are reviewed, existing resource consents with a relevant review clause may need to be reviewed. Priority catchments have been identified to escalate work and to provide certainty to communities and the region about water use and the quality of Otago's natural environment.</p> <p>The 2021 AP includes additional consent processing staff that reflects the recommendations of the external 2019-20 Consents Review. This enables Council to meet statutory timeframes.</p> <p>Compliance monitoring After resource consents are issued, Council audits and monitors that resource use to ensure consent conditions are being complied with. Consent conditions often include the need for monitoring to be carried out by the consent holder and for the monitoring information to be sent for Council review. Certain consents also require an audit of consent conditions by Council.</p> <p>Monitoring is also carried out on activity associated with the Regional Pest Management Plan (e.g. compliance with plant and animal pest management requirements)</p> <p>Council's activities in respect of dam safety are carried out under the Building Act and include having an adopted policy on dangerous dams, earthquake-prone and flood-prone dams, maintaining a register of dams in Otago, and processing building consent applications for building associated with dams. Council is accredited and registered as a Building Consent Authority. In addition to Otago, Council carries out certain dam safety and building control functions for dams in the Southland and West Coast regions under transfer agreements.</p> <p>The 2020-21 AP includes expenditure for additional staff resource to increase compliance audits and input to plan changes.</p> <p>There has also been a shift in the component of this activity funded via the rural water quality rate. That portion of expenditure is now funded as per general compliance costs (i.e. general rate).</p>

<p>Incident response, investigation and enforcement – environmental incidents and other resource management complaints are considered and where appropriate investigated. Action is taken where remedial measures are required. In serious cases enforcement action will be carried out.</p> <p>Regulatory action can also occur from Council compliance monitoring activity associated with resource consents and pest management.</p> <p>The 2020-21 AP provides budget for additional staff resource recruited during the 19/20 year. This resource has enabled the incident response coverage to better reflect the demand being experienced across the region.</p> <p>Contaminated sites – Managing contaminated sites involves investigating and managing historic and active industrial and trade-use sites that manufacture, use, or store hazardous substances and may be contaminated. Where necessary, enforcement, clean-up or remedial work is also carried out.</p> <p>Harbours and waterway management</p> <p>We are responsible for the regulation of ports, harbours, waters and maritime-related activity in Otago under the Maritime Transport Act. In some districts this responsibility is delegated to other councils who are responsible for the waters in their patch, like Queenstown Lakes District Council.</p> <p>The Central Otago District Council has requested we take back responsibility over Lake Dunstan in 2020-21. This means that we will extend our current Harbourmaster activity to include Lake Dunstan.</p> <p>To prepare for this change we have changed our Revenue and Financing Policy. This will enable us to fairly allocate rating for this activity in the future. At this stage it's unclear what or if there's additional cost associated with this change in delegation—we will come back to the community with an update.</p>
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Regulatory – Expenditure, Revenue and Key Changes (\$000's)

Annual Plan 2019-20	Activity	Long-Term Plan 2020-21	Annual Plan 2020-21
1,672	Incidents	1,503	1,819
127	Contaminated Sites	201	114
2,205	Consents Processing	1,915	3,162
1,842	Compliance Monitoring	1,483	3,070
0	Regulatory Effectiveness	381	0
809	Harbour and Waterway Management	822	739
6,654	Expenditure	6,306	8,904
2,992	General Rates	2,948	3,805
188	Targeted Rates	188	188
60	Grants	55	75
2,865	Fees and Charges	2,581	4,427
570	Other Income	543	293
-21	Reserves	(9)	(117)
6,654	Revenue	6,306	8,904

Key changes to expenditure include:

- Council is experiencing additional demand across most of its regulatory activity and this is expected to continue into the foreseeable future. The AP includes resource for additional staff to assist with managing additional workload.
- Regulatory effectiveness – this activity has been subsumed into the Regional Leadership group of activity.
- Harbour and waterway management – the Council continues to make positive progress with a change in the level of service it provides. Options and expenditure associated with the operation of a new Harbourmaster vessel are becoming clear and will be considered in future planning processes.

Measures and Targets – Regulatory

Regulatory	
Service statement 1: Deliver consenting processes efficiently and effectively under the Resource Management Act 1991 to enable the lawful use of natural and physical resources	
Measure	Target
Percentage of resource consent applications processed within the timeframe prescribed in the Resource Management Act 1991.	100%
Service statement 2: Administering and assessing performance monitoring data provided by consent holders	
Measure	Target
Percentage of performance monitoring returns received this year that will be assessed for compliance with consent conditions and rules within the year.	85%
Service statement 3: Acting on non-compliances identified through consent audit or performance monitoring returns	
Measure	Target
Percentage of significant non-compliance found that has been followed up by staff.	100%
Service statement 4: Investigations and response to notifications of non-compliance and incidents	
Measure	Target
Maintain 24-hour/7-day a week response* for environmental incidents.	100%
Facilitate/carry out appropriate response training for staff and contractors.	Hold at least one pollution incident response training exercise for each of the following annually: <ul style="list-style-type: none"> • desktop exercise; • a field exercise for pollution incident response; and • an equipment training day
	Hold at least one marine oil spill incident response training for each of the following annually: <ul style="list-style-type: none"> • desktop exercise; • field exercise for marine oil incident response
Service statement 5: Enable safe use and navigation for all users of Otago Harbour. Take appropriate action in response to notifications of non-compliance and incidents	

Measure	Target
Major incidents on Otago's harbours and waterways will be responded to promptly and appropriately.	Average response time after notification is no more than one hour for Otago Harbour and within four hours for other locations
	Major incidents and Harbourmaster's response will be reported to council quarterly

*Options for responses:

- Desktop response
- Immediate site inspection
- Planning site inspection
- Phone call only
- Referred to external contractor
- Referred to investigations
- Referred to other

Assumptions

- The level of consent processing will continue to increase for the foreseeable future with the expiry of mining privileges and the introduction on Plan Changes and new National Environmental Standards.
- Council consideration of its systems and processes (or tools) used to deliver regulatory services is likely to result in options and costs that will be considered in future planning processes.

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Flood Protection and River Management

Council operates and maintains flood protection and drainage schemes across Otago. Flood protection schemes are intended to protect people and property from flooding events. Drainage schemes are intended to maintain productive capability of land. Council's infrastructure strategy looks out at least 30 years and highlights the requirement to think long-term when planning and implementing work.

This activity also includes rivers and waterway management across the city and districts within Otago.

The significant activities and work programmes contributing to Flood Protection and River Management are outlined below.

Significant Activities	Programmes
<p>Flood and Drainage Schemes</p>	<p>Large developed areas of Otago are low-lying river flats, often close to sea level. Continued safe occupation and use of these areas is important to the wellbeing of its communities and so protection from flooding is important. In some locations, the productive use of land relies on drainage and control of groundwater levels. The Council manages eight flood and drainage schemes across the region.</p> <p>Flood protection works carried out by Council include constructing and maintaining flood banks, swales, bunds and spillways. Some works are necessary to ensure the safety and integrity of the scheme. Drainage scheme works also include the review and maintenance of drainage pumps and outfall structures.</p> <p>The record of significant and recent flooding has impacted both flood and drainage assets. This serves as a tangible reminder that climate change has very real implications for our communities. Predicted sea level rise over the next 30 years will influence the performance of flood and drainage systems, particularly for the Taieri and Lower Clutha schemes. Council has completed work investigating this risk, via its Climate Change Adaptation Programme. It is also completing reviews of these two flood schemes, the results of which will inform further work on the consequences for levels of service and future infrastructure requirements.</p> <p>Across Council's flood and drainage schemes, there are many bridges that were built around 85 years ago. Some are reaching the end of their useful lives. Council is undertaking a programme of bridge inspections that look at safety standards, load capacity, railings and signage. A maintenance replacement programme for these bridges is provided for in the LTP.</p> <p>The AP 2020/21 maintains focus on delivering the Council's planned asset maintenance, renewal and development programme. Council has been focusing on identifying and catching up on the deferred work associated with this programme. It is also completing two key scheme reviews that are essential for supporting the consideration of future asset development options. The latter will occur in partnership with property owners.</p> <p>Additional work included for 2020-21 includes:</p> <ul style="list-style-type: none"> • Continued development and implementation of asset management process, systems and data • Project Manager to be recruited in Engineering team • Improve process on designations, bylaws and compliance with additional resource to coordinate and lead response • Focus on Lower Clutha Flood Repairs • Review and consult with communities on capital program of works across all schemes • Complete the Taier Scheme performance review • Pump Station and drainage catchment review across schemes <p>Pump station technology to be assessed and improved to a consistent level of monitoring</p>

River and Waterway Management	<p>River and waterway management works are carried out to maintain river and stream channel capacity, channel stability and environmental outcomes in scheduled rivers and waterways. While a balance is sought, a primary purpose of this work is to prevent the loss of channel capacity and managing channel instability, so should a flood event occur, waters can flow without undue obstruction. This type of work includes willow maintenance, vegetation control and removing obstructions and blockages, and repairing critical erosion works.</p> <p>Importantly our intervention in river management issues is broader than simply managing for floods. For example, maintaining river form and riparian margins is needed to meet community expectations, demand for community safety and public enjoyment of rivers and streams.</p> <p>In response to this, river morphology and riparian management plans have been developed for many of the major rivers in Otago, which set out river values, management objectives and the roles of Council, landholders and other stakeholders. Implementation of those plans is underway.</p> <p>The maintenance of flood protection and river control assets owned by Council that are not part of a flood and drainage scheme are also carried out under this activity. Examples include the Albert Town rock work bank protection and Lindsay Creek flood protection assets (non-scheme management).</p>
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Flood Protection – Expenditure, Revenue and Key Changes (\$000's)

Annual Plan 2019-20	Activity	Long-Term Plan 2020-21	Annual Plan 2020-21
7,289	Flood Protection	7,014	8,725
2,865	River Management	2,387	2,646
10,154	Expenditure	9,400	11,371
682	General Rates	636	921
5,995	Targeted Rates	6,213	6,190
0	Grants	0	0
239	Fees and Charges	208	249
245	Other Income	245	245
2,992	Reserves	2,098	3,766
10,154	Revenue	9,400	11,371

Key changes in expenditure include:

- Flood protection and control works – the expenditure increase is related to revised forecasts for the following projects:
 - Lower Clutha Flood and Drainage Scheme – additional expenditure to complete flood forecasting and reassessment of the flood protection scheme.
 - Lower Taieri Flood Protection Scheme – additional expenditure to complete work on the Riverside Road Spillway.
 - West Taieri Drainage Scheme – additional expenditure related to various engineering projects (e.g. bridge repair, contour drain, Waipori pump station drives, drainage or channel improvements).
 - Leith Flood Protection Scheme - complete approved Lower Leith amenity work and develop Upper Leith amenity proposals.
- River Management – additional expenditure is included for Albert town rock work, Rees and Dart river works.

Measures and Targets – Flood and River Management

Flood and Drainage Schemes	
Service statement 1: Manage flood risk to people and property. Maintain, repair and renew drainage assets to maintain and improve the productive capacity of land	
Measure	Target
Flood protection, control works and assets are maintained, repaired and renewed in line with the Infrastructure Strategy and defined standards set out in the operations and maintenance manuals for each scheme and primary assets.	Performance against defined standards are reported by 30 June 2021
	Planned renewal works completed to programme and budget
	Planned maintenance works completed to programme and budget
	Complete the Performance Review of the Lower Taieri River
	The Shotover River delta is managed to ensure the surface profile of the river is consistent with the target profile for the delta
Drainage assets are maintained and renewed in line with defined standards set out in the operations and maintenance manuals for each asset.	Performance against defined standards reported by 30 June 2021
	Planned renewal works completed to programme and budget
	Planned maintenance works completed to programme and budget

River and Waterway Management	
Service statement 2: Achieve a balance between maintaining channel capacity, channel stability and environmental outcomes in scheduled rivers and waterways	
Measure	Target
Investigate all reported blockages and obstructions along scheduled rivers and waterways and determine appropriate action.	Report annual status of scheduled rivers and waterways by 30 June 2021
	100% of investigations have action determined within 20 days

Safety and Hazards

Council, along with territorial authorities, has responsibilities under the Civil Defence Emergency Management Act 2002 to maintain an effective Civil Defence Emergency Management (CDEM) group plan and provide CDEM services in Otago.

The Resource Management Act requires Council to investigate and provide information on natural hazards in our region.

The significant activities and work programmes contributing to Safety and Hazards are outlined below.

Significant Activities	Programmes
<p>Emergency Management</p>	<p>Emergency Management Council, together with the Otago territorial authorities and emergency services, plan for and provide civil defence emergency management programmes across the region to ensure continued public safety of our communities. This is achieved through a wide range of activities focused on the national priorities of Reduction, Readiness, Response and Recovery. Programmes include identifying and reducing risks, broad based community planning, maintaining effective communication links across all sectors of CDEM, conducting training exercises and contributing towards the welfare of our community in a meaningful way.</p> <p>All emergency management staff are employed by Council, which enables Council to be better prepared to respond, both locally and regionally, to emergency situations with greater efficiency and effectiveness.</p>
<p>Natural Hazards</p>	<p>Natural Hazards Work involves identifying and assessing the scale and significance of natural hazards in Otago. The information obtained is published in the Otago Natural Hazards database, which is maintained by Council.</p> <p>Council assists territorial authorities with managing natural hazards in their areas through collaborative initiatives such as: the flood risk management strategy for the communities of Lakes Wakatipu and Wanaka, the Milton 2060 Strategy, working with the Dunedin City Council on the South Dunedin Future programme, and assisting with developing district plans.</p> <p>Community feedback to the LTP highlighted perceived natural hazard issues associated with the Dart and Rees Rivers. In response the Council, in collaboration with Queenstown Lakes District Council and affected communities and stakeholders, is preparing a long-term natural hazards adaptation strategy for the wider area located at the northern end of Lake Wakatipu. This two-year project (2019-20 and 2020-21) is considering the area in a strategic and holistic way including; future climate change, multiple hazards, and pressure for land use intensification.</p> <p>The 2020-21 AP includes additional expenditure for:</p> <ul style="list-style-type: none"> • Further investigation of mitigation for Roxburgh debris flow hazard • Geological hazard investigations to support district planning • Coastal Hazards – follow up on completed hazard risk report <p>Flow forecasting Flood events are a key focus for Council. It has systems in place to continually monitor and provide warnings and information on rainfall and river and lake levels. In the case of an event, interested and potentially affected parties are provided direct information in a timely manner.</p>

	<p>As low flows and drought situations are becoming more frequent, the LTP provides for a new initiative to monitor and provide forecast information on low flow situations. This activity is planned to commence in the 2021-22 year with a pilot study in a test catchment.</p> <p>The 2020-21 AP includes:</p> <ul style="list-style-type: none"> Operationalise use of the Otago weather radar data <p>Climate change adaptation was a new initiative included in the LTP and considers the physical, economic and social impacts associated with climate change. This work focuses on improving the understanding of risk and will provide information to assist local authorities, communities and others to make informed decisions about preparing and adapting for the effects of climate change.</p> <p>The 2020-21 AP includes:</p> <ul style="list-style-type: none"> Utilising completed risk assessments for climate change adaptation work Increased coastal hazards monitoring Coastal hazards and risks investigations, in particular the Clutha Delta Continuing the work programme to better understand the physical environment in South Dunedin and the collaboration with the Dunedin City Council on the South Dunedin Future programme Establish benchmark for Council's CO2 emissions Undertake regional assessment of emissions
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Safety and Hazards – Expenditure, Revenue and Key Changes (\$000's)

Annual Plan 2019-20	Activity	Long-Term Plan 2020-21	Annual Plan 2020-21
2,425	Emergency Management	2,460	2,658
699	Natural Hazards	584	826
212	Flow Forecasting	199	294
937	Climate Change Adaptation	510	1,012
4,272	Expenditure	3,754	4,789
1,579	General Rates	1,136	2,031
2,425	Targeted Rates	2,460	2,658
0	Grants	0	0
5	Fees and Charges	0	0
15	Other Income	15	
248	Reserves	143	100
4,272	Revenue	3,754	4,789

Key changes in expenditure include:

- Climate change adaptation – increase in expenditure reflecting the Council's desire and community concern to speed-up our understanding of how climate change will impact, what are the risks, and what can be done to manage, avoid or mitigate those risks. The Council is speeding up the delivery of the work programme agreed in the LTP.
- A fixed term role for an additional emergency management officer based in Queenstown Lakes District

Measures and Targets – Safety and Hazards

Emergency Management	
Service statement 1: Provide a region-wide coordinated response in the event of civil defence emergency to reduce the impacts on people	
Measure	Target
ORC has suitably trained staff available to respond for any activation of the Group Emergency Coordination Centre at the direction of the group controller in response to a civil defence event or emergency.	At least one function manager trained in each of the six Coordinator Incident Management Systems (CIMS) areas at all times
	Group CDEM controller or alternate controller is available
CDEM is available to respond appropriately to foreseeable and sudden onset events.	Duty officer on call 24 hours, 7 days a week, 365 days a year
Service statement 2: Prepare and implement robust integrated suite of issue-focused and community-based plans and strategies	
Measure	Target
An operative Group CDEM Plan is reviewed within statutory timeframes and fully implemented.	Achieved
Full suite of community plans across the region is in place and remain under continuous review.	Status and progress on the plans are reported to the Coordinating Executive Group (CEG) and Council
Region-wide issues plans in place and reviewed according to each plan. Status and progress reported to the CEG and Council on the following: <ul style="list-style-type: none"> • Regional Dam Failure Plan • Regional Animal Welfare Plan • South Island Alpine Fault Response Plan • Coastal Tsunami Plan 	Status and progress on the agreed issues plans are reported to the Coordinating Executive Group (CEG) and Council
Natural Hazards	
Service statement 3: Investigate and respond to priority natural hazard events	
Measure	Target
Natural hazards events and consequences are properly and timely* investigated and reported on so that appropriate measures to reduce risk are taken. <i>* Timeliness of the reporting depends on the nature of the natural hazard event and may vary from few days to few months.</i>	All priority natural hazards events are investigated and reported on
Service statement 4: Delivering information to the community and decision-makers about natural hazards	
Measure	Target
Natural hazard information is available to the public and to communities via an effective web-based Otago Natural Hazards Database.	Otago Natural Hazards Database is available 24 hours a day, 7 days a week

Service statement 5: Provide timely warnings of potential flood events	
Measure	Target
Accurate and reliable rainfall, lake levels, and river flow information is provided* to potentially affected groups and communities and is provided in an efficient and timely fashion. <i>* Agreed trigger levels determine when flood alerts and warnings are required/notified.</i>	All flood warnings that exceed trigger levels are published on Otago Regional Council's website when notified
Service statement 6: Assist communities to understand and adapt to the effects of climate change	
Measure	Target
Establishment of a Climate Change Adaptation Programme.	Progress on programme development is reported to council by 30 June 2021
Complete assessments of current CO ₂ emissions in Otago, which can inform communities and decision makers.	Complete Otago region emissions footprint inventory and report to Council by 30 June 2021
	Complete ORC emissions footprint inventory and report to Council by 30 June 2021
	Complete feasibility study of lower emission public transport and report to council by 30 June 2021

Transport

Council is responsible for implementing the public transport provisions of the Land Transport Management Act 2003, and its amendments.

Public passenger transport services are provided in Dunedin and Queenstown and Council contracts the provision of those services. It aims to ensure a viable, affordable, quality service that will attract patronage growth.

Providing public transport services, including total mobility, is undertaken with the financial assistance of the Waka Kotahi NZ Transport Agency.

The significant activities and work programmes contributing to Transport are outlined below.

Significant Activity	Description
<p>Public Passenger Transport</p>	<p>Public Transport Dunedin and Wakatipu - Council committed to consider increasing the level and frequency of services, particularly in the first three years of this LTP. While the COVID-19 situation has changed core planning assumptions (e.g. passenger numbers) particularly for Queenstown, the Council is working closely with its local authority partners on initiatives for 2020-21. They include:</p> <ul style="list-style-type: none"> • Trialling the implementation and operation of a small passenger ferry service on Lake Wakatipu • Reviewing and trialling fare structures for Dunedin • Re-tendering of expiring contracts. Council will change services where viable and appropriate as part of any tendering process and discussion • Feasibility of moving to low emissions transport system • Regional Passenger Transport Plan – will be reviewed during 2020-21. • New requirements of the Employment Relations Act (Dunedin and Queenstown services) • Way2Go and Connecting Dunedin programme <p>Public Transport Regional - Council administers the Total Mobility Scheme in Otago to meet the transport needs of those with disabilities that are unable to access public transport.</p> <p>The 2020-21 AP includes additional funding to reflect higher demand for the Total Mobility Scheme.</p>
<p>Regional Transport Planning</p>	<p>Regional Land Transport Plan Will be prepared in collaboration with Environment Southland, to produce a single document for both regions. This will be completed during 2020-21.</p> <p>Stock Truck Effluent Disposal (STED) The Council has installed a small number of STED sites in strategic points around the region. They enable a potential environmental and safety hazard to be managed.</p>

Transport – Expenditure, Revenue and Key Changes (\$000's)

Annual Plan 2019-20	Activity	Long-Term Plan 2020-21	Annual Plan 2020-21
235	Regional Land Transport Plan	396	403
17,136	Public Passenger Transport Dunedin	16,800	17,584
1,522	Public Passenger Transport Regional	1,446	2,281
6,855	Public Passenger Transport Wakatipu	6,673	7,814
90	Stock Truck Effluent Disposal Sites	123	726
25,838	Expenditure	25,438	28,808
595	General Rates	691	743
5,229	Targeted Rates	5,722	5,852
9,468	Grants	9,090	10,493
241	Fees and Charges	139	241
8,312	Other Income	8,632	9,600
1,993	Reserves	1,165	1,879
25,838	Revenue	25,438	28,808

Key changes in expenditure include:

- Stock Truck Effluent Disposal Sites (STED) – expenditure is included to complete a new STED situated on the Tarris - Lindis Peaks straight, State Highway 8.
- Public Transport Wakatipu – includes expenditure to trial a ferry service

Measures and Targets – Transport

Public Passenger Transport	
Service statement 1: To provide efficient and reliable public transport services that meet community needs	
Measure	Target
Reliability of services - at least 95% of monitored services leave the terminus on time* (as defined by NZTA).	Average of at least 95% per month
Vehicle quality - 100% of vehicle fleet complies with Regional Passenger Transport Vehicle quality standards at annual audit.	100%
Public satisfaction – at least 85% of bus users surveyed annually for each network are satisfied with the overall standard of service.	85%
Patronage recovery, post COVID-19 in Dunedin and Queenstown will be reported to Council quarterly for 2020-21.	Reported quarterly
Implement a trial Lake Wakatipu Ferry service as per community consultation feedback and Council directive.	Trial commences in 2020-21 financial year
The Regional Public Transport Plan (RPTP) is prepared in accordance with the Land Transport Management Act 2003 and any guidance issued by the Waka Kotahi New Zealand Transport Agency (NZTA).	Regional Public Transport Plan (RPTP) completed and adopted by Council by 30 June 2021

Regional Transport Planning	
Service statement 2: Facilitate and support prioritised investment in Otago's transport network by local and central government	
Measure	Target
The Regional Land Transport Plan (RLTP) is prepared and submitted in line with the Land Transport Management Act 2003 and any guidance issued by Waka Kotahi New Zealand Transport Agency (NZTA).	Regional Land Transport Plan (RLTP) completed and adopted by Council by 30 June 2021
Collaborate with South Island local authorities to establish and deliver on pan-regional priorities for transport investment	Pan-regional priorities presented to government/NZTA

Assumptions

- Collaborative planning with Environment Southland will continue and potentially grow.
- The Council will retain responsibility for the provision of bus services in Dunedin and Queenstown.
- Growth in passenger transport patronage will not reach pre COVID-19 levels for Queenstown for the medium term.

Financial Information

Assumptions

The significant forecasting assumptions made in preparing this Long-term Plan are set out below. Actual results achieved are likely to vary from the information presented and these variations may be material.

Sources of Funds for Future Replacement of Significant Assets

Sources of funds for the future replacement of significant assets are in accordance with Council's financing policy. For scheme-related assets, these are funded through scheme depreciation, reserves, targeted rates from defined scheme areas and, where necessary, borrowings. Council assets are funded from the asset replacement reserve and, where necessary, general reserves and borrowings. A building reserve has been established for addressing the accommodation needs for Council's head office. This assumption is assessed as having a low level of risk.

Growth Change Factors

Economic growth in Otago is dominated by tourism, primary production and education. The economy has been impacted negatively by the COVID-19 situation.

Pre COVID-19 the population within certain areas of Otago was forecast to grow over the next ten years, the most significant being in the Queenstown Lakes district. Resident population in Queenstown is forecast to grow by 2.6% each year over the next ten years, and visitor numbers to grow by 2.4% per annum. This projection will be revised as part of the LTP 2021-31 process.

There is currently a high level of uncertainty on growth over medium term and how that might impact on Council activity.

Medium to longer term changes in the economy and population are likely to impact on the level of many activities carried out by Council, such as transport, demand on resource use, environmental incidents, civil defence and emergency management. The Council's immediate short-term response is to maintain Council's service for 2020/21 and seek revised forecasts on the impacts of COVID-19.

Inflation

The financial information is based on the following adjustments for inflation, the BERL forecasts being used as the basis for price level changes:

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Staff rates	-	2.5%	2.3%	2.4%	2.4%	2.5%	2.6%	2.6%	2.7%	2.8%
Other	-	2.5%	2.3%	2.4%	2.4%	2.5%	2.6%	2.6%	2.7%	2.8%

The risk of this assumption is assessed as having a medium level of uncertainty. Reliance is placed on the Reserve Bank's use of monetary controls to keep inflation within 3%.

Waka Kotahi NZ Transport Agency Subsidy Rates

The following rates of subsidy used are based on rates currently advised by the Waka Kotahi NZ Transport Agency:

1. Transport planning and public passenger transport to receive 51% subsidy
2. New bus ticketing system to receive 65% subsidy
3. Total Mobility to receive 60% subsidy
4. Total Mobility flat rate payments to receive 100% subsidy

The risks of these assumptions are assessed as having a low to medium level of uncertainty. The NZ Transport Agency has given no indication that the rates may change during the period. If the subsidy for total mobility was to decrease, the impact would be directly on general rates. Any changes in subsidy for public passenger transport would impact directly on targeted rates.

Useful Lives of Significant Assets

The useful lives of significant assets are as recorded in asset management plans or based upon current financial standards. Depreciation has been calculated in accordance with current accounting policy. This assumption is assessed as having a low level of risk.

Revaluation of Non-Current Assets

The non-current assets that are revalued annually are Council's investment properties and its shareholding in Port Otago Limited. With respect to the Port Otago Limited investment, the actual results are dependent on factors outside the control of Council and the management of Port Otago Limited. For the purposes of this plan, an assumption has been made that the value of Council's investment in Port Otago will grow in value by around 2% every year of the plan.

Investment properties are assumed to increase in value by 3%.

The risk of these assumptions is assessed as having a high level of uncertainty. However, the revaluation of non-current assets does not directly impact rates.

Forecast Return on Investments

Forecast returns used in the estimates are as follows:

1. Rate of return and internal borrowing rate of between 3.1 and 4.1% per annum on cash balances and the managed fund.
2. All Port Otago Limited dividends will be received fully imputed and accordingly no taxation liability will arise in respect of them.

The risk of this assumption is assessed as having a low to medium level of uncertainty because Port Otago Limited has a stable trade base. Shipping trends over past years have been consistent, as are predictions for future trade, allowing for stable dividend payments. With respect to earning rates, the Statement of Investment Policy and Objectives for Council's managed fund estimates Council's rate of return at between 1.5% - 2.3% plus inflation. As investment income is used to reduce general rates, any change in return on investments will impact directly on the level of general rates.

Capital Expenditure

Various projects require spending of a capital nature. The estimates are prepared using actual costs, adjusted for inflation, where known, or "Rough Order of Costs". These have been determined using methods such as current known costs and the Rawlinson's Guide where appropriate.

The risk of the assumptions made on capital expenditure are assessed as having a medium level of uncertainty due to risks outside of Council control, such as the cost of construction materials, freight etc. over long timeframes.

Capital purchases in respect of flood and drainage schemes are funded by those schemes and so any variation in costs will impact on their depreciation and reserves. Variations in other capital expenditure will impact on Council's Asset Replacement Reserve.

Investment Properties

This plan assumes that Council will not sell any of its investment properties over the next ten years.

Legislation

This plan assumes that there will be some changes in the legislation under which Council operates that will impact on its work programmes over the next ten years. Council is aware of new requirements from central government such as new national policy statements for biodiversity and natural hazards. Council's work programme has taken account of the known changes coming. The risk of this assumption is low. Changes in Government policy may directly impact the responsibilities of Council.

Climate Change

The assumption is made that climate change will have impacts on parts of Otago over the next ten years. The infrastructure strategy notes that there will be a possible sea level rise of between 0.3 and 0.5 metres over the next 30 years. To help address this assumption, Council has incorporated some work programmes in the Flood Protection and Control works activity, and in the Safety and Hazards activity to address the risk of potential additional flooding. A new Climate Change Adaption activity is also included in the work programme, which looks at understanding the effects of climate change on Otago. The risk of this assumption being incorrect is low.

Natural Disasters

The assumption is made that there could be major natural disasters over the next ten years that could cause widespread and significant damage to Council's infrastructural assets, i.e. our flood and drainage schemes. What, when, where and how big are impossible to predict, but the Long-term Plan provides for Council to be ready to respond. Such initiatives include Council's civil defence and emergency management work programme, the retention of Council's Emergency Response Fund and a proactive approach to managing asset resilience through renewals.

This assumption has a high level of uncertainty.

Financial Statements

(all amounts \$000's)

Statement of Comprehensive Revenue and Expense

Annual Plan 2019-20		Long-Term Plan 2020-21	Annual Plan 2020-21
	REVENUE:		
	Revenue from non-exchange transactions		
26,363	Rates Income	27,780	26,957
12,133	Grant Income	9,145	11,474
11,385	Other Income	11,455	14,074
	Revenue from exchange transactions		
7,900	Dividends	8,100	10,100
1,512	Interest & Investments	1,512	1,000
2,678	Other Income	2,815	2,678
61,971	Total Revenue	60,807	66,282
	EXPENDITURE:		
	Operating Expenditure:		
18,496	Employee Benefits	18,404	22,743
2,531	Depreciation	2,534	2,967
2	Finance Costs	2	2
43,561	Operating Expenses	40,793	46,156
64,590	Total Operating Expenditure	61,733	71,868
335	Other Gains(Losses)	345	417
(2,284)	Surplus/(Deficit) for the Period	(581)	(5,168)
	OTHER COMPREHENSIVE REVENUE & EXPENSES		
7,000	Revaluation Gain(Loss)	7,000	7,000
4,716	TOTAL COMPREHENSIVE REVENUE & EXPENSES	6,419	1,832

Depreciation by Activity

Annual Plan 2019-20	Activity	Long-Term Plan 2020-21	Annual Plan 2020-21
234	Environment	284	271
831	Flood Protection	885	898
20	Safety & Hazards	10	13
212	Regulatory	15	206
72	Transport	36	282
1,163	Corporate	1,303	1,297
2,531	Total	2,534	2,967

Statement of Financial Position

Annual Plan 2019-20		Long-Term Plan 2020-21	Annual Plan 2020-21
	Current Assets:		
432	Cash & cash equivalents	523	6,985
34,811	Other financial assets	35,557	17,502
8,697	Trade & other receivables	3,544	9,591
0	Inventories	0	0
214	Property intended for sale	1,093	0
231	Other current assets	261	442
44,385	Total current assets	40,978	34,520
	Non-current assets:		
95,505	Property, plant & equipment	96,910	98,254
11,816	Investment property	12,193	14,323
502,508	Shares in Port Otago Ltd	472,037	548,235
4,252	Intangible assets	5,071	5,326
98	Deferred tax asset	98	98
614,179	Total non-current assets	586,309	666,237
658,564	Total assets	627,287	700,756
	Current liabilities:		
9,019	Accounts payable	7,159	12,503
1,701	Employee entitlements	1,665	1,639
10,720	Total current liabilities	8,824	14,142
	Non-current liabilities:		
0	Other financial instruments	0	0
0	Total non-current liabilities	0	0
10,720	Total liabilities	8,824	14,142
647,844	Net assets	618,463	686,614
	Equity:		
126,078	Public equity	127,491	117,370
482,507	Available for sale reserve	452,036	528,235
4,224	Asset replacement reserve	2,089	3,811
14,192	Building reserve	15,531	13,768
228	Environmental enhancement reserve	200	4
4,480	Emergency response reserve	4,628	4,544
71	Water management reserve	77	354
6,309	Kuriwao endowment reserve	6,279	6,266
9,755	Asset revaluation reserve	10,132	12,262
647,844	Total equity	618,463	686,614

Statement of Changes in Net Assets / Equity

Annual Plan 2019-20		Long-Term Plan 2020-21	Annual Plan 2020-21
643,119	Balance at 1 July		684,782
4,725	Net comprehensive income	8,429	1,832
647,844	Balance at 30 June	618,463	686,614
	Net movements		
(2,619)	Net surplus transferred to public equity	(926)	(5,586)
637	Public equity	573	389
7,000	Available for sale revaluation reserve	9,000	7,000
(749)	Asset replacement reserve	(1,081)	(434)
480	Building reserve	525	336
(66)	Environmental enhancement reserve	(67)	(176)
151	Emergency response reserve	157	111
(386)	Water management reserve	(50)	(145)
(68)	Kuriwao reserve	(57)	(80)
345	Asset revaluation reserve	355	417
4,725	Net comprehensive income	8,429	1,832
647,844	Balance at 30 June	618,463	686,614

Statement of Reserves

Reserve	Opening Balance 1 July 2020 \$000s	Transfers In \$000s	Transfers Out \$000s	Closing Balance 30 June 2021 \$000s
Public Equity	141,885	7,316	(7,028)	142,173
Available for Sale Revaluation Reserve	521,235	7,000	0	528,235
Asset Replacement Reserve	4,246	1,633	(2,067)	3,811
Emergency Response Reserve	4,433	111	0	4,544
Emergency Mgt Reserve	0	0	0	0
Kuriwao Reserve	6,346	270	(350)	6,266
Asset Revaluation Reserve	11,845	417	0	12,262
Water Mgt Reserve	499	9	(154)	354
Building Reserve	13,433	336	0	13,768
Environmental Enhancement Reserve	(0)	250	(426)	(176)
River Mgt - Dunedin	1,278	279	(482)	1,075
River Mgt - Clutha	(120)	330	(421)	(211)
River Mgt - Central	358	308	(393)	273
River Mgt - Wakatipu	623	163	(333)	453
River Mgt - Wanaka	595	193	(330)	458
River Mgt - Waitaki	302	408	(386)	323
Alexandra Flood Protection	82	256	(254)	84
Leith Flood Protection	(15,341)	1,641	(1,644)	(15,345)
Lower Clutha Flood Protection & Drainage	(392)	1,299	(2,027)	(1,121)
Lower Taieri Flood Protection	145	1,135	(2,642)	(1,361)
West Taieri Drainage	(2,287)	815	(1,369)	(2,842)
East Taieri Drainage	(65)	565	(803)	(303)
Tokomairiro	74	141	(193)	22
Shotover River	131	85	(66)	150
Lower Waitaki River Control	(10)	166	(166)	(10)
Clean Heat Clean Air	68	1	(95)	(26)
Public Transport Dunedin	(4,001)	16,358	(17,584)	(5,227)
Public Transport Wakatipu	(598)	7,460	(7,834)	(971)
Compliance Dairy Monitoring	97	190	(185)	103
Wilding Pines - Steering Groups	(146)	210	(214)	(150)
Rural Freshwater Implementation	69	2,027	(2,093)	3
Total Reserves	684,783	51,369	(49,538)	686,614

Statement of Cashflows

Annual Plan 2019-20		Long-Term Plan 2020-21	Annual Plan 2020-21
	CASHFLOW FROM OPERATING ACTIVITIES		
	<i>Cash provided from:</i>		
26,363	Rate Receipts	27,780	26,957
14,070	Other Receipts	14,276	16,759
12,133	Grant Income	9,145	11,474
7,900	Dividends	8,100	10,100
1,512	Interest	1,512	1,000
61,978	Total Income	60,813	66,290
	<i>Cash Applied to:</i>		
62,057	Payments to Employees & Suppliers	59,197	68,899
2	Interest Expense	2	2
62,059	Total Payments	59,199	68,901
(81)	NET CASH FROM OPERATING ACTIVITIES	1,614	(2,611)
	CASHFLOW FROM INVESTING ACTIVITIES		
	<i>Cash provided from:</i>		
410	Property, Plant & Equipment Sales	419	410
0	Term Investment Maturity	0	0
0	Deferred Tax Asset realised	0	0
5,000	Managed Fund Withdrawal	3,000	0
5,410	Total Cash	3,419	410
	<i>Cash Applied to:</i>		
4,313	Property, Plant & Equipment	4,379	5,401
960	Intangible Assets	1,049	900
5,273	Total	5,428	6,301
137	NET CASH FROM INVESTING ACTIVITIES	(2,009)	(5,891)
	CASHFLOW FROM FINANCING ACTIVITIES		
	<i>Cash provided from:</i>		
0	Borrowings	0	0
	<i>Cash Applied to:</i>		
0	Repayment of Borrowings	0	0
0	NET CASH FROM FINANCING ACTIVITIES	0	0
56	Net Increase/ (Decrease) in Cash Held	(395)	(8,502)
377	Cash at 1 July 2020	918	15,487
433	Cash at 30 June 2021	523	6,985

Reconciliation of Net Surplus to Net Cash from Operating Activities

Annual Plan 2019-20		Long-Term Plan 2020-21	Annual Plan 2020-21
	RECONCILIATION OF NET SURPLUS TO NET CASH		
(2,284)	Net Surplus(deficit) from Activities	(581)	(5,168)
	Add(deduct) non cash items:		
2,531	Depreciation	2,534	2,967
(335)	Other (gains)/losses	(345)	(417)
7	Bad Debts	6	7
(81)	Net Cash from Operating Activities	1,614	(2,611)

Schedule of Capital Expenditure

Annual Plan 2019-20		Long-Term Plan 2020-21	Annual Plan 2020-21
	Environmental		
51	Air monitoring		60
5	Pest management	5	5
445	Water monitoring sites	493	525
	Harbour Management		30
	Transport		
0	Stock truck effluent disposal sites	0	600
	Flood protection & control works		
0	Alexandra flood		
68	Lower Clutha flood & drainage		740
802	Lower Taieri flood protection	1,597	1,600
450	West Taieri drainage	463	563
339	East Taieri drainage	218	218
95	Tokomairiro	53	80
1,202	Leith flood protection	584	680
	Council		
50	Property		100
677	Vehicles	692	675
1,017	Computers & software	1,107	955
21	Plant	42	20
51	Sundry	52	50
5,273	Total capital expenditure	5,429	6,901

Accounting Policies

Overview

Reporting Entity

The Council is a regional local authority governed by the Local Government Act 2002.

The Council Group (Group) consists of the Council and its subsidiary Port Otago Limited (100% owned). The Port Otago Limited Group consists of Port Otago Limited, its subsidiaries, associates and joint ventures.

The primary objective of the Council is to provide goods or services for the community or social benefit rather than making a financial return. Accordingly, the Council has designated itself and the Group as public benefit entities for financial reporting purposes.

The prospective financial information contained in the Long-term Plan relates to the Council only as the group parent. The Council has not presented group prospective financial statements because the Council believes that the parent prospective financial statements are more relevant to users. The main purpose of prospective financial statements in the Long-term Plan is to provide users with information about the core services that the Council intends to provide ratepayers, the expected cost of those services and as a consequence how much the Council requires by way of rates to fund the intended levels of service. The level of rate funding required is not affected by subsidiaries except to the extent that the Council obtains distributions from those subsidiaries. Distributions from the Council's subsidiary Port Otago Limited are included in the prospective financial statements of the Council.

The Prospective Financial Statements of Council are to be adopted by Council on 24 June 2020.

Statement of Compliance

The prospective financial statements have been prepared in accordance with PBE FRS 42, Prospective Financial Statements, and in accordance with Tier 1 PBE Standards appropriate for public benefit entities, as it relates to prospective financial statements.

The actual financial results are likely to vary from the information presented in these prospective financial statements, and the variations may be material.

No actual results have been incorporated in these prospective financial statements.

Council is responsible for the prospective financial statements presented, including the appropriateness of the assumptions underlying the prospective financial statements and all other required disclosures.

Basis of Accounting

The prospective financial statements have been prepared on the historical cost basis, except for the revaluation of certain assets. They are presented in New Zealand dollars, rounded to the nearest thousand.

Revenue Recognition

Revenue from Exchange Transactions

Fees received for the following activities are recognised as revenue from exchange transactions.

- Resource consent processing
- Audits of resource consent conditions
- Pest animal contract work
- Grazing leases and licenses
- Enforcement work
- Dividends, interest and rental income

All other revenue is recognised as revenue from non-exchange transactions.

Rates Revenue

Rates are recognised as income when levied.

Other Revenue

(a) Rendering of Services

Revenue from the rendering of services is recognised by reference to the stage of completion of the transaction at balance date, based on the actual service provided as a percentage of the total services to be provided.

Fees and charges are recognised as income when supplies and services have been rendered.

Revenue relating to contracts and consent applications that are in progress at balance date is recognised by reference to the stage of completion at balance date.

(b) Interest Revenue

Interest revenue is recognised on a time proportionate basis using the effective interest method.

(c) Dividend Revenue

Dividend revenue is recognised when the right to receive payments is established on a receivable basis.

Other Gains and Losses

(a) Sale of Investment Property, Property, Plant and Equipment, Property Intended for Sale and Financial Assets

Net gains or losses on the sale of investment property, property plant and equipment, property intended for sale and financial assets are recognised when an unconditional contract is in place and it is probable that the Council will receive the consideration due and significant risks and rewards of ownership of assets have been transferred to the buyer.

(b) Assets Acquired for Nil or Nominal Consideration

Where a physical asset is acquired for nil or nominal consideration, the fair value of the asset received is recognised as revenue. Assets vested in the Council are recognised as revenue when control over the asset is obtained.

Grant Expenditure

Non-discretionary grants are those grants that are awarded if the grant application meets the specified criteria and are recognised as expenditure when an application that meets the specified criteria for the grant has been received.

Discretionary grants are those grants where the Council has no obligation to award on receipt of the grant application and are recognised as expenditure when a successful applicant has been notified of the Council's decision.

Leasing

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

(a) Council as Lessor

Amounts due from lessees under finance leases are recorded as receivables at the amount of the net investment in the leases. Finance lease income is allocated to accounting periods to reflect a constant periodic rate of return on the net investment outstanding in respect of the leases.

Rental income from operating leases is recognised on a straight-line basis over the term of the relevant lease.

(b) Council as Lessee

Assets held under finance leases are recognised at their fair value or if lower, at amounts equal to the present value of the minimum lease payments, each determined at the inception of the lease. The corresponding liability to the lessor is included in the Statement of Financial Position as a finance lease obligation.

Lease payments are apportioned between finance charges and reduction of the lease obligation to achieve a constant rate of interest on the remaining balance of the liability. Finance charges are charged directly against income, unless they are directly attributable to qualifying assets, in which case they are capitalised.

Rentals payable under operating leases are charged to income on a straight-line basis over the term of the relevant lease.

(c) Lease Incentives

Benefits received and receivable as an incentive to enter an operating lease are also spread on a straight-line basis over the lease term.

Goods and Services Tax

Revenues, expenses, assets and liabilities are recognised net of the amount of goods and services tax (GST), except for receivables and payables which are recognised inclusive of GST.

Cash flows are included in the cash flow statement on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

Statement of Cash Flows

For the purpose of the statement of cash flows, cash and cash equivalents include cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.

The following terms are used in the statement of cash flows:

- Operating activities are the principal revenue producing activities of Council and other activities that are not investing or financing activities;
- Investing activities are the acquisition and disposal of long-term assets and other investments not included in cash equivalents; and
- Financing activities are activities that result in changes in the size and composition of the contributed equity and borrowings of the entity.

Financial Instruments

Financial assets and financial liabilities are recognised on the Council's Statement of Financial Position when the Council becomes a party to contractual provisions of the instrument.

Investments are recognised and derecognised on trade date where purchase or sale of an investment is under a contract whose terms require delivery of the investment within the timeframe established by the market concerned, and are initially measured at fair value, net of transaction costs, except for those financial assets classified as fair value through profit or loss which are initially valued at fair value.

Financial Assets

Financial Assets are classified into the following specified categories: financial assets 'at fair value through profit or loss', 'held-to-maturity' investments, 'available-for-sale' financial assets, and 'loans and receivables'. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition.

(a) Effective Interest Method

The effective interest method is a method of calculating the amortised cost of a financial asset and of allocating interest income over the relevant period. The effective interest rate is the interest rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or where appropriate, a shorter period.

(b) Financial Assets at Fair Value through Surplus or Deficit

Financial assets are classified as financial assets at fair value through surplus or deficit where the financial asset:

- Has been acquired principally for selling in the near future;
- Is a part of an identified portfolio of financial instruments that the Council and Group manages together and has a recent actual pattern of short-term profit-taking; or
- Is a derivative that is not designated and effective as a hedging instrument.

Financial assets at fair value through profit or loss are stated at fair value, with any resultant gain or loss recognised in the Statement of Comprehensive Revenue and Expense. The net gain or loss is recognised in the Statement of Comprehensive Revenue and Expense and incorporates any dividend or interest earned on the financial asset. Fair value is determined in the manner described later in this note.

Council has classified its managed funds as financial assets held for trading. This fund includes cash, fixed interest deposits, bonds and equities. Financial assets held for trading purposes are classified as current assets and are stated at fair value, with any resultant gain or loss recognised in the surplus/(deficit).

(c) Available-for-Sale Financial Assets

Shares in subsidiary (Port Otago Limited) and certain equity investments held by the Council are classified as being available-for-sale and are stated at fair value. Fair value is determined in the manner described later in this note. Gains and losses arising from changes in fair value are recognised directly in the available-for-sale revaluation reserve, except for impairment losses which are recognised directly in the surplus/(deficit). Where the investment is disposed of or is determined to be impaired, the cumulative gain or loss previously recognised in the available-for-sale revaluation reserve is included in the surplus/(deficit) for the period.

(d) Loans and Receivables

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment.

Trade and other receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for impairment is

established when there is objective evidence that the Council will not be able to collect all amounts due according to the original terms of the receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. The amount of the provision is expensed in the surplus/(deficit).

Deposits are included within this classification.

(e) Impairment of Financial Assets

Financial assets, other than those at fair value through profit or loss, are assessed for indicators of impairment at each Statement of Financial Position date. Financial assets are impaired where there is objective evidence that because of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the investment have been impacted. For financial assets carried at amortised cost, the amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate.

The carrying amount of the financial asset is reduced by the impairment loss directly for all financial assets, except for trade receivables, where the carrying amount is reduced via an allowance account. When a trade receivable is uncollectible, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against the allowance account. Changes in the carrying amount of the allowance account are recognised in the surplus/(deficit).

With the exception of available-for-sale equity instruments, if, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed through the surplus/(deficit) to the extent the carrying amount of the investment at the date of impairment is reversed does not exceed what the amortised cost would have been had the impairment not been recognised.

Financial Liabilities

(a) Trade and Other Payables

Trade payables and other accounts payable are recognised when the Council becomes obliged to make future payments resulting from the purchase of goods and services.

Trade and other payables are initially recognised at fair value and are subsequently measured at amortised cost, using the effective interest method.

(b) Borrowings

Borrowings are recognised initially at fair value, net of transaction costs. Borrowing costs attributable to qualifying assets are capitalised as part of the cost of those assets.

Subsequent to initial recognition, borrowings are measured at amortised cost with any difference between the initial recognised amount and the redemption value being recognised in the surplus/(deficit) over the period of the borrowing using the effective interest method.

Fair Value Estimation

The fair value of financial instruments traded in active markets (such as available-for-sale equities) is based on quoted market prices at the balance date. The quoted market price used for financial assets held by the Council is the current bid price; the appropriate quoted market price for financial liabilities is the current offer price.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. The Council uses a variety of methods and makes assumptions that are based on market conditions existing as each balance date. The fair value of Shares in Port Otago Limited is determined by a valuation performed at each balance date by an independent professional firm with the relevant expertise and experience in performing such valuations. Quoted market prices or dealer quotes for similar instruments are used for long-term investment and debt instruments held. The fair value of interest rate swaps is the estimated amount that the Council would receive or pay to terminate the swap at the reporting date, taking

into account current interest rates. The fair value of forward exchange contracts is determined using forward exchange market rates at the balance date.

Property Held for Sale

Property classified as held for sale is measured at:

- fair value for items transferred from investment property, and
- fair value less estimated costs of disposal, measured at time of transfer for items transferred from property, plant and equipment.

Property is classified as held for sale if the carrying amount will be recovered through a sales transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable, and the property is available for immediate sale in its present state. There must also be an expectation of completing the sale within one year from the date of classification. Property is not depreciated or amortised while it is classified as held for sale.

Property, Plant and Equipment

Property, plant and equipment consist of the following.

Operational Assets

Operational assets include Council owned land, endowment land, buildings, and plant and vehicles.

Infrastructural Assets

Infrastructural assets deliver benefits direct to the community and are mostly associated with major flood protection and land drainage schemes. Infrastructural assets include flood banks, protection works, structures, drains, bridges and culverts, and in the passenger transport, Dunedin bus hub and associated shelters.

Restricted Assets

Endowment land is vested in the Council by the Otago Regional Council (Kuriwao Endowment Lands) Act. The Act restricts disposition of this land to freeholding initiated by lessees.

(a) Cost

Land and Buildings are recorded at cost or deemed cost less accumulated depreciation and any accumulated impairment losses.

Other property, plant and equipment are recorded at cost less accumulated depreciation and any accumulated impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the assets. Where an asset is acquired for no cost, or for a nominal cost, it is recognised at fair value at the date of acquisition. When significant, interest costs incurred during the period required to construct an item of property, plant and equipment are capitalised as part of the asset's total cost.

(b) Depreciation

Operational assets, excluding land, are depreciated on a straight-line basis to write-off the cost of the asset to its estimated residual value over its estimated useful life.

Infrastructural assets including flood banks, protection works, and drains and culverts are constructions or excavations of natural materials on the land and have substantially the same characteristics as land, in that they are considered to have unlimited useful lives and in the absence of natural events, these assets are not subject to ongoing obsolescence or deterioration of service performance and are not subject to depreciation. Other infrastructural assets are depreciated on a straight-line basis to write off the cost of the asset to its estimated residual values over its estimated useful life.

Expenditure incurred to maintain these assets at full operating capability is charged to the surplus/(deficit) in the year incurred.

The following estimated useful lives are used in the calculation of depreciation:

Asset	Life
Operational Assets	
Buildings – Council	10-50 years
Plant and vehicles – Council	3-20 years
Infrastructural Assets	
Floodbanks	Unlimited
Protection works	Unlimited
Drains	Unlimited
Culverts	Unlimited
Structures	33-100 years
Bridges	33-100 years

The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period.

(c) Disposal

An item of property, plant and equipment is derecognised upon disposal or recognised as impaired when no future economic benefits are expected to arise from the continued use of the asset.

Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in the surplus/(deficit) in the period the asset is derecognised.

Investment Property

Investment property, which is property held to earn rentals and/or for capital appreciation, is measured initially at cost and subsequently at fair value. Fair value is determined annually by independent valuers. Revaluation gains or losses arising from changes in the fair value of investment property are reported in the surplus/(deficit) in the period in which they arise.

Intangible Assets

Computer Software

Computer software assets are stated at cost, less accumulated amortisation and impairment. The amortisation periods range from 1 to 10 years.

Other Intangible Assets

Other intangible assets represent the excess of the cost of acquisition of the cost of Council's interest in the fair value of assets of any jointly controlled entity. Other intangibles are reassessed and reclassified to the cost of investment property and investment property inventories.

Impairment of Non-Financial Assets

At each reporting date, the Council reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated to determine the extent of the impairment loss (if any). Where the asset does not generate cash flows that are independent from other assets, the Council estimates the recoverable amount of the cash-generating unit to which the asset belongs.

Recoverable amount is the higher of fair value less costs to sell and value in use. Value in use is depreciated replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily dependent on the assets ability to generate net cash inflows and where the entity would, if deprived of the asset, replace its remaining future economic benefits or service potential. In assessing value in use for cash-generating assets, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than it's carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised in the surplus/(deficit) immediately, unless the relevant asset is carried at fair value, in which case the impairment loss is treated as a revaluation decrease.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but only to the extent that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised in the surplus/(deficit) immediately, unless the relevant asset is carried at fair value, in which case the reversal of the impairment loss is treated as a revaluation increase.

Employee Benefits

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave, and sick leave when it is probable that settlement will be required, and they are capable of being measured reliably.

Provisions made in respect of employee benefits expected to be settled within 12 months, are measured at their nominal values using the remuneration rate expected to apply at the time of settlement.

Provisions made in respect of employee benefits which are not expected to be settled within 12 months are measured as the present value of the estimated future cash outflows to be made by the Council in respect of services provided by employees up to reporting date.

Superannuation Schemes

Defined Contribution Schemes

Contributions to defined contribution superannuation schemes are expensed when incurred.

Defined Benefit Schemes

The Council belongs to the Defined Benefit Plan Contributors Scheme (the Scheme), which is managed by the Board of Trustees of the National Provident Fund. The Scheme is a multi-employer defined benefit scheme.

Insufficient information is available to use defined benefit accounting as it is not possible to determine from the terms of the Scheme the extent to which the surplus/(deficit) will affect future contributions by individual employers, as there is no prescribed basis for allocation. The Scheme is therefore accounted for as a defined contribution scheme.

Equity

Equity is the community's interest in Council and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into various reserves.

Reserves are a component of equity generally representing a use to which various parts of equity have been assigned. Reserves may be legally restricted or created by Council.

Restricted and Council Created Reserves

Restricted reserves are those subject to specific conditions accepted as binding by the Council and which may not be revised by the Council without reference to the Courts or a third party. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met.

Also included in restricted reserves are reserves restricted by Council decision. Council may alter them without references to any third party or the Courts. Transfers to and from these reserves are at the discretion of Council.

Allocation of Overheads

Direct costs are charged directly to significant activities. Indirect costs are charged to significant activities based on the cost drivers and related activity/usage information.

Direct costs are those costs that are directly attributable to a significant activity. Indirect costs are those costs that cannot be identified in an economically feasible manner with a specific significant activity.

Other Disclosures

Balancing of Budget

The Council has resolved, under section 100(2) of the Local Government Act 2002, that it is financially prudent to not balance its operating budget in the first 3 years. The primary reason is to allow Council to use reserves to fund certain one-off operating expenditure.

Council also resolved to use a rate offset to reduce the burden of a general rates increase due to the economic pressures of the covid-19 pandemic.

Reserves are to be used to fund Environmental Enhancement initiatives, research and development for improving Otago's water quality, water management initiatives, climate change adaptation and flood protection designations.

The impact of this decision is that general rates will be kept at appropriate levels, as reserves are available to fund these activities.

Rating base Information

The projected rating base information for the Otago region is as follows:

Financial year	Projected Rating Units
2020/21	120,000
2021/22	121,000
2022/23	122,000
2023/24	123,000
2024/25	124,000
2025/26	125,000
2026/27	126,000
2027/28	127,000

Prudence Disclosures

The purpose of this statement is to disclose the Council's planned financial performance in relation to various benchmarks to enable the assessment of whether the Council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings.

The statement is contained in the Long-Term Plan 2018-28 in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the regulations). Refer to the regulations for more information, including definitions of some of the terms used in this statement.

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Rate Funding and Funding Impact Statements

Funding Impact Statement

Annual Plan 2019-20		Long-Term Plan 2020-21	Annual Plan 2020-21
	Sources of operating funding:		
11,180	General rates, UAGC & rate penalties	11,546	11,180
15,183	Targeted rates	16,234	15,777
12,133	Subsidies & grants	9,145	11,474
3,570	Fees & charges	3,407	5,050
9,412	Interest & dividends from investments	9,612	11,100
10,493	Fines, infringement fees & other receipts	10,862	11,702
61,971	Total operating funding	60,807	66,282
	Applications of operating funding:		
61,903	Payments to staff & suppliers	59,009	68,732
104	Finance costs	129	104
(391)	Other operating funding applications	(201)	651
61,616	Total applications of operating funding	58,938	69,487
355	Surplus(deficit) of operating funding	1,869	(3,204)
	Sources of capital funding:		
0	Subsidies & grants for capital expenditure	0	0
0	Financial contributions	0	0
0	Increase(decrease) in debt	0	0
410	Gross proceeds from sale of assets	419	410
0	Lump sum contributions	0	0
0	Other dedicated capital funding	0	0
410	Total sources of capital funding	419	410
	Application of capital funding:		
	<i>Capital expenditure:</i>		
(0)	- to meet demand	(0)	0
1,933	- to improve level of service	1,367	1,965
3,341	- to replace existing assets	4,062	4,936
(4,508)	Increase(decrease) in reserves	(3,140)	(9,695)
	Increase(decrease) in investments		
765	Total applications of capital funding	2,288	(2,794)
(355)	Surplus(deficit) of capital funding	(1,869)	3,204
0	Funding balance	0	(0)

Reconciliation of Funding Impact Statement to Statement of Comprehensive Revenue and Expense

Annual Plan 2019-20		Long-Term Plan 2020-21	Annual Plan 2020-21
355	Surplus(deficit) of operating funding per funding Impact statement	1,869	(3,204)
	<i>Add/(deduct):</i>		
(2,531)	Depreciation	(2,534)	(2,967)
335	Other gains/(losses)	345	417
(443)	Other	(261)	586
(2,284)	Adjusted Surplus/(Deficit) from Funding Impact Statement	(581)	(5,168)
(2,284)	Surplus/(Deficit) from activities per Statement of Comprehensive Revenue & Expense	(581)	(5,168)

Funding Impact Statement – Calculation of Rates for the 2020-21 Financial Year

Source of funding and activities	Valuation system and basis of calculation	Matters for differentiation	Est. Revenue sought for 2020-21 including GST	Estimated rates payable including GST			
				Capital Value \$250,000	Capital Value \$500,000	Capital Value \$4,000,000	
General rates:							
<i>General rates</i>							
- contributes to all activities of council.	Capital value	Where the property is situated.	Allocated as:	\$9,642,000			
			Central Otago	\$1,070,000	\$21.76	\$43.51	\$348.09
			Clutha	\$891,000	\$27.59	\$55.18	\$441.42
			Dunedin	\$4,022,000	\$32.35	\$64.69	\$517.54
			Queenstown	\$3,017,000	\$21.78	\$43.55	\$348.44
			Waitaki	\$642,000	\$25.98	\$51.96	\$415.72
<i>Uniform Annual General Charge</i>							
- contributes to all activities of council.	Fixed charge per rating unit.		Calculated as \$28.57 per rating unit.	\$3,214,000	\$28.57	\$28.57	\$28.57
Targeted rates – refer to maps of targeted rating areas							
<i>Dairy monitoring</i>	Fixed charge per rating unit.	The activity of being a dairy farm	Calculated as \$503.96 per dairy shed.	\$216,000	\$503.96	\$503.96	\$503.96
<i>Flood protection and control works</i>							
- Leith flood protection scheme	Capital value	Where the property is situated within the defined scheme area.	Allocated as:	\$1,680,000			
			Direct benefit zone:				
			* Forsyth Barr Stadium	\$34,000	\$43.84	\$87.69	\$701.50
			* Excluding stadium	\$806,000	\$191.49	\$382.98	\$3,063.84
			* Indirect benefit zone	\$840,000	\$10.06	\$20.12	\$161.00

Council Meeting Agenda 24 June 2020 - MATTERS FOR COUNCIL DECISION

Source of funding and activities	Valuation system and basis of calculation	Matters for differentiation	Est. Revenue sought for 2020-21 including GST	Estimated rates payable including GST			
				Capital Value	Capital Value	Capital Value	
				\$250,000	\$500,000	\$4,000,000	
Lower Clutha flood and drainage Scheme	Capital value	Where the property is situated using approved classifications.	Allocated as:	\$863,000			
			Flood Protection & Drainage A	\$62,000	\$1,521.17	\$3,042.34	\$24,338.68
			Flood Protection & Drainage B	\$156,000	\$603.99	\$1,207.98	\$9,663.82
			Flood Protection & Drainage C	\$309,000	\$570.44	\$1,140.87	\$9,126.96
			Flood Protection & Drainage D	\$53,000	\$357.92	\$715.85	\$5,726.78
			Flood Protection & Drainage E	\$48,000	\$190.14	\$380.29	\$3,042.31
			Flood Protection & Drainage F	\$27,000	\$22.37	\$44.74	\$357.92
			Flood Protection & Drainage U1	\$3,000	\$603.94	\$1,207.88	\$9,663.08
			Flood Protection & Drainage U2	\$156,000	\$201.33	\$402.66	\$3,221.29
			Flood Protection & Drainage U3	\$9,000	\$44.74	\$89.48	\$715.83
			Flood Protection & Drainage U4	\$40,000	\$33.55	\$67.11	\$536.88
- Lower Taieri flood protection scheme	Capital value	Where the property is situated using approved classifications.	Allocated as:	\$977,432			
			Lower Taieri Flood Protection WF1	\$430,000	\$532.24	\$1,064.49	\$8,515.89
			Lower Taieri Flood Protection WF2	\$429,000	\$314.93	\$629.86	\$5,038.90
			Lower Taieri Flood Protection WF3	\$225	\$4.97	\$9.93	\$79.46
			Lower Taieri Flood Protection WF4	\$197	\$7.78	\$15.56	\$124.49
			Lower Taieri Flood Protection WF5	\$1	\$0.75	\$1.51	\$12.05
			Lower Taieri Flood Protection WF6	\$6	\$1.08	\$2.17	\$17.34
			Lower Taieri Flood Protection WF7	\$1	\$0.38	\$0.75	\$6.01
			Lower Taieri Flood Protection WF8	\$1,000	\$37.41	\$74.82	\$598.58
			Lower Taieri Flood Protection WF9	\$2	\$0.40	\$0.80	\$6.42
			Lower Taieri Flood Protection EF1	\$26,000	\$286.85	\$573.70	\$4,589.64
			Lower Taieri Flood Protection EF2	\$34,000	\$300.06	\$600.12	\$4,800.94
			Lower Taieri Flood Protection EF3	\$1,000	\$298.55	\$597.10	\$4,776.79
			Lower Taieri Flood Protection EF4	\$10,000	\$242.35	\$484.70	\$3,877.57
Lower Taieri Flood Protection EF5	\$2,000	\$6.73	\$13.47	\$107.74			
Lower Taieri Flood Protection EF6	\$1,000	\$297.89	\$595.79	\$4,766.28			
Lower Taieri Flood Protection EF7	\$1,000	\$4.10	\$8.19	\$65.54			
Lower Taieri Flood Protection EF8	\$33,000	\$3.87	\$7.73	\$61.87			
Lower Taieri Flood Protection EF9	\$3,000	\$1.79	\$3.59	\$28.69			
Lower Taieri Flood Protection EF10	\$1,000	\$2.23	\$4.46	\$35.70			
Lower Taieri Flood Protection EF12	\$2,000	\$352.07	\$704.13	\$5,633.04			
Lower Taieri Flood Protection EF13	\$3,000	\$352.16	\$704.32	\$5,634.56			

Council Meeting Agenda 24 June 2020 - MATTERS FOR COUNCIL DECISION

Source of funding and activities	Valuation system and basis of calculation	Matters for differentiation	Est. Revenue sought for 2020-21 including GST	Estimated rates payable including GST			
				Capital Value / Hectare	Capital Value / Hectare	Capital Value / Hectare	
				CV Ha	\$250,000 0.07	\$500,000 2.00	\$4,000,000 20.00
East Taieri drainage scheme	Fixed charge per hectare	Where the property is situated within the defined scheme area.	Allocated as:	\$431,000			
			East Taieri Drainage - ED1	\$157,000	\$12.39	\$354.13	\$3,541.31
			East Taieri Drainage - ED2	\$105,000	\$9.49	\$271.00	\$2,710.01
			East Taieri Drainage - ED4	\$17,000	\$10.45	\$298.56	\$2,985.57
			East Taieri Drainage - ED5	\$62,000	\$4.71	\$134.68	\$1,346.78
			East Taieri Drainage - ED7	\$18,000	\$15.84	\$452.55	\$4,525.51
			East Taieri Drainage - ED8	\$35,000	\$3.13	\$89.35	\$893.52
			East Taieri Drainage - ED9	\$26,000	\$2.71	\$77.50	\$774.99
			East Taieri Drainage - ED10	\$11,000	\$2.41	\$68.86	\$688.58
				Fixed charge per hectare	Where the property is situated within the defined scheme area.	Allocated across ED1, ED2, ED4, ED5, ED8, ED9 and ED10	\$144,000
West Taieri drainage scheme	Fixed charge per hectare	Where the property is situated within the defined scheme area.	Allocated as:	\$523,190			
			West Taieri Drainage - WD1	\$413,000	\$7.52	\$214.90	\$2,149.04
			West Taieri Drainage - WD2	\$74,000	\$2.07	\$59.05	\$590.48
			West Taieri Drainage - WD3	\$24,000	\$5.61	\$160.35	\$1,603.48
			West Taieri Drainage - WD4	\$12,000	\$7.52	\$214.90	\$2,149.01
			West Taieri Drainage - WD5	\$190	\$0.03	\$0.87	\$8.71
				Fixed charge per hectare	Where the property is situated within the defined scheme area.	Allocated across WD1, WD2, WD3 and WD4.	\$224,000
Tokomairiro drainage scheme	Capital value	Where the property is situated within the defined scheme area.	Allocated as:	\$161,000			
			Tokomairiro Drainage A	\$10,000	\$210.29	\$420.59	\$3,364.70
			Tokomairiro Drainage B	\$19,000	\$157.72	\$315.44	\$2,523.51
			Tokomairiro Drainage C	\$23,000	\$126.18	\$252.35	\$2,018.82
			Tokomairiro Drainage D	\$32,000	\$94.63	\$189.26	\$1,514.11
			Tokomairiro Drainage E	\$16,000	\$52.57	\$105.15	\$841.19
			Tokomairiro Drainage F	\$24,000	\$21.03	\$42.06	\$336.46
			Tokomairiro Drainage U1	\$37,000	\$31.54	\$63.09	\$504.69
Shotover Delta	Capital Value	Where the property is situated within the defined scheme area.		\$92,000	\$1.14	\$2.29	\$18.30

Source of funding and activities	Valuation system and basis of calculation	Matters for differentiation	Est. Revenue sought for 2020-21 including GST	Estimated rates payable including GST			
				Capital Value	Capital Value	Capital Value	
				\$250,000	\$500,000	\$4,000,000	
River Management							
City and district river management	Capital value	Where the property is situated	Allocated as:	\$1,852,000			
			Central Otago	\$345,000	\$7.01	\$14.03	\$112.23
			Clutha	\$379,000	\$11.76	\$23.51	\$188.08
			Dunedin	\$288,000	\$2.31	\$4.62	\$36.99
			Waitaki	\$460,000	\$18.60	\$37.20	\$297.62
			Wakatipu	\$173,000	\$1.82	\$3.65	\$29.18
			Wanaka	\$207,000	\$4.71	\$9.42	\$75.36
Lower Waitaki	Capital value	Where the property is situated within the defined scheme area	Allocated as:	\$171,000			
			Lower Waitaki A	\$106,000	\$311.18	\$622.36	\$4,978.84
			Lower Waitaki B	\$65,000	\$155.59	\$311.18	\$2,489.41
Water quality	Capital value	Land use type being:	Allocated as:	\$782,000			
		- Rural arable farming	Central Otago	\$166,000	\$8.66	\$17.31	\$138.48
		- Rural dairy	Clutha	\$217,000	\$8.98	\$17.96	\$143.68
		- Rural forestry	Dunedin	\$114,000	\$8.66	\$17.31	\$138.48
		- Rural market gardens and orchards	Queenstown	\$165,000	\$9.88	\$19.77	\$158.12
		- Rural mineral extraction	Waitaki	\$120,000	\$9.10	\$18.20	\$145.57
		- Rural multi use within rural industry					
		- Rural specialist livestock					
		- Rural stock finishing					
		- Rural store livestock					
		- Rural vacant					
		- Lifestyle 2 hectares and above					
Wilding trees	Fixed charge per rating unit		Calculated as \$2.15 per rating unit	\$241,000	\$2.15	\$2.15	\$2.15

Source of funding and activities	Valuation system and basis of calculation	Matters for differentiation	Est. Revenue sought for 2020-21 including GST	Estimated rates payable including GST			
				Capital Value	Capital Value	Capital Value	
				\$250,000	\$500,000	\$4,000,000	
Emergency Management	Fixed charge per rating unit		Allocated as \$27.18 per rating unit	\$3,057,000	\$27.18	\$27.18	\$27.18
Transport							
Dunedin passenger transport	Capital value	Where the property is situated within the defined scheme area, and differentiated on basis of land use -	Allocated as:	\$5,591,000			
		Class A - non-residential	Class A	\$1,530,000	\$160.21	\$320.42	\$2,563.34
		Class B - others	Class B				
			* Dunedin	\$4,039,000	\$42.72	\$85.44	\$683.56
			* Waitaki	\$22,000	\$44.91	\$89.82	\$718.54
Wakatipu passenger transport	Capital value	Where the property is situated within the defined scheme area, and differentiated on basis of land use -	Allocated as:	\$1,139,000			
		Class A - non-residential	Class A	\$291,000	\$23.56	\$47.13	\$377.04
		Class B - others	Class B	\$848,000	\$11.78	\$23.56	\$188.52

The Otago Regional Council does not require a lump sum contribution for any of its targeted rates.

Effect of Rating (\$000's)

The rating implications (GST exclusive) of the activities included in this plan are estimated as follows:

Annual Plan 2019-20		Long-Term Plan 2020-21	Annual Plan 2020-21
11,180	General rates	11,546	11,180
-	Targeted air quality rates	-	-
1,138	Rural water quality rate	1,442	680
188	Dairy inspection rate	188	188
	Targeted River Management rates:		
300	- Central Otago District	300	300
330	- Clutha District	360	330
250	- Dunedin City	300	250
146	- Lower Waitaki River	148	149
150	- Wakatipu	150	150
180	- Wanaka	180	180
400	- Waitaki District	400	400
	Targeted Passenger Transport services rate:		
4,384	- Dunedin	4,774	4,862
845	- Queenstown	948	990
	Targeted Catchment rates:		
475	- East Taieri Drainage	500	500
1,461	- Leith Flood Protection	1,461	1,461
700	- Lower Clutha	750	750
800	- Lower Taieri	800	850
80	- Shotover Delta	80	80
124	- Tokomairiro	134	140
600	- West Taieri Drainage	650	650
	Targeted Wilding Tree rates:		
25	- Central Otago District	26	25
18	- Clutha District	18	18
100	- Dunedin City	102	98
46	- Queenstown Lakes District	47	49
20	- Waitaki District	20	20
	Emergency Management rates:		
287	- Central Otago District	287	314
211	- Clutha District	211	230
1,163	- Dunedin City	1,155	1,244
528	- Queenstown Lakes District	528	619
236	- Waitaki District	236	251

Schedule of Fees and Charges

Scale of Charges

The following Scale of Charges is to be applied where indicated to activities includes in this Schedule of Fees and Charges:

Charge	\$
Staff time per hour:	
- Management	190
- Team Leader/Principle	170
- Senior Technical	135
- Technical	115
- Field staff	115
- Administration	85
Disbursements	Actual
Additional site notice	Actual
Advertisements	Actual
Vehicle use per kilometre	0.70
Travel and accommodation	Actual
Testing charges	Actual
Consultants	Actual
Commissioners	Actual
Photocopying and printing	Actual
Councillor Hearing fees per hour:	
- Chairperson	\$100
- Member	\$80
- Expenses	Actual

Resource Management Act – Section 36 Charges

Set out below are details of the amounts payable for those activities to be funded by fees and charges, as authorised by Section 36(1) of the Resource Management Act 1991.

Resource Consent Application Fees

Note that the fees shown below are a deposit to be paid on lodgement of a consent application and applications for exemptions in respect of water measuring devices. The deposit will not usually cover the full cost of processing the application, and further costs are incurred at the rate shown in the scale of charges. GST is included in all fees and charges.

Pre-Application Work

Fees payable for pre-application work carried out before a consent application is lodged with Council will be incurred at the rates shown in the scale of charges.

Publicly Notified Applications Deposits: ³	\$
First application	5,000
Non-Notified Applications and Limited Notification Applications Deposits: ³	\$
First application (except those below)	1,750
Multiple Applications	2,300
Variation to Conditions – s127	1,750
Administrative Variation – s127	1,750

Fixed Fees	
Exemptions from water metering regulations	400
Bores	600
Hearings	
Payment for Commissioner request – s100A	Per Note 2 below Per Note 4 below
Objections	
Payment for Commissioner request – s357AB	Per Note 4 below
Transfer of Consent Holder and Certificates Deposits:	
Transfer of permits and consents	\$ 200
Priority Table	200
Section 417 Certificate	500
Certificate of Compliance	1,750
All Other Costs	As per Scale of Charges

Notes:

1. For additional permits in respect of the same site, activity, applicant, time of application, and closely related effect as the first application.
2. The deposit payable shall be 90% of the cost of a hearing as calculated by Council in accordance with information contained in the application file and using the scale of charges. The amount payable will be due at least 10 working days before the commencement of the hearing. If the amount is not paid by the due date, then the Council reserves the right under S36(7) of the Resource Management Act to stop processing the application. This may include cancellation of the hearing.

Should a hearing be cancelled or postponed due to the non-payment of the charge, the applicant will be invoiced for any costs that arise from that cancellation or postponement.

Following completion of the hearing process, any shortfall in the recovery of hearing costs will be invoiced, or any over recovery will be refunded to the applicant.

3. Where actual and reasonable costs are less than the deposit paid, a refund will be given.
4. Where an applicant requests under s100A (for a consent hearing) or under s357AB (for the hearing of an objection) an independent commissioner(s); the applicant will be required to pay any increase in cost of having the commissioner(s).

Where a submitter(s) requests under s100A an independent commissioner(s) any increase in cost that is in addition to what the applicant would have paid shall be paid by the submitter. If there is more than one submitter who has made such request the costs shall be evenly shared.

Review of Consent Conditions

Following the granting of a consent, a subsequent review of consent conditions may be carried out at either the request of the consent holder, or as authorised under Section 128, as a requirement of Council. Costs incurred in undertaking reviews requested by the consent holder will be payable by the consent holder at the rates shown in the Scale of Charges above.

Reviews initiated by Council will not be charged to consent holders.

Compliance Monitoring

Performance Monitoring

The following charges will apply to the review of performance monitoring reports for all consent holders, except those listed in section 1.6 below. The charges shown are annual fixed fees per performance monitoring report or plan, and are inclusive of GST.

<i>1.1 Discharge to Air Consent</i>	\$
Measurement of contaminants from a Stack report	95
Ambient air quality measurement of contaminants report	110
Management plans and maintenance records	38
Annual Assessment report	75
<i>1.2 Discharge to Water, Land and Coast</i>	
Effluent Systems	\$
- Environmental Quality report	50
- Installation producer statements	66
- Return of flow/discharge records	66
Active Landfills	\$
- Environmental Quality report	63
- Management Plans	140
Industrial Discharges	\$
- Environmental quality report	46
- Environmental report	101
- Return of flow/discharge records	66
Annual Assessment report	55
Management Plans – minor environmental effects	140
Management Plans – major environmental effects	280
Maintenance records	33
<i>1.3 Water Takes</i>	\$
Verification reports	66
Annual assessment report	56
Manual return of data per take	87
Data logger return of data per take sent to Council	55
Telemetry data per take	38
Administration fee – water regulations	100
Low flow monitoring charge*	
- Kakanui at McCones*	350
- Unnamed Stream at Gemmels*	1,550
* charge for monitoring sites established by the Council specifically to monitor consented activities in relation to river flows.	
<i>1.4 Structures</i>	\$
Inspection reports for small dams	135
Inspection reports for large dams	270
Structural integrity reports	85
<i>1.5 Photographs</i>	\$
Provision of photographs	65

1.6 Fees for Specific Consent Holders

Performance monitoring fees will be charged as 75% of actual costs for the following consent holders:

- Dunedin City Council
- Central Otago District Council

- Clutha District Council
- Queenstown Lakes District Council
- Waitaki District Council
- Ravensdown
- Contact Energy
- Trustpower
- Pioneer Generation
- Oceana Gold
- Port Otago

Additional charges may be incurred for new consents granted during the year.

Audit of Consents

Audit of consents will be charged at the actual cost incurred, with the actual costs being calculated using the Scale of Charges.

Other Compliance Activities

The following activities will be charged at the actual cost incurred, using the Scale of Charges:

- Performance monitoring of permitted activities under a National Environmental Standard
- Monitoring Compliance Certificates

Non-Compliance, Incidents and Complaints

Enforcement work on consent conditions and remedying negative effects – Scale of Charges.

Gravel Inspection and Management

Gravel extraction fee – \$0.66 per cubic metre (incl. GST). Where more than 10,000 cubic metres of gravel is extracted within a prior notified continuous two-month period, the actual inspection and management costs will be charged, as approved by the Director Corporate Services.

Resource Monitoring

Water or air monitoring work carried out for external parties – Scale of Charges.

Private Plan Changes

Work carried out on privately initiated plan changes – Scale of Charges.

Contaminated Sites Management

Clean up and remediation works – Scale of Charges.

Incident and Complaint, Non-Compliance with Permitted Activity Rules

Dealing with pollution incidents and enforcement work including investigating, monitoring, reporting, remediation and clean-up. The 'Scale of Charges' applies.

Biosecurity Act – Section 135 Charges

Pest Management Strategy Implementation

Work carried out resulting from inaction of landowners not complying with Council's Pest Management Strategy for Otago. The 'Scale of Charges' applies.

Review of Rabbit Control Programmes from non-compliant farms, and work associated with ensuring implementation of those programmes – Scale of Charges.

Local Government Act – Section 150 Charges

Transport Licensing Exempt Services

Apply to register or vary an existing registration - Scale of Charges; deposit payable of \$575.

Bylaw Application Processing

Processing bylaw applications with the 'Scale of Charges' applying and deposit payable of \$300.

Local Government Official Information and Meetings Act – Section 13 and Resource Management Act Section 36(1)

Information Requests

Information requests that require more than half an hour to respond to, and multiple copies of Council reports. The 'Scale of Charges' applies.

DRAFT

Building Act – Section 243 Charges

Dam Safety and Building Control

The following table of charges and deposits will apply to the Dam Safety and Building Control activity. Amounts stated include GST.

Activity	Deposit	Processing Fee	MBIE and BRANZ Levies (at rates as advised to Council)*
Review of Potential Impact Classifications submitted by dam owners	Nil	Time and disbursements – scale of charges.	Nil
Review of Dam Safety Assurance Programmes	Nil	Time and disbursements – scale of charges.	Nil
Reviewing Building Warrants of Fitness	Nil	Time and disbursements – scale of charges.	Nil
Property Information Memorandums	Nil	Time and disbursements – scale of charges.	Nil
Building consent applications – estimated value of building work is \$20,000 or less	\$2,000	Time and disbursements – scale of charges.	Nil
Building consent applications – estimated value of building work greater than \$20,000	\$2,000	Time and disbursements – scale of charges.	MBIE levy - \$1.75 for every \$1,000 (or part of \$1,000) of the estimated value of the building work. BRANZ levy - \$1.00 for every \$1,000 (or part of \$1,000) of the estimated value of the building work – if required.
Issuing Certificates of Acceptance – estimated value of building work is \$20,000 or less	\$2,000	Time and disbursements – scale of charges.	
Issuing Certificates of Acceptance – estimated value of building work greater than \$20,000	\$2,000	Time and disbursements – scale of charges.	MBIE levy - \$1.75 for every \$1,000 (or part of \$1,000) of the estimated value of the building work – if required. BRANZ levy - \$1.00 for every \$1,000 (or part of \$1,000) of the estimated value of the building work – if required.
Issuing of Code Compliance Certificates for building consent applications	Nil	Time and disbursements – scale of charges.	Nil
Maintaining Register of Dams	Nil	Nil	Nil
Any other activity under the Building Act	Nil	Time and disbursements – scale of charges.	Nil

* Figures for the MBIE and BRANZ levies are as required by regulation on 1 March 2008. These levies may change in accordance with amendments made to regulations. The Council is required to collect and pay MBIE and BRANZ levies as regulated.

Bus Services

Dunedin Bus Services

Bus fares for Dunedin bus services are:

Zones Travelled	Go Card			Cash	
	Adult	Child	Super Gold Card Off Peak and Go Card Extra	Adult	Child
1	\$1.92	\$1.15	\$1.73	\$2.60	\$1.60
2	\$2.53	\$1.52	\$2.28	\$3.40	\$2.10
3	\$4.44	\$2.66	\$4.00	\$6.00	\$3.60
4	\$7.58	\$4.55	\$6.82	\$10.20	\$6.10
5	\$11.41	\$6.85	\$10.27	\$15.30	\$9.20

Fare zones are detailed on Councils website and defined in the Regional Public Transport Plan.

Wakatipu Basin Bus Services

Bus fares for Wakatipu Basin bus services are:

Zones Travelled	Go Card		Cash	
	Child	Adult	Child	Adult
Zone 1 and 2	\$1.50	\$2.00	\$4.00	\$5.00
Zone 3 (Airport)	\$1.50	\$2.00	\$8.00	\$10.00

Fare zones are detailed on Councils website and defined in the Regional Public Transport Plan.

Disclaimer: Council may change fares during the year due to operational or other needs. Significant fare changes will be consulted on.

9.2. Adoption of Rating Resolution 2020-2021

Prepared for:	Council
Report No.	CS1937
Activity:	Governance Report
Author:	Sarah Harrison, Manager Finance
Endorsed by:	Nick Donnelly, General Manager Corporate Services
Date:	24 June 2020

PURPOSE

- [1] The purpose of this report is to provide details of each of the rates to be set, and to recommend that Council adopts the rates resolution for the 2020/2021 financial year.

EXECUTIVE SUMMARY

- [2] Following the adoption of the Annual Plan 2020/2021, Council is required to adopt a rates resolution, which formally sets the rates for the 2020/2021 financial year.
- [3] The rates resolution is attached to this report.
- [4] A table is attached to this report showing the rate effect of the rates contained in the rating resolution on a range of properties within the Otago region. The table includes rates for the 2019/2020 year for comparative purposes.

RECOMMENDATION

That the Council:

- a) **Receives** this report.
- b) **Adopts** the Rating Resolution for the 2020/2021 financial year

GENERAL RATES

General rate amount and collection basis

- [5] The GST inclusive general rate requirement for the 2020/21 year of \$12,856,000 represents an increase of 0% on the 2019/20 rate of \$12,856,000.
- [6] Of the general rate requirement, the total amount of rates to be collected by way of Uniform Annual General Charge is \$3,214,000 equating to a charge of \$28.57 (including GST) on each rateable property compared to \$29.42 in the 2019/20 year.
- [7] General rates, excluding the portion collected as a Uniform Annual General Charge, are charged on a capital value basis.

Equalisation of capital values

- [8] Revaluations of property for rating purposes are conducted on a cyclic three-yearly basis.
- [9] The Dunedin City and the Central Otago Districts were revalued in 2019 and the Waitaki, Queenstown and Clutha Districts were last revalued in 2017.
- [10] Council obtained a certificate of projected values from Quotable Value Limited that provides an assessment of the overall “equalised” capital values of the city and each of the districts within Otago, as at the common date of 1 July 2019.
- [11] The equalised values are applied to apportion the general rate amount to be collected on a capital value basis from the region as a whole, and are also applied in those instances where rates are to be collected on a common basis where the rating base takes in more than one district.
- [12] The following table shows the equalised values for the city and districts as at 1 July 2019 that are applicable for 2020/21 rates and the comparative values applicable to the 2019/20 rates.

Equalised capital values of the Otago region				
	Values for the 2020/21 year		Values for the 2019/20 year	
City/Districts	Values \$billion	District %	Values \$billion	District %
Central Otago	12.180	12.53%	11.491	12.59%
Clutha	8.363	8.60%	8.316	9.11%
Dunedin	31.012	31.91%	28.152	30.84%
Queenstown	39.156	40.29%	36.647	40.15%
Waitaki (part)	6.479	6.67%	6.678	7.32%
Total	97.190	100.00%	91.28	100.00%

Significant general rate amounts

- [13] The following are the significant general rate amounts to be levied on the basis of capital value:

	General rates 2020/21 (GST inclusive) \$	General rates 2019/20 (GST inclusive) \$
Contact Energy Limited:		
Clyde Hydro Dam	48,205	54,389
Roxburgh Hydro Dam	23,578	26,583
Dunedin Waste Water Business Unit:		
Three major facilities	107,396	122,657
Total	179,179	203,629
Percentage of total general rates	1.86%	2.11%

- [14] The amount of general rate to be collected from these ratepayers, and the percentage of these rates in relation to the total general rate, is not considered unreasonable given the effects of the presence and operations of these properties.

RIVER MANAGEMENT RATES

- [15] The targeted rates to be levied for the purposes of maintenance and enhancement of waterways within the territorial authority city/districts and within the Lower Waitaki River area are as follows:

River management rates (inclusive of GST)		
Rating area	2020/21 \$	2019/20 \$
Central Otago District	345,000	345,000
Clutha District	379,000	379,000
Dunedin City	288,000	288,000
Queenstown-Lakes District - Wakatipu area	173,000	173,000
Queenstown-Lakes District - Wanaka area	207,000	207,000
Waitaki District	460,000	460,000
Lower Waitaki rating area	171,000	168,000
Total	2,023,000	2,020,000

- [16] The River Management rates are assessed differentially on the rateable capital value of all rateable land situated within the territorial authority city/districts and within the Wakatipu and Wanaka river management rating districts. In respect of the Lower Waitaki scheme, the rates are assessed differentially on the rateable capital value of all rateable land within two scheme classifications.

FLOOD AND DRAINAGE SCHEME RATES

- [17] The rating levels for the various flood protection and drainage scheme rating districts are as follows:

Flood and drainage scheme rates (inclusive of GST)		
Targeted rating district	2020/21 \$	2019/20 \$
<i>Rates charged on a capital value basis:</i>		
Lower Taieri Flood	978,000	920,000
Lower Clutha Flood & Drainage	863,000	805,000
Tokomairiro Drainage	161,000	142,000
Shotover Delta Training Works	92,000	92,000
Leith Flood Protection	1,680,000	1,680,000
<i>Rates charged on an area basis:</i>		
West Taieri Drainage	748,000	690,000
East Taieri Drainage	575,000	546,000
Total	5,097,000	4,875,000

- [18] These rates are levied on either a classified or differentially targeted basis in accordance with assessed benefits.

Lower Taieri, Lower Clutha, Tokomairiro and Shotover Delta Schemes

- [19] The total rate requirement for these schemes is set on the capital value within each of the relevant classifications. The Lower Taieri Scheme has 21 classifications, the Lower Clutha has 10 classifications, and the Tokomairiro has 7 classifications. The Shotover Delta Scheme does not have multiple classifications.

Leith Flood Protection

- [20] This rate is set on a capital value basis comprising two classifications, the Direct Benefit Zone and the Indirect Benefit Zone.
- [21] The Forsyth Barr Stadium is to contribute 4% of the rate requirement attributed to the Direct Benefit Zone, with other Direct Benefit Zone properties contributing 96% of the Direct Benefit Zone rate requirement.

West Taieri Drainage

- [22] This rate is set on an area basis comprising five differential classifications.
- [23] Of the total rate requirement, 30% is collected by way of a targeted uniform rate on classifications WD1 through to WD4 (inclusive), and the remainder is collected by way of a differential rate on classifications WD1 through to WD5 (inclusive).

East Taieri Drainage

- [24] This rate is set on an area basis comprising 10 classifications.
- [25] Of the total rate requirement, 25% is collected by way of a targeted uniform rate on all classifications except ED3, ED6 and ED7, and the remainder is collected by way of a differential rate on all classifications except ED3 and ED6.

TRANSPORT RATES

Dunedin Transport Rate

- [26] The Dunedin transport services targeted rate is to be levied on two classifications of ratepayer, Class A and Class B.
- [27] Class A ratepayers are made up of those properties within the inner city and St Kilda/St Clair areas that do not have a land use description of any of the following;
 - Residential: bach,
 - Residential: multi-use within residential, multi-use residential,
 - Residential: multi-unit,
 - Residential: single unit excluding bach, and
 - Residential: vacant.
- [28] Class B comprises all properties within the transport services targeted rating area other than those designated as Class A. Class A ratepayers will pay a differential rate equating to 3.75 times the amount paid by Class B ratepayers.
- [29] The Dunedin Transport rates to be levied are as follows:

Dunedin Transport Rate (inclusive of GST)		
Classification	2020/21 \$	2019/20 \$
Class A	1,530,000	1,517,000
Class B	4,061,000	3,524,000
Total	5,591,000	5,041,000

Queenstown Transport Rate

- [30] The Queenstown transport services targeted rate is to be levied on two classifications of ratepayer, Class A and Class B. Class A ratepayers will pay a differential rate equating to 2.0 times the amount paid by Class B ratepayers.
- [31] Class A ratepayers are made up of those properties within the Queenstown Transport Services Rating Area that have the land use description of:
 - Commercial: Retail, Multi-use within Commercial, and Services,
 - Community Services: Multi-use within Community Services,
 - Multi-use: Commercial,
 - Residential: Public Communal-licensed, and Public Communal-unlicensed,
 - Transport: Air Transport, and Multi-use within Transport, and

- Recreational: Entertainment, Multi-use within recreational, Active indoor, Active outdoor, Passive indoor, and Passive outdoor.

[32] Class B comprises all properties within the Queenstown Transport Services rating area other than those designated as Class A.

[33] The Queenstown transport rates to be levied are as follows:

Queenstown Transport Rate (inclusive of GST)		
Classification	2020/21 \$	2019/20 \$
Class A	291,000	256,000
Class B	848,000	716,000
Total	1,139,000	972,000

RURAL WATER QUALITY RATE

[34] The Rural Water Quality rate will be levied on the capital value of all rateable land situated within the Otago region that:

- (a) Has a rural land use description; or
- (b) Has a lifestyle land use description and a land area of at least two hectares.

[35] The proportion of the total rate requirement to be collected within each territorial authority district/city will be based on the equalised capital values of each district/city.

[36] The GST inclusive rate requirement of \$782,000 for the 2020/21 year represents a decrease of 40% on the amount of \$1,309,000 levied in the 2019/20 period.

DAIRY MONITORING RATE

[37] The Dairy Monitoring rate will be levied on a targeted uniform basis on all rateable land, situated within the Otago region that operates a Dairy Farm.

[38] The GST inclusive rate requirement of \$216,000 for the 2020/21 year is set at the same level that was set in the 2019/20 year.

WILDING TREE RATE

[39] The Wilding Tree rate will be levied on a targeted uniform basis on all rateable land situated within the Otago region.

[40] The GST inclusive rate requirement of \$241,000 for the 2020/21 year is set at the same level that was set in the 2019/20 year.

CIVIL DEFENCE AND EMERGENCY MANAGEMENT RATE

[41] The Civil Defence and Emergency Management rate will be levied on a targeted uniform basis on all rateable land situated within the Otago region.

- [42] The GST inclusive rate requirement of \$3,057,000 for the 2020/21 year represents an increase of 10% on the amount of \$2,788,000 levied in the 2019/20 period.

PAYMENT AND PENALTY DATES

- [43] The attached resolution provides that the due date for rates to be paid is 31 October 2020.
- [44] It also provides for penalty dates in November 2020 and May 2021 as follows:
- A 10% penalty will apply to all unpaid rates on 1 November 2020.
 - A 10% penalty will apply to all rates levied in previous financial years remaining unpaid on 1 May 2021.

ATTACHMENTS

1. Rating Resolution for Adoption [9.2.1 - 8 pages]
2. Rating Report 2020 21 Sample Rates [9.2.2 - 14 pages]
3. Rating Report 2020 21 Median C Vs [9.2.3 - 2 pages]

Rating Resolution for Adoption

That in accordance with the provisions of the Local Government (Rating) Act 2002, the Otago Regional Council Annual Plan 2020/2021, and all other power or authorities in that behalf enabling it, the Otago Regional Council sets the following rates for the period commencing on the 1st day of July 2020 and ending on the 30th day of June 2021, namely:

1 General Rates

A Uniform Annual General Charge set under section 15 of the Local Government (Rating) Act 2002 made on every rating unit within the Otago region, assessed as a fixed amount of \$28.57 per rating unit. Revenue sought from the Uniform Annual General Charge amounts to \$3,214,000.

A general rate set under sections 13 and 14 of the Local Government (Rating) Act 2002 made on every rating unit within the Otago region, assessed differentially on the rateable capital value of all rateable land situated within the territorial authority districts as detailed below:

District	Rate cents in \$ on Capital Value	Revenue Sought \$
Central Otago	0.008702	1,070,000
Clutha	0.011036	891,000
Dunedin	0.012938	4,022,000
Queenstown Lakes	0.008711	3,017,000
Waitaki	0.010393	642,000
Total		9,642,000

2 River Management Rates

2.1 Territorial Authority Districts

For the purpose of providing for maintenance and enhancement works of waterways within the Otago region, a targeted rate set under sections 16, 17 and 18 of the Local Government (Rating) Act 2002, made on every rating unit, assessed differentially on the rateable capital value of all rateable land situated within the territorial authority districts and the Wakatipu and Wanaka river management rating districts, as detailed below:

District	Rate cents in \$ on Capital Value	Revenue Sought \$
Central Otago District	0.002806	345,000
Clutha District	0.004702	379,000
Dunedin City	0.000925	288,000
Waitaki District	0.007440	460,000
Wakatipu River Management Rating District	0.000730	173,000
Wanaka River Management Rating District	0.001884	207,000
Total		1,852,000

2.2 Lower Waitaki Rating Area

For the purpose of providing for maintenance and enhancement works of waterways within the Lower Waitaki Rating Area, a targeted rate set under sections 16, 17, 18 and 146(1)(b) of the Local Government (Rating) Act 2002, made on every rating unit within the rating area,

assessed differentially on the rateable capital value of all rateable land within the classifications as detailed below:

Lower Waitaki Rating Area		
Classification	Rate cents in \$ on Capital Value	Revenue Sought \$
A	0.124471	106,000
B	0.062235	65,000
Total		171,000

3 Flood Protection and Drainage Scheme Rates

3.1 Lower Clutha, Tokomairiro and Lower Taieri Schemes

For the purpose of providing for the maintenance and improvement of works, in the river and drainage schemes listed below, a targeted rate set under sections 16, 17, 18 and 146(1)(b) of the Local Government (Rating) Act 2002, made on every rating unit within the scheme area, assessed differentially on the rateable capital value of all rateable land within the scheme classifications as detailed below.

The targeted rates set below are the cents in the dollar on the rateable capital value of rateable land situated within each classification.

Lower Clutha Flood Protection & Drainage Scheme		
Classification	Rate cents in \$ on Capital Value	Revenue Sought \$
A	0.608467	62,000
B	0.241596	156,000
C	0.228174	309,000
D	0.143169	53,000
E	0.076058	48,000
F	0.008948	27,000
U1	0.241577	3,000
U2	0.080532	156,000
U3	0.017896	9,000
U4	0.013422	40,000
Total		863,000

Tokomairiro Drainage Scheme		
Classification	Rate cents in \$ on Capital Value	Revenue Sought \$
A	0.084118	10,000
B	0.063088	19,000
C	0.050470	23,000
D	0.037853	32,000
E	0.021030	16,000
F	0.008412	24,000
U1	0.012617	37,000
Total		161,000

Lower Taieri Flood Protection Scheme					
Classification	Rate cents in \$ on Capital Value	Revenue Sought \$	Classification	Rate cents in \$ on Capital Value	Revenue Sought \$
WF1	0.212897	430,000	EF3	0.119420	1,000
WF2	0.125972	429,000	EF4	0.096939	10,000
WF3	0.001987	225	EF5	0.002694	2,000
WF4	0.003112	197	EF6	0.119157	1,000
WF5	0.000301	1	EF7	0.001638	1,000
WF6	0.000434	6	EF8	0.001547	33,000
WF7	0.000150	1	EF9	0.000717	3,000
WF8	0.014965	1,000	EF10	0.000892	1,000
WF9	0.000160	2	EF12	0.140826	2,000
EF1	0.114741	26,000	EF13	0.140864	3,000
EF2	0.120024	34,000			
Total					977,432

3.2 East Taieri Scheme

For the purpose of providing for the maintenance and improvement of works, in the East Taieri drainage scheme, the following two rates are set:

Targeted Uniform Rate

A targeted uniform rate of \$32.18 per hectare set under sections 16, 17, 18 and 146(1)(b) of the Local Government (Rating) Act 2002, made on all rating units on all land within the scheme area, except for land situated within classifications ED3, ED6 and ED7.

Revenue sought from the targeted uniform rate amounts to \$144,000.

Targeted Differential Rate

A targeted rate set under sections 16, 17, 18 and 146(1)(b) of the Local Government (Rating) Act 2002, made on every rating unit within the scheme area, except those rating units situated within classifications ED3 and ED6, assessed differentially on the area of land of all rateable land situated within the scheme classifications as detailed below.

The targeted differential rates set below, are the dollars per hectare of rateable land situated within each classification.

East Taieri Drainage Scheme - Targeted Differential Rate		
Classification	Rate \$ per hectare	Revenue Sought \$
ED1	177.07	157,000
ED2	135.50	105,000
ED4	149.28	17,000
ED5	67.34	62,000
ED7	226.28	18,000
ED8	44.68	35,000
ED9	38.75	26,000
ED10	34.43	11,000
Total		431,000

3.3 West Taieri Scheme

For the purpose of providing for the maintenance and improvement of works, in the West Taieri drainage scheme, the following two rates are set:

Targeted Uniform Rate

A targeted uniform rate of \$33.11 per hectare set under sections 16, 17, 18 and 146(1)(b) of the Local Government (Rating) Act 2002, made on all rating units on all land situated within classifications WD1, WD2, WD3 and WD4 located within the scheme area.

Revenue sought from the targeted uniform rate amounts to \$224,000.

Targeted Differential Rate

A targeted rate set under sections 16, 17, 18 and 146(1)(b) of the Local Government (Rating) Act 2002, made on every rating unit within the scheme area, assessed differentially on the area of land of all rateable land situated within the scheme classifications as detailed below.

The targeted differential rates set below, are the dollars per hectare of rateable land situated within each classification.

West Taieri Drainage Scheme - Targeted Differential Rate		
Classification	Rate \$ per hectare	Revenue Sought \$
WD1	107.45	413,000
WD2	29.52	74,000
WD3	80.17	24,000
WD4	107.45	12,000
WD5	0.44	190
Total		523,190

3.4 Leith Flood Protection Scheme

For the purpose of providing for flood protection works, in the Leith Flood Protection scheme area, a targeted rate set under sections 16, 17 and 18 of the Local Government (Rating) Act 2002, made on every rating unit within the scheme area, assessed differentially on the rateable capital value of all rateable land situated within the scheme classifications as detailed below:

Leith Flood Protection Scheme		
Classification	Rate cents in \$ on Capital Value	Revenue Sought \$
A – Direct benefit zone – Excluding Forsyth Barr Stadium	0.076596	806,000
A – Direct benefit zone – Forsyth Barr Stadium only	0.017537	34,000
B – Indirect benefit zone	0.004025	840,000
Total		1,680,000

3.5 Shotover Delta Training Works

For the purpose of providing for flood mitigation works and maintenance of flood mitigation works on the Shotover Delta, a targeted rate set under sections 16, 17 and 18 of the Local Government (Rating) Act 2002, made on every rating unit within the Shotover Flood Mitigation Rating Area, assessed on the rateable capital value of all rateable land situated within the rating district as detailed below:

Shotover Delta Training Works		
	Rate cents in \$ on Capital Value	Revenue Sought \$
All rating units	0.000457	92,000
Total		92,000

4 Transport Services Rates

For the purpose of providing for urban passenger transport services within the Dunedin city area and a service to Palmerston, and public passenger transport services within the Queenstown area, targeted rates set under sections 16, 17 and 18 of the Local Government (Rating) Act 2002, made on every rating unit within the transport rating areas, assessed differentially on the rateable capital value of all rateable land situated within the transport rating classifications, as detailed below:

Dunedin Transport Services Rate		
Classification	Cents in \$ on Capital Value	Revenue Sought \$
Class A	0.064083	1,530,000
Class B (within Dunedin City)	0.017089	4,039,000
Class B (within Waitaki District)	0.017963	22,000
Total		5,591,000

Queenstown Transport Services Rate		
Classification	Cents in \$ on Capital Value	Revenue Sought \$
Class A	0.009426	291,000
Class B	0.004713	848,000
Total		1,139,000

5 Rural Water Quality Rate

For the purpose of providing for the monitoring of rural water quality, a targeted rate set under sections 16, 17 and 18 of the Local Government (Rating) Act 2002, assessed on the capital value of all rateable land situated within the territorial authority districts within the Otago region, that has a land use type being:

Rural land use types, as follows:

- Rural - Arable Farming
- Rural - Dairy
- Rural - Forestry
- Rural - Market Gardens and Orchards
- Rural - Mineral Extraction
- Rural - Multi-Use within Rural Industry
- Rural - Specialist Livestock
- Rural - Stock Finishing
- Rural - Store Livestock
- Rural - Vacant

Lifestyle land use types, with a land area of 2 hectares or greater, as follows:

- Lifestyle - Multi-Unit
- Lifestyle - Multi-Use within Lifestyle
- Lifestyle - Single Unit
- Lifestyle - Vacant

Rural Water Quality Rate		
	Rate cents in \$ on Capital Value	Revenue Sought \$
Central Otago	0.003462	166,000
Clutha	0.003592	217,000
Dunedin	0.003462	114,000
Queenstown Lakes	0.003953	165,000
Waitaki	0.003639	120,000
Total		782,000

6 Dairy Monitoring Rate

For the purpose of providing for monitoring the environmental effect of dairy farms, a targeted uniform rate set under sections 16, 17 and 18 of the Local Government (Rating) Act 2002, assessed on all rateable land used for dairy farming in the Otago region.

Dairy Monitoring Rate		
	Uniform rate \$	Revenue Sought \$
All rating units	503.96	216,000
Total		216,000

7 Wilding Tree Rate

For the purpose of providing for the control of wilding trees, a targeted uniform rate set under sections 16, 17 and 18 of the Local Government (Rating) Act 2002, assessed on all rateable land in the Otago region.

Wilding Tree Rate		
	Uniform rate \$	Revenue Sought \$
All rating units	2.15	241,000
Total		241,000

8 Civil Defence and Emergency Management Rate

For the purpose of providing for Civil Defence and Emergency Management functions undertaken by the Council, a targeted uniform rate set under sections 16, 17 and 18 of the Local Government (Rating) Act 2002, assessed on all rateable land in the Otago region.

Civil Defence and Emergency Management Rate		
	Uniform rate \$	Revenue Sought \$
All rating units	27.18	3,057,000
Total		3,057,000

9 Other Matters**9.1 Rate Collection**

That the Otago Regional Council collects the rates set and assessed in the Otago region, and that the rates become due and payable on or before 31 October 2020.

9.2 Penalties on Unpaid Rates

Pursuant to Sections 57 and 58 of the Local Government (Rating) Act 2002, penalties will be added to unpaid rates assessed by the Council within the Otago region and due to the Council during the 2020/2021 financial year as follows:

- a) A penalty of 10% to be added to rates assessed during the 2020/2021 financial year, or any previous financial year, and which remain unpaid on 1 November 2020.
- b) A penalty of 10% to be added to rates which have been levied in any previous financial year and which remain unpaid on 1 May 2021.

Penalties will not be added to rate balances where the ratepayer has elected the tri-annual direct debit option of payment and where all payments under this payment option are honoured on the due payment date.

The amount of unpaid rates to which a penalty shall be added shall include:

- Any penalty previously added to unpaid rates under Section 58 of the Local Government (Rating) Act 2002.
- Any additional charges previously added to the amount of unpaid rates, and under Section 132 of the Rating Powers Act 1988.
- Any rates previously levied under the Rating Powers Act 1988 that remain unpaid.

9.3 Valuation and Rating Records

That the valuation rolls and rate records for the rates collected by the Otago Regional Council be made available for inspection during normal working hours at the office of the Council, 70 Stafford Street, Dunedin.

Attachment to the Rating Report 2020/21								
Proposed 2020/21 rates for a sample of properties								
(current year rates included for comparative purposes)								
Dunedin City Dunedin Residential	Amount of rate per capital value							
	\$100,000		\$250,000		\$500,000		\$750,000	
	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
Uniform regional rates								
Uniform annual general charge	28.57	29.42	28.57	29.42	28.57	29.42	28.57	29.42
Emergency management uniform rate	27.18	25.23	27.18	25.23	27.18	25.23	27.18	25.23
Wilding trees uniform rate	2.15	2.18	2.15	2.18	2.15	2.18	2.15	2.18
	57.89	56.83	57.89	56.83	57.89	56.83	57.89	56.83
Variable rates on capital value								
General rate	12.94	17.19	32.35	42.98	64.69	85.95	97.04	128.93
River Management	0.92	1.24	2.31	3.10	4.62	6.20	6.94	9.30
Leith scheme - indirect benefit	4.02	5.54	10.06	13.85	20.12	27.70	30.19	41.55
Transport - class B	17.09	20.63	42.72	51.58	85.44	103.15	128.17	154.73
	34.98	44.60	87.44	111.51	174.89	223.00	262.33	334.51
Total rates including Leith scheme indirect rate	92.87	101.43	145.34	168.34	232.78	279.83	320.22	391.34
Add the Leith scheme direct benefit rate margin	76.60	89.91	191.49	224.78	382.98	449.55	574.47	674.33
Total for properties in the Leith Direct Benefit zone	169.47	191.34	336.83	393.12	615.76	729.38	894.69	1,065.67

Attachment to the Rating Report 2020/21								
Proposed 2020/21 rates for a sample of properties								
(current year rates included for comparative purposes)								
Dunedin City	Amount of rate per capital value							
	\$100,000		\$250,000		\$500,000		\$750,000	
Mosgiel Residential	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2019/20	2019/20
Uniform regional charges								
Uniform annual general charge	28.57	29.42	28.57	29.42	28.57	29.42	28.57	29.42
Emergency management uniform rate	27.18	25.23	27.18	25.23	27.18	25.23	27.18	25.23
Wilding trees uniform rate	2.15	2.18	2.15	2.18	2.15	2.18	2.15	2.18
	57.89	56.83	57.89	56.83	57.89	56.83	57.89	56.83
Other rates								
General rate	12.94	17.19	32.35	42.98	64.69	85.95	97.04	128.93
River Management	0.92	1.24	2.31	3.10	4.62	6.20	6.94	9.30
Transport - class B	17.09	20.63	42.72	51.58	85.44	103.15	128.17	154.73
Lower Taieri Flood - Class-EF8	1.55	1.62	3.87	4.05	7.73	8.10	11.60	12.15
East Taieri Differential rate per ha - Class ED7	13.58	12.80	15.84	14.94	18.10	17.07	22.63	21.34
	46.08	53.48	97.09	116.65	180.60	220.47	266.37	326.45
Total rates	103.97	110.31	154.98	173.48	238.49	277.30	324.26	383.28

Attachment to the Rating Report 2020/21								
Proposed 2020/21 rates for a sample of properties								
(current year rates included for comparative purposes)								
Amount of rate per capital value								
Dunedin City	\$500,000		\$1,000,000		\$1,500,000		\$2,000,000	
Dunedin Commercial	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
Uniform regional charges								
Uniform annual general charge	28.57	29.42	28.57	29.42	28.57	29.42	28.57	29.42
Emergency management uniform rate	27.18	25.23	27.18	25.23	27.18	25.23	27.18	25.23
Wilding trees uniform rate	2.15	2.18	2.15	2.18	2.15	2.18	2.15	2.18
	57.89	56.83	57.89	56.83	57.89	56.83	57.89	56.83
Variable charges on capital value								
General rate	64.69	85.95	129.38	171.90	194.08	257.85	258.77	343.80
River Management	4.62	6.20	9.25	12.40	13.87	18.60	18.50	24.80
Transport - class A	320.42	386.70	640.83	773.40	961.25	1,160.10	1,281.67	1,546.80
Leith scheme - indirect	20.12	27.70	40.25	55.40	60.37	83.10	80.50	110.80
	409.86	506.55	819.72	1,013.10	1,229.57	1,519.65	1,639.43	2,026.20
Total Rates	467.75	563.38	877.61	1,069.93	1,287.47	1,576.48	1,697.33	2,083.03

Attachment to the Rating Report 2020/21								
Proposed 2020/21 rates for a sample of properties								
(current year rates included for comparative purposes)								
Dunedin City West Taieri Farm	Amount of rate per capital value							
	\$200,000		\$500,000		\$800,000		\$1,000,000	
	10		15		20		30	
Assumed hectares	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
Uniform regional charges								
Uniform annual general charge	28.57	29.42	28.57	29.42	28.57	29.42	28.57	29.42
Emergency management uniform rate	27.18	25.23	27.18	25.23	27.18	25.23	27.18	25.23
Wilding trees uniform rate	2.15	2.18	2.15	2.18	2.15	2.18	2.15	2.18
	57.89	56.83	57.89	56.83	57.89	56.83	57.89	56.83
Other rates								
General rate	25.88	34.38	64.69	85.95	103.51	137.52	129.38	171.90
River Management	1.85	2.48	4.62	6.20	7.40	9.92	9.25	12.40
Rural water quality	6.92	14.20	17.31	35.50	27.70	56.80	34.62	71.00
Lower Taieri Flood - Class WF1	425.79	444.54	1,064.49	1,111.35	1,703.18	1,778.16	2,128.97	2,222.70
West Taieri drainage - Uniform rate per ha	331.13	286.20	496.70	429.30	662.26	572.40	993.39	858.60
West Taieri Differential rate - Class WD1	1,074.52	914.20	1,611.78	1,371.30	2,149.04	1,828.40	3,223.56	2,742.60
	1,866.10	1,696.00	3,259.59	3,039.60	4,653.08	4,383.20	6,519.18	6,079.20
Total Rates - Non-Dairy Farm	1,923.99	1,752.83	3,317.48	3,096.43	4,710.98	4,440.03	6,577.07	6,136.03
Add Dairy Farm uniform rate	503.96	505.14	503.96	505.14	503.96	505.14	503.96	505.14
Total Rates - Dairy Farm	2,427.95	2,257.97	3,821.45	3,601.57	5,214.94	4,945.17	7,081.03	6,641.17

Attachment to the Rating Report 2020/21								
Proposed 2020/21 rates for a sample of properties								
(current year rates included for comparative purposes)								
Amount of rate per capital value								
Queenstown Lakes District	\$200,000		\$500,000		\$800,000		\$1,000,000	
Wakatipu Residential	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
Uniform regional charges								
Uniform annual general charge	28.57	29.42	28.57	29.42	28.57	29.42	28.57	29.42
Emergency management uniform rate	27.18	25.23	27.18	25.23	27.18	25.23	27.18	25.23
Wilding trees uniform rate	2.15	2.18	2.15	2.18	2.15	2.18	2.15	2.18
	57.89	56.83	57.89	56.83	57.89	56.83	57.89	56.83
Variable charges on capital value								
General rate	17.42	17.98	43.55	44.95	69.69	71.92	87.11	89.90
River Management	1.46	1.52	3.65	3.80	5.84	6.08	7.30	7.60
Transport - class B	9.43	8.32	23.56	20.80	37.70	33.28	47.13	41.60
Shotover Delta	0.91	0.94	2.29	2.35	3.66	3.76	4.57	4.70
	29.22	28.76	73.05	71.90	116.89	115.04	146.11	143.80
Total Rates	87.12	85.59	130.95	128.73	174.78	171.87	204.00	200.63

Attachment to the Rating Report 2020/21								
Proposed 2020/21 rates for a sample of properties								
(current year rates included for comparative purposes)								
Amount of rate per capital value								
Queenstown Lakes District	\$200,000		\$500,000		\$800,000		\$1,000,000	
Wanaka Residential	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
Uniform regional charges								
Uniform annual general charge	28.57	29.42	28.57	29.42	28.57	29.42	28.57	29.42
Emergency management uniform rate	27.18	25.23	27.18	25.23	27.18	25.23	27.18	25.23
Wilding trees uniform rate	2.15	2.18	2.15	2.18	2.15	2.18	2.15	2.18
	57.89	56.83	57.89	56.83	57.89	56.83	57.89	56.83
Variable charges on capital value								
General rate	17.42	17.98	43.55	44.95	69.69	71.92	87.11	89.90
River Management	3.77	3.94	9.42	9.85	15.07	15.76	18.84	19.70
	21.19	21.92	52.97	54.80	84.76	87.68	105.95	109.60
Total Rates	79.08	78.75	110.87	111.63	142.65	144.51	163.84	166.43

Attachment to the Rating Report 2020/21								
Proposed 2020/21 rates for a sample of properties								
(current year rates included for comparative purposes)								
Amount of rate per capital value								
Queenstown Lakes District	\$500,000		\$1,000,000		\$1,500,000		\$2,000,000	
Wakatipu Commercial	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
Uniform regional charges								
Uniform annual general charge	28.57	29.42	28.57	29.42	28.57	29.42	28.57	29.42
Emergency management uniform rate	27.18	25.23	27.18	25.23	27.18	25.23	27.18	25.23
Wilding trees uniform rate	2.15	2.18	2.15	2.18	2.15	2.18	2.15	2.18
	57.89	56.83	57.89	56.83	57.89	56.83	57.89	56.83
Variable charges on capital value								
General rate	43.55	44.95	87.11	89.90	130.66	134.85	174.22	179.80
River Management	3.65	3.80	7.30	7.60	10.94	11.40	14.59	15.20
Transport - class A	47.13	41.60	94.26	83.20	141.39	124.80	188.52	166.40
Shotover Delta	2.29	2.35	4.57	4.70	6.86	7.05	9.15	9.40
	96.62	92.70	193.24	185.40	289.86	278.10	386.48	370.80
Total Rates	154.51	149.53	251.13	242.23	347.75	334.93	444.37	427.63

Attachment to the Rating Report 2020/21								
Proposed 2020/21 rates for a sample of properties								
(current year rates included for comparative purposes)								
Amount of rate per capital value								
Central Otago District	\$100,000		\$250,000		\$500,000		\$750,000	
Alexandra Residential	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
Uniform regional charges								
Uniform annual general charge	28.57	29.42	28.57	29.42	28.57	29.42	28.57	29.42
Emergency management uniform rate	27.18	25.23	27.18	25.23	27.18	25.23	27.18	25.23
Wilding trees uniform rate	2.15	2.18	2.15	2.18	2.15	2.18	2.15	2.18
	57.89	56.83	57.89	56.83	57.89	56.83	57.89	56.83
Variable charges on capital value								
General rate	8.70	10.43	21.76	26.08	43.51	52.15	65.27	78.23
River Management	2.81	3.62	7.01	9.05	14.03	18.10	21.04	27.15
	11.51	14.05	28.77	35.13	57.54	70.25	86.31	105.38
Total Rates	69.40	70.88	86.66	91.96	115.43	127.08	144.20	162.21

Attachment to the Rating Report 2020/21								
Proposed 2020/21 rates for a sample of properties								
(current year rates included for comparative purposes)								
Amount of rate per capital value								
Central Otago District	\$500,000		\$1,000,000		\$1,500,000		\$2,000,000	
Central Otago Farm	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
Uniform regional charges								
Uniform annual general charge	28.57	29.42	28.57	29.42	28.57	29.42	28.57	29.42
Emergency management uniform rate	27.18	25.23	27.18	25.23	27.18	25.23	27.18	25.23
Wilding trees uniform rate	2.15	2.18	2.15	2.18	2.15	2.18	2.15	2.18
	57.89	56.83	57.89	56.83	57.89	56.83	57.89	56.83
Variable charges on capital value								
General rate	43.51	52.15	87.02	104.30	130.53	156.45	174.05	208.60
River Management	14.03	18.10	28.06	36.20	42.09	54.30	56.12	72.40
Rural water quality - (on qualifying land use types)	17.31	35.40	34.62	70.80	51.93	106.20	69.24	141.60
	74.85	105.65	149.70	211.30	224.55	316.95	299.40	422.60
Total Rates - Non-Dairy Farm	132.74	162.48	207.60	268.13	282.45	373.78	357.30	479.43
Add Dairy Farm uniform rate	503.96	505.14	503.96	505.14	503.96	505.14	503.96	505.14
Total Rates - Dairy Farm	636.71	667.62	711.56	773.27	786.41	878.92	861.26	984.57

Attachment to the Rating Report 2020/21								
Proposed 2020/21 rates for a sample of properties								
(current year rates included for comparative purposes)								
Amount of rate per capital value								
Clutha District	\$100,000		\$250,000		\$500,000		\$750,000	
Balclutha Residential	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
Uniform regional charges								
Uniform annual general charge	28.57	29.42	28.57	29.42	28.57	29.42	28.57	29.42
Emergency management uniform rate	27.18	25.23	27.18	25.23	27.18	25.23	27.18	25.23
Wilding trees uniform rate	2.15	2.18	2.15	2.18	2.15	2.18	2.15	2.18
	57.89	56.83	57.89	56.83	57.89	56.83	57.89	56.83
Variable charges on capital value								
General rate	11.04	11.64	27.59	29.10	55.18	58.20	82.77	87.30
River Management	4.70	4.73	11.76	11.83	23.51	23.65	35.27	35.48
Lower Clutha Flood Protection - Class U2	80.53	75.63	201.33	189.08	402.66	378.15	603.99	567.23
	96.27	92.00	240.67	230.01	481.35	460.00	722.02	690.01
Total Rates	154.16	148.83	298.57	286.84	539.24	516.83	779.92	746.84

Attachment to the Rating Report 2020/21								
Proposed 2020/21 rates for a sample of properties								
(current year rates included for comparative purposes)								
Amount of rate per capital value								
Clutha District	\$100,000		\$250,000		\$500,000		\$750,000	
Milton Residential	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
Uniform regional charges								
Uniform annual general charge	28.57	29.42	28.57	29.42	28.57	29.42	28.57	29.42
Emergency management uniform rate	27.18	25.23	27.18	25.23	27.18	25.23	27.18	25.23
Wilding trees uniform rate	2.15	2.18	2.15	2.18	2.15	2.18	2.15	2.18
	57.89	56.83	57.89	56.83	57.89	56.83	57.89	56.83
Variable charges on capital value								
General rate	11.04	11.64	27.59	29.10	55.18	58.20	82.77	87.30
River Management	4.70	4.73	11.76	11.83	23.51	23.65	35.27	35.48
Tokomairiro Drainage - Class U1	12.62	11.35	31.54	28.38	63.09	56.75	94.63	85.13
	28.35	27.72	70.89	69.31	141.77	138.60	212.66	207.91
Total Rates	86.25	84.55	128.78	126.14	199.67	195.43	270.56	264.74

Attachment to the Rating Report 2020/21								
Proposed 2020/21 rates for a sample of properties								
(current year rates included for comparative purposes)								
Amount of rate per capital value								
Clutha District	\$500,000		\$1,000,000		\$1,500,000		\$2,000,000	
Clutha Farm	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
Uniform regional charges								
Uniform annual general charge	28.57	29.42	28.57	29.42	28.57	29.42	28.57	29.42
Emergency management uniform rate	27.18	25.23	27.18	25.23	27.18	25.23	27.18	25.23
Wilding trees uniform rate	2.15	2.18	2.15	2.18	2.15	2.18	2.15	2.18
	57.89	56.83	57.89	56.83	57.89	56.83	57.89	56.83
Variable charges on capital value								
General rate	55.18	58.20	110.36	116.40	165.53	174.60	220.71	232.80
River Management	23.51	23.65	47.02	47.30	70.53	70.95	94.04	94.60
Lower Clutha Flood Protection - Class C	1,140.87	1,071.45	2,281.74	2,142.90	3,422.61	3,214.35	4,563.48	4,285.80
Rural water quality - (on qualifying land use types)	17.96	30.20	35.92	60.40	53.88	90.60	71.84	120.80
	1,237.52	1,183.50	2,475.04	2,367.00	3,712.55	3,550.50	4,950.07	4,734.00
Total Rates - Non-Dairy Farm	1,295.41	1,240.33	2,532.93	2,423.83	3,770.45	3,607.33	5,007.97	4,790.83
Add Dairy Farm uniform rate	503.96	505.14	503.96	505.14	503.96	505.14	503.96	505.14
Total Rates - Dairy Farm	1,799.37	1,745.47	3,036.89	2,928.97	4,274.41	4,112.47	5,511.93	5,295.97

Attachment to the Rating Report 2020/21								
Proposed 2020/21 rates for a sample of properties								
(current year rates included for comparative purposes)								
Amount of rate per capital value								
Waitaki District	\$100,000		\$250,000		\$500,000		\$750,000	
Oamaru Residential	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
Uniform regional charges								
Uniform annual general charge	28.57	29.42	28.57	29.42	28.57	29.42	28.57	29.42
Emergency management uniform rate	27.18	25.23	27.18	25.23	27.18	25.23	27.18	25.23
Wilding trees uniform rate	2.15	2.18	2.15	2.18	2.15	2.18	2.15	2.18
	57.89	56.83	57.89	56.83	57.89	56.83	57.89	56.83
Variable charges on capital value								
General rate	10.39	12.12	25.98	30.30	51.96	60.60	77.95	90.90
River Management	7.44	7.52	18.60	18.80	37.20	37.60	55.80	56.40
	17.83	19.64	44.58	49.10	89.17	98.20	133.75	147.30
Total rates	75.73	76.47	102.48	105.93	147.06	155.03	191.64	204.13

Attachment to the Rating Report 2020/21								
Proposed 2020/21 rates for a sample of properties								
(current year rates included for comparative purposes)								
Amount of rate per capital value								
Waitaki District	\$500,000		\$1,000,000		\$1,500,000		\$2,000,000	
Waitaki Farm	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
Uniform regional charges								
Uniform annual general charge	28.57	29.42	28.57	29.42	28.57	29.42	28.57	29.42
Emergency management uniform rate	27.18	25.23	27.18	25.23	27.18	25.23	27.18	25.23
Wilding trees uniform rate	2.15	2.18	2.15	2.18	2.15	2.18	2.15	2.18
	57.89	56.83	57.89	56.83	57.89	56.83	57.89	56.83
Variable charges on capital value								
General rate	51.96	60.60	103.93	121.20	155.89	181.80	207.86	242.40
River Management	37.20	37.60	74.40	75.20	111.61	112.80	148.81	150.40
Rural water quality - (on qualifying land use types)	18.20	30.45	36.39	60.90	54.59	91.35	72.79	121.80
	107.36	128.65	214.73	257.30	322.09	385.95	429.45	514.60
Total Rates - Non-Dairy Farm	165.26	185.48	272.62	314.13	379.98	442.78	487.35	571.43
Add Dairy Farm uniform rate	503.96	505.14	503.96	505.14	503.96	505.14	503.96	505.14
Total Rates - Dairy Farm	669.22	690.62	776.58	819.27	883.95	947.92	991.31	1,076.57

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Attachment to the Rating Report 2020/21
Proposed 2020/21 rates for a sample of properties based on estimated median capital values
 (current year rates included for comparative purposes)

Dunedin City		Amount of rate per capital value		Dunedin City		Amount of rate per capital value		Dunedin City		Amount of rate per capital value		Dunedin City		Amount of rate per capital value	
Dunedin Residential		\$420,000	\$300,000	Mosgiel Residential		\$420,000	\$300,000	Dunedin Commercial		\$2,300,000	\$2,000,000	West Taieri Farm		\$500,000	\$400,000
				Assumed hectares								Assumed hectares			
		2020/21	2019/20			2020/21	2019/20			2020/21	2019/20			2020/21	2019/20
Uniform regional rates				Uniform regional charges				Uniform regional charges				Uniform regional charges			
Uniform annual general charge	28.57	29.42	Uniform annual general charge	28.57	29.42	Uniform annual general charge	28.57	29.42	Uniform annual general charge	28.57	29.42	Uniform annual general charge	28.57	29.42	
Emergency management uniform rate	27.18	25.23	Emergency management uniform rate	27.18	25.23	Emergency management uniform rate	27.18	25.23	Emergency management uniform rate	27.18	25.23	Emergency management uniform rate	27.18	25.23	
Wilding trees uniform rate	2.15	2.18	Wilding trees uniform rate	2.15	2.18	Wilding trees uniform rate	2.15	2.18	Wilding trees uniform rate	2.15	2.18	Wilding trees uniform rate	2.15	2.18	
	57.89	56.83		57.89	56.83		57.89	56.83		57.89	56.83		57.89	56.83	
Variable rates on capital value				Other rates				Variable charges on capital value				Other rates			
General rate	54.34	51.57	General rate	54.34	51.57	General rate	297.59	343.82	General rate	64.69	68.76	General rate	64.69	68.76	
River Management	3.88	3.73	River Management	3.88	3.73	River Management	21.27	24.84	River Management	4.62	4.97	River Management	4.62	4.97	
Transport - class B	71.77	61.88	Transport - class B	71.77	61.88	Transport - class A	1,473.92	1,546.88	Rural water quality	17.31	28.40	Rural water quality	17.31	28.40	
Leith Indirect	16.90	16.63	Lower Taieri Flood - Class EF8	6.50	4.85	Leith scheme - indirect	92.57	110.88	Lower Taieri Flood - Class WF1	1,064.49	889.10	Lower Taieri Flood - Class WF1	1,064.49	889.10	
	146.90	133.81	East Taieri Differential rate per ha - Class ED7	18.10	17.07		1,885.35	2,026.38	West Taieri drainage - Uniform rate per ha	331.13	289.60	West Taieri Differential rate - Class WD1	1,074.52	929.40	
				154.60	139.09				West Taieri Differential rate - Class WD1	2,556.76	2,210.22				
Total rates including Leith scheme indirect rate	204.80	190.64							Total Rates - Non-Dairy Farm	2,614.66	2,267.05				
Add the Leith scheme direct benefit rate margin	321.70	286.34							Add Dairy Farm uniform rate	503.96	505.14				
Total for properties in the Leith Direct Benefit zone	526.50	476.97	Total rates	212.49	195.92	Total Rates	1,943.24	2,083.21	Total Rates - Dairy Farm	3,118.62	2,772.19				

Queenstown Lakes District		Amount of rate per capital value		Queenstown Lakes District		Amount of rate per capital value		Queenstown Lakes District		Amount of rate per capital value		Queenstown Lakes District		Amount of rate per capital value	
Wanaka Residential		\$850,000	\$740,000	Wakatipu Residential		\$850,000	\$740,000	Wakatipu Commercial		\$1,140,000	\$1,000,000	Queenstown Lakes Farm		\$2,000,000	\$1,750,000
		2020/21	2019/20			2020/21	2019/20			2020/21	2019/20			2020/21	2019/20
Uniform regional charges				Uniform regional charges				Uniform regional charges				Uniform regional charges			
Uniform annual general charge	28.57	29.42	Uniform annual general charge	28.57	29.42	Uniform annual general charge	28.57	29.42	Uniform annual general charge	28.57	29.42	Uniform annual general charge	28.57	29.42	
Emergency management uniform rate	27.18	25.23	Emergency management uniform rate	27.18	25.23	Emergency management uniform rate	27.18	25.23	Emergency management uniform rate	27.18	25.23	Emergency management uniform rate	27.18	25.23	
Wilding trees uniform rate	2.15	2.18	Wilding trees uniform rate	2.15	2.18	Wilding trees uniform rate	2.15	2.18	Wilding trees uniform rate	2.15	2.18	Wilding trees uniform rate	2.15	2.18	
	57.89	56.83		57.89	56.83		57.89	56.83		57.89	56.83		57.89	56.83	
Variable charges on capital value				Variable charges on capital value				Variable charges on capital value				Variable charges on capital value			
General rate	74.04	66.51	General rate	74.04	66.51	General rate	99.31	89.88	General rate	174.22	157.29	General rate	174.22	157.29	
River Management	6.20	5.61	River Management	6.20	5.61	River Management	8.32	7.58	River Management	14.59	13.27	River Management	14.59	13.27	
	80.24	72.12	Transport - class B	40.06	30.80	Transport - class A	107.46	83.24	Rural water quality - (on qualifying land use types)	79.06	113.02	Rural water quality - (on qualifying land use types)	79.06	113.02	
			Shotover Delta	3.89	3.49	Shotover Delta	5.21	4.72		267.87	283.57		267.87	283.57	
				124.19	106.41		220.29	185.42							
Total Rates	138.14	128.95	Total Rates	182.09	163.24	Total Rates	278.19	242.25	Total Rates - Non-Dairy Farm	325.77	340.40	Total Rates - Dairy Farm	829.73	845.54	

Central Otago District		Amount of rate per capital value		Central Otago District		Amount of rate per capital value		
Alexandra Residential		\$520,000	\$380,000	Central Otago Farm		\$1,500,000	\$1,000,000	
		2020/21	2019/20			2020/21	2019/20	
Uniform regional charges				Uniform regional charges				
Uniform annual general charge	28.57	29.42	Uniform annual general charge	28.57	29.42	Uniform annual general charge	28.57	29.42
Emergency management uniform rate	27.18	25.23	Emergency management uniform rate	27.18	25.23	Emergency management uniform rate	27.18	25.23
Wilding trees uniform rate	2.15	2.18	Wilding trees uniform rate	2.15	2.18	Wilding trees uniform rate	2.15	2.18
	57.89	56.83		57.89	56.83		57.89	56.83
Variable charges on capital value				Variable charges on capital value				
General rate	45.25	39.62	General rate	130.53	104.25	General rate	130.53	104.25
River Management	14.59	13.75	River Management	42.09	36.18	River Management	42.09	36.18
	59.84	53.36	Rural water quality - (on qualifying land use types)	51.93	70.84	Rural water quality - (on qualifying land use types)	51.93	70.84
				224.55	211.27		224.55	211.27
			Total Rates - Non-Dairy Farm	282.45	268.10	Total Rates - Non-Dairy Farm	282.45	268.10
			Add Dairy Farm uniform rate	503.96	505.14	Add Dairy Farm uniform rate	503.96	505.14
Total Rates	117.74	110.19	Total Rates - Dairy Farm	786.41	773.24	Total Rates - Dairy Farm	786.41	773.24

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Clutha District Balclutha Residential	Amount of rate per capital value		Clutha District Milton Residential	Amount of rate per capital value		Clutha District Clutha Farm	Amount of rate per capital value	
	\$200,000 2020/21	\$190,000 2019/20		\$200,000 2020/21	\$190,000 2019/20		\$1,000,000 2020/21	\$960,000 2019/20
Uniform regional charges			Uniform regional charges			Uniform regional charges		
Uniform annual general charge	28.57	29.42	Uniform annual general charge	28.57	29.42	Uniform annual general charge	28.57	29.42
Emergency management uniform rate	27.18	25.23	Emergency management uniform rate	27.18	25.23	Emergency management uniform rate	27.18	25.23
Wilding trees uniform rate	2.15	2.18	Wilding trees uniform rate	2.15	2.18	Wilding trees uniform rate	2.15	2.18
	57.89	56.83		57.89	56.83		57.89	56.83
Variable charges on capital value			Variable charges on capital value			Variable charges on capital value		
General rate	22.07	22.11	General rate	22.07	22.11	General rate	110.36	111.71
River Management	9.40	8.98	River Management	9.40	8.98	River Management	47.02	45.37
Lower Clutha Flood Protection - Class U2	161.06	143.70	Tokomairiro Drainage - Class U1	25.23	21.57	Lower Clutha Flood Protection - Class C	2,281.74	2,057.21
	192.54	174.79		56.71	52.66	Rural water quality - (on qualifying land use types)	35.92	57.95
							2,475.04	2,272.23
						Total Rates - Non-Dairy Farm	2,532.93	2,329.06
						Add Dairy Farm uniform rate	503.96	505.14
Total Rates	250.43	231.62	Total Rates	114.60	109.49	Total Rates - Dairy Farm	3,036.89	2,834.20

Waitaki District Oamaru Residential	Amount of rate per capital value		Waitaki District Waitaki Farm	Amount of rate per capital value	
	\$250,000 2020/21	\$240,000 2019/20		\$1,000,000 2020/21	\$950,000 2019/20
Uniform regional charges			Uniform regional charges		
Uniform annual general charge	28.57	29.42	Uniform annual general charge	28.57	29.42
Emergency management uniform rate	27.18	25.23	Emergency management uniform rate	27.18	25.23
Wilding trees uniform rate	2.15	2.18	Wilding trees uniform rate	2.15	2.18
	57.89	56.83		57.89	56.83
Variable charges on capital value			Variable charges on capital value		
General rate	25.98	29.09	General rate	103.93	115.15
River Management	18.60	18.04	River Management	74.40	71.41
	44.58	47.13	Rural water quality - (on qualifying land use types)	36.39	57.85
				214.73	244.41
			Total Rates - Non-Dairy Farm	272.62	301.24
			Add Dairy Farm uniform rate	503.96	505.14
Total rates	102.48	103.96	Total Rates - Dairy Farm	776.58	806.38

9.3. Procurement Policy Update

Prepared for: Council
Report No. CS1944
Activity: Governance Report
Author: Sarah Munro, Finance Manager - Reporting
Endorsed by: Nick Donnelly, General Manager Corporate Services
Date: 15 June 2020

PURPOSE

- [1] It was requested in the 27th May 2020 Council meeting that a paper was brought to Council outlining the Procurement Policy and how buying local could be included in the policy in response to COVID-19.

EXECUTIVE SUMMARY

- [2] The Procurement Policy includes principles to be used during Council procurement (section 3, page 3 of the Procurement Policy). A principle regarding “Purchase from local suppliers” is included which encourages the purchase of goods and services from providers within the Otago region when possible. The principle of value for money is an overarching principle on all procurement as Council is required to always act prudently with publicly funded money.
- [3] There is no definition in the procurement policy of who is a local supplier. The definition of local supplier can vary with several options including:
- a. Suppliers located in Otago
 - b. Suppliers who perform the procurement service in Otago

RECOMMENDATION

That the Council:

- 1) **Receives** this report.
- 2) **Endorses** the following additions to the procurement principles included in the Procurement Policy:
 - a. *Emphasise the requirement to buy local and provide examples of the expectation of what is required to meet the principle of buying local including:*
 - i. *Require that a minimum of 50% of quotes used to procure goods above \$5,000 are from local suppliers (where practical).*
 - ii. *Include a local supplier component in the weighting of tender assessments.*
 - b. *To define “local supplier” to ensure that intention of council to keep funds in the local economy is being met.*

BACKGROUND

- [4] The current Procurement Policy was adopted by the Executive Leadership Team in August 2018. The policy sets out the core framework for the procurement of both
-

goods and services within the Otago Regional Council and is designed to give practical guidance and confirm key procurement policy requirements.

- [5] The objective of the policy is to keep the risks associated with procurement within Council's established risk criteria and ensure the required controls are being followed.
- [6] All procurement is performed in the purchasing software system IPOS and must meet the requirements of the Procurement Policy.

PRINCIPLES OF THE POLICY

- [7] Section 3 of the Procurement policy details Council's procurement principles. The following is an extract of the principles from the policy:
- [8] Council staff and directorates are to be guided by the following principles when procuring goods and/or services on behalf of the Otago Regional Council:
 - a. Council has a responsibility to manage its resources in an effective and efficient manner, and in doing so will consider best value for money over the whole of life cycle when procuring goods and services
 - b. Council may procure goods and services as sole procurer or in conjunction with other Councils or entities
 - c. Council will ensure open and effective competition as a competitive procurement process, as this is likely to result in a better procurement outcome
 - d. Council will provide a full and fair opportunity for both local and national suppliers
 - e. Council will comply with all relevant legislation, policies and procedures when engaging in the procurement process
 - f. Council will require sustainably produced goods and services whenever possible, having regard to economic, environmental, social and cultural impacts over their life cycle
- [9] **Value for money**
Value for money means using resources effectively, economically, and without waste, with due regard for the total costs and benefits of an arrangement, and its contribution to the outcomes the entity is trying to achieve.
- [10] To achieve value for money it would be useful for business units to communicate to other business units their intention to purchase goods or service. If other business units have the same or similar requirements the needs of both units should be incorporated. This will allow for leveraging which will achieve savings and efficiencies for Council.
- [11] **Purchase from local suppliers**
Council encourages the purchase of goods and services from providers within the Otago region when possible, except for when value for money is better achieved from providers outside of the region. This will encourage the development of local suppliers and providers which will contribute to the economic growth of the local economy. "

- [12] However, the aim is to award the procurement and tender process to the best supplier whether they are local or nationwide.

CONSIDERATIONS

- [13] The requirement of purchasing from local suppliers is a key principle of the Procurement Policy, however the value for money principle currently holds a greater significance due to the requirement of Council to act prudently with publicly funded money.
- [14] The Procurement Policy does not define a “local supplier”.

RECOMMENDATIONS

- [15] We recommend that the Procurement Policy is amended to emphasise the requirement to buy local and provide examples of the expectation of what is required to meet the principle of buying local. The following additions to the procurement principles in the Procurement Policy are recommended:
- a. Require that a minimum of 50% of quotes used to procure goods above \$5,000 are from local suppliers (where practical).
 - b. Include a local supplier component in the weighting of tender assessments.
- [16] We would also recommend that a definition of local supplier is included in the Policy to ensure that the intention of buying local is being met. The local supplier definition would need to define that the work was performed in Otago to ensure that funds flow into the local economy as intended.


ATTACHMENTS

1. Procurement Policy - updated draft [9.3.1 - 10 pages]



Otago Regional Council Procurement Policy – Goods and Services

June 2020

	Document Name: ORC Procurement Policy
	Document Owner: General Manager Corporate Services
	Authorised By: Chief Executive
	Implementation Date: XX/XX/XXXX
	Review Period: Biennially
	Last Reviewed: N/A
Next Review: XX/XX/XXXX	



Procurement Policy

1 PURPOSE

Otago Regional Council is a statutory body with obligations to its ratepayers and the public as defined under the Local Government Act 2002. Otago Regional Council's policy on procurement is to follow the principles of transparency and accountability for the procurement of goods and services.

This policy sets out the core framework for the procurement of both goods and services within the Otago Regional Council and is designed to give practical guidance and confirm key policy requirements.

While much of Council's procurement activity takes place within defined operational groups, who may have their own established priorities and way of operating, there are overriding Council directives and operational policies which, supersede these and must be followed.

The objective is to keep the risks associated with procurement within Council's established risk criteria and ensure the required controls are being followed.

2 SCOPE

This policy applies to all employees including individuals hired by external parties and working for Otago Regional Council as a temporary employee.

3 DEFINITIONS

Procurement is all the business processes associated with the purchasing of goods and services, spanning the whole cycle from the identification of needs to the end of a service contract or the end of the useful life and subsequent disposal of an asset.

4 RELEVANT LEGISLATION

Council must comply with all applicable legislation and Council policies throughout the procurement process. This includes, but is not limited to:

- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Fair Trading Act 1986
- Commerce Act 1986
- Land Transport Management Act 2003

5 OVERVIEW

It should be recognised that procurement can vary widely and expenditure levels dictate the specific requirements to undertake any procurement action.

Where there are specified levels of expenditure other components come into play, specifically:

- Complexity
 - Whether limited or sole source suppliers.
 - Technical requirements/fit for purpose.
 - Political considerations.
 - Requirements of the Office of Auditor General, All of Government contracts and other relevant entities.
 - Health and Safety specifications, and
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Procurement Policy

- Previous performance history

Consideration has to be given to points 1 and 3 which may limit the number of suppliers. All efforts should be made to ensure that procurement undertaken by Council is sustainable, and sustainability should be included in all decisions to award contracts. This should equally apply to the total supply chain.

The procurement of some items is strictly controlled, including but not limited to vehicles, IT, travel, stationary, health and safety equipment, energy, and sensitive expenditure, and is dealt with at the corporate level to ensure both value for money and consistency.

6 PROCUREMENT PRINCIPLES

Council staff and directorates are to be guided by the following principles when procuring goods and/or services on behalf of the Otago Regional Council:

- Council has a responsibility to manage its resources in an effective and efficient manner, and in doing so will consider best value for money over the whole of life cycle when procuring goods and services
- Council may procure goods and services as sole procurer or in conjunction with other Councils or entities
- Council will ensure open and effective competition as a competitive procurement process, as this is likely to result in a better procurement outcome
- Council will provide a full and fair opportunity for both local and national suppliers
- Council will comply with all relevant legislation, policies and procedures when engaging in the procurement process
- Council will require sustainably produced goods and services whenever possible, having regard to economic, environmental, social and cultural impacts over their life cycle

Value for money

Value for money means using resources effectively, economically, and without waste, with due regard for the total costs and benefits of an arrangement, and its contribution to the outcomes the entity is trying to achieve.

To achieve value for money it would be useful for business units to communicate to other business units their intention to purchase goods or service. If other business units have the same or similar requirements the needs of both units should be incorporated. This will allow for leveraging which will achieve savings and efficiencies for Council.

Purchase from local suppliers

Council encourages the purchase of goods and services from providers within the Otago region when possible, except for when value for money is better achieved from providers outside of the region. This will encourage the development of local suppliers and providers which will contribute to the economic growth of the local economy.

However, the aim is to award the procurement and tender process to the best supplier whether they are local or nationwide.

International suppliers

When considering procuring goods and/or services from overseas suppliers attention needs to be given not only to pricing but to any 'extras' such as, exchange rate, logistics to get to New Zealand, and any likely ongoing requirements for support and maintenance.

Council acknowledges there is a need to source internationally as well as locally. Depending on expenditure level a tender process may be required to be undertaken.



Procurement Policy

7 RISK

Council staff should consider the risks for each procurement, and if necessary look to suppliers to manage any risk(s).

Reduction of risk or the means to reduce has to be considered by Council staff, as well as by suppliers.

In addition, you need to keep in mind the value involved:

- Low value and low risk.
- Low value and high risk
- High value and high risk
- High value and low risk.

Where there is high value and high risk, this has to be considered in relation to time and expenditure levels.

See procurement procedures for details on how to manage risk.

Risk can occur because of; poor procurement decisions due to poor planning, or not following the procurement procedures, including the use of purchase orders.

Risk management

Council will implement risk management practices to ensure that any risk is managed effectively throughout the procurement process. These practices include:

- Involving competent / trained people to manage the procurement process.
- Ensuring Council officers avoid inadvertently and/or prematurely creating a contractual situation during, for example, a tender process.
- Contracts shall only be entered into with contractors who have had their health and safety management plans approved by Council.

8 PROCUREMENT PLAN

All procurement must have a procurement plan taking into account what is required, the method of procurement, the scope of the procurement, the evaluation method, and the type of contract to be used.

A procurement plan must also consider the staff resource required and be aware of stakeholders.

9 MEANS OF PROCUREMENT

An electronic purchase order made in IPOS is to be prepared for all levels of procurement. The only exception to this is in the case of an emergency; refer to Clause 7 for procedures related to emergencies including a definition of what constitutes an emergency.

No manual purchase orders are to be used by staff, except in emergencies as detailed in Clause 7.

Raising a purchase order

The raising of a purchase order is required to be undertaken at the beginning of the procurement process, and is required to be raised for the entire procurement purchase cost. A purchase order is created by IPOS automatically when a requisition order has been approved by the correct delegated authority.

Requisition order

A requisition should be raised outlining the following;

1. The item being purchased
-



Procurement Policy

2. The job code and GL cost code
3. The delivery location of the purchase/service
4. Supplier
5. All items relating to the purchase should be included on the requisition order. This includes but is not limited to;
 - a) Freight
 - b) Installation
 - c) Customs duties
 - d) Fit out/customization

All items of the procurement activity must be included on the same requisition order. For example if the requisition order is for the removal of vegetation along a stretch of river, all costs associated with performing that activity must be included on the requisition order, even if it is going to be completed over several months and billed on multiple invoices.

Required procurement procedures (all exclusive of GST)

If a purchase is \$5,000 or under

If possible this expenditure should be made from a preferred supplier. If not possible then a pre-qualified supplier must be used for procurement under this amount. If a supplier is not pre-qualified then Finance must approve the use of the supplier prior to a requisition order being raised. Finance must be contacted and the "New Supplier" form completed before a purchase order can be raised with the supplier.

Between \$5,001 and \$25,000

For procurement costs between \$5,001 and \$25,000 at least one of the following is required;

- Three written quotes from suppliers. This provides for comparison and encourages competition. Verbal quotes must be followed by written quotes. In cases where there are limited suppliers, at least 2 written quotes should be obtained, or
- A contract in place covering the expenditure (refer to Clause 9 on the Establishment of Contracts), or
- The purchase is made from a preferred supplier. Refer to Clause 12 on the procedures to establish a preferred supplier.

Between \$25,001 and \$100,000

For procurement costs between \$25,001 and \$100,000 either;

- Three written quotes from different suppliers are required (even if the procurement is from a preferred supplier). If three quotes cannot be obtained due to their being limited suppliers then a minimum of two is required.
- A contract is in place for the expenditure.

Consideration should also be given to a tender process, and decisions should be made based on complexity, technical requirements, and awareness of any political issues. Such procurement should be discussed with Executive Management before being undertaken.

Over \$100,001

For procurement costs exceeding \$100,000 a tender is required in order to be able to make price and other comparisons. An exception to this is if there are limited or single suppliers. A business case must be prepared outlining the reasons for going to tender or reasons why limited or sole suppliers were approached.

A business case should consider the following:

1. Background.
2. Existing situation – risk considerations
3. Proposed situation
4. Benefits/negatives
5. Budget
6. Any training implications
7. Transition implications
8. Recommendation

Decisions not to subject a contract to a tender process

Matters to be taken into consideration when establishing a decision not to tender include:



Procurement Policy

1. Emergency (see definition).
2. Specialised nature of the goods or services.
3. Availability of support services or spare parts.
4. Opportunity to extend existing or recent contracts, or to use such contracts as the basis for a re-negotiated contract with existing suppliers.
5. Practicality of tendering for the specific work.
6. Consequential or indirect costs detrimentally affecting Council's position.
7. Sufficiency of capability of the private sector or other potential suppliers or partners.
8. Necessity of retaining in-house capability.
9. Existence of excessive risk in contracting.
10. Likelihood that key community partnerships will be significantly adversely affected.

See procurement procedures for further detail on tender procedures.

Documentation of procurement procedures

All procurement procedures must be documented and attached electronically in the IPOS system to the requisition order in the IPOS system. All requisition orders will be reviewed by Finance to ensure that they meet the procurement policy requirements. The review by Finance does not remove the responsibility of the requisition approver from ensuring that correct procurement procedures have been followed.

10 EMERGENCY PROCUREMENT

An emergency procurement situation can arise from natural disasters such as flooding and earthquakes. Emergency procurement is not available to compensate for poor planning or to procure without a purchase order. In an emergency, the following procedure is to be followed:

1. An emergency for procurement purposes must be classified by either the Director of Corporate Services, CEO, Chairperson or Group Controller of Emergency Management Otago.
2. If available the IPOS procurement system is to be used. Finance can if required raise requisition orders on behalf of staff out in the field.
3. If it is not possible to use the IPOS system due to infrastructure failure (or by approval of the Director or Corporate Services, CEO, Chairperson or Group Controller of Emergency Management Otago), the manual purchase order books are to be used for all approved expenditure. Expenditure will not be paid without a valid purchase order from the IPOS system, or a record of the transaction in a manual purchase order book. A manual purchase order must state the following:
 - a) The supplier
 - b) An estimate of cost or the actual cost
 - c) The level of service approved (for example 50 hours of helicopter services)
 - d) Who approved the expenditure (note this must be within emergency delegation levels). This person must sign the purchase order.
4. When practicable all manual purchase order books must be returned to Finance and all manual purchase orders must be entered into the IPOS system.

In the event of an oil spill emergency or harbour master event, all purchases must be made through the IPOS system, and if required finance may be used to raise requisition orders on behalf of active field staff.

11 DELEGATION AUTHORITY

By resolution of Council, the Chief Executive has the power to authorise expenditure up to \$500,000 where that expenditure is within the annual plan or other Council approval. The Chief Executive may, in turn, sub-delegate this authority to staff, and limit, suspend or withdraw said delegation at their discretion.

The exercise of delegation is on the total expenditure commitment and attention must be given to approved delegation levels. Staff should be aware of their delegations, and if necessary obtain approval from appropriate staff with a higher delegation level if the procurement will exceed their own delegation limit.



Procurement Policy

Staff are to use their delegations only within their area; delegations are not to be used elsewhere in Council. Delegations may only be exercised for approved projects and within approved budgets. Operating expenditure delegations are separate from capital expenditure delegations. A capital item is an item which has a useful life extending beyond one financial reporting period, and a value greater than \$1,000. This includes, but is not restricted to, vehicles, plant and equipment, furniture, office equipment and electronic items.

Splitting procurement costs in order to bring the pricing under delegation or procurement level limits while knowing that the total expenditure will exceed those limits is not acceptable and will be treated as serious misconduct and investigated by Council.

12 CONTRACTS

Authority to sign off contracts rests with the relevant staff who have a level of delegation consistent with the total expenditure expected over the life of the contract. Once in place, individual invoices under that contract may be authorised by relevant staff with the level of delegation appropriate to each invoice. If a contract modification, extension or amendment is required this must be treated as being part of the original contract and can only be approved by the staff member of same or higher delegation level of that which approved the original contract, regardless of the size or value of the modification, extension or amendment.

All contracts must be emailed to finance@orc.govt.nz to be entered into the IPOS system and saved in objective by finance.

Use of contracts

Council's model contracts must take precedence over supplier-proffered contract documents, except:

1. Where a subsidy from an external funding agency forms part of the purchase - in which case the external funding agency's contract documents may take precedence, and these have been reviewed by Council legal counsel.
2. Where work similar to that undertaken with external funding agency support is undertaken - in which case the external funding agency's contract documents may take precedence, and these have been reviewed by Council legal counsel.
3. In cases where a supplier selected using the principles in this policy declines to supply the service using other than its own contract documents for good reason, and these documents have been reviewed by Council's legal counsel.

All of Government purchase agreements

Where Council has decided to become part of the All of Government (AoG) purchasing arrangement for a particular class of good or service, the due diligence undertaken in establishing such arrangements is regarded as equivalent to the requirements of this section.

Any decision to join such a whole of government purchase arrangement must be made at a level of delegation consistent with the largest purchase which could be made under the agreement. Such a decision should be taken bearing in mind the principles of this policy, but need not comply with all principles where this is not practicable.

Contract management

To ensure that Council receives value for money, it is required that the contract must be managed over the contract term. It is essential that Council receives ongoing positive performance of its contracts as well as the necessary reports required for Council by suppliers.

See procurement procedures for issues covering Contract Management

Review of existing contracts and renewal

Any contract to be renewed must be assessed for cost-effectiveness and fit for purpose before any renewal process is started. Further, all existing contracts must be reviewed no less frequently than every three years (note, this does not mean that contracts can only be let for three years).



Procurement Policy

Where a significant contract is reviewed, the review must be demonstrably independent in respect of existing Council relationships to the contractor. Staff involved in such reviews must be aware of, and comply with, the sensitive expenditure policy, the fraud policy and the conflicts of interest policy.

13 MONITORING AND REVIEW

From time to time an internal audit shall be undertaken to ensure that this procurement policy is being followed.

Management may require reports on the progress of any procurement process or any renewal of a contract for goods or services purchased by Council and direct that particular actions be taken to comply with this policy.

Monitoring and reporting

Procurement decisions will be subjected to monitoring and reporting to ensure that resources are being used to achieve the outcomes sought. This will be done through various methods depending on the significance of the procurement decision.

These methods can include the following examples:

- Management reports to Council
- Reporting via the annual report

14 CONFLICT OF INTEREST

Procurement is required to be undertaken in a transparent way. Documenting the procurement process provides for transparency. Staff have to be aware of possible conflict of interest issues and staff should remove themselves from the procurement process altogether, advise management and complete a conflict of interest form.

Procurement staff should, if a conflict of interest arises, find an alternative staff person to continue the work. The best way to manage this issue is to have an initial meeting of the proposed evaluation team and to discuss what is required of the evaluation team including this issue.

Council has a policy specifically regarding conflict of interest – refer to the specific policy for further details. (note – conflict of interest policy and form to be completed)

Sensitive expenditure policy

Sensitive expenditure is expenditure which provides, or has the potential to provide, or the perception of providing, a private benefit to an employee.

Council has a policy specifically regarding sensitive expenditure - refer to the specific policy for further details.

Negotiated pricing.

The negotiated pricing for Council contracts cannot be used by Council employees for personal use/gain. This equally applies to family or friends of Council staff.

15 PREFERRED SUPPLIER

A preferred supplier is an agreement entered into by Otago Regional Council and one or more of our third-party suppliers for the supply of goods or services at an agreed price.

To establish a preferred supplier the following is required:

- Assess the suppliers in the market that are able to perform/deliver the goods and/or services required and check that they have the required health and safety expertise.



Procurement Policy

- An assessment must be made of suppliers that are not currently used by Council to assess what the market price of services are.
- A review of current AoG procurement suppliers is to be included in the preferred supplier's assessment. AoG procurement suppliers may be accepted as a default preferred supplier for services under \$50,000.
- At least 3 suppliers must be assessed when setting up a preferred supplier. If a preferred supplier is required in a technical role, then due to restrictions on technical expertise it is accepted that less than 3 quotes may be obtained pursuant to this policy.
- A preferred supplier proposal outlining the services/goods to be supplied and the assessment of the risks, cost and health and safety of the suppliers needs to be made recommending a preferred supplier.
- The preferred suppliers must be approved by the appropriate level of Council delegation for the total cost of the services under the preferred supplier contract.
- All preferred supplier agreements must be signed off by Council's legal counsel for a value exceeding \$25,000.
- Preferred supplier agreements are to be recorded in the contracts module in IPOS, with expenditure from the agreement recorded against the agreement spend and analysed.

A preferred supplier agreement must detail the following:

- The period for the agreement
- The fixed or variable rate of services to be supplied
- The maximum cost of goods/services to be supplied under the agreement
- The geographical location of services to be performed
- The indemnity insurance position of the supplier

16 BREACH OF POLICY

Any breach of this policy will be treated as serious misconduct and investigated by Council.

17 TRANSITION

This policy applies to all new procurements from the effective date shown on the header page.

This policy does not apply to any agreement, contract or other purchase arrangement entered into between Council and a supplier before the effective date and remaining in force after the effective date.

Where any contract, agreement or other purchase arrangement expires on or after the effective date, any subsequent contract, agreement or purchase arrangement must comply fully with this policy.

18 GLOSSARY OF PROCUREMENT TERMS

Contract – A written agreement entering into a formal arrangement for services at an agreed fixed or variable rate.

Contractor – A contractor is a person or company that performs work on a contract basis.

Goods – physical goods.

Pre-qualified suppliers – Suppliers that have been reviewed by finance and have active accounts set up with Otago Regional Council.

Preferred supplier agreement – Is an agreement entered into by Otago Regional Council and one or more of our third-party suppliers for the supply of goods at an agreed rate.

Purchase order – An external request document issued by Otago Regional Council to a seller, documenting; items, quantities and agreed prices for products and services.



Procurement Policy

Requisition order – An internal Otago Regional Council document that outlines the supplier, items, quantities and agreed prices for products and services for a procurement. A requisition order must be approved by an appropriate level of delegation in order to generate a purchase order.

Services – Are intangible products which are consumed at the point of sale. No physical goods are transferred. Examples are (a) provision of advice, (b) preparation of reports, (c) IT services and (d) cleaning services.

Service provider – Is a third party or outsourced supplier that provides the organisation with consulting, legal, real estate, communications, storage, processing services, etc.

Written quote – Is a written agreement (either in manual paper or email) which outlines;

- Services to be performed or goods to be supplied
- A fixed price or fixed charge out rate
- Confirms the supplier to perform the goods

9.4. Consolidated Otago Regional Council Delegations Manual

Prepared for:	Council
Report No.	GOV1923
Activity:	Governance Report
Author:	Joanna Gilroy, Manager Consents and Peter Kelliher, Legal Counsel
Endorsed by:	Sarah Gardner, Chief Executive
Date:	24 June 2020

PURPOSE

- [1] To consider the draft Otago Regional Council Delegations Manual.

EXECUTIVE SUMMARY

- [2] A draft Otago Regional Council Delegations Manual has been prepared by staff (attached). We have taken the Council delegations that sit across the organisation (also attached), reviewed them and consolidated them with the Chief Executive's delegations into one draft manual. This is a substantial piece of work. The draft Delegations Manual is consistent with the approach taken by other regional councils.

RECOMMENDATION

That the Council:

- 1) **Notes** the contents of the report.
- 2) **Notes** the attached draft Otago Regional Council Delegations Manual ("the draft Manual").
- 3) **Notes** the draft Manual has been prepared by staff, and the regulatory delegations have been independently reviewed.
- 4) **Notes** the draft Manual consolidates all Council delegations into one document.
- 5) **Approves** the delegation of powers, functions and duties under the Building Act 2004 to staff (see paragraph 11); and
- 6) **Either approves** the delegations as provided in the draft Manual; **or directs** staff to provide further advice on the draft Manual.
- 7) **Notes** that should you require further information on the draft Manual, in the interim the current delegations will continue to be exercised.

BACKGROUND

- [3] The Council has certain statutory powers it can exercise and duties it must fulfil under various Acts and Regulations.
- [4] Consistent with best practice and statutory requirements, Council has already delegated specific regulatory responsibilities to a number of Council staff. These delegations are a necessary operational requirement to promote effective and efficient decision-making and to ensure legal compliance. Some delegations reflect

the specific obligations of the Council to ensure that decisions are made by suitably qualified persons who hold the warrants necessary to exercise some powers.

- [5] Delegated authority allows for administrative efficiency and ensures timeliness in the conduct of Council's daily business activities. The majority of the Acts allow the Chief Executive the discretion to sub-delegate to council staff. However, some Acts prescribe the way delegations must be made. For example, under the Resource Management Act 1991 (RMA 1991) the power of delegation is not able to be further sub-delegated and may only be approved by a Council resolution.
- [6] Delegations authorised in December 2016 were updated in November 2017, June 2018, again in early 2019 to reflect changes to the Resource Management Act 1991 and the organisational structure and then in September 2019 to change delegations for the Building Act functions. In 2019 work started on the update of the delegation's manual to pull all the delegations that had been provided to staff into one document and to ensure that the delegations were sitting at the correct level within the organisation.

DISCUSSION

- [7] For the purposes of statutory compliance, administrative efficiency and expediency when conducting its day-to-day business, the Council delegates certain statutory duties, responsibilities and powers to its staff. The Council's authority to delegate to its standing committees, subcommittees, members or officer is principally derived from Schedule 7, Clause 32 of the Local Government Act 2002 (LGA 2002), but there are specific powers of delegation under some other enactments, including Section 34 and 34A of the RMA 1991.
- [8] The authority of the Council to delegate is set out in:
- Clause 32 of Schedule 7 of the Local Government Act 2002 (LGA 2002)
 - Section 34 and 34A (Delegation of functions, etc, by local authorities) of the Resource Management Act 1991
 - Section 105 (Delegation to authorised persons) of the Biosecurity Act 1993
 - Section 33G (Enforcement Officers, Police and authorised regional council officials) Maritime Transport Act 1994
 - Sections 42 (Delegation of powers by local authority) and 43 (Delegation of powers by officers) of the Local Government Official Information and Meetings Act 1987
 - Sections 124 (Delegation of powers by local authority) and 125 (Delegation of powers by officers or local authority) of the Privacy Act 1993
 - Except as provided for elsewhere, the delegation of a power, function or duty is made under Clause 32 of Schedule 7 of the LGA.
- [9] No delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty. Bearing this in mind, the Council and/or Chief Executive in their determination as to duties, responsibilities and powers to be delegated should have regard to the following principles and terms and conditions:

Principles

- a. Wherever possible, delegations to staff have been made to promote the most effective and efficient implementation and delivery of Council's policies and objectives.

- b. Delegations have generally been made to the lowest level of competence, commensurate with the degree of responsibility difficulty and risk involved in the undertaking of the task delegated.
- c. In deciding what is the lowest level of competence for each delegation, particular attention has been paid to the responsibilities and accountability for its correct and effective implementation and any reporting requirements.
- d. In exercising delegations which are outside Council's day-to-day business, staff will report back on the exercise of that delegation to the next relevant Council or Council Committee meeting.
- e. Where Council is expressly prevented from delegating some or all of its powers by a particular statute, it may delegate the power to do anything precedent to the exercise by the Council of that particular power or authority.

Terms and Conditions

- a. No delegations shall limit the power of Council or other delegator to exercise a function, duty or power in substitution for a delegatee.
- b. In the exercise of any delegation, the delegatee will ensure they act in accordance with:
 - Any binding statutory authority (in relation to each delegation, relevant sections of the Act will be identified); and
 - Any relevant Council policy or procedural documents (including reporting and recording) requirements.
- c. In relation to delegations to officer level, every delegation will be to a stated office and will be exercised in relation to the duties of that position as identified in the Position Description or when an officer has been appointed in an acting capacity.
- d. Decisions, other than on minor or routine matters, made under delegated authority will be reported to the Council or a relevant Committee.
- e. For the avoidance of doubt, supervisors shall have the same delegated powers as subordinate staff, unless the exercise of such delegation requires, by law, a particular qualification or registration. The delegations in the draft Manual are expressed as the lowest level in the organisation which can exercise the function, duty or power.
- f. For the avoidance of doubt a hearings panel or commissioner sole as may from time to time be appointed shall have the authorities delegated to them through their appointment process.
- g. An officer who is delegated a responsibility, duty or power is also delegated any ancillary responsibilities, duties or powers necessary to give effect to that delegation.
- h. Where a delegation refers to repealed legislation, the reference is to be read as a reference to the legislation that, with or without modification, replaces or corresponds to the repealed legislation.
- i. A delegation once made cannot be further sub-delegated, unless the authority to sub-delegate is specified in the delegation.
- j. Any power to appoint a person or approve an action or document includes the power to revoke any appointment or approval.
- k. The Council may, at any time, revoke, suspend for a period, or amend the terms and conditions in relation to any delegation it has made. Where this occurs, it will be recorded by resolution of Council.
- l. The Chief Executive may revoke or suspend for a period, or amend the terms and conditions, in any delegation to subordinates that they have made. Where this occurs, it will be recorded in writing to the relevant staff member and in relevant Council procedures.

- m. The Chief Executive may revoke, or limit, or suspend for a period, or reduce the extent of delegations that Council has made to named officers such that some or all of the function, duty or power must be exercised by a supervisor of the person holding the delegation. This would be appropriate during the training or development of new staff, or where, in the view of the Chief Executive, particular types of decision may need greater scrutiny. Where this occurs, it will be recorded in writing to the relevant staff member and in relevant Council procedures.
 - n. Unless expressed otherwise, where a delegation is to more than one officer, that power of delegation is to each officer separately.
- [10] The proposed delegations attached as Appendix A to this report have been set in line with the above principles. The levels that the proposed delegations sit at are consistent with and similar to delegations at other local authorities. Therefore, those powers and functions proposed to be delegated to various positions are not out of the ordinary. Making appropriate changes to the delegations will ensure a better operating model for the Council. The risk with adjusting the level of staff delegation within the organisation is low, given staff who exercise a function under the Acts, Regulations or Bylaws are trained and qualified to make those decisions, or are adequately informed by the Council's policies and procedures.

The Building Act 2004 delegations

- [11] The Building Act 2004 delegations were updated in September 2019 and minimal changes are proposed to these as part of this process. The main change that needs to be made is to include s95A, 102 and s102(2) in the delegations which relate to Compliance Schedules. This change was identified as a 'General Non-Compliance' in the audit of Council's Building Act functions by IANZ. It needs to be included and approved now to ensure the Council meets its deadline to clear the general non-compliances and retain its accreditation.

Regulatory delegations

- [12] Currently, all consents need to be signed off by two people. Under the new delegations this would reduce to one, commensurate with risk, in the process reducing costs passed onto applicants. The changes to the delegations would increase processing efficiencies, which is vital with the upcoming workload associated with the deemed permits.
- [13] Benefits for Council and those who interact with Council will arise from adopting the recommended delegations. At present Council has made several decisions on the delegations of functions and powers to staff since 2014. As a result, the delegations currently sit in multiple documents. The aim is to have one set of delegations, which includes delegations by the Council and the Chief Executive, that can be referred to, thus ensuring process efficiency.

PROPOSED DELEGATIONS

- [14] The proposed delegations are included as Appendix A to this report. Where there is a high level of risk, or a significant decision to be made this rests with a more senior staff member. Some functions are currently undelegated, or the equivalence mapping of these delegations was not able to be completed due to the different formats of the various delegation documents.
- [15] For reference, also attached are the existing Council delegations.

CONSIDERATIONS

Policy Considerations

- [16] This paper proposes a continuation of current Council policy of providing delegation to Council staff. There are sufficient procedures and oversight in place so that Council can have confidence in the decisions made by staff under these updated delegations.

Financial Considerations

- [17] There are no financial considerations in relation to the recommendations in this paper.

Significance and Engagement

- [18] This decision has a low level of significance under Council's Significance and Engagement Policy. No engagement is required.

Legislative Considerations

- [19] The key legislative considerations in relation to this paper are to ensure that decisions under a range of statutes can continue to be made with certainty and to avoid any doubt as to the standing of officers exercising delegated authorities.
- [20] The Council is required to administer legislation under the Resource Management Act 1991, and other Acts, regulations and bylaws. In order to ensure that this requirement is performed efficiently and lawfully, Council officers need to have delegated authority from the Council to make decisions.

Risk Considerations

- [21] The proposed delegations ensure that where Council is the applicant that decisions are not made by Council staff. This reduces the risk to Council in relation to accusations of bias, inappropriate influence, or preferential treatment in relation to consents or approvals where the Council is the applicant.

ATTACHMENTS

1. Delegations Manual - DRAFT 19 June 2020 [9.4.1 - 81 pages]
2. Existing ORC Delegations: Financial as at 20191114 [9.4.2 - 1 page]
3. Existing ORC Delegations: Building Consent Authority [9.4.3 - 13 pages]
4. Existing ORC Delegations: As at March 2019 [9.4.4 - 6 pages]
5. Existing ORC Delegations: Resource Management Act June 2018 [9.4.5 - 29 pages]
6. Existing ORC Delegations: RMA Building Act and other Acts 2017 [9.4.6 - 31 pages]
7. Existing ORC Delegations: Harbour Master for Wrecks February 2018 [9.4.7 - 1 page]

OTAGO REGIONAL COUNCIL

DELEGATIONS MANUAL

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PART A: INTRODUCTION

Part A: INTRODUCTION

Part A of the Delegations Manual contains introductory and background information for the reader.

Of particular note are the principles and general terms and conditions that apply to all Otago Regional Council delegations

1. Introduction

1.1 Purpose

This document is the Delegations Manual for the Otago Regional Council (**Delegations Manual**).

The primary purpose of the Delegations Manual is to set out the Otago Regional Council's (**Council** or **ORC**) delegations given to officers (and elected members in some instances) in relation to certain administrative and financial matters and also the delegations made in relation to the Council's statutory duties, responsibilities and powers.

To assist staff to understand the responsibilities of the Council and its committees, this Delegations Manual also includes specified duties, functions, and powers which cannot be delegated from the Council and the Council committees associated delegations.

1.2 Background

1.2.1 Definition of delegation

Delegation is the conveying of a duty of power to act to another person, including the authority that the person making the decision would themselves have had in carrying out that duty or exercising that power.

For the purposes of administrative efficiency and expediency when conducting its day-to-day business, the Council delegates certain statutory duties, responsibilities and powers to its committees, members, or staff. Likewise, the Chief Executive delegates certain duties and responsibilities to a subordinate level. These delegations are a necessary operational requirement to promote effective and expeditious decision-making. Delegations avoid administrative delays and inefficiencies that might otherwise occur if all matters have to be referred to the Council or Chief Executive every time a decision needs to be made.

1.2.2 The legal basis

In most cases, the Council has the primary power of delegation as it is the body that is specified as the delegate in the empowering legislation. In some specific instances the legislation empowers the Chief Executive directly who will have the power of delegation.

The Council's authority to delegate to its standing committees, subcommittees, members or staff is principally derived from Clause 32 of Schedule 7 of the Local Government Act 2002 (LGA 2002) which reads:

(1) Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of the local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except

- (a) the power to make a rate; or*
- (b) the power to make a bylaw; or*
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or*
- (d) the power to adopt a long-term plan, annual plan, or annual report; or*
- (e) the power to appoint a chief executive; or*
- (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long term plan or developed for the purpose of the local governance statement; or*
- (g) [repealed]*
- (h) the power to adopt a remuneration and employment policy.*

(2) Nothing in this clause restricts the power of a local authority to delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority the power to do anything precedent to the exercise by the local authority (after consultation with the committee or body or person) of any power or duty specified in subclause (1).

(3) A committee or other subordinate decision-making body, community board, or member or officer of the local authority may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the local authority or by the committee or body or person that makes the original delegation.

(4) A committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, or duties are delegated may, without confirmation by the local authority or committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.

(5) A local authority may delegate to any other local authority, organisation, or person the enforcement, inspection, licensing, and administration related to bylaws and other regulatory matters.

(6) A territorial authority must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.

(7) To avoid doubt, no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.

(8) The delegation powers in this clause are in addition to any power of delegation a local authority has under any other enactment.

Other statutes also confer or limit the ability for the Council to delegate decision-making powers and duties. Of particular note are:

- Section 34 (Delegation of functions, etc, by local authorities) of the Resource Management Act 1991
- Section 105 (Delegation to authorised persons) of the Biosecurity Act 1993
- Sections 42 (Delegation of powers by local authority) and 43 (Delegation of powers by officers) of the Local Government Official Information and Meetings Act 1987
- Sections 124 (Delegation of powers by local authority) and 125 (Delegation of powers by officers or local authority) of the Privacy Act 1993

Except as provided for elsewhere in this Delegations Manual, the delegation of a power, function or duty is made under Clause 32 of Schedule 7 of the LGA

1.2.3 Principles, terms and conditions

The delegations are derived from the Council and the Chief Executive.

When deciding to delegate any duties, responsibilities, and powers, the Council or Chief Executive will have regard to the principles outlined in Table 1.

In the exercise of any delegation, the delegate (i.e. the person given the delegation) must comply with the general terms and conditions, which are also outlined in Table 1. In addition to the general terms and conditions, the delegate must also comply with any additional terms and conditions that might apply to specific delegations.

Table 1: Principles, terms and conditions

Principles

1. Wherever possible, delegations to staff have been made on a wide basis to promote the most effective and efficient implementation and delivery of Council's policies and objectives.
2. Delegations have generally been made to the lowest level of competence, commensurate with the degree of responsibility, difficulty and risk involved in the undertaking of the task delegated.
3. In deciding what is the lowest level of competence for each delegation, particular attention has been paid to the responsibilities and accountability for its correct and effective implementation and any reporting requirements.
4. In exercising delegations which are outside Council's day-to-day business, staff will report back on the exercise of that delegation to the next relevant Council or Council Committee meeting.
5. Where Council is expressly prevented from delegating some or all of its powers by a particular statute, it may delegate the power to do anything precedent to the exercise by the Council of that particular power or authority.

Terms and conditions

1. No delegations shall limit the power of Council or other delegator to exercise a function, duty or power in substitution for a delegate.
2. In the exercise of any delegation, the delegate will ensure they act in accordance with:
 - a. any binding statutory authority (in relation to each delegation, relevant sections of the Act will be identified); and
 - b. any relevant Council policy or procedural documents (including reporting and recording) requirements.
3. In relation to delegations to officer level, every delegation will be to a stated officer and will be exercised in relation to the duties of their position as identified in their Position Description or when an officer has been appointed in an acting capacity.
4. Decisions, other than on minor or routine matters, made under delegated authority will be reported to Council or a relevant Committee.
5. For the avoidance of doubt, supervisors shall have the same delegated powers as subordinate staff, unless the exercise of such delegation requires, by law, a particular qualification or registration. The delegations in this Manual are expressed as the lowest level in the organisation which can exercise the function, duty or power.
6. For the avoidance of doubt a hearings panel or commissioner sole as may from time to time be appointed shall have the authorities delegated to them through their appointment process.
7. An officer who is delegated a responsibility, duty or power is also delegated any ancillary responsibilities, duties or powers necessary to give effect to that delegation.
8. Where a delegation refers to repealed legislation, the reference is to be read as a reference to the legislation that, with or without modification, replaces or corresponds to the repealed legislation.
9. A delegation once made cannot be further sub-delegated, unless the authority to sub-delegate is specified in the delegation.
10. Any power to appoint a person or approve an action or document includes the power to revoke any appointment or approval.
11. The Council may, at any time, revoke, suspend for a period, or amend the terms or conditions in relation to any delegation it has made. Where this occurs, it will be recorded by resolution of Council.
12. The Chief Executive may revoke or suspend for a period, or amend the terms and conditions, in any delegation to subordinates that they have made. Where this occurs, it will be recorded in writing to the relevant staff member and in relevant Council procedures.

13. The Chief Executive may revoke, or limit, or suspend for a period, or reduce the extent of delegations that Council has made to named officers such that some or all of the function, duty or power must be exercised by a supervisor of the person holding the delegation. This would be appropriate during the training or development of new staff, or where, in the view of the Chief Executive, particular types of decision may need greater scrutiny. Where this occurs, it will be recorded in writing to the relevant staff member and in relevant Council procedures.
14. Unless expressed otherwise, where a delegation is to more than one officer, that power of delegation is to each officer separately.

1.2.4 Sub-delegation

At times, it will be necessary for the performance of assigned duties for a staff member to have delegated authority additional to those specifically mentioned in the Delegations Manual. These situations may include staff acting temporarily in a role (such as acting Chief Executive or acting Manager) where they need to exercise the delegations of that higher role. Such sub-delegations will be recorded in writing in the form of a memo signed by the person granting the delegation, and a copy kept on the delegation file. A person exercising functions, powers or duties under a sub-delegation shall not have the authority to further delegate those functions, powers or duties.

1.2.5 Decision making and significance and engagement

The decision-making requirements under the LGA, including those in sections 76 and 79 must be complied with, including in making decisions on what responsibilities should be delegated to staff in accordance with this Delegations Manual and also in making decisions under delegated authority.

The degree to which compliance with the decision-making requirements in the Act is required is proportional to the significance of the particular decision and the resources available.

In every case, the delegatee needs to determine the significance of the decision they are making or the power they are exercising, notwithstanding that they have the delegated authority to make the decision or take the action. The Council's Significance and Engagement Policy is relevant to this assessment.

Where the delegatee determines that the decision to be made or power to be exercised may be significant, they should consider whether to refer the decision or exercise of the power back to the delegator before final action is taken. In considering this issue, the delegatee needs to balance the delegated authority they have with the potential consequences. While a precautionary approach should be taken, delegates must not be averse to making decisions or taking action as required.

1.2.6 Authority

Unless stated otherwise in this Delegations Manual, delegations are made under Clause 32 of Schedule 7 of the LGA 2002.

1.2.7 Reviews and updates of the Delegations Manual

The Delegations Manual is a living document and it will be reviewed periodically and when legislative change requires amendments. The Delegations Manual has been developed to record current delegations made by the Council or Chief Executive.

Certain delegations that have been made to the Chief Executive have been made so that they can be further sub-delegated by the Chief Executive. Delegations under the Resource Management Act 1991 and the Local Government (Ratings) Act 2002 are legally not able to be further sub-delegated and may only be approved by a Council resolution.

The general terms and conditions of this Delegations Manual provides that a responsibility, duty or power delegated to an officer holding a named position is also delegated to any officer who performs or exercises the same or substantially similar role or function, whatever the name of his or her position. Any changes in position names must be approved by the Chief Executive and this Delegations Manual will be updated accordingly.

The Chief Executive may authorise changes and updates to any Chief Executive delegations or matters which he or she has sub-delegated, other than delegations under the Resource Management Act 1991 and the Local Government (Rating) Act 2002 as these two statutes prohibit sub-delegation.

1.3 Structure

The Delegations Manual is structured in six parts.

Part A of the Delegations Manual presents **introductory and background information** for the Delegations Manual including the Council's principles for making delegations and establishing the Council's legal powers for making delegations.

Part B of the Delegations Manual records the **governance delegations** made by the Council to Committees of the Council.

Part C of the Delegations Manual contains general **administrative delegations** relating to human resource matters, the release of information, submissions and funding, the use of the Common Seal, obtaining professional advice and legal proceedings.

Part D of the Delegations Manual contains **contracting, financial, rating and property delegations**, including financial delegations relating to expenditure (including financial delegation limits), contingency expenditure and other authority and procedures relating to other financial and accounting matters and delegations in respect of rating and property matters.

Part E of the Delegations Manual contains **regulatory RMA delegations** relating to the Council's regulatory functions, duties and powers under the Resource Management Act 1991.

Part F of the Delegations Manual contains **regulatory non-RMA delegations** relating to the Council's regulatory functions, duties and powers under other legislation including the Biosecurity Act 1993, the Building Act 2004, the Maritime Transport Act 1994, the Civil Defence Emergency Management Act 2002, the Land Drainage Act 1908 and the Soil Conservation and Rivers Control Act 1941.

PART B: COUNCIL AND COMMITTEES

PART B: COUNCIL AND COMMITTEES

Part B of the Delegations Manual sets out those delegations that remain with the Council and the delegations given to the Council's Committees.

2. Council

In accordance with Clause 32 of Schedule 7 of the LGA, the Council is required by legislation to make decisions on the following matters:

- (a) The power to make a rate; or
- (b) The power to make a bylaw; or
- (c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- (d) The power to appoint a chief executive; or
- (e) The power to adopt policies required to be adopted and consulted on under this Act in association with the long term plan or developed for the purpose of the local governance statement; or
- (f) The power to adopt a remuneration and employment policy.

Other legislation, including the Resource Management Act 1991, the Biosecurity Act 1993 and the Land Transport Management Act 2003, provide that certain matters cannot be delegated and that certain decisions must be made by the Council.

3. Council committees

3.1 Introduction

The Council has the following committees:

- Finance Committee;
- Strategy and Planning Committee;
- Regulatory Committee;
- Infrastructure Committee;
- Employment Committee;
- Otago Civil Defence Emergency Management Group;
- Audit and Risk Subcommittee; and
- Otago Regional Transport Committee;

The delegations in this section reflect the delegations provided in the Committee terms of reference 2019-2022.

3.2 Finance committee

The Finance Committee Terms of Reference (including delegations) were adopted by Council on 11 December 2019.

The Committee is authorised by Council to:

- To award or approve contracts and tenders in excess of staff delegations and to a maximum of \$2million.
- To approve the Draft Annual Plan and Draft Long-Term Plan and associated policies, and to conduct all consultation and hearings with the public concerning them.
- To consider matters of financial impact other than as provided for in the Annual Plan.
- To endorse submissions in relation to the Local Government Act 2002.
- Carry out any other function or duty delegated to it by the Council.
- Appoint subcommittees or working parties as appropriate provided they are limited to a time duration consistent with performance of their specified tasks.

3.3 Strategy and Planning Committee

The Strategy and Planning Committee Terms of Reference (including delegations) were adopted by Council on 11 December 2019.

The Committee is authorised by the Council to:

- To make submissions and representations on matters within its statement of purpose on Otago councils' district plans and neighbouring councils' regional plans to ensure consistency.
- Where consistent with all relevant statutes, approve public consultation and call for submissions on this Council's draft, proposed, and indicative policies, plans and strategies. This delegation does not include formal notification of Council's proposed plans.
- Endorse submissions or appeals concerning district planning and consents within Otago; submissions on legislation and regulations (including submissions to Parliamentary Select Committees), and submissions on crown agency and parliamentary discussion documents.
- Carry out any other function or duty delegated to it by the Council.
- Appoint subcommittees or working parties as appropriate provided they are limited to a time duration consistent with performance of their specified tasks.

3.4 Regulatory Committee

The Regulatory Committee Terms of Reference (including delegations) were adopted by Council on 11 December 2019.

The Committee is authorised by the Council to:

- Recommend to Council the approval of functional strategies, project concepts and implementation plans.
- Appoint subcommittees or working parties as appropriate provided they are limited to a time duration consistent with performance of their specified tasks.
- Carry out any other function or duty delegated to it by the Council.

3.5 Infrastructure Committee

The Infrastructure Committee Terms of Reference (including delegations) were adopted by Council on 11 December 2019.

The Committee is authorised by the Council to:

- Appoint subcommittees or working parties as appropriate provided they are limited to a time duration consistent with performance of their specified tasks.
- Carry out any other function or duty delegated to it by the Council.

3.6 Employment Committee

The Employment Committee Terms of Reference were adopted by Council on 11 December 2019. The Committee holds no delegations.

3.7 Otago Civil Defence Emergency Management Group

The Otago Civil Defence Emergency Management Group Terms of Reference (including delegations) were adopted by Council on 11 December 2019.

The Otago Civil Defence Emergency Management Group shall have all the delegated authorities that may be given by each member Council, including authority to fulfil the powers, obligations and functions of the Group as specified in the Civil Defence Emergency Management Act 2002, authority to appoint subcommittees, and authority to sub-delegate any authority able by law to be delegated.

3.8 Audit and Risk Subcommittee

The Audit and Risk Subcommittee Terms of Reference (including delegations) were adopted by Council on 11 December 2019.

The Subcommittee is authorised by the Council to:

- Review matters within its terms of reference and make recommendations to Council or the Finance Committee on those matters.
- Seek information it requires from the Chief Executive. The Chief Executive is required to cooperate with any requests unless excused by the Chair of the Otago Regional Council.
- Request access to outside legal or independent professional advice should it consider this necessary.

The Audit and Risk Subcommittee may not delegate any of its responsibilities, duties or powers.

3.9 Otago Regional Council Transport Committee

The Otago Regional Transport Committee Terms of Reference (including delegations) were adopted by Council on 11 December 2019.

The Committee is authorised by the Council to:

Delegated Authority – Power to Act

- The Regional Transport Committee:
 - Has the ability to appoint a panel to hear RLTP, submissions, working parties, advisory groups and, where there is urgency or special circumstances, a sub-committee to deal with any matters of responsibility within the Committee's Terms of Reference and areas of responsibility, and to make recommendations to the Committee on such matters, provided that a sub-committee does not have power to act other than by a resolution of the committee with specific limitations;
 - Has the ability to make decisions in accordance with the Terms of Reference and the Land Transport Management Act 2003.
- Power to Act (for the information of Council)
 - The Regional Transport Committee has the power to monitor any transport activities of the regional council, territorial authorities and New Zealand Transport Agency in order to report on progress on the Regional Land Transport Plan;
 - prepare and recommend variations to the Regional Land Transport Plan that trigger the RTC's significance policy;
 - consider and recommend transportation planning studies and associated outcomes;
 - provide recommendations to relevant government agencies on transport priorities for the region and the allocation of national or regional transport funds.

PART C: ADMINISTRATIVE DELEGATIONS

PART C: ADMINISTRATIVE DELEGATIONS

4. Human Resources delegations

4.1 Legislative delegation to the Chief Executive

Pursuant to section 42(2) of the Local Government Act 2002, the Chief Executive is responsible, on behalf of the Council, for ensuring the effective and efficient management of the Council, employing staff and negotiating the terms of employment of staff.

The Chief Executive has absolute control over all employment-related matters concerning staff. Further specific delegations made by the Chief Executive in relation to human resources under section 42(2) are prescribed below (the Human Resources Delegations).

Explanatory Note: The Chief Executive may appoint in writing, in consultation with the Chairperson, any person to be acting Chief Executive during temporary periods of absence from duties together with such of the Chief Executive's powers as he or she considers appropriate.

4.2 Principles of Human Resources delegations

In support of, and in addition to, the principles, terms and conditions outlined in Section 1.2.3 of this Delegations Manual, the following principles, terms and conditions are applied to the delegation of employment or people management activities:

- (a) Human Resources Delegations are standardised across management roles (i.e. if a delegation is granted to General Managers, then everyone in a General Manager role holds that delegation).
- (b) Human Resources Delegations automatically apply to the person appointed to that role (i.e. no additional documentation is required beyond acceptance of the employment agreement for the role).
- (c) Human Resources Delegations are granted to the lowest appropriate tier (with demonstrated competence to execute the delegation) to empower and enable our people managers; this authority may also be executed by all managers in a direct line above that position.
- (d) No Human Resources Delegations may be used to self-approve – the one up rule applies.
- (e) Human Resources Delegations must be exercised in accordance with Staff Policies.
- (f) The People and Safety Manager may sub-delegate their authority to a member(s) of the People and Safety team as appropriate.

4.3 Human Resources delegations

The Chief Executive retains the responsibility for all human resources matters. The Chief Executive retains the delegation for the following activities specified in Table 2 below.

Other delegations have been made by the Chief Executive to the General Managers, Managers and Team Leaders.

Explanatory Note: For the purpose of these human resources delegations: General Managers are defined as Tier 2 management roles with responsibility for a Group, reporting directly to the Chief executive. Managers are defined as Tier 3 management roles with responsibility for a department of Council. Team Leaders are defined as any management roles below Managers (with or without the Team Leader title) which hold formal staff management responsibilities as outlined in the position description.

Table 2: Human Resources delegations

Chief Executive	General Managers (T2)	Managers (T3)	Team Leaders
Hiring Employees			
approve recruitment of additional Full Time Equivalent (FTE) permanent employee numbers	undertake like-for-like recruitment subject to approval from CE approve candidate offers outside market range	engage the services of a recruitment agency with People and Safety agreement	-

<p>approve all permanent recruitment (requests to recruit and requests to appoint) approve recruitment where significant change has been made to a role</p>	<p>subject to approval from CE sign offers of employment (on behalf of the Chief Executive, subject to signoff) approve non-standard terms and conditions with the Manager People and Safety's agreement offer relocation expenses with People and Safety agreement approve recruitment of fixed-term and casual staff members</p>		
Employment Conditions			
<p>approve termination of an employment agreement approve the outcome of restructures require and set dates for an annual shutdown period</p>	<p>determine actions to address conflict of interest situations approve staff entering into secondary employment deliver a Final warning with People and Safety agreement subject to conversation with CE second staff to other organisations subject to conversation with CE</p>	<p>determine the course of action following an external complaint against a staff member subject to conversation with General Manager approve staff to present a paper or publication referencing Otago Regional Council approve requests for flexible working arrangements subject to approval from General Manager second staff to other teams within the Group deliver a Verbal or First warning with Human Resources agreement make verbal employment offer subject to CE approval of request to appoint</p>	<p>approve timesheets approve one-off or occasional work from home initiate a performance improvement process with Manager/People and Safety agreement</p>

Leave			
<p>approve corporate-wide paid leave for staff unable to work due to an emergency or severe weather situation</p> <p>grant additional paid sick leave in situations of prolonged illness or injury</p> <p>approve the cash-out of annual leave</p> <p>grant paid and unpaid compassionate leave</p> <p>approve requests for leave without pay for greater than 5 days</p> <p>approve study leave</p>	<p>approve requests for leave without pay for up to 5 days</p> <p>approve use of special leave subject to conversation with CE</p> <p>grant additional bereavement/tangi leave subject to conversation with CE</p> <p>sign off parental leave</p>	<p>provide a request for exemption from jury service</p> <p>approve use of partner/paternity leave</p> <p>approve use of domestic violence leave (in consultation with the Manager People and Safety)</p>	<p>approve sick, annual, bereavement or jury service leave</p> <p>approve utilisation of time-in-lieu leave</p>
Performance and development			
	<p>approve attendance of overseas learning events</p> <p>approve study applications</p> <p>approve attendance at internal or external learning events with Human Resources agreement</p> <p>approve individual performance and development objectives</p>		
Health, Safety and Well being			
<p>approve consumption of alcohol for work-related functions</p>	<p>decide actions following harassment or bullying investigations unless delegated to a manager</p>	<p>approve catering for meetings and functions</p> <p>approve new and replacement garments for field work</p>	<p>approve new and replacement garments for field work</p>
Recognition, Reward & Remuneration			

approve overall salary increase (within governance-set budget)	decide appointment and amount of higher duties payments	approve overtime and accumulation of time-in lieu	
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5. Requests and the release of information, and correspondence, and public records

5.1 Local Government Official Information and Meetings Act 1987

Local Government Official Information and Meetings Act 1987

Section	Description	Delegated to
s.8	Information concerning existence of certain information	General Managers Any member of the Legal Team
s.10	Requests for official information	All staff
s.11	Assistance with requesting information	All staff
s.12	Transfer of requests	Any member of the Legal Team
s.13	Decisions on requests (including the decision to impose a charge for providing official information and consulting on release)	General Managers Any member of the Legal Team
s.14	Extension of time to provide official information	General Managers Any member of the Legal Team
s.15	Power to determine manner of presenting information	General Managers Any member of the Legal Team
s.16	Power to determine deletions of some information from documents	General Managers Any member of the Legal Team Consents Support Officers
s.17, 17A, 17B, 18	Refusal of requests for information	General Managers Any member of the Legal Team
s.21, 22, 23	Right of access to internal rules affecting decisions / personal information	General Managers Any member of the Legal Team
s.24	Precautions regarding access to personal information	All staff
s.25	Correction of personal information	All staff
s.26	Refusal to supply personal information	General Managers Any member of the Legal Team
s.29	To comply with the requirements of an Ombudsman	General Managers Any member of the

		Legal Team
s.33	Requirement to notify decision of Ombudsman	General Managers
s.39	Publication of summary of report	General Managers Any member of the Legal Team
s.46	Public notification of meetings	Executive Advisor Committee Secretary
s.46A, 46B, 49, 51, 51AA	Availability of agendas, reports and minutes	Executive Advisor Committee Secretary
s.51A	Public notification of resolution at emergency meeting	Executive Advisor Committee Secretary

5.2. Privacy Act 1993

Privacy Act 1993

Section	Description	Delegated to
s.23	Power to appoint Privacy Officers	Chief Executive
s.27, 28, 29, 32	Decision to refuse access to personal information	General Managers Privacy Officers
S37, 39, 40, 41, 42, 43, 44	<ul style="list-style-type: none"> - To treat the requests with urgency; - To decide to transfer a request to another agency; - To decide whether the request can be granted (including the decision to impose a charge); - Where a request has been granted, whether any information should be withheld; - Decision to extend the time limits; - Deciding the way information is to be provided; - Providing the reasons for refusal. 	General Managers Privacy Officers
s.124	All other powers and duties under the Privacy Act 1993. This delegation may be sub-delegated.	Chief Executive

5.3. Public Records Act 2005

The Council has certain obligations under the Public Records Act 2005, including in relation to the disposal of Council records.

Section	Description	Delegated to
17	To provide for the creation and maintenance of local authority records	Team Leader Records and Information
40	To comply with the requirements in relation to	Team Leader Records and Information

	protected records	
45, 46	To classify the access status of the Council's local authority records	Team Leader Records and Information
47	To provide for the public inspection of open access records	Team Leader Records and Information

5.4. Other

This Delegations Manual does not contain formal delegations in relation to the authorisation to sign correspondence (including email correspondence), media statements (including social media) and placement of public notices. Staff should refer to the relevant Staff Policies in relation to these matters.

6. Submissions

6.1. General

The authority to make a submission on any matters of general interest or concern to the Council (including proposed Government policies, discussion documents and legislation but **excluding** proposed plans and plan changes and resource consent applications under the RMA and any other policy or standard not delegated in this manual, where it is not possible within the available time to refer the matter to the Council or where there is no other delegation, is delegated to the Chief Executive or, in the Chief Executive's absence, the Acting Chief Executive.

NOTE: When this delegation is exercised, it must be reported to the next Council meeting.

7. Authorisation to use the Common Seal

The Council has the authority to impress on any document the Common Seal of the Council.

Where the Common Seal of the Council is affixed to any document it shall be attested by any two Councillors.

The Common Seal will be affixed to any document that is required to be executed under the Seal, including:

- Certain warrants to carry out statutory functions, including warrants made under the Biosecurity Act 1993, the Building Act 2004, and the Local Government Act 2002.
- When executing any Memorandum of Transfer pursuant to section 80 of the Local Government (Rating) Act 2002.
- Regional policy statements and regional plans prepared under the Resource Management Act 1991.
- Bylaws prepared under the Local Government Act 2002 or other relevant statutes.
- Any documents (e.g. covenants, caveats, s417 certificates or consent notices) which otherwise require the use of the Council's Common Seal.

8. Professional advice and legal proceedings

8.1 Authorisation to obtain professional advice

The authority to obtain professional advice, including but not limited to legal, engineering, financial, accounting and resource management, advice on Council's behalf is delegated to:

- Chief Executive
- General Managers
- Managers
- Legal Counsel
- Team Leaders

Explanatory note: In accordance with the general terms and conditions this delegation may only be exercised in accordance with financial delegations.

Any advice must also be sought in accordance with any arrangements that the Council has regarding the provision of services (i.e. if there is a preferred or agreed service provider). The Legal Counsel should be advised of any external legal services engaged.

This delegation does not prohibit other staff members from liaising with professional advisors as part of the Council obtaining advice. Instead it is intended to operate to ensure that the engagement of the advisor has been approved by one of the above staff members.

8.2 Court proceedings

Unless provided for elsewhere in this Delegation Manual, the following delegations for Court Proceedings apply.

Reference	Function	Delegated to
General Clause 32, Schedule 7 of LGA	The authority to decide whether to commence or defend any action before a Court, tribunal, arbitral panel or other such body subject to, at the delegate's discretion, discussion with the Chairperson, discussion with Legal Counsel, discussion with officers involved, discussion with the Council's insurers and reports being made to the relevant Committee of the Council	Chief Executive
General Clause 32, Schedule 7 of LGA	In the event the Chief Executive is unavailable or in exceptional circumstances where time does not permit consideration by the Chief Executive and where such action is necessary to protect or further Council's interests, the authority to commence or defend any action before a Court, tribunal, arbitral panel or other such body	GM Regulatory GM Corporate
General Clause 32, Schedule 7 of LGA	The authority to settle a dispute or issues at stake at mediation or other dispute resolution sessions in relation to any matter before any Court, tribunal, arbitral panel, or other such body subject to, at the delegate's discretion, discussion with Legal Counsel, discussion with officers involved, discussion with the Council's insurers and reports being made to the Council or appropriate Committee.	All Managers
General Clause 32, Schedule 7 of LGA	The authority to: Initiate to have Court costs awarded; and Initiate legal proceedings to collect Court costs awarded	All General Managers
General Clause 32, Schedule 7 of LGA	The authority to take appropriate action within Council policy to recover debts, including, but not limited to Court and, Tribunal proceedings and debt collection agencies	GM Corporate
General Clause 32, Schedule 7 of LGA	The authority to initiate, prosecute, withdraw and do all things necessary to conduct appeals as follows: 1) Environment Court to the High Court 2) District Court to the High Court 3) High Court to the Court of Appeal or Supreme	Chief Executive

	Court 4) Court of Appeal to the Supreme Court.	
Judicial Review <i>High Court Rule 30.3, Clause 32, Schedule 7 of LGA</i>	Lodge, withdraw, oppose or join an application for Judicial Review with the High Court and any related applications or proceedings and be heard in relation to any application or proceedings subject to, at the delegate’s discretion, discussion with the Chairperson, discussion with Legal Counsel, discussion with officers involved, discussion with the Council’s insurers and reports being made to the relevant Committee of the Council	Chief Executive
Judicial Review <i>High Court Rule 30.3, Clause 32, Schedule 7 of LGA</i>	The authority to settle a dispute or issues at stake at mediation or other dispute resolution sessions in relation to judicial review proceedings subject to, at the delegate’s discretion, discussion with Legal Counsel, discussion with officers involved, discussion with the Council’s insurers and reports being made to the Council or appropriate Committee. This delegation includes the authority to approve Consent Memoranda, draft Consent Orders, side agreements or other documents required to settle a matter	Chief Executive

Specific terms and conditions:

- *The authority to settle any matter against the Council must be exercised in accordance with any financial delegations.*
- *The Chief Executive may sub-delegate these delegations.*

Explanatory Note:

- *Further delegations in relation to Court proceedings on property matters are listed in the property delegations.*
- *Further delegations in respect of specific statutory proceedings are listed in the regulatory delegations (e.g. under the Resource Management Act 1991 and Biosecurity Act 1993).*

PART D: CONTRACTING, FINANCIAL, RATING AND PROPERTY DELEGATIONS

PART D: CONTRACTING, FINANCIAL, RATING AND PROPERTY DELEGATIONS

Part D of the Delegations Manual sets out delegations relating to contracting and agreements, financial matters (including rating) and property delegations.

9. Contracting, agreements and Memorandum of Understanding

9.1 Introduction

The Council enters into a range of different contracts and agreements as part of undertaking its day to day business. These range from non-binding memorandum of understanding (but which may have significant reputational impact), contracts and agreements of low financial value, to high financial value contracts and agreements.

This section of the Delegations Manual contains delegations in relation to these matters and should be read alongside the financial delegations.

9.2 Memorandum of Understanding

The authority to sign on Council's behalf any memorandum of understanding is delegated to all Managers.

This delegation may be sub-delegated.

9.3 Authorisation to sign Deeds

The Property Law Act 2007 requires Deeds to be signed by “two directors” in the case of a body corporate. “Directors” equates to Councillors (that is persons holding a governance as opposed to management role).

Attorneys may be appointed to execute a Deed on behalf of Council. The attorneys must be appointed by Deed, and that Deed of appointment must be executed by two “directors”.

9.4 Authorisation to sign contracts and other agreements (other than Deeds)

By resolution of Council, the Chief Executive has the power to authorise expenditure up to \$500,000 where that expenditure is within the annual plan or other Council approval. The Chief Executive may, in turn, sub-delegate this authority to staff, and limit, suspend or withdraw said delegation at their discretion.

The exercise of delegation is on the total expenditure commitment and attention must be given to approved delegation levels. Staff must be aware of their delegations, and if necessary, obtain approval from appropriate staff with a higher delegation level if the procurement will exceed their own delegation limit.

Staff can only use their delegations within their area; delegations are not to be used elsewhere in Council.

Splitting procurement costs in order to bring the pricing under delegation or procurement level limits while knowing that the total expenditure is prohibited.

Authority to sign off contracts (excluding Deeds) rests with the relevant staff who have a level of delegation consistent with the total expenditure expected over the life of the contract (refer Financial Delegations Authority table). Once in place, individual invoices under that contract may be authorised by relevant staff with the level of delegation appropriate to each invoice.

If contract modification, extension or amendment is required, it is treated as being part of the original contract and can only be approved by the staff member of same or higher delegation level of that which approved the original contract, regardless of the size or value of the modification, extension or amendment

9.4.1 Procurement Principles¹

Council staff are guided by the following principles when procuring goods and/or services on behalf of the Otago Regional Council:

1. Council has a responsibility to manage its resources in an effective and efficient manner, and in doing so will consider best value for money over the whole of life cycle when procuring goods and services
2. Council may procure goods and services as sole procurer or in conjunction with other Councils or entities
3. Council will ensure open and effective competition as a competitive procurement process, as this is likely to result in a better procurement outcome
4. Council will provide a full and fair opportunity for both local and national suppliers
5. Council will comply with all relevant legislation, policies and procedures when engaging in the procurement process
6. Council will require sustainably produced goods and services whenever possible, having regard to economic, environmental, social and cultural impacts over their life cycle

¹ Otago Regional Council Procurement Policy

Delegations by the Chief Executive set out in the Financial Delegations Register (refer Table 3 below) attach to the position.

Sub-delegations may be made without the approval of the Chief Executive but are subject to approval by the relevant Manager and General Manager. No further delegation is permitted.

Table 3: Financial Delegations Authority

Position	Expenditure \$	Conditions / Additional Authority
Team Leader Records & Information	5,000	
Senior Engineering Officer Taieri	5,000	
Team Leader Community Engagement	5,000	
Fleet & Facilities Advisor	5,000	
Manager IT	25,000	
Team Leader Communications and Engagement	5,000	
Team Leader Compliance Coastal Otago	5,000	
Senior Environmental Officer	1,000	
PA to CE & Chair	5,000	
People & Safety Assistant	5,000	
Manager Policy and Planning	25,000	
Team Leader Fresh Water & Land		No financial delegation but have ability to approve timesheets and leave requests
Team Leader Investigations & Enforcement	5,000	
General Manager Corporate Services	150,000	Delegated amounts extended to \$250,000 where payment is part of an approved contract; accept public tenders up to \$250,000 on recommendation of appropriate director;
Manager Strategy	25,000	
General Manager Strategy, Policy and Science	100,000	
RITS Contract Lead - Public Transport Ticketing		No financial delegation but have ability to approve timesheets and leave requests
Manager Science	25,000	
Chief Executive	500,000	For amounts within annual plan or other Council approval, higher in consultation with Chair, Deputy and F&C Chair if time is issue
Management Accountant	25,000	Authority to make tax and payroll related payments as required; Authority to make supplier payments as required

General Manager People, Culture & Communications	100,000	Authority to make tax and payroll related payments as required; Authority to make supplier payments as required
Manager Consents	25,000	
Manager Community Engagement	25,000	
Senior Environmental Officer	1,000	
Manager Support Services	25,000	
Finance Manager - Revenue	25,000	Delegated amount of \$5,000 for Rates Refund; Authority to approve remission of rates penalties in accordance with agreed procedures; Authority to make tax and payroll related payments as required; Authority to make supplier payments as required
Team Leader RPS Air & Coast		No financial delegation but have ability to approve timesheets and leave requests
Manager Biosecurity and Rural Liaison	25,000	
Manager Customer Experience	25,000	
Legal Counsel	50,000	For Legal Expenses
Engineering Officer - Taieri	5,000	
Principal Compliance Specialist	5,000	
Senior Engineering Officer Taieri	5,000	
Senior Field Officer Alexandra	5,000	
Team Leader Biosecurity and Biodiversity	5,000	
Environmental Monitoring & Reporting/LAWA Project Manager	5,000	For LAWA Project Expenditure
Senior GIS / IT Operations Officer	5,000	
Manager Transport	50,000	
Manager Engineering	50,000	
Finance Manager - Reporting	25,000	Delegated amount of \$5,000 for Rates Refund; Authority to approve remission of rates penalties in accordance with agreed procedures; Authority to make tax and payroll related payments as required; Authority to make supplier payments as required
Environmental Resource Scientist	5,000	
General Manager Operations	100,000	Delegated amount increased to \$250,000 where payment is part of an approved contract
Manager Natural Hazards	25,000	

Team Leader Public Transport Dunedin	5,000	
Acting Director Emergency Management Otago	25,000	
Team Leader Compliance (Central Otago)	5,000	
Manager Corporate Planning	25,000	
Manager Communication Channels	25,000	
Manager People and Culture	25,000	
Harbourmaster	25,000	
General Manager Regulatory	100,000	
Team Leader Environmental Monitoring	5,000	
Procurement and Contracts Coordinator	5,000	
Executive Advisor	50,000	
Safety & Wellbeing Coordinator	5,000	
Safety & Wellbeing Partner	5,000	
Manager Consent Systems and Administration	25,000	

9.5 Contingency Expenditure

9.5.1 Emergency Procurement

An emergency procurement situation can arise from natural disasters such as flooding and earthquakes. Emergency procurement is not available to compensate for poor planning or to procure without a purchase order. In an emergency, the following procedure is to be followed by staff²:

- An emergency for procurement purposes must be classified by either the General Manager Corporate Services, Chief Executive, Chairperson or Group Controller of Emergency Management Otago.

The Chief Executive, General Manager Operations, Manager Engineering, and Director Emergency Management Otago are authorised in emergency circumstances to undertake the necessary remedial or response action (within the same maximum limits as provided in the Financial Delegations Register) and, at the first subsequent meeting of the Council, report on action taken under the delegation.

9.6 Other financial commitments

9.6.1. Invoice debtors

The authority to approve invoices for revenue to be charged against debtor accounts is delegated to the relevant Manager and may be sub-delegated with approval from the relevant General Manager, where this sub-delegation will facilitate the invoicing process.

² Otago Regional Council Procurement Policy

9.6.2. Debt recovery

In a number of areas of the Council's operation it may be necessary on occasion to negotiate a reduction in amounts owing or to write-off debts which cannot be collected.

The authority to approve write-downs and/or write-offs within the financial delegation limits above is delegated to General Manager Corporate.

The authority to take appropriate action within Council policy to recover debts within the financial delegation limits above, including, but not limited to Court, Tribunal proceedings and debt collection agencies is delegated to General Manager Corporate, which can be subdelegated to Managers.

Explanatory note: See also court proceedings delegations.

9.6.3. Raise credit notes

Credit notes represent a disbursement of a Council asset. Authorisation to raise a credit note is delegated to any General Manager, in accordance with the maximum limits as provided in the Financial Delegations Register. This authority may be sub-delegated with approval from the relevant General Manager, where this sub-delegation will facilitate the process of raising credit notes.

9.6.4. Banking and payment signatory

Changes to banking arrangements requires the signature of General Manager Corporate and a Finance Manager.

Specific terms and conditions: All payments must be authorised by TWO approved signatories signing and countersigning appropriate documentation. Bank signatories are 'person specific'.

9.7 Specific Financial Delegations

9.7.1 Regional On-scene Commander (Marine oil spill response)

The Regional On-Scene Commander is a person trained and authorised by Maritime New Zealand and appointed by Council under the Maritime Transport Act 1994. Appointment by Council provides financial authorisations within the Tier II Marine Oil Spill Response Plan.

- a. The Regional On-scene Commander is authorised to expend up to \$50,000 of the Council's funds in relation to Marine Oil Spill Response operations.
- b. The expenditure of \$50,000 may be exceeded by up to a limit of \$100,000 with prior consultation with the Chief Executive or General Manager Operations.
- c. Any person authorised by the Council when acting as Regional On-scene Commander, who for the time being is the Acting Regional On-scene Commander, is authorised to spend up to \$50,000 in relation to Marine Oil Spill Response operations.
- d. Regional On-scene Commanders are required as a condition of the delegation to:
 - i. comply with Maritime New Zealand Operational Policy; and
 - ii. comply with Council procedures and subsequently report to the next meeting

10. Rating

10.1 Introduction

The following section of the Delegations Manual describes the delegations given in relation to rating matters.

The Chief Executive is delegated all powers, functions and duties under the Local Government (Rating) Act 2002 that are legally able to be delegated under section 132 of the Local Government (Rating) Act 2002.

The Local Government (Rating) Act 2002 prohibits the delegation of the power of delegation. Accordingly, the following table sets out a range of other delegations made by the Council to specified positions.

In relation to the Rating Valuations Act 1998 and the Rate Rebate Act 1973 the Council delegates to the Chief Executive all powers, functions and duties under these two Acts that are legally able to be delegated. In accordance with Clause 32 of Schedule 7 of the LGA, the Chief Executive has made the following sub-

delegations as indicated below in the following tables.

10.2 Local Government (Rating) Act 2002

Section	Function	Delegated to
40	Power to correct rates	Finance Manager
41	Authority to issue an amended rates assessment if an error is encountered.	Finance Manager
54	Power not to collect rates that are uneconomic to collect	Finance Manager
61,62,63	Powers for recovery of unpaid rates	Finance Manager
85, 86	Power to remit rates pursuant to Council rates remission policy	Finance Manager to approve postponement of rates on applications which meet the criteria of the Council's policy
87,90	Power to postpone rates pursuant to Council rates postponement policy	Finance Manager to approve postponement of rates on applications which meet the criteria of the Council's policy
91-113	Rating of Maori freehold land including district valuation rolls, land vested in trustees, multiple ownership, using land in multiple ownership	GM Corporate to be exercised in accordance with Council's Rates policies
114-115	Power to remit or postpone rates on Maori Freehold land	GM Corporate to be exercised in accordance with Council's Rates policies

10.3. Rating Valuation Act 1998

Section	Function	Delegated to
43	Obligation to pay annually a share of the costs of any territorial authority in the region in preparing and maintaining is district valuation roll	GM Corporate

43	Resolve any dispute regarding the amount payable, including in arbitration	Finance Manager
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11. Property services

11.1 Leases and Licences

Matter	Function	Delegated to
New leases/ Licences	The authority to: (a) as lessor or lessee to sign agreements to lease for residential and commercial property granting leases for periods of no more than eight years (b) grant new leases or licenses for terms not exceeding twenty-one years for all other land (c) execute contracts of guarantee	GM Corporate
Assignment and subleasing	The authority as lessee or licensee to approve the sublease and assignment of leases and licenses	GM Corporate
Mortgages	The authority to: (a) secure a mortgage over the lessees' interest in the lease (b) vary mortgage terms (c) release a mortgage	Two of Finance Managers or GM Corporate
Rents	The authority to: (a) appoint an officer to set rentals for council property (b) set, review and reduce prices and rents in relation to existing Council leases or licenses	Manager Support Services Legal Counsel
Rents	The authority to: (a) issue rent/fee rebates (b) appoint an arbitrator where rent reviews are appealed	GM Corporate
Variation of leases	The authority to: (a) approve variations to commercial, industrial and residential leases; and (b) all licenses	GM Corporate Legal Counsel
Termination and surrender of leases	The authority: (a) as lessor or lessee, or licensor or licensee, to terminate leases or licences within the terms and conditions of the contract, including failure to pay rent (b) as property owner, lessor, assignor or licensor, to approve the surrender of leases and licences	GM Corporate Legal Counsel

Registration	The authority to sign an authority and instruction form authorising registration of a lease or any surrender, variation or renewal of a currently registered lease approved under the above delegations	GM Corporate
Consent	The authority to provide (or withhold) any consent required under a lease	Manager Support Services Legal Counsel

11.2 Otago Regional Council (Kuriwao Endowment Lands) Act 1994

Section	Function	Delegated to
9, 10	To exercise all rights, powers, and obligations of the lessor under leases	Legal Counsel
13	Authority to sign an authority and instruction form for the sale of land authorised by Council resolution	GM Corporate

11.3 General and miscellaneous

Matter	Function	Delegated to
Access	Authority to enter into, vary, revoke or cancel an access agreement.	Any Manager
Land acquisition	Authority to approve minor land purchases or sales by agreement, for public works, subject to the transaction being in accordance with the Long Term Plan and to sign an authority and instruction form for the above purpose.	GM Operations
Affected party approvals For further delegations on affected party approvals see: 14.10	Providing approval, consents and make submissions or objections as adjoining landowner or potentially affected party in relation to property owned, leased or managed by Council	GM Corporate
Land Interests	Power to register, approve amendments to or withdrawals or discharges of caveats, easement certificates and releases of bonds or encumbrances Specific terms and conditions: This delegation will only be exercised upon confirmation that all obligations have been satisfied	GM Corporate Legal Counsel
Signing Issues	Sign any other applications, documents, agreements or instruments or certify any documents or instrument in relation to	GM Corporate

	any interest in land, on behalf of Council not otherwise provided in these property delegations. This delegation maybe subdelegated.	
Emergency	Power to close a premises / facility in an emergency situation	Any General Manager
Use of Council Property and land	Authorise the use of any Council building, land, facility or equipment by an outside person or organisation in accordance with established guidelines	GM Corporate
Disposal	Dispose (whether by tender or otherwise) of any motor vehicle or item of plant or surplus Council asset in accordance with the policy	GM Corporate
Statutory Land Charge	The authority to release a statutory land charge	GM Corporate
Easements and other interests	The authority to (a) create, vary and surrender, easements and covenants over Council land. (b) request removal of easements, covenants and profits à prendre from LINZ register and removal of fencing covenants from title; (c) to sign an authority and instruction form for the above purposes	GM Corporate

Explanatory note: Land owned by Otago Regional Council is held pursuant to a range of different statutes, often as endowment land. Further, other statutory obligations, including under the Public Bodies Leases Act 1969, may be relevant to how the land may be able to be dealt with.

For the avoidance of doubt, nothing in the above delegations relieves the Council from complying with the statutory obligations that apply in relation to the land.

The exercise of the property delegations must also be carried out in accordance with the financial delegations, e.g. the value of the lease may require a higher level of authority to sign the document than provided for in the delegations.

11.4. Trespass Act 1980

Section	Function	Delegated to
2	Power to grant authority to any employee or other person to act as occupier of any council-controlled property	Any General Manager
3	Power to warn a trespasser to leave the property Power to issue trespass notices	Any General Manager

4	Power to either at the time of the trespass or within a reasonable time thereafter, warn a trespasser to stay off the property	Any General Manager
4(2), 9(1)	Power to, where there is reasonable cause to suspect that any person is likely to trespass on the property, warn that person to stay off the property and to require that a person give name and other particulars	Any General Manager

PART E: REGULATORY RMA

DELEGATIONS

PART E: REGULATORY RESOURCE MANAGEMENT ACT DELEGATIONS

13. General Matters

13.1 Information and Reports

Section	Function	Delegated to
35(2A)	Prepare and make available to the public a report on monitoring activities undertaken by Council in the course of exercising its functions under the RMA	GM Policy, Science and Strategy

13.2 Administrative charges

Section	Function	Delegated to
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36(5)	Require payment of additional charges over and above any fixed charges to enable the recovery of actual and reasonable costs.	Manager Policy & Planning Manager Consents Manager Compliance
36(6)	Approve an estimate of any additional charges likely to be imposed where requested by a person liable to pay an additional charge	Manager Policy & Planning Manager Consents Manager Compliance
36AAB(1)	Waive or remit the whole or any part of any charge referred to in section 36 which would otherwise be payable.	Manager Policy & Planning Manager Consents Manager Compliance GM Corporate
36AAB(2)	Where a charge of a kind referred to in section 36 is payable, cease performing the action to which the charge relates until the charge has been paid in full.	Manager Policy & Planning Manager Consents Manager Compliance
36AA	Determine any discount under section 36AA on an administrative charge imposed under section 36.	Manager Consents

13.3 Power to waive or extend time limits or waive requirements

Section	Function	Delegated to
37(1)(a)	Extend time periods associated with a resource consent process, if the applicant has agreed to the extension.	Team Leader Consents except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.
	Extend time periods associated with a resource consent process, where the applicant has not agreed to the extension.	Manager Consents except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.
	Extend any other time period not associated with a resource consent process.	GM Policy, Science and Strategy GM Regulatory

37(1)(b)	In relation to resource consent processes, waive a failure to comply with a requirement regarding the time or method of services of documents.	Manager Consents except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.
	In relation to any process other than a resource consent process, waive a failure to comply with a requirement regarding the time or method of service of documents.	GM Policy, Science and Strategy GM Regulatory
37(2)	In relation to a resource consent process, waive compliance with a requirement (including a procedural requirement) to provide information or direct that the omission or inaccuracy be rectified, and the manner of the correction.	Manager Consents except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.
	In relation to any process other than a resource consent process, waive compliance with a requirement (including a procedural requirement) to provide information or direct that the omission or inaccuracy be rectified, and the manner of the correction.	GM Policy, Science and Strategy GM Regulatory

13.4 Commissioning reports

Section	Function	Delegated to
42A	Require an officer or commission a consultant or other person to prepare a report.	Team Leader Consents Team Leader RPS, Air and Coast Team Leader Freshwater and Land Team Leader Urban Growth and Development except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the

		following: GM Regulatory and Co-chairs of the Regulatory Committee.
42A(3) 42A(4)(b) 42A(5)	Waive compliance with the requirements in sections 42A(3) and 42A(4)(b).	GM Policy, Science and Strategy or GM Regulatory

13.5 Protection of sensitive information

Section	Function	Delegated to
42	<p>Make an order under this section to avoid:</p> <ul style="list-style-type: none"> serious offence to tikanga Maori, or to avoid the disclosure of the location of wahi tapu; the disclosure of a trade secret or unreasonable prejudice to the commercial position of the person who supplied, or is the subject of, the information; <p>and, in the circumstances of the particular case, the importance of avoiding such offence, disclosure, or prejudice outweighs the public interest in making that information available.</p>	GM Policy, Science and Strategy GM Regulatory

14. Policy and Planning

14.1 Evaluation reports

Section	Function	Delegated to
32 Schedule 1, Clause 5	Direct the preparation of an evaluation report for a proposed policy statement or plan in accordance with section 32.	Team Leader RPS, Air and Coast Team Leader Freshwater and Land Team Leader Urban Growth and Development
32AA Schedule 1, Clause 5	This is a report to be prepared or commissioned by the hearing panel making recommendations on the planning document.	Not delegated

165H(1A)	Prepare a report summarising the matters required by section 165H(1) and make it available for inspection.	Manager Policy & Planning
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14.2 Consultation

Section	Function	Delegated to
Schedule 1, Clause 3	Determine affected Ministers of the Crown, local authorities and other persons to consult with during the preparation of a proposed policy statement of plan	Manager Policy & Planning
Schedule 1, Clause 4A	Consult with iwi and provide documents on any proposed RPS or Regional Plan	Manager Policy & Planning

14.3 Notification

Section	Function	Delegated to
Schedule 1, Clause 5(1C)	Determine whether a person is likely to be directly affected by the proposed policy statement or plan and determine what information to provide those persons.	Team Leader RPS, Air and Coast Team Leader Freshwater and Land Team Leader Urban Growth and Development
Schedule 1, Clause 5(5)	Determine appropriate locations in the region to make any proposed policy statement or plan available.	Team Leader RPS, Air and Coast Team Leader Freshwater and Land Team Leader Urban Growth and Development

14.4 Summary of decisions requested

Section	Function	Delegated to
Schedule 1, Clause 7	Publicly notify a summary of decisions requested by persons making submissions on a proposed policy statement, plan, or plan change and/or service notice on relevant persons where a decision was made to have limited notification of a RPS or Regional Plan	Team Leader RPS, Air and Coast Team Leader Freshwater and Land Team Leader Urban Growth and Development

14.5 Resolution of disputes

Section	Function	Delegated to
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Schedule 1, Clause 8AA(1)	Invite persons to a meeting for the purpose of clarifying or facilitating the resolution of any matter relating to a proposed policy statement or plan.	GM Policy, Science and Strategy
82	Resolution of disputes relating to inconsistencies between instruments by referral to the Environment Court (relates to inconsistency between water conservation orders and the Regional Policy Statement, or Regional Policy Statement or Plans and a District Plan, or between Regional Policy Statement or Plan and a national direction)	GM Policy, Science and Strategy

14.6 Amendments to policy statements or plans without using Schedule 1

Section	Function	Delegated to
Schedule 1, Clause 16(1) and (2) Schedule 1, Clause 20A	Amend a proposed or operative policy statement or plan in accordance with Clauses 16(1), 16(2) (to give effect to national direction or a direction from the Environment Court) and 20A (to correct a minor error) without using the Schedule 1 process.	Manager Policy & Planning
292	Amend a plan without using the process in Schedule 1 of the RMA to remedy a mistake, defect, or uncertainty or to give full effect to a plan as directed by the Environment Court.	Team Leader RPS, Air and Coast Team Leader Freshwater and Land Team Leader Urban Growth and Development
85(3) 293	Make an amendment directed by the Environment Court under sections 85(3) and 293 without using the process in Schedule 1.	Manager Policy & Planning

14.7 Notification of operative dates

Section	Function	Delegated to
Schedule 1, Clause 20	Publicly notify a date on which a policy statement or plan becomes operative.	Manager Policy & Planning

14.8 Private plan changes

Section	Function	Delegated to
Schedule 1, Clause 23(1) and (2)	Require, by written notice, further or additional information in accordance with Clause 23.	Manager Policy & Planning

Schedule 1, Clause 23(3)	Commission a report in relation to a request made under Clause 21 and notify the person who made the request.	Manager Policy & Planning
Schedule 1, Clause 24	Modify a request made under Clause 21 with the agreement of the person who made the request.	Manager Policy & Planning
Schedule 1, Clause 28	Give notice that request made under Clause 21 will be deemed to be withdrawn if not advised of wish to continue with request.	Manager Policy & Planning

14.9 Incorporation of documents by reference

Section	Function	Delegated to
Schedule 1, Clause 34	Consult on proposal to incorporate material by reference in a proposed plan, variation, or change in accordance with Schedule 1, Clause 34.	Team Leader RPS, Air and Coast Team Leader Freshwater and Land Team Leader Urban Growth and Development

14.10 Written approval on behalf of the Council

Section	Function	Delegated to
104(3)(ii) 104(4)	Where the Council is an affected party, give or decline to give written approval on behalf of the Council to a resource consent application, and withdraw any written approval given.	Manager Policy & Planning – for policy interests GM Operations – for operational matters GM Corporate – for property matters Harbourmaster – for maritime interests

15. Submissions

Council is responsible for setting the region's policy direction through its regional policy statement (RPS) which territorial authorities must give effect to. An important part of implementing the RPS is through making submissions on District or City Councils' proposed plans, plan changes, and resource consent applications. These submissions seek to implement Council's previous decisions so generally will not require further approval from Council.

Where Council has no relevant policy, but the issues raised in a plan change or consent application are significant the matter should be referred to Council for consideration. Where this is not possible within the time that is available a submission should be lodged subject to Council endorsement and the matter brought to the next Council or relevant Committee meeting.

Section	Function	Delegated to
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96	Lodge or withdraw a submission on a resource consent application on behalf of Council.	GM Policy, Science and Strategy – for policy interests or on behalf of GM Operations, GM Corporate or Harbourmaster GM Operations – for operational matters GM Corporate – for property matters Harbourmaster – for maritime interests
149E 149F 149O	Make a submission to the EPA on a matter that has been called in or referred to it	GM Regulatory GM Policy Science and Strategy
Schedule 1, Clause 6 Schedule 1, Clause 8	Lodge or withdraw a submission or further submission on a proposed plan or plan change on behalf of Council.	Manager Policy and Planning
Part 5	Make a submission in relation to a proposed National Policy Statement, National Environmental Standard, NZ Coastal Policy Statement	Not delegated

16. Resource consents and certificates of compliance

16.1 Application for resource consents

Section	Function	Delegated to
88(3)	Determine that an application is incomplete.	Consents Officer
88(3A)	If an application is determined to be incomplete, return the application to the applicant with written reasons for the determination.	Consents Officer
91C(2)	Following a period of suspended processing, decide whether to return the application to the applicant with a written explanation as to why it is being returned or continue to process the application.	Team Leader Consents Principal Consents Officer

91C(3)	If a decision is made under section 91C(2) to return an application, return the application with a written explanation as to why it is being returned.	Team Leader Consents Principal Consents Officer
165D	Refuse to receive and application for a coastal permit where consent for a similar activity has been refused within the previous 12 months	Manager Consents

16.2 Further Information requests

Section	Function	Delegated to
92(1)	Request further information relating to a resource consent application.	Senior Consents Officer
92(2)	Commission a person to prepare a report on any matter relating to a resource consent application.	Team Leader Consents Principal Consents Officer
92A(2)	When requesting further information under section 92, set a reasonable time within which the applicant must provide the information and tell the applicant in a written notice.	Senior Consents Officer

16.3 Notification

Section	Function	Delegated to
91(1)	Defer the notification or hearing of an application for resource consent where it is considered other resource consents will also be required and it is appropriate that applications for one or more of those other resource consents be made before proceeding further.	Senior Consents Officer
95(1)	Decide whether to give public or limited notification of a resource consent application in accordance with sections 95A and 95B and notify the application as determined appropriate.	Team Leader Consents; or Principal Consents Officer except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.
95E 95F 95G 127(4)	Determine if a person is an affected person.	Team Leader Consents; or Principal Consents Officer except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory

		Committee.
95D	For the purposes of deciding whether to publicly notify an application, determine whether the effects of the activity will be more than minor.	Team Leader Consents; or Principal Consents Officer except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.

16.4 Submissions

Section	Function	Delegated to
97	Adopt an earlier closing date for submissions.	Manager Consents; except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.

16.5 Pre-hearing meetings and mediation

Section	Function	Delegated to
99(1)	Invite the applicant and submitters to attend a pre-hearing meeting.	Manager Consents; except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.

99(1)	Require the applicant and submitters to attend a pre-hearing meeting.	Manager Consents; except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.
99	Decide who will chair a pre-hearing meeting	Manager Consents; except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.
99(2)	Invite a person or persons to attend a pre-hearing meeting.	Manager Consents; except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.
99(2)	With the consent of the applicant, require a person or persons to attend a pre-hearing meeting.	Manager Consents; except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.
99(8)	Decline to process a person's application or consider a person's submission if they were required but failed to attend a pre-hearing meeting.	GM Regulatory; except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.
99A	Refer an applicant and submitters to mediation.	GM Regulatory except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any

		two of the following: GM Regulatory and co-chairs of the Regulatory Committee.
99A	Appoint mediators for consent applications	Any two of the following: GM Regulatory and co-chairs of the Regulatory except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.

16.6 Hearings

Section	Function	Delegated to
34A(1) 34A(1A)	Appoint a hearing commissioner(s) to hear and decide resource consent applications and delegate to that person or persons all the necessary powers, functions, and duties in the RMA.	Manager Policy & Planning for plan hearings Any two of the following for a resource consent hearing: GM Regulatory or the co-chairs of the Regulatory Committee of Council
39 40 41A	To determine the procedures for the conduct of a hearing	The Hearings panel or Commissioners, or Commissioner sole appointed to hear and

41B 41C		determine the particular plan proposal or consent application
41D	To strike out all of part of a submission in accordance with the section	Manager Consents Manager Policy & Planning The Hearings panel or Commissioners, or Commissioner sole appointed to hear and determine the particular plan proposal or consent application
100	Determine that a hearing of an application is necessary.	Manager Consents
100A(4)	Where an applicant or submitter has made a request under section 100A, appoint a hearing commissioner(s) to hear and decide the application.	Any two of the following: GM Regulatory and co-chairs of the Regulatory
101(1) 101(3)	Fix and give notice of the commencement date, time and place of a hearing.	Senior Consents Support Officer; or Consents Support Officer
102(1)	In relation to joint hearings, agree that applications are sufficiently unrelated that a joint hearing is unnecessary.	Manager Consents
102(2)	Instead of the regional council, agree that for a joint hearing another authority should be responsible for notifying the hearing, setting the procedure, and providing administrative services.	Manager Consents
103(1)	Determine that applications for resource consents for the same proposal are sufficiently unrelated that it is unnecessary to hear and decide the applications together.	Manager Consents

16.7 Decision-making on applications

Section	Function	Delegated to
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104A 104B 104C 104D 104F 105 107 108 108AA 217	<p>Determine applications and impose conditions for the following activities or types of application:</p> <ul style="list-style-type: none"> Applications for a non-complying activity <p>Determine applications and impose conditions for any activity where:</p> <ul style="list-style-type: none"> the application was notified or limited notified but no hearing is required (subject to section 100) the recommended consent term is greater than 25 years. the recommended consent conditions are not consistent with the Council's standard consent conditions. 	<p>Manager Consents; Team Leader Consents; or Principal Consents Officer</p> <p>The Hearings panel or Commissioners, or Commissioner sole appointed to hear and determine a consent application including where the ORC is the applicant for consent.</p>
104A 104B 104C 104D 104F 105 107 108 108AA 217	<p>Determine applications and impose conditions for any other activity, where the recommended conditions are consistent with the Council's standard consent conditions and the recommended consent term is less or equal to 25 years.</p>	<p>Manager Consents; Team Leader Consents; or Principal Consents Officer</p> <p>The Hearings panel or Commissioners, or Commissioner sole appointed to hear and determine the particular consent application including where the ORC is the applicant for consent.</p>
104A 104B 104C 104D 104F 105 107 108 108AA 217	<p>Authority to decide non-notified resource consent applications to install or alter a bore.</p>	<p>Senior Consent Officer.</p> <p>The Hearings panel or Commissioners, or Commissioner sole appointed to hear and determine the particular a consent application including where the ORC is the applicant for consent.</p>
108A 109	<p>Implementation of requirement in a resource consent for a bond to secure the performance of consent conditions</p> <p>Note: If a bond or covenant is considered as a possible consent requirement than all matters relating to consent conditions under sections 104A, 104B, 104C, 104D, 104F, 105, 107, 108, 108AA and 217 must be considered together with delegation exercised by the GM Regulatory.</p>	<p>GM Regulatory</p>
110(1)	<p>Refund or return the whole of a financial contribution or land in accordance with section 110.</p>	<p>GM Regulatory</p>

110(2)	Determine the portion of a financial contribution or land to retain to cover the costs incurred by the Council in relation to the activity and its discontinuance.	GM Regulatory
114(2)	Determine what other authorities and persons are considered appropriate to be notified of a decision on a resource consent application.	Manager Consents

16.8 Duration of consent

Section	Function	Delegated to
124	Allow a resource consent holder to operate under an expired resource consent while the application for a new consent and any references (appeals) to the Environment Court are determined in accordance with section 124.	Team Leader Consents Principal Consents Officer
125(1A)(b)	Determine an application for extension of the lapse date of a consent.	Manager Consents

16.9 Cancellation and change of consents

Section	Function	Delegated to
126(1)	Cancel a resource consent by written notice in accordance with section 126.	Manager Compliance
126(2)	Revoke the notice of cancellation of a resource consent and determine a new period after which a new notice of cancellation may be issued in accordance with section 126.	GM Regulatory
127	Change or cancel consent condition on application by the consent holder	Principal Consents Officer

16.10 Review of consent conditions by consent authority

Section	Function	Delegated to
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128 129	Determine whether to review the conditions of a resource consent, serve notice on a consent holder of the intention to review the conditions, and propose new conditions.	Manager Consents
130	Determine whether notification of a review is required and whether a hearing be held.	Manager Consents
131 132	Change the conditions of a resource consent on a review under section 128.	Manager Consents

16.11 Determining activities are permitted activities

Section	Function	Delegated to
87BB(1)(d)	Determine that an activity is a permitted activity in accordance with section 87BB(1)(a) to (c) and advise the person proposing to undertake the activity.	Team Leader Consents Principal Consents Officer

16.12 Minor corrections

Section	Function	Delegated to
133A	Issue an amended consent that corrects minor mistakes or defects in the consent in accordance with section 133A.	Team Leader Consents Principal Consents Officer Senior Consents Officer

16.13 Transfer and surrender

Section	Function	Delegated to
136(2)(b)(ii)	Approve the transfer of a water permit in whole or in part to another person on another site or to another site in accordance with section 136.	Manager Consents
137(3)(b)	Approve the transfer of a discharge permit in whole or in part to another person or another site in accordance with section 137.	Manager Consents
138(2)	Refuse to accept the surrender of part of a resource consent	Manager Consents

16.14 Certificates of compliance or existing use

Section	Function	Delegated to
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139(4)	Require further information to be provided in relation to a request for a certificate of compliance.	Consents Officer
139(5)	Issue a certificate of compliance.	Principal Consents Officer Team Leader Consents Senior Consents Officer
139A(3)	Require further information to be provided in relation to a request for an existing use certificate.	Consents Officer
139A(5)	Issue an existing use certificate.	Manager Consents
139A(8)	Revoke an existing use certificate in accordance with sections 139A(7) and (8).	Manager Consents

16.15 Permits over land other than that of the holders

Section	Function	Delegated to
417	To sign a certificate that defines a water race on land, as authorised by a mining privilege.	Not delegated

16.16 Direct referral

Section	Function	Delegated to
87E	Decide whether to agree to an applicant's request for direct referral of a resource consent application to the Environment Court.	GM Regulatory
87F	Approve the content of a report prepared under section 87F on an application that has been directly referred to the Environment Court.	Manager Consents

16.17 Objections

Section	Function	Delegated to
357C	Hear and decide objections against certain decisions under sections 357, 357A and 357B – except where the objector has requested that the matter be resolved by a hearing commissioner.	Manager Consents Manager Compliance Except that if they made the decision that is the subject of the objection the objection must be determined by their General Manager, or the CE
357AB(2)	If requested by an applicant with a right of objection under section 357A(1)(f) or (g), appoint a hearing commissioner to consider the objection in accordance with section 357AB.	Commissioner Appointed by two of the three: GM Regulatory and the co-chairs of the Regulatory Committee of Council

357C(4)	Hear and decide objections against additional charges collected under section 36(3).	GM Regulatory Manager Compliance
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16.18 Consents where the ORC is the applicant

Section	Function	Delegated to
88(1)	Authority to apply for a resource consent on behalf of the ORC	GM Operations Harbourmaster GM Regulatory
	For all delegations covered in sections 16.1 to 16.16 of this Manual decision making will be delegated to an external, independent and appropriately qualified commissioner appointed by the Commissioner Appointment Sub Committee. All analysis, processing, report writing and support for the Independent Commissioner will be provided by an independent consultant appointed by the Manager Consents from an approved panel of consultants.	Independent Commissioner Independent Consultant

16.19 Consent applications where the ORC may be an affected party

Section	Function	Delegated to
95B	Authority to make submissions, or provide written approval of a resource consent application on behalf of Council where it is an affected party	GM Operations GM Policy, Science and Strategy

17. Enforcement and compliance

17.1 Enforcement officers

Section	Function	Delegated to
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38(1)	Authorise staff to act as enforcement officers.	Chief Executive
38(5)	Supply enforcement officers with warrants.	Chief Executive

17.2 Requirement to supply information

Section	Function	Delegated to
388	Require information to be supplied by a person exercising a resource consent as to the nature and extent of activities carried out under the consent and the effects of the activities on the environment.	Environmental Officer

17.3 Powers of entry or search

Section	Function	Delegated to
332	Use powers of entry for inspection in accordance with section 332.	Warranted Officer where specified on warrant
333	Use powers of entry for survey in accordance with section 333.	Warranted Officer where specified on warrant
334	Authority to apply to an issuing officer for a warrant for entry to search where there are reasonable grounds to believe an offence against the RMA has been or is suspected of having been committed that is punishable by imprisonment.	Manager Compliance

17.4 Infringement notices

Section	Function	Delegated to
343B	To decide to proceed by way of filing a charging document or serving an infringement notice	GM Regulatory
343C	Where an enforcement officer observes a person committing an infringement offence, or has reasonable cause to believe such an offence is being or has been committed by that person, authority to serve an infringement notice in respect of that offence.	Team Leader Compliance Team Leader Investigations and Enforcement
343C	To commence proceedings for a defended infringement notice	GM Regulatory

17.5 Abatement notices

Section	Function	Delegated to
322	To decide to serve an abatement notice	Manager Compliance
325A	Determine that an abatement notice be cancelled, changed, or confirmed.	Manager Compliance

17.6 Enforcement orders

Section	Function	Delegated to
316	Apply to the Environment Court for an enforcement order.	Manager Compliance
317	Where an application for an enforcement order is made, serve notice on every person directly affected by the application.	Team Leader Investigations and Enforcement
318	Give and withdraw notice of wish to be heard on an application for an enforcement order.	Team Leader Investigations and Enforcement
320	Apply to the Environment Court for an interim enforcement order.	Manager Compliance
321	If directly affected by an enforcement order, apply to the Environment Court to change or cancel the order.	Manager Compliance

17.7 Offences

Section	Function	Delegated to
338	To initiate and/or withdraw a prosecution for an offence against the RMA.	GM Regulatory GM Operations
338	If a decision has been made to prosecute, authority to file a charging document on decisions to prosecute for offences.	Manager Compliance

17.8 Water shortage direction

Section	Function	Delegated to
329	Issue, amend or revoke a water shortage direction	GM Policy, Science and Strategy GM Regulatory

17.9 Reclamations

Section	Function	Delegated to
355B	Authority to act against unlawful reclamations.	GM Regulatory

17.10 Emergency works

Section	Function	Delegated to
330	Power to undertake emergency works for ORC and/or other preventative measures to contain or minimise adverse effects on the environment.	Manager Engineering GM Operations
330A	Apply for a retrospective consent for emergency works	GM Operations Manager Engineering
331(1)	Require reimbursement or seek compensation for any emergency action undertaken by the Council.	GM Regulatory GM Operations
331(1A)	Apply for enforcement order under section 314(1)(d) to recover costs.	GM Regulatory

18. Court proceedings

18.1 Environment court

Section	Function	Delegated to
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120 174 192 195 Schedule 1, Clause 14 Schedule 1, Clause 27	Lodge, withdraw, or oppose an appeal to the Environment Court in relation to a resource consent, a designation, or a heritage order, plan reviews, policy statements, plan changes and new plans where the ORC is an applicant or made a submission as an affected party. This delegation includes authority to enter into mediation, approve Consent Memoranda, draft Consent orders and side agreements, appear at hearings, present evidence, deal with costs, where these arrangements or activities protect ORC's interest as either the applicant or an affected party.	Manager Consents Manager Policy & Planning GM Operations
174 179 192 195 Schedule 1, Clause 14 Schedule 1, Clause 27	Lodge, withdraw, or oppose an appeal to the Environment Court in relation to a resource consent where the ORC not an applicant or a decision maker.	GM Policy, Science and Strategy GM Regulatory
267	Participate and make decisions in Environment Court conferencing and/or appoint a representative who has authority (on behalf of Council) to participate and make decisions	Manager Consents Manager Compliance Manager Policy & Planning
268A	Settle a dispute or issues at stake at mediation or other alternative dispute resolution sessions where the agreements made are not inconsistent with previous Council decisions.	Manager Consents Manager Compliance Manager Policy & Planning
	Approve Consent Memoranda, draft Consent Orders and side agreements where the agreements made are not inconsistent with previous Council decisions.	Manager Consents Manager Compliance Manager Policy & Planning
272 275 277A	Decide to appear at proceedings before the Environment Court and call evidence, or new evidence for the Council.	Manager Consents Manager Compliance Manager Policy & Planning
274	Lodge, withdraw, or oppose a notice of intention to become an interested party to Environment Court proceedings.	GM Policy, Science and Strategy GM Regulatory
278 279 280	Seek, withdraw, or oppose orders in accordance with sections 278, 279 and 280.	Manager Consents Manager Compliance Manager Policy and Planning
281	Lodge, withdraw, or oppose an application for a waiver or direction in accordance with section 281.	GM Policy, Science and Strategy GM Regulatory

285	Authority to approve an application for costs, respond to an application for costs, or waive the pursuit of costs in Court proceedings.	GM Policy, Science and Strategy GM Regulatory Manager Policy & Planning
291	Lodge, oppose, or withdraw a Notice of Motion (or originating application) with the Environment Court seeking an order and give or withdraw notice of a wish to be heard on an application.	GM Policy, Science and Strategy GM Regulatory
294	Apply to the Environment Court for a rehearing of its proceedings where new and important evidence has become available after the Court's decisions	GM Policy, Science and Strategy GM Regulatory
308G 311	Lodge, withdraw, join, or oppose an application for declaration with the Environment Court.	GM Policy, Science and Strategy GM Regulatory
356	Apply to the Environment Court for a matter to be determined by arbitration	Any General Manager

18.2 High Court

Section	Function	Delegated to
149V 299	Lodge, withdraw, oppose, or join an appeal to the High Court and any related applications or proceedings.	Chief Executive
300	Settle a dispute or issues at stake at mediation or other dispute resolution sessions.	
	Approve Consent Memoranda, draft Consent Orders, side agreements, or other documents required to settle a matter.	
301	Give or withdraw notice of intention to appear and be heard on appeal in High Court proceedings.	Chief Executive
305	Lodge, withdraw, oppose, or join an appeal to the High Court.	Chief Executive
306	Lodge, withdraw, or respond to an application for an extension of time.	Chief Executive

18.3 Court of Appeal and Supreme Court

Section	Function	Delegated to
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308 RMA Subpart 8 of Part 6 of Criminal Procedure Act 2011	Lodge, withdraw, join, or otherwise respond to an application for leave to appeal to the Court of Appeal, a Notice of Appeal to the Court of Appeal, or any related applications or proceedings and be heard in relation to any application or proceedings.	Chief Executive
	Settle a dispute or issues at stake at mediation or other dispute resolution sessions.	
	Approve Consent Memoranda, draft Consent Orders, side agreements, or other documents required to settle a matter.	

19. Proposals of national significance

Section	Function	Delegated to
142(1)	Request that the Minister for the Environment call in a resource consent application as a matter is of national significance.	GM Regulatory
142(2) 147(4)	Provide the Council's view on a direction to be made by the Minister for the Environment.	GM Regulatory GM Policy, Science and Strategy
149	Prepare a report requested by the EPA	GM Regulatory
149B	Provide information to the EPA	Manager Consents Manager Policy and Planning
149K	Provide suggestions to the Minister on the members of a Board of Inquiry	GM Regulatory
149G 149M 149N	Prepare a report for the EPA on key planning matters relating to a called in application and provide information or comments to the EPA on proposed plans or plan changes	GM Regulatory Manager Policy and Planning
149Q(4) 149Q(5)	Provide comments to the EPA on minor or technical aspects of a draft Board of Inquiry report.	GM Regulatory GM Policy, Science and Strategy
149W(2)(a)	Amend a proposed plan, change, or variation under clause 16(1) of Schedule 1 as if the decision were a direction of the Environment Court under section 293.	GM Policy, Science and Strategy
149(ZD)	Recover actual and reasonable costs of a process involving a matter of national significance.	GM Regulatory GM Policy, Science and Strategy

20. Water conservation orders

Section	Function	Delegated to
205 209 211	To make a submission to a special tribunal on a water conservation order, appeal to the Environment Court and power to be heard in person or be represented by another person at an inquiry conducted by the Environment Court under section 210.	GM Regulatory GM Policy, Science and Strategy

21. Designations

Section	Function	Delegated to
168	Authority to give notice of a requirement for a designation to a territorial authority.	GM Operations
172	Authority to make a decision on a recommendation on a notice of requirement for a designation	GM Operations
174	Authority to appeal a decision of the territorial authority relating to a designation	GM Operations
176 178	Authority to approve activities on land affected by a designation	GM Operations
176A	Prepare an outline plan to be constructed on designated land	Manager Engineering
181 182	Authority to amend or remove a designation	GM Operations
184	Authority to seek extension of a designation before lapsing	GM Operations
195	Authority to appeal a matter subject to a heritage order	GM Operations

22. Other RMA matters

Section	Function	Delegated to
80 186	Power to acquire land	Chief Executive
237D	Transfer of land to the Crown or regional council	Chief Executive
245	To approve or decline a plan of make a submission to a special tribunal on a water conservation order, appeal to the Environment Court and power to be heard in person or be represented by another person at an inquiry conducted by the Environment Court under section 210.To approve or decline a plan of survey of a consented reclamation.	Not delegated

23. Regulations

23.1 Measurement and Reporting of Water Takes

Regulation	Function	Delegated to
6(5)	Approving format of records	Manager Consents
7(4)	Determining whether the certifier is suitably qualified	Manager Consents; or Manager Compliance; or Manager Consent Systems and Administration
8(4) 8(6)	Authority to request evidence from the consent holder	Consents Officer
9	Approval to measure water taken each week (instead of each day).	Team Leader Consents; or Team Leader Compliance
10	Approval to use device or system installed near (instead of at) location from which water is taken.	Manager Consents; or Manager Compliance; or Manager Consent Systems and Administration
11	Authority to revoke approval granted under regulations 9 or 10.	Manager Consents; or Manager Compliance

23.2. Resource Management (Forms, Fees, and Procedure) Regulations 2003

Section	Function	Delegated to
Clause 10A(2)	Require a notice to be affixed in a conspicuous place.	Manager Consents

24. Regional Plan: Water for Otago

Section	Function	Delegated to
Rules: 12.1.2.4, 12.1.1.5, 12.2.2.2, 12.2.2.5 and 12.2.2.6	To suspend permitted activity takes of water as provided for in the Regional Plan: Water for Otago.	GM Policy, Science and Strategy

PART F: REGULATORY DELEGATIONS - OTHER

PART F: REGULATORY NON-RMA DELEGATIONS

25. Council bylaws

25.1 Navigation Safety Bylaw 2019

The Otago Regional Council Navigation Safety Bylaw 2019 establishes a range of responsibilities, obligations and rules for the purpose of ensuring maritime safety for the waters in the Otago region as defined in the bylaw.

Except as provided below, delegations for the Navigation Safety Bylaw 2019 are provided for in the Maritime Transport Act 1994 and the Bylaw itself.

	Function	Delegated to
Otago Regional Council written approval		
	For issuing or refusing any written approval on behalf of the Council.	GM Regulatory

25.2 Flood Protection Management Bylaw 2012

Clause	Function	Delegated to
Authority to carry out work		
5.1	To approve/refuse authority under the Bylaw, including granting authority on such conditions as are considered appropriate.	Manager Engineering, except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.
5.2	Determining, refunding, remitting or waiving the whole or any part of any fee payable under the Bylaw.	GM Operations; or GM Regulatory except where ORC is the applicant then this is delegated to an independent decision maker(s) appointed by any two of the following: GM Regulatory and co-chairs of the Regulatory Committee.
Compliance and Enforcement		

6.1	Revocation of an authority granted under the Bylaw	Manager Engineering
6.3	Issue a notice to remedy	GM Regulatory GM Operations
6.4	Authorisation of removal of works and cost recovery	refer Local Government Act 2002 delegations

26. Biosecurity Act 1993

The Biosecurity Act 1993 contains legislative provisions and powers to enable the effective implementation, including enforcement, of a regional pest management plan. The Act provides powers to a Principal Officer (Chief Executive) and Authorised Persons (who are appointed by the Chief Executive under section 105(1) of the Act).

In addition to the functions and powers delegated by the Chief Executive to “authorised persons” the following functions and powers are delegated.

Section	Function	Delegated to
13(1)(a)	Power to carry out monitoring and surveillance of pests, pest agents, and unwanted organisms for the purposes of Part 5 of this Act	Team Leader Biosecurity
13(1)(b)	Power to provide for the assessment and management or eradication of pests	Team Leader Biosecurity
70-75	Prepare and review a regional pest management plan	GM Operations to make recommendations to Council
76,96	Lodge, withdraw or oppose an application to the Environment Court Settle a dispute or issues at stake at mediation or other alternative dispute resolution sessions Approve Consent Memoranda, draft Consent Orders and side agreements Decide to appear at proceedings before the Environment Court and call evidence for the Council	GM Operations
78	Exempt a person from a requirement in a rule in a regional pest plan.	Manager Biosecurity and Rural Liaison
90-95	Prepare and review a regional pathways management plan	GM Operations to make recommendations to Council
98	Exempt a person from a requirement in a rule in a regional pathways management plan	Manager Biosecurity and Rural Liaison
100M 100N	Recovery of a levy as a debt due	GM Operations

100V	Prepare a small scale management programme	GM Operations can make recommendations to council
122	Power to issue/withdraw a Notice of Direction	Authorised Person
128	Power to act on default and authorise action for work and recover costs of that action	GM Operations
129	Power to put a charge on the property	GM Corporate
130	Power to declare a restricted place	Team Leader Biosecurity
131	Declare a specified area to be a controlled area	GM Operations
135	Power to recover costs of administering the Biosecurity Act 1993 and performing the functions, powers and duties provided for in the Act in accordance with section 135 and regulations	Manager Biosecurity and Rural Liaison in conjunction GM Corporate as to the methods used
154	Power to issue/withdraw a Compliance Order	Manager Biosecurity and Rural Liaison
154M 154N 154O	To initiate and/or withdraw a prosecution for an offence under this Act Authority to file a charging document that has been laid in relation to a prosecution	GM Operations
159	Commence, withdraw or join proceedings in respect of infringement offences	GM Operations

27. The Building Act 2004

Otago Regional Council is a regional authority under the Building Act 2004. Regional authorities have several functions, powers and duties in relation to dams. Under a 2008 Deed of Transfer the Council exercises certain functions powers and duties under the Building Act for both Environment Southland and the West Coast Regional Council.

The table below lists the delegations for the Building Act functions exercised by ORC. The Building Act requires persons exercising authority to have requisite qualifications and experience and limits the scope of authorities exercised by any individual to the extent of their registrations under the Act.

ORC uses qualified external advisers to ensure the quality and technical proficiency of the advice that it uses in making decisions under the Building Act.

Section	Function	Delegated to
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Project Information Memorandum (PIM) functions		
31 34	Issue and re-issue a PIM in certain circumstances and provide a copy of a PIM to the applicant as required.	Senior Consents Officer or Consents Officer with Building Act responsibilities
33	Determine further information required in relation to a PIM application.	Senior Consents Officer or Consents Officer with Building Act responsibilities
36	Attach development contribution notice.	Senior Consents Officer or Consents Officer with Building Act responsibilities
37	Issue a certificate if a resource consents is required	Senior Consents Officer or Consents Officer with Building Act responsibilities
38	Provide copy of PIM to network utility operator(s) and/or statutory authority, if required.	Senior Consents Officer or Consents Officer with Building Act responsibilities
39	Advise Heritage New Zealand Pouhere Taonga of PIM application, if required.	Senior Consents Officer or Consents Officer with Building Act responsibilities
45	Receive additional information.	Senior Consents Officer or Consents Officer with Building Act responsibilities
Building Consents		
45(1)(c)	Require additional information as part of a building consent application.	Senior Consents Officer or Consents Officer with Building Act responsibilities
45A	Deciding to grant a minor variation to a building consent	Principal Consents Officer or Manager Consents
47(3)	Proceeding to determine a building consent application without an NZFSC memorandum	Senior Consents Officer or Consents Officer with Building Act responsibilities
48(1)	Deciding on a building consent application or an application for a minor variation	Principal Consents Officer or Manager Consents

48(2)	Deciding whether further information is required	Senior Consents Officer or Consents Officer with Building Act responsibilities
49	Deciding to grant a building consent	Principal Consents Officer or Manager Consents
49(2)	Declining to grant a building consent until any charges or levies payable are paid	Principal Consents Officer or Manager Consents
50	Refusing the application for a building consent	Principal Consents Officer or Manager Consents
51(3)	Deciding whether or not to grant a building consent in the absence of a PIM	Principal Consents Officer or Manager Consents
52(b)	Allowing a lapse period beyond 12 months for a building consent	Manager Consents
Building Levies		
53(2)	Determining the estimated value of building work for the purposes of calculating levies	Senior Consents Officer or Consents Officer with Building Act responsibilities
62(2)	Recovery of unpaid levies from a building consent applicant	Principal Consents Officer or Manager Consents
Waivers and Modifications		
67(1) 67(2)	Decision to grant an application for a building consent subject to a waiver or modification and to impose any conditions	Principal Consents Officer or Manager Consents
Construction of dams on land subject to natural hazards		
71(2)	Determining whether adequate provision has been made in respect of certain aspects relating to natural hazards	Senior Consents Officer or Consents Officer with Building Act responsibilities
72	Determining whether the matters in s72 relating to natural hazards are satisfied	Senior Consents Officer or Consents Officer with Building Act responsibilities
74(3)	Determining whether the matters in s74(3) apply	Senior Consents Officer or Consents Officer with Building Act responsibilities
83(3)	Deciding to approve the removal of entry on a certificate of title	Senior Consents Officer or Consents

		Officer with Building Act responsibilities
Inspections by Building Consent Authorities		
90	Inspect land on which building work is being or is proposed to be carried out; building work that has been or is being carried out on or off the building site and any building.	Chief Executive or Officer warranted under the Building Act
Code Compliance Certificates		
93(1) 93(4) 94	Deciding whether to issue a code compliance certificate	Principal Consents Officer or Manager Consents
93(2)	Agreeing on a period beyond two years for an application for a code compliance certificate	Principal Consents Officer or Manager Consents
93(4)	Requiring further information in relation to an application for a code compliance certificate	Senior Consents Officer or Consents Officer with Building Act responsibilities
Certificates of acceptance		
96(1) 98(1)	Deciding whether to issue a certificate of acceptance	Principal Consents Officer or Manager Consents
97(c)	Specifying any additional information that is required to be lodged with an application for a certificate of acceptance	Senior Consents Officer or Consents Officer with Building Act responsibilities
98(2)	Requiring further information in relation to an application for a certificate of acceptance	Senior Consents Officer or Consents Officer with Building Act responsibilities
99(2)	Qualifying a certificate of acceptance to the effect that only parts of the building work were able to be inspected	Manager Consents
Compliance schedule		
95A	Refusal to issue code compliance certificate	Principal Consents Officer or Manager Consents
102(1)	Deciding whether to amend a compliance schedule in response to an application to do so	Principal Consents Officer or Manager Consents
102(2)	Issue a Compliance Schedule under s102(1)	Principal Consents Officer or Manager Consents
106(3)	Specifying the information that is required to be lodged with an application for an amendment to a compliance schedule	Senior Consents Officer or Consents Officer with Building Act responsibilities

106(4)	Deciding whether to amend a compliance schedule in response to an application to do so	Principal Consents Officer or Manager Consents
106(5)	If the compliance schedule is amended, give notice of the amendment to the owner	Senior Consents Officer or Consents Officer with Building Act responsibilities
106(6)	Give written notice and reasons why the amendment to the compliance schedule has been refused.	Senior Consents Officer or Consents Officer with Building Act responsibilities
107(2)	Deciding whether to amend a compliance schedule on the council's own initiative	Manager Consents
Annual Building Warrant of Fitness		
109(c)	Deciding to accept a recommendation to amend a compliance schedule arising from the annual building warrant of fitness	Manager Consents
110(c)	Requirement to produce compliance schedule reports under s110(a)	Manager Consents
111(1)	Decision to inspect building work or specified systems where a compliance schedule has been issued	Manager Consents
111(2)	Charging of a fee for inspections under s111	Manager Consents
Alterations to existing buildings		
112	Decision to grant building consent for an alteration to an existing building	Principal Consents Officer or Manager Consents
113	Dealing with buildings with less than a 50 year life	Principal Consents Officer or Manager Consents
Change of use, extension of life and subdivision of land		
115	Decision to allow the change of use of a building	Principal Consents Officer or Manager Consents
116(1) 116(3)	Decision to allow the extension of the life of a building	Principal Consents Officer or Manager Consents
Classification of Dams		
134A(1)	Requiring an owner to classify a referable dam	Principal Consents Officer or Manager Consents
136(1) 136(2)	Decision to approve or refuse a dam classification	Principal Consents Officer or Manager Consents

138(1)	Requiring the re-audit of a classification	Manager Consents
138(2)	Specifying a period beyond 15 working days for a dam classification re-audit	Manager Consents
Dam safety assurance programmes		
143(1)	Decision to approve or refuse to approve a dam safety assurance programme	Principal Consents Officer or Manager Consents
145(2)	Requiring a period beyond 15 working days for a dam safety assurance programme to be re-audited	Manager Consents
146(2)(b)	Requesting a review of the dam safety assurance programme for an earthquake-prone or flood-prone dam	Manager Consents
148(a)(iii)	Decision on keeping a dam safety assurance programme in a place agreed by the Regional Council and the owner	Senior Consents Officer or Consents Officer with Building Act responsibilities
Register of dams		
151	Maintain a register of dams in Otago	Senior Consents Officer or Consents Officer with Building Act responsibilities
Dangerous dams		
154(1)	Determine that a dam is dangerous in terms of s153 and take action as set out in s154(1)(a), (b) and (c).	Manager Engineering or Manager Consents
155(1)(b)	Determining whether building consent is required in respect of work required by a notice to fix	Manager Engineering or Manager Consents or Manager Compliance
156(1)	Apply to a District Court for an order enabling the Otago Regional Council to carry out building work.	GM Regulatory GM Operations
156(3)(b)	Recover costs of carrying out work under s156(1) from the owner.	GM Regulatory GM Operations
157(2)	Decision to take action to avoid immediate danger.	GM Regulatory GM Operations
157(3)(b)	Decision to recover costs of taking action under section 157(2).	GM Regulatory GM Operations

158	To make an application to the District Court to confirm warrant for emergency work on a dam	GM Regulatory GM Operations
Issuing Notices to Fix		
164	Determination that a notice to fix should be issued, or should be issued by another authority	Manager Engineering; or Manager Consents; or Manager Compliance
165(1)	Determination of the matters relevant to issuing a notice to fix and the scope and nature of a notice to fix.	Manager Engineering; or Manager Consents; or Manager Compliance
167	Inspection of building work carried out in accordance with a notice to fix, a decision to confirmation or refuse to confirm that a notice to fix has been complied with and a decision to issue a further notice to fix if required.	Manager Engineering; or Manager Consents; or Manager Compliance
Determinations		
177 180	Making and withdrawing an application for a determination	GM Regulatory
182(2)	Commencement of proceedings in the High Court where the matter has been the subject of a determination	GM Regulatory
185(2)(b)	Agreeing on a period beyond 60 workings days for making a determination	GM Regulatory
189(b)(ii)	Agreement to amendment of a determination for clarification purposes	GM Regulatory
190(3)	Filing a direction to the District Court as to costs in respect of a determination	GM Regulatory
Registration and Accreditation as Building Consent Authority		
194	Making application for registration as a building consent authority	GM Regulatory
252(4)	Request to change the scope of accreditation	GM Regulatory
253	Application for accreditation to perform Building Consent Authority functions	GM Regulatory
200 202	Make submissions and respond to complaints or to an investigation	GM Regulatory

276(2)(b)	To make submissions on a review of the regional authority	GM Regulatory
Appeals		
208 209	Appealing a decision of the CEO of the Ministry responsible for the administration of the Building Act	Chief Executive
Carrying out building work on default		
220(2)	Making application to the District Court for an order in respect of building work required to be done	GM Regulatory
220(4)(b)	Recovery of costs associated with carrying out building work authorised under s220(2)	GM Regulatory
221	Disposal, sale, etc. of materials that result from carrying out building work authorised under s220(2)	GM Regulatory
222	To authorise persons to carry out inspections under the Act	Chief Executive
Responsibilities of a BCA that is not a Territorial Authority		
240(2)	Refusal to perform functions under the Building Act where fees, charges or levies are unpaid	Manager Consents
243	Power to impose fees or charge and recovery of costs and to collect levies	Manager Consents
Fees and charges		
281A 281B 281C 219	Setting fees, imposing fees and charges, charging of a fee for the issue of compliance schedule, increasing the amount of a fee or charge to meet additional costs, and waiving or refunding a fee – consistent with the Council’s fees and charges policy	Manager Consents
Other matters		
315(1)	Making a complaint about a licensed building practitioner.	Manager Consents
363A(2)	Deciding whether to issue a certificate for public use	Principal Consents Officer or Manager Consents
363A(5)	Deciding and requesting further reasonable information	Principal Consents Officer or Manager Consents
403(4)(b)	Making submissions as an ‘interested person’ to proposed Orders in Council or regulations	GM Regulatory
Schedule 1, part 1, clause 2	Deciding whether a building consent is not necessary	Manager Consents
Offences		

371(2)	Commencement of proceedings where an infringement notice has been issued	GM Regulatory
372	Issuing an infringement notice	Warranted Officer where specified on warrant
372B(2)	Authorising officers to issue infringement notices	Chief Executive
377	Filing a charging document	GM Regulatory
381(1) 381(2)	Making an application to the District Court for an injunction	Chief Executive

28. The Crown Minerals Act

The Crown Minerals Act provided transition provisions for mining licence issued under the Mining Act 1971 which was repealed in 1991. There is now only one residual section left in schedule 1 of the Crown Minerals Act 1991 that refers to Regional Councils.

Section	Function	Delegated to
Schedule 1 clause 16	Require the holder of a coal mining right to increase the amount of bond or deposit.	GM Regulatory
Schedule 1 clause 16	To make a determination whether the holder of an existing mining privilege has complied with the terms and conditions of the privilege.	GM Regulatory

29. The Local Government Act 2002

Section	Function	Delegated to
162	Apply for injunction restraining a person committing a breach of a Bylaw or an offence against this Act	GM Regulatory GM Operations Harbourmaster
163	Removal or alteration of work or thing that is or has been constructed in breach of a bylaw and recovery of costs.	GM Regulatory GM Operations Harbourmaster
164	To seize and impound property not on private land	Warranted officer where specified on warrant
165	To seek a search warrant	GM Regulatory GM Operations Harbourmaster

168	To dispose of property seized and impounded	GM Regulatory GM Operations Harbourmaster
171	Power of entry.	Warranted officer where specified on warrant
172	Power of entry for enforcement purposes.	Warranted officer where specified on warrant
173	Powers of entry in cases of emergency.	Warranted officer where specified on warrant
174	Authority to appoint an authorised person and issue warrants for the purposes of: <ul style="list-style-type: none"> • Local Government Act 2002 • Building Act 2004 • Otago Regional Council Bylaws • Soil Conservation and Rivers Control Act 1941 • Land Drainage Act 1908 	Chief Executive
174	Authority to act.	Warranted officer where specified on warrant
175	Power to recover costs of damage.	GM Operations GM Regulatory
176	Power to recover costs of remedying damage arising from breach of bylaw.	GM Operations GM Regulatory
177	Authority to appoint enforcement officers and issue warrants.	Chief Executive
181	Authorise construction of works on or under private land, or under a building on private land, considered necessary for land drainage and rivers clearance.	Manager Engineering
181(4)	Enter land to inspect, alter, renew, repair, or clean any work constructed under section 181.	Manager Engineering
182	Power of entry to check utility services.	Warranted officer where specified on warrant
185	Grant approval for occupier to undertake work	Manager Engineering
186	To approve works if owner or occupier defaults	GM Operations GM Regulatory
187	To approve the recovery of costs	GM Operations GM Regulatory
189 190	Power to acquire land	Chief Executive
224-236 238-239	To initiate or withdraw a prosecution for an offence against this Act.	GM Operations GM Regulatory
241	Authority to file charging document.	GM Operations GM Regulatory

30. Land Transport Management Act 2003

Section	Function	Delegated to
116(2)	Duty of regional council to contract for the provision of every unit on an exclusive basis	GM Operations
121	Obligations regarding notification and provision of copies of plans	GM Operations
127	Power to (1) require information from operators of public transport services, including patronage and fare revenue data and (2) disclose other data to a person who is registered by the regional council to tender for the provision of a unit.	Manager Transport
128	Power to make decisions on the release of information and a duty to consult with relevant organisations.	Manager Transport
129	Power to make decisions on release of information and duty to consult with organisation	Manager Transport Legal Counsel
133	Authority to make decisions regarding the notification of a proposal to operate or vary exempt services.	Manager Transport
134	Authority to decide on the grounds in section 134 to decline registration or variation of exempt services.	Manager Transport
136	Authority regarding the registration of exempt services or variations to exempt services	Manager Transport
137	Authority to decide to deregister an exempt service and remove details of variations	Manager Transport
138	Authority to undertake the process for deregistering exempt services or removing details of variations	Manager Transport
139	Authority to make decisions in relation to the withdrawal of exempt services	Manager Transport
146 147 148 149	Authority to require a person to produce and inspect records. Authority to manage offences , including making decisions to initiate or withdraw a prosecution.	GM Operations

31. Maritime Transport Act 1994

For the purpose of ensuring maritime safety in the Otago region, Council is empowered to regulate (1) ports, harbours, and waters in the region and (2) maritime related activities in the region.

Section	Function	Delegated to
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Navigation safety		
33D(1)	Appoint a harbourmaster for any port, harbour or waters in the Otago region.	Chief Executive
33F	To initiate or withdraw a prosecution for an offence for contravening a direction or requirement under section 33F	Harbourmaster
33G	Appoint enforcement officers and honorary enforcement officers for the purpose of ensuring maritime safety or enforcing navigation bylaws, and regulations and rules under this Act	Chief Executive
33I	To undertake harbour works for the purpose of ensuring maritime safety.	Harbourmaster
33J	Remove and deal with any wreck within the Otago region that is a hazard to navigation safety.	Harbourmaster
33L	Remove, store, sell, or otherwise dispose of an abandoned ship.	Harbourmaster
33M	Consult with the Director of Maritime New Zealand in preparing Navigation Safety bylaws.	Harbourmaster
33N	To initiate or withdraw a prosecution for an offence for contravening a navigation bylaw.	Harbourmaster
33O 33P	Approve the filing of a charging document to prosecute an infringement offence.	Harbourmaster
200(3A)	To erect, place, and maintain navigation aids in accordance with section 33I	Harbourmaster
Maritime response		
231	Authority to notify the Director of Maritime Safety and process matters relating to the Council's notification responsibilities.	Harbourmaster
Appointment of Regional On-scene Commander		
318	Authority to appoint a Regional On-scene Commander for the Otago region.	Chief Executive

32. River Engineering

Council has extensive functions in relation to river engineering which fall under a number of different statutes. These delegations should be read alongside the delegations made under the Local Government Act 2002, and the delegations made under the Flood Protection Management Bylaw 2012.

32.1 Land Drainage Act 1908

Section	Function	Delegated to
17	Authority to construct and maintain drains and watercourses.	Manager Engineering Manager Natural Hazards
18	Entry to lands for inspection, survey, or inquiry.	Warranted Officer where specified on warrant
62	Order removal of an obstruction from a watercourse or drain where the obstruction is causing or likely to cause damage to any property. Authority to remove any obstruction from a watercourse or drain	Manager Engineering Manager Natural Hazards Manager Compliance
n/a	Consider and make decisions on taking enforcement action, including cost recovery and registration of a charge	GM Operations GM Regulatory

32.2 Public Works Act 1981

Section	Function	Delegated to
18	Prior negotiation required for acquisition of land for essential work	GM Operations
19	Authority to register, approve amendments to or to withdrawals or discharges of compensation certificates. Authority to sign an authority and instruction form for the above purposes	GM Operations GM Corporate
110	Power of entry onto private land for the purposes of carrying out any public work or any proposed public work.	Manager Engineering,
111	Power of entry onto private land for survey and investigation purposes.	Manager Engineering
133 134	Provide for the removal of trees and hedges that interfere with public works.	Manager Engineering,

135	Emergency work on trees	Manager Engineering
233 234	Obligation to provide notice before entry onto private land.	Manager Engineering
237	Approve excavations near public works.	Manager Engineering
238	Power to bring action for damage to public work.	GM Operations
239	Power to remove and/or dispose of abandoned property from public works land.	GM Operations
242	Consider and make decisions on taking enforcement action for offences committed.	GM Operations
242	Authority to file charging document for enforcement action.	GM Operations

32.3 Water and Soil Conservation Amendment Act 1971 (carried over by S413 RMA)

Section	Function	Delegated to
12	Issue a certificate of priority.	Team Leader Consents
14(1)(d)	Direct a privilege holder to stop water running to waste.	Warranted Enforcement Officer under the RMA
14(1)(g)	Require structures permitting private or public access over water races to be kept in good repair and condition.	Warranted Enforcement Officer under the RMA
14(1)(h)	Require privilege holder to record and report information concerning the exercise of the privilege.	Team Leader Consents Team Leader Compliance
14(2)	Give directions for the repair, strengthening or otherwise of dams	Manager Consents Manager Compliance
16(2)	Determination of what is a reasonable quantity of domestic needs of animals or for firefighting.	Manager Consents Manager Compliance
30	Provide certified copies of privileges	Team Leader Consents

32.4 Soil Conservation and Rivers Control Act 1941

Council has the functions, duties, and powers of a catchment board and a regional water board under the Soil Conservation and Rivers Control Act 1941 in accordance with the 1989 local government reorganisation

Gazette notice.

Section	Function	Delegated to
30A	To certify that a land improvement agreement has expired or has been terminated	Legal Counsel
30A	Enforcement in relation to Land Improvement Agreements	GM Corporate
30A	To determine requests for consents and approvals as a consequence of the Council having an interest in land by virtue of a land improvement agreement	Legal Counsel
30A	To authorise the release/discharge of a land improvement agreement on behalf of Council	GM Corporate
126	To carry out its functions under the Act, including the power to construct, reconstruct, alter, repair, and maintain works to control or regulate water to prevent or lessen the overflow or breaking of the banks of any watercourse	Manager Engineering Manager Natural Hazards
131	To determine to carry out or execute any works that the Council is empowered to undertake under this Act.	Manager Engineering Manager Natural Hazards
132	Power to enter land for survey and investigation	Manager Engineering Manager Natural Hazards
133	Decide to undertake work to maintain and improve watercourses and defences against water and authorise other staff and agents to undertake such works Decide to undertake urgent work to meet an emergency in respect of any watercourse or defences against water and authorise other staff and agents to undertake such works.	Manager Engineering Manager Natural Hazards
134(1)	Approve the planting or sowing and maintenance of trees, shrubs, plants, or grasses.	Manager Engineering Manager Natural Hazards
135	Decide to take any of the actions listed in section 135.	Manager Engineering Manager Natural Hazards
136	Where works may interfere with any road, street, footpath, or any other public work, give one months' notice (in writing) to the body in control of the road, street, footpath, or other public work.	Manager Engineering

137	Approval to give public notice or to undertake works on private land and resolve any objections.	Manager Engineering Manager Natural Hazards
138	To apportion costs with owners of land	GM Operations
139	To purchase land on a system of time payment (if approved by the Minister)	Chief Executive
153, 154	Consider and take all enforcement action as necessary and appropriate in relation to any person preventing, obstructing, or impeding the Council in carrying out the provisions of this Act, or doing any work or thing authorised by the Act.	GM Operations
153,154	Consider and take all enforcement action as necessary and appropriate in relation to any person that wilfully destroys any watercourse or defence against water, including all matters set out in Section 154.	GM Operations
153,154	Authority to file charging document when enforcement action is approved	GM Operations

34. Civil Defence Emergency Management Act 2002

The Otago CDEM Group is established under section 12 of the Civil Defence Emergency Management Act 2002 and is made up of representatives from each of the local authorities in the Otago region. This Group is responsible for managing civil defence in the region. Every local authority must be a member of a CDEM Group.

Section	Function	Delegated to
13(1)	Authority to represent the Council and act on its behalf on the Civil Defence Emergency Management (CDEM) Group under section 13(1) of the Civil Defence Emergency Management (CDEM) Act 2002	The Chairperson of the Council (or an elected member of Council approved by the Chairperson)
20	Membership of the CDEM Co-ordinating Executive Group	Chief Executive (or a person acting on the Chief Executive's behalf)

Explanatory Note: The Civil Defence Emergency Management Co-ordinating Executive Group is responsible for:

- a) Providing advice to the CDEM Group (and advisory groups) and implementing its decisions.
- b) Overseeing the development, implementation, monitoring and evaluation of the CDEM Group Plan.

Council Meeting Agenda 24 June 2020 - MATTERS FOR COUNCIL DECISION

Otago Regional Council
Financial Delegations
as at 14/11/2019

Surname	Given Name	Tier	Position	Expenditure \$	Conditions / Additional Authority	Bank Signatory
Allen	Julie	4	Coordinator Records & Information	5,000		
Bayne	Gary	5	Senior Engineering Officer Taieri	5,000		
Begg	Rebecca	4	Team Leader Community Engagement	5,000		
Bird	Rachel	5	Fleet & Facilities Advisor	5,000		
Body	Robert	3	Manager IT	25,000		
Borland	Rebecca	4	Team Leader Communications and Engagement	5,000		
Brennan	Rachel	4	Team Leader Compliance Coastal Otago	5,000		
Bruhns	Evelyn	5	Senior Environmental Officer	1,000		
Coldicott	Janice	5	PA to CE & Chair	5,000		
Collie	Suzanne	5	People & Safety Assistant	5,000		
Dawe	Anita	3	Acting Manager Policy and Planning			
De Pelsemaekers	Tom	4	Team Leader Fresh Water & Land			
Dodd	Maggie	4	Team Leader Investigations & Enforcement	5,000		
Donnelly	Nick	2	General Manager Corporate Services	150,000	Delegated amounts extended to \$250,000 where payment is part of an approved contract; accept public tenders up to \$250,000 on recommendation of appropriate director;	ACCOUNT OWNER
Elsom	Gwyneth	2	General Manager Strategy, Policy and Science	100,000		
Everett	Paul	3	RITS Contract Lead - Public Transport Ticketing			
Everett-Hincks	Julie	3	Manager Science	25,000		
Gardner	Sarah	1	Chief Executive	500,000	for amounts within annual plan or other Council approval, higher in consultation with Chair, Deputy and F&C Chair if time is issue	
Geary	Sean	3	Management Accountant	25,000	Authority to make tax and payroll related payments as required; Authority to make supplier payments as required	YES
Giddens	Sally	2	General Manager People, Culture & Communications	100,000	Authority to make tax and payroll related payments as required; Authority to make supplier payments as required	YES
Gilroy	Joanna	3	Manager Consents	25,000		
Gloag	Lisa	3	Manager Community Engagement	25,000		
Grey	Jacalyn	5	Recruitment and Learning Partner	5,000		
Hannah	Paul	5	Senior Environmental Officer	1,000		
Harper	Cat	3	Manager Support Services	25,000		
Harrison	Sarah	3	Finance Manager - Revenue	25,000	Delegated amount of \$5,000 for Rates Refund; Authority to approve remission of rates penalties in accordance with agreed procedures; Authority to make tax and payroll related payments as required; Authority to make supplier payments as required	YES
Hawker	Chris	3	Director Emergency Management Otago	25,000		
Hawkins	Lisa	4	Team Leader RPS Air & Coast			
Hexamer	Sarah	5	Otago CDEM Manager - Planning and Development	5,000		
Howard	Andrea	3	Manager Good Water Programme	5,000		
Kelliher	Peter	3	Legal Counsel	50,000	for Legal Expenses	
King	Martin	4	Principal Compliance Specialist	5,000		
King	Daniel	5	Engineering Officer - Taieri	5,000		
La Hood	Garry	4	Senior Engineering Officer Taieri	5,000		
Liddell	Scott	5	Senior Field Officer Alexandra	5,000		
Lord	Richard	4	Team Leader Biosecurity and Biodiversity	5,000		
Loughnan	Abi	5	Environmental Monitoring & Reporting/LAWA Project Manager	5,000	for LAWA Project Expenditure	
MacKay	Andrew	5	Senior GIS / IT Operations Officer	5,000		
Maloney	Gary	3	Manager Transport	50,000		
Mifflin	Michele	3	Manager Engineering	25,000		
Munro	Sarah	3	Finance Manager - Reporting	25,000	Delegated amount of \$5,000 for Rates Refund; Authority to approve remission of rates penalties in accordance with agreed procedures; Authority to make tax and payroll related payments as required; Authority to make supplier payments as required	YES
Ozanne	Rachel	5	Environmental Resource Scientist	5,000		
Palmer	Gavin	2	General Manager Operations	100,000	Delegated amount increased to \$250,000 where payment is part of an approved contract	
Payan	Jean-Luc	3	Manager Natural Hazards	25,000		
Phillips	Julian	3	Team Leader Public Transport Dunedin	5,000		
Pretorius	Byron	4	Team Leader Compliance (Central Otago)	5,000		
Roesler	Mike	3	Manager Corporate Planning	25,000		
Ross	Nicole	3	Manager People and Culture	25,000		
Ross	Eleanor	3	Manager Communication Channels	25,000		
Rushbrook	Steve	3	Harbour Master	25,000		
Saunders	Richard	2	General Manager Regulatory	100,000		
Stevenson	Pete	4	Team Leader Environmental Monitoring	5,000		
Vercoe	Amanda	3	Executive Advisor	50,000		
Wilson	Andrew	3	Senior Transport Planner	5,000		
Wilson	Simon	3	Manager Consent Systems and Administration	25,000		

10.8. Delegations Building Consent Authority

Prepared for:	Council
Report No.	GOV1856
Activity:	Governance Report
Author:	Richard Saunders, General Manager Regulatory
Endorsed by:	Sarah Gardner, Chief Executive
Date:	19 September 2019

PURPOSE

1. Recent audit into the Otago Regional Council's Building Consent Authority functions have identified opportunities to improve Otago Regional Council's delegations and to include a missing delegated authority for staff. This necessitates an update of delegations previously approved by Otago Regional Council ("the Council").

EXECUTIVE SUMMARY

Delegations Review

2. During a recent internal audit of the Council's Building Consent Authority functions, areas to streamline the decision-making process were identified. An accreditation special assessment has also been undertaken where it was identified that a function under the Building Act 2004 has not been delegated to Council staff. This has resulted in a 'General Non-Compliance' being awarded to Council by International Accreditation New Zealand (IANZ). As a requirement of Council's Building Consent Accreditation, this General Non-Compliance must be corrected. The changes recommended to the Building Act 2004 delegations reflect the changes recommended in both audits.

RECOMMENDATION

That the Council:

- 1) **Endorses** the change to the delegations for the Building Act 2004 and authorises the Chief Executive to update the Delegations Manual to reflect the changes.
- 2) **Notes** that the Chief Executive will bring a full review of Otago Regional Council Delegations to an upcoming Council meeting.

BACKGROUND

3. Consistent with best practice and statutory requirements, Council has designated specific regulatory responsibilities to a number of ORC staff. Delegations authorised in December 2016 were updated in November 2017, June 2018 and again in 2019 to reflect changes to the Resource Management Act 1991 and the organisational structure. These changes related to all of the functions Council carries out. This recommendation only relates to the Building Act 2004

4. In June – July 2019 Schema Consulting Limited (Schema) undertook its annual internal audit of Council's Building Consent Authority procedures against the Building (Accreditation of Building Consent Authorities) Regulations 2006. This audit is part of Council's procedures for quality assurance of its Building Consent Authority functions which assists in proactively avoiding non-compliances during accreditation audits. The audit identified a series of recommended changes to increase efficiency and to ensure that Council was following best practice in its operations. The findings of this audit will be reported through the appropriate Council committee at a future date.
5. One of the recommendations from this internal audit was that delegated authority to staff carrying out work under the Building Act 2004 were not set at the appropriate level within the organisation. This is not reflective of good practice and creates inefficiencies in the process. As this was an internal audit, the Council is not obligated to accept the recommendations, however failure to do so may result in a non-compliance at an accreditation audit.
6. A special assessment of the Council's Building Consent Authority functions was also recently undertaken by IANZ. This was a follow up review from a full accreditation audit in April 2018. During this special assessment, it was identified that the Council delegations omit a specific provision of the Building Act 2004. The provision identified by IANZ is Section 90 of the Building Act 2004 which enables the Council to undertake inspections of building work that is constructed in accordance with a building consent. As Section 90 is omitted from the delegations, no specific internal staff member has delegated authority to inspect buildings or land under Section 90 of the Building Act 2004. Authority therefore remains with the Councillors.
7. Currently, inspections are undertaken by individuals who are authorised by building warrants that are issued to them. Typically, in relation building consents, these inspections are undertaken by engineering consultants contracted by the Council. IANZ have acknowledged that this process is acceptable, but could be improved. By not providing delegation to a staff member within Council there is not sufficient authority provided. This could preclude Council's ability to undertake an inspection under Section 90. As ensuring sufficient authority is a requirement of the Building (Accreditation of Building Consent Authorities) Regulations 2006, IANZ have identified this as a 'General Non-Compliance' which must be addressed as part of the Council's accreditation requirements.
8. To address this, a staff position(s) must be identified as the delegated authority under Section 90. Given other associated inspections that may be undertaken under the Building Act 2004 are currently delegated to the Chief Executive (Section 222 for example), it is recommended that authority under Section 90 is also delegated to the Chief Executive. The Chief Executive can then sub-delegate to a warranted officer, or the necessary staff member.

ISSUE

9. There are two issues at present with the delegations:
 - a. They do not support effective and best practice decision making. They are also out of step with how other Building Consent Authorities operate.

- b. IANZ have identified that no Council staff are currently authorised under Section 90 of the Building Act 2004 to inspect land on which building work is being or is proposed to be carried out; building work that has been or is being carried out on or off the building site and any building.
10. Making appropriate changes to the delegations will ensure a better operating model for the Building Consent Authority which is consistent with other Council's approach to decision making. The risk with adjusting the level of staff delegation within the organisation is low, given staff who exercise a function under the Building Act are trained and qualified to make those decisions, or are adequately informed by the Council's engineering consultants who are appropriately qualified and experienced.
11. Because the absence of the Section 90 delegation has been identified as a 'General Non-Compliance' in the special audit undertaken by the accreditation body, it must to be cleared and addressed.
12. If the delegations are not changed to include Section 90 of the Building Act, Council would be unable to clear the non-compliance which is a risk to our accreditation (potential loss and further accreditation costs). Another implication could be the Council's inability to undertake building inspections for dams in accordance with Section 90 of the Building Act 2004.

Proposed Delegations

13. The proposed delegations are included as Attachment A. These include the additional of a delegation under Section 90 of the Building Act 2004 and addressing the level of existing delegations as identified in the recent internal audit. Where there is a high level of risk, or a significant decision to be made this rests with a more senior staff member.

CONSIDERATIONS

Policy Considerations

14. This paper proposes a continuation of current Council policy of providing delegation to Council staff. There are sufficient procedures and oversight in place so that Council can have confidence in the decisions made by staff under these new delegations.

Financial Considerations

15. There are no financial considerations in relation to the recommendations in this paper.

Significance and Engagement

16. The recommended decision is not a significant decision in terms of the Council's significance policy and no community engagement is required.

Legislative Considerations

17. The key legislative considerations in relation to this paper are to ensure that decisions under a range of statutes can continue to be made with certainty and to avoid any doubt as to the standing of officers exercising delegated authorities.

18. By adding in the Section 90 delegation it ensures that Council complies with the requirements of the Building Act 2004.

Risk Considerations

19. If council did not formalise the delegated authorities, there is a risk that decisions made by officers may be open to challenge. There is also the risk that Council cannot clear the general noncompliance from IANZ which may put our accreditation at risk.

NEXT STEPS

20. Should the change to delegations be approved the delegations manual will updated to reflect the decision and staff will confirm with IANZ that this non-compliance has been cleared.

ATTACHMENTS

1. Delegation Document 1 [10.8.1 - 9 pages]

Definition of delegation

Delegation is the conveying of a duty of power to act to another person, including the authority that the person making the decision would themselves have had in carrying out that duty or exercising that power.

For the purposes of statutory compliance administrative efficiency and expediency when conducting its day-to-day business, the Council delegates certain statutory duties, responsibilities and powers to its staff. These delegations are a necessary operational requirement to promote effective and expeditious decision-making and ensure legal compliance. Some delegations reflect the specific obligations of the Council to ensure that decisions are made by suitably qualified persons who hold the warrants necessary to exercise some powers.

The legal basis

The authority of the Council to delegate is set out in:

Clause 32 of Schedule 7 of the Local Government Act 2002 (LGA 2002)

Sections 42 (Delegation of powers by local authority) and 43 (Delegation of powers by officers) of the Local Government Official Information and Meetings Act 1987

Sections 124 (Delegation of powers by local authority) and 125 (Delegation of powers by officers or local authority) of the Privacy Act 1993

Except as provided for elsewhere in this Delegations Manual, the delegation of a power, function or duty is made under Clause 32 of Schedule 7 of the LGA.

The Building Act 2004 sets out the responsibilities of the Council in relation to being a building consent authority. The Act requires persons exercising authority to have the requisite qualifications and experience and limits the scope of authorities exercised by any individual to the extent their registration under the Act.

Principles, terms and conditions

Unless a delegation in this Manual states otherwise, the delegation is derived from the Council.

Some delegations are made by the Chief Executive directly and these are recorded as such in this Delegations Manual.

When deciding to delegate any duties, responsibilities, and powers, the Council or Chief Executive will have regard to the principles outlined in Table 1.

In the exercise of any delegation, the delegate (i.e. the person given the delegation) must comply with the general terms and conditions, which are also outlined in Table 1. In addition to the general terms and conditions, the delegate must also comply with any additional terms and conditions that might apply to specific delegations.

Table 1: Principles, terms and conditions

Principles
<p>Wherever possible, delegations to staff have been made on a wide basis to promote the most effective and efficient implementation and delivery of Council's policies and objectives.</p> <p>Delegations have generally been made to the lowest level of competence, commensurate with the degree of responsibility, difficulty and risk involved in the undertaking of the task delegated.</p> <p>In deciding what is the lowest level of competence for each delegation, particular attention has been paid to the fact that the powers and duties contained in the delegation go along with the responsibilities and accountability for their correct and effective implementation and any reporting requirements.</p> <p>In exercising delegations which are outside Council's day-to-day business, staff will report back on the exercise of that delegation to the next relevant Council or Council Committee meeting.</p>

Terms and conditions
<p>No delegations shall limit the power of Council or other delegator to exercise a function, duty or power in substitution for a delegate.</p> <p>In the exercise of any delegation, the delegate will ensure they act in accordance with:</p> <ul style="list-style-type: none"> - any binding statutory authority (in relation to each delegation, relevant sections of the Act will be identified); and - any relevant Council policy or procedural documents (including reporting and recording) requirements. <p>In relation to delegations to officer level, every delegation will be to a stated officer and will be exercised in relation to the duties of their position as identified in their Position Description or when an officer has been appointed in an acting capacity.</p> <p>Decisions, other than on minor or routine matters, made under delegated authority will be reported to Council or a relevant Committee.</p> <p>For the avoidance of doubt, supervisors shall have the same powers of delegation as subordinate staff, unless the exercise of such delegation requires, by law, a particular qualification or registration. The delegations in this Manual are expressed as the lowest level in the organisation which can exercise the function, duty or power.</p> <p>For the avoidance of doubt a hearings panel or commissioner sole as may from time to time be appointed shall have the authorities delegated to them through their appointment process.</p> <p>A delegation once made cannot be further sub-delegated, unless the authority to sub-delegate is specified in the delegation.</p> <p>The Council may, at any time, revoke, suspend for a period, or amend the terms or conditions in relation to any delegation it has made. Where this occurs, it will be recorded by resolution of Council.</p> <p>The Chief Executive may revoke or suspend for a period, or amend the terms and conditions, in any delegation to subordinates that they have made. Where this occurs, it will be recorded in writing to the relevant staff member and in relevant Council procedures.</p> <p>The Chief Executive may revoke, or limit, or suspend for a period, or reduce the extent of delegations that Council has made to named officers such that some or all of the function, duty or power must be exercised by a supervisor of the person holding the delegation. This would be appropriate during the training or development of new staff, or where, in the view of the Chief Executive, particular types of decision may need greater scrutiny. Where this occurs, it will be recorded in writing to the relevant staff member and in relevant Council procedures.</p>

Sub-delegation

At times, it will be necessary for the performance of assigned duties for a staff member to have delegated authority additional to those specifically mentioned in the Delegations Manual. These situations may include staff acting temporarily in a role (such as acting Chief Executive or acting Manager) where they need to exercise the delegations of that higher role. Such sub-delegations will be recorded in writing in the form of a memo signed by the person granting the delegation, and a copy kept on the delegation file. A person exercising functions, powers or duties under a sub-delegation shall not have the authority to further delegate those functions, powers or duties.

Section	Function	Delegated to
Project Information Memorandum (PIM) functions		
31 34	Issue and re-issue a PIM in certain circumstances and provide a copy of a PIM to the applicant as required.	Senior Consents Officer or Consents Officer with Building Act responsibilities
33	Determine further information required in relation to a PIM application.	Senior Consents Officer or Consents Officer with Building Act responsibilities
36	Attach development contribution notice.	Senior Consents Officer or Consents Officer with Building Act responsibilities
37	Issue a certificate if a resource consents is required	Senior Consents Officer or Consents Officer with Building Act responsibilities
38	Provide copy of PIM to network utility operator(s) and/or statutory authority, if required.	Senior Consents Officer or Consents Officer with Building Act responsibilities
39	Advise Heritage New Zealand Pouhere Taonga of PIM application, if required.	Senior Consents Officer or Consents Officer with Building Act responsibilities
45	Receive additional information.	Senior Consents Officer or Consents Officer with Building Act responsibilities
Building Consents		
45(1)(c)	Require additional information as part of a building consent application.	Senior Consents Officer or Consents Officer with Building Act responsibilities
45A	Deciding to grant a minor variation to a building consent	Principal Consents Officer
47(3)	Proceeding to determine a building consent application without an NZFSC memorandum	Senior Consents Officer or Consents Officer with Building Act responsibilities
48(1)	Deciding on a building consent application or an application for a minor variation	Principal Consents Officer Manager Consents
48(2)	Deciding whether further information is required	Senior Consents Officer or Consents Officer with Building Act responsibilities
49	Deciding to grant a building consent	Principal Consents Officer

49(2)	Declining to grant a building consent until any charges or levies payable are paid	Principal Consents Officer
50	Refusing the application for a building consent	Principal Consents Officer
51(3)	Deciding whether or not to grant a building consent in the absence of a PIM	Principal Consents Officer
52(b)	Allowing a lapse period beyond 12 months for a building consent	Manager Consents
Building Levies		
53(2)	Determining the estimated value of building work for the purposes of calculating levies	Senior Consents Officer or Consents Officer with Building Act responsibilities
62(2)	Recovery of unpaid levies from a building consent applicant	Principal Consents Officer Manager Consents
Waivers and Modifications		
67(1) 67(2)	Decision to grant an application for a building consent subject to a waiver or modification and to impose any conditions	Principal Consents Officer Manager Consents
Construction of dams on land subject to natural hazards		
71(2)	Determining whether adequate provision has been made in respect of certain aspects relating to natural hazards	Senior Consents Officer or Consents Officer with Building Act responsibilities
72	Determining whether the matters in s72 relating to natural hazards are satisfied	Senior Consents Officer or Consents Officer with Building Act responsibilities
74(3)	Determining whether the matters in s74(3) apply	Senior Consents Officer or Consents Officer with Building Act responsibilities
83(3)	Deciding to approve the removal of entry on a certificate of title	Senior Consents Officer or Consents Officer with Building Act responsibilities
Inspections by Building Consent Authorities		
90	Inspect land on which building work is being or is proposed to be carried out; building work that has been or is being carried out on or off the building site and any building.	Chief Executive Officer Warranted under the Building Act
Code Compliance Certificates		
93(1) 93(4) 94	Deciding whether to issue a code compliance certificate	Principal Consents Officer Manager Consents
93(2)	Agreeing on a period beyond two years for an application for a code compliance certificate	Principal Consents Officer Manager Consents

93(4)	Requiring further information in relation to an application for a code compliance certificate	Senior Consents Officer or Consents Officer with Building Act responsibilities
Certificates of acceptance		
96(1) 98(1)	Deciding whether to issue a certificate of acceptance	Principal Consents Officer Manager Consents
97(c)	Specifying any additional information that is required to be lodged with an application for a certificate of acceptance	Principal Consents Officer
98(2)	Requiring further information in relation to an application for a certificate of acceptance	Senior Consents Officer or Consents Officer with Building Act responsibilities
99(2)	Qualifying a certificate of acceptance to the effect that only parts of the building work were able to be inspected	Manager Consents
Compliance schedule		
102(2)	Charging of a fee for the issue of compliance schedule	Principal Consents Officer Manager Consents
106(3)	Specifying the information that is required to be lodged with an application for an amendment to a compliance schedule	Senior Consents Officer or Consents Officer with Building Act responsibilities Principal Consents Officer
106(4)	Deciding whether to amend a compliance schedule in response to an application to do so	Principal Consents Officer Manager Consents
107(2)	Deciding whether to amend a compliance schedule on the council's own initiative	Manager Consents
Annual Building Warrant of Fitness		
109(c)	Deciding to accept a recommendation to amend a compliance schedule arising from the annual building warrant of fitness	Manager Consents
110(c)	Requirement to produce compliance schedule reports under s110(a)	Manager Consents
111(1)	Decision to inspect building work or specified systems where a compliance schedule has been issued	Manager Consents
111(2)	Charging of a fee for inspections under s111	Manager Consents
Alterations to existing buildings		
112	Decision to grant building consent for an alteration to an existing building	Principal Consents Officer Manager Consents
113	Dealing with buildings with less than a 50 year life	Principal Consents Officer Manager Consents
Change of use, extension of life and subdivision of land		

115	Decision to allow the change of use of a building	Principal Consents Officer
116(1) 116(3)	Decision to allow the extension of the life of a building	Principal Consents Officer Manager Consents
Classification of Dams		
134A(1)	Requiring an owner to classify a referable dam	Principal Consents Officer Manager Consents
136(1) 136(2)	Decision to approve or refuse a dam classification	Principal Consents Officer Manager Consents
138(1)	Requiring the re-audit of a classification	Manager Consents
138(2)	Specifying a period beyond 15 working days for a dam classification re-audit	Manager Consents
Dam safety assurance programmes		
143(1)	Decision to approve or refuse to approve a dam safety assurance programme	Principal Consents Officer Manager Consents
145(2)	Requiring a period beyond 15 working days for a dam safety assurance programme to be re-audited	Manager Consents
146(2)(b)	Requesting a review of the dam safety assurance programme for an earthquake-prone or flood-prone dam	Manager Consents
148(a)(iii)	Decision on keeping a dam safety assurance programme in a place agreed by the Regional Council and the owner	Senior Consents Officer or Consents Officer with Building Act responsibilities
Register of dams		
151	Maintain a register of dams in Otago	Senior Consents Officer or Consents Officer with Building Act responsibilities
Dangerous dams		
154(1)	Determine that a dam is dangerous in terms of s153 and take action as set out in s154(1)(a), (b) and (c).	Manager Engineering Manager Consents
155(1)(b)	Determining whether building consent is required in respect of work required by a notice to fix	Principal Consents Officer Manager Consents
156(1)	Apply to a District Court for an order enabling the Otago Regional Council to carry out building work.	GM Regulatory GM Operations
156(3)(b)	Recover costs of carrying out work under s156(1) from the owner.	GM Regulatory GM Operations

157(2)	Decision to take action to avoid immediate danger.	GM Regulatory GM Operations
157(3)(b)	Decision to recover costs of taking action under section 157(2).	GM Regulatory GM Operations
158	To make an application to the District Court to confirm warrant for emergency work on a dam	GM Regulatory GM Operations
Issuing Notices to Fix		
164	Determination that a notice to fix should be issued, or should be issued by another authority	Manager Engineering Manager Consents
165(1)	Determination of the matters relevant to issuing a notice to fix and the scope and nature of a notice to fix.	Manager Engineering Manager Consents
167	Inspection of building work carried out in accordance with a notice to fix , a decision to confirmation or refuse to confirm that a notice to fix has been complied with and a decision to issue a further notice to xix if required.	Manager Engineering Manager Consents
Determinations		
177 180	Making and withdrawing an application for a determination	GM Regulatory
182(2)	Commencement of proceedings in the High Court where the matter has been the subject of a determination	GM Regulatory
185(2)(b)	Agreeing on a period beyond 60 workings days for making a determination	GM Regulatory
189(b)(ii)	Agreement to amendment of a determination for clarification purposes	GM Regulatory
190(3)	Filing a direction to the District Court as to costs in respect of a determination	GM Regulatory
Registration and Accreditation as Building Consent Authority		
194	Making application for registration as a building consent authority	GM Regulatory
252(4)	Request to change the scope of accreditation	GM Regulatory

253	Application for accreditation to perform Building Consent Authority functions	GM Regulatory
200 202	Make submissions and respond to complaints or to an investigation	GM Regulatory
276(2)(b)	To make submissions on a review of the regional authority	GM Regulatory
Appeals		
208 209	Appealing a decision of the CEO of the Ministry responsible for the administration of the Building Act	Chief Executive
Carrying out building work on default		
220(2)	Making application to the District Court for an order in respect of building work required to be done	GM Regulatory
220(4)(b)	Recovery of costs associated with carrying out building work authorised under s220(2)	GM Regulatory
221	Disposal, sale, etc. of materials that result from carrying out building work authorised under s220(2)	GM Regulatory
222	To authorise persons to carry out inspections under the Act	Chief Executive
Responsibilities of a BCA that is not a Territorial Authority		
240(2)	Refusal to perform functions under the Building Act where fees, charges or levies are unpaid	Manager Consents
243	Power to impose fees or charge and recovery of costs and to collect levies	Manager Consents
Fees and charges		
281A 281B 281C	Setting fees, imposing fees and charges, increasing the amount of a fee or charge to meet additional costs, and waiving or refunding a fee – consistent with the Council's fees and charges policy	Manager Consents
Other matters		
315(1)	Making a complaint about a licensed building practitioner.	Manager Consents
363A(2)	Deciding whether to issue a certificate for public use	Principal Consents Officer Manager Consents
363A(5)	Deciding and requesting further reasonable information	Principal Consents Officer Manager Consents
403(4)(b)	Making submissions as an 'interested person' to proposed Orders in Council or regulations	GM Regulatory

Schedule 1, part 1, clause 2	Deciding whether a building consent is not necessary	Manager Consents
Offences		
371(2)	Commencement of proceedings where an infringement notice has been issued	GM Regulatory
372	Issuing an infringement notice	Officer Warranted under the Building Act
372B(2)	Authorising officers to issue infringement notices	Chief Executive
377	Filing a charging document	Chief Executive
381(1) 381(2)	Making an application to the District Court for an injunction	Chief Executive

11.3. Delegations

Prepared for: Council
Report No. GOV1830
Activity: Governance Report
Author: Peter Winder, Acting General Manager Regulatory
Endorsed by: Sarah Gardner, Chief Executive
Date: 27 March 2019

PURPOSE

1. Recent staff restructuring necessitates an update of delegations previously approved by Otago Regional Council ("the Council").

EXECUTIVE SUMMARY

Delegations Review

2. This paper formalises the mapping of existing delegations to equivalent roles in the new organisation structure. In addition to this the Chief Executive is currently reviewing all delegations to ensure that decision making is best aligned to management responsibilities and technical expertise. The review is likely to result in a revised set of delegations, which will be brought to Council for consideration as soon as possible

RECOMMENDATION

That the Council:

- 1) **Endorses** the equivalence mapping of existing delegations to new positions and authorises the Chief Executive to update the Delegations Manual to reflect the changes.
- 2) **Notes** that the Chief Executive will bring a review of Delegations to the next Council meeting

BACKGROUND

3. Consistent with best practice and statutory requirements Council has designated specific regulatory responsibilities to a number of ORC staff. Delegations authorised in December 2016 were updated in November 2017 and June 2018 to reflect changes to the Resource Management Act 1991 and a staff restructure. With the current restructuring, several positions that had delegations have been disestablished and new positions created.

ISSUE

4. For the avoidance of doubt in the exercise of delegations it is proposed to formally map current delegations to the equivalent position in the new organisation structure. The tables below record the positions (or "officers") of the current delegations and equivalent positions (or "officers") for those positions under the new organisation structure.

5. The functions and/or activities previously delegated to staff by Council have not changed. Existing delegations to positions (or "officers") which have not changed, continue to have full force and effect.

DISCUSSION

1. Equivalence Mapping of Delegations

3.a For delegations under the Resource Management Act 1991:

Current Delegation Recipient	Current Abbreviations	New Equivalent Position	Proposed Abbreviation
Director Corporate Services	DCS	General Manager Corporate Services & CFO	GMCS
Director Environmental Monitoring and Operations	DEMO	General Manager Regulatory	GMR
Director Engineering Hazards & Science	DEHS	General Manager Operations	GMO
Director Policy Planning and Resource Management	DPPRM	General Manager Policy, Science and Strategy Or General Manager Regulatory	GMPSS GMR
Manager Environmental Services	MES	Manager Compliance	MCOM
Manager Policy	MP	Manager Policy & Planning	MPP

3.b For delegations under the Water and Soil Conservation Amendment Act 1971 (carried over by s413 RMA)

Current Delegation Recipient	Current Abbreviations	New Equivalent Position	Proposed Abbreviation
Director Engineering Hazards & Science	DEHS	General Manager Operations	GMO
Director Policy Planning and Resource Management	DPPRM	General Manager Regulatory	GMR
Manager Environmental Services	MES	Manager Compliance	MCOM

3.c For Delegations under the Soil Conservation and Rivers Control Act 1941

Current Delegation Recipient	Current Abbreviations	New Equivalent Position	Proposed Abbreviation
Director Engineering Hazards & Science	DEHS	General Manager Operations	GMO

3.d For delegations under the Crown Minerals Act 1991

Current Delegation Recipient	Current Abbreviations	New Equivalent Position	Proposed Abbreviation
Director Corporate Services	DCS	General Manager Corporate Services & CFO	GMCS

3.e For delegations under the Building Act 2004

Current Delegation Recipient	Current Abbreviations	New Equivalent Position	Proposed Abbreviation
Director Corporate Services	DCS	General Manager Corporate Services & CFO	GMCS
Director Engineering Hazards & Science	DEHS	General Manager Regulatory Or General Manager Operations	GMR GMO
Director Policy Planning and Resource Management	DPPRM	General Manager Policy, Science and Strategy	GMPSS
Manager Environmental Services	MES	Manager Compliance	MCOM

3.f For delegations under the Resource Management (Measurement and Reporting of Water Takes) Regulations 2010:

Current Delegation Recipient	Current Abbreviations	New Equivalent Position	Proposed Abbreviation
Director Policy Planning and Resource Management	DPPRM	General Manager Regulatory	GMR
Manager Environmental Services	MES	Manager Compliance	MCOM

3.g For delegations under the Marine Transport Act 1994:

Current Delegation Recipient	Current Abbreviations	New Equivalent Position	Proposed Abbreviation
Director Environmental Monitoring and Operations	DEMO	General Manager Regulatory	GMR

3.h For delegations under the Local Government Act 2002 and Otago Regional Council Bylaws:

Current Delegation Recipient	Current Abbreviations	New Equivalent Position	Proposed Abbreviation
Director Corporate Services	DCS	General Manager Corporate Services & CFO	GMCS
Director Engineering Hazards & Science	DEHS	General Manager Regulatory	GMR
Director Policy Planning and Resource Management	DPPRM	General Manager Policy, Science and Strategy	GMPSS

3.i For delegations under the Biosecurity Act 1993:

Current Delegation Recipient	Current Abbreviations	New Equivalent Position	Proposed Abbreviation
Director Corporate Services	DCS	General Manager Corporate Services & CFO	GMCS
Director Policy Planning and Resource Management	DPPRM	General Manager Policy, Science and Strategy	GMPSS

3.j For delegations under the Land Transport Management Act 2003:

Current Delegation Recipient	Current Abbreviations	New Equivalent Position	Proposed Abbreviation
Director Corporate Services	DCS	General Manager Operations	GMO

Manager Support Services	MSS	Manager Transport	MT
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For General Delegations¹

Current Delegation Recipient	Current Abbreviations	New Equivalent Position	Proposed Abbreviation
Director Corporate Services	DCS	General Manager Corporate Services & CFO	GMCS
Director Engineering Hazards & Science	DEHS	General Manager Operations Or General Manager Regulatory	GMO GMR
Director Policy Planning and Resource Management	DPPRM	General Manager Policy, Science and Strategy	GMPSS

CONSIDERATIONS

Policy Considerations

- This paper proposes a continuation of current Council policy by mapping existing delegations to equivalent positions in the new organisation structure.

Financial Considerations

- There are no financial considerations in relation to the recommendations in this paper.

Significance and Engagement

- The recommended decision is not a significant decision in terms of the Council's significance policy and no community engagement is required.

Legislative Considerations

- The key legislative considerations in relation to this paper are to ensure that decisions under a range of statutes can continue to be made with certainty and to avoid any doubt as to the standing of officers exercising delegated authorities.

Risk Considerations

- If council did not formalise the equivalence of roles exercising delegated authorities, there is a risk that decisions made by officers may be open to challenge.

NEXT STEPS

- The Chief Executive is currently reviewing all delegations to ensure that decision making is best aligned to management responsibilities and technical expertise. The review is

¹ Authorisation to make decisions concerning the conduct and settlement of proceedings in the Environment Court or of other jurisdictions.

likely to result in a revised set of delegations, which will be brought to Council for consideration as soon as possible

Nil

11.1.9. Delegations - Resource Management Act

Prepared for: Council
Activity: Governance Report
Prepared by: Marian Weaver, Resource Manager Procedures & Protocols
Date: 20 June 2018

1. Précis

Recent amendments to the Resource Management Act in 2017 necessitates a review and update of delegations approved by the Otago Regional Council (the Council).

Delegations under the Resource Management Act 1991, Soil and Rivers Control Act 1941, Crown Minerals Act 1991, Building Act 2004, Marine Transport Act 1994, Local Government Act 2002, Biosecurity Act 1993, Civil Defence Emergency Management Act 2002, Land Transport Management Act 2003, Regional Plan: Water for Otago, Measurement of Reporting of Water Takes, Council's Bylaws and other enactments

2. Background

2.1 Definition of Delegation

Delegation is the conveying of a duty or power to act to another person, including the authority that the person making the decision would themselves have had in carrying out that duty or exercising that power.

For the purposes of administrative efficiency and convenience in the conducting of its day-to-day business, the Council delegates certain statutory duties, responsibilities and powers to its standing committees, subcommittees, and members of staff. Similarly, the Chief Executive delegates certain duties and responsibilities to a subordinate level. These delegations are a necessary operational requirement to promote efficient decision-making. Delegations avoid delays and inefficiencies that might otherwise occur if all matters have to be referred to Council or the Chief Executive every time a decision needs to be made.

2.2 The Legal Basis

The Council's authority to delegate to its standing committees, subcommittees, members or officer is principally derived from Schedule 7, Clause 32 of the Local Government Act 2002 (LGA 2002), but there are specific powers of delegation under some other enactments.

Schedule 7 Clause 32 of the LGA 2002 states that:

“Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of the local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except;

- (a) The power to make a rate; or
- (b) The power to make a bylaw; or
- (c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Council Community Plan; or
- (d) The power to appoint a chief executive; or

- (f) The power to adopt policies required to be adopted and consulted on under this Act in association with the Long Term Council Community Plan or developed for the purpose of the local governance statement; or
- (g) The power to warrant enforcement officers.”

Other statutes also confer or limit the ability for the Council to delegate decision-making powers and duties. Of particular note is section 34 [*Delegation of functions etc by local authorities*] and section 34A [*Delegation of powers and functions to employees and other persons*] of the Resource Management Act 1991.(RMA)

Section 34 and 34A of the RMA state:

“34. Delegation of functions, etc, by local authorities

- (1) A local authority may delegate to any committee of the local authority established in accordance with the Local Government Act 2002 any of its functions, powers, or duties under this Act.
- (2) A territorial authority may delegate to any community board established in accordance with the Local Government Act 2002 any of its functions, powers, or duties under this Act in respect of any matter of significance to that community, other than the approval of a plan or any change to a plan.
- (3) Subsection (2) does not prevent a local authority delegating to a community board power to do anything before a final decision on the approval of a plan or any change to a plan.
- (4), (5) and (6) Repealed.
- (7) Any delegation under this section may be made on such terms and conditions as the local authority thinks fit, and may be revoked at any time by notice to the delegate.
- (8) Except as provided in the instrument of delegation, every person to whom any function, power, or duty has been delegated under this section may, without confirmation by the local authority, exercise or perform the function, power, or duty in like manner and with the same effect as the local authority could itself have exercised or performed it.
- (9) Every person authorised to act under a delegation under this section is presumed to be acting in accordance with its terms in the absence of proof to the contrary.
- (10) A delegation under this section does not affect the performance or exercise of any function, power, or duty by the local authority.

Subsection 11 relates to Auckland Council

34A. Delegation of powers and functions to employees and other persons

- (1) A local authority may delegate to an employee, or hearings commissioner appointed by the local authority (who may or may not be a member of the local authority), any functions, powers, or duties under this Act except the following:

- (a) the approval of a policy statement or plan:
- (b) this power of delegation.

NEW

- (1A) If a local authority is considering appointing 1 or more hearings commissioners to exercise a delegated power to conduct a hearing under Part 1 or 5 of Schedule 1, -
 - (a) The local authority must consult tangata whenua through relevant iwi authorities on whether it is appropriate to appoint a commissioner with an understanding of tikanga Maori and of the perspectives of local iwi or hapu; and
 - (b) If the local authority considers it appropriate, it must appoint at least 1 commissioner with an understanding of tikanga Maori and of the perspectives of local iwi or hapu, in consultation with relevant iwi authorities.
- (2) A local authority may delegate to any other person any functions, powers, or duties under this Act except the following:
 - (a) the powers in subsection (1)(a) and (b):
 - (b) the decision on an application for a resource consent:
 - (c) the making of a recommendation on a requirement for a designation.
- (3) Repealed.
- (4) Section 34(7), (8), (9), and (10) applies to a delegation under this section.
- (5) Subsection (1) or subsection (2) does not prevent a local authority delegating to any person the power to do anything before a final decision on a matter referred to in those subsections."

2.3 Principles, Terms and Conditions

It should be noted that no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty. Bearing this in mind, the Council and/or Chief Executive Officer in their determination as to duties, responsibilities and powers to be delegated should have regard to the following principles and conditions:

- (i) Wherever possible, delegations to staff have been made to promote the most effective and efficient implementation and delivery of Council's policies and objectives.
- (ii) Delegations have generally been made to the lowest level of competence, commensurate with the degree of responsibility and difficulty involved in the undertaking of the task delegated.
- (iii) In deciding what is the lowest level of competence for each delegation, particular attention has been paid to the fact that, along with the powers and duties contained in the delegation go the responsibilities and accountability for its correct and effective implementation and any reporting requirements.

- (iv) No delegations shall limit the power of Council or other delegator to exercise a function, duty or power in substitution for a delegatee.
- (v) In the exercise of any delegation, the delegatee will ensure they act in accordance with:
 - Any binding statutory authority (in relation to each delegations, relevant sections of the Act will be identified); and
 - Any relevant Council policy or procedural documents (including reporting and recording) requirements.
- (vi) In relation to delegations to officer level, every delegation will be to a stated office and will be exercised in relation to the duties of that position as identified in the Job Description or when an officer has been appointed in an acting capacity.
- (vii) Decisions, other than on minor or routine matters, made under delegated authority will be reported to the Council or a relevant Committee.
- (viii) A delegation once made cannot be further sub-delegated.
- (ix) The Council may, at any time, revoke, suspend for a period, or amend the terms and conditions in relation to any delegation it has made. Where this occurs, it will be recorded by resolution of Council.
- (x) The Chief Executive may revoke or suspend for a period, or amend the terms and conditions in relation:
 - Any delegation to subordinates that he has made; or
 - Any delegation to the Chief Executive that Council has revoked or suspended.

The delegations below were last updated in 2016. Any changes since then are shown as underlined additions, and anything deleted is ~~struck-out~~.

3. Abbreviations

CE	Chief Executive
RCtee	Regulatory Committee
CS	Committee Secretary
CSO	Consent Support Officer
CO	Consent Officer
DCS	Director Corporate Services
DEMO	Director Environmental Monitoring and Operations
DEHS	Director Engineering Hazards & Science
DPPRM	Director Policy Planning and Resource Management
EPA	Environmental Protection Authority
LC	Legal Counsel
MA	Management Accountant
MC	Manager Consents
MES	Manager Environmental Services
ME	Manager Engineering
MF	Manager Finance
MPP	Manager Policy and Planning
MWQP	Manager Water Quantity Planning

PA	Policy Analyst
PCO	Principal Consent Officer
RPL	Resource Planner Liaison
RMPP	Resource Manager Procedures and Protocols
SCSO	Senior Consent Support Officer
SCO	Senior Consent Officer
SPA	Senior Policy Analyst
TLIE	Team Leader Investigations and Enforcement

4. Delegations under the Resource Management Act 1991.

The following table shows those functions under the RMA that require delegated authority in order to exercise them. The "Officers" to which the delegations are made are listed above.

To ensure the continuity of Council operations, the delegations to the stated "Officers" includes delegation to any person that has been appointed as an Officer in an "Acting" capacity.

Section	Description of Function	Delegated to	Comments
S34A(1)(1A) 357AB	Authority to appoint commissioners to hear and /or determine consent applications, <u>objections</u> and regional plans and plan changes.	Commissioner Appointment Sub Committee (a subcommittee of Regulatory committee)	<u>An objector may ask for an independent commissioner - s357AB</u>
S34A(1), 99A	Appointment of mediators for consent applications.	Commissioner Appointment Sub Committee	
S35(2A)	Prepare a report on monitoring activities undertaken by Council in the course of exercising its functions under the RMA	DPPRM, CE; DEHS (s35(2)(a);	S35
S36(3 5)	Power to require payment of additional charges to those fixed to enable the recovery of actual and reasonable costs.	DCS or CE or DPPRM	S357 objection, and appeal rights apply
S36(3A 6)	Power to approve an estimate of any additional charges likely to be imposed where requested by a person liable to pay an additional charge under Section 36(3 6).	PCO or MC or RMPP or DPPRM or CE	
<u>S36AAB(1)</u>	<u>Power to remit the whole or any part of a charge fixed under Section 36</u>	<u>DCS, or CE</u>	
<u>S36AAB(2)</u>	<u>Power to suspend actions to which a charge relates on non-payment of charges</u>	<u>MC, or RMPP, or DPPRM or CE</u>	
S37(1)(a) and (b)	To extend the time period or to waive failure to comply with requirements for the time and method of service of documents and to extend time limits relating to resource consent processing.	Any two of PCO, MC, RMPP, DPPRM, CE, or the Hearing panel or Commissioner sole appointed to hear and determine the	

		particular application(s)	
S37(2)(a) and (b)	The power to waive compliance with a requirement or to direct the terms on which the omission or inaccuracy of any information required under the Resource Management Act, regulation or plan, or a procedural requirement that was omitted, shall be rectified relating to resource consent processing.	Any two of PCO MC, RMPP, DPPRM, CE or the Hearing panel or Commissioner sole appointed to hear and determine the particular application(s)	
S37(1)(a) and (b)	To extend the time period or to waive failure to comply with requirements for the time and method of service of documents and to extend time limits relating to a plan proposal.	Any two of MPP, MWQP, DPPRM, CE, or the Hearing panel or Commissioner sole appointed to hear and determine the particular plan proposal.	
S37(2)(a) and (b)	The power to waive compliance with a requirement or to direct the terms on which the omission or inaccuracy of any information required under the Resource Management Act, regulation or plan, or a procedural requirement that was omitted, shall be rectified relating to a plan proposal.	Any two of MPP, MWQP, DPPRM, or CE; or the Hearing Commissioners appointed to determine the particular plan proposal	
S38	Power to appoint enforcement officers with any or all the powers of enforcement Officer and to issue warrants.	CE	
S39, 40, 41A, 41B, 41C (all subsections)	To determine the procedures for the conduct of a hearing.	The Hearing panel or Commissioners, or Commissioner sole appointed to hear and determine the particular plan proposal or consent application	
<u>S41D</u>	<u>To strike out part or all of a submission</u>	<u>Any two of MC, RMPP, MC, MWQP, DPPRM</u>	Objection rights apply
S42	Authority to determine on behalf of the Council to make an order to protect sensitive information.	The Hearing panel Commissioners, or Commissioner sole appointed to determine particular proposal or consent application	

S42A(1)	Authority to produce a report on a consent application, Regional Policy Statement or Regional Plan.	CO, CSO, MC, MPP, MWQP, PA, SCO, PCO, SCSO, SPA, RPL, RMPP, DPPRM, CE	
S42A(1)	Prepare a report on a proposed regional policy statement, regional plan or plan change.	MPP, MWQP, PA, SPA, DPPRM, CE	S42A
S42A(1AA)(b)	Authority to commission a report on a consent application.	Any two of PCO MC, RMPP, DPPRM, CE	
S42A(1AA)(b)	Authority to commission a report on a proposed regional policy statement, regional plan or plan change.	Any two of MPP, MWQP, DPPRM, CE	S42A
S42A(5)	Authority to waive compliance with S42A(3) if satisfied there is no prejudice to any person who should have been sent a copy of a report under the above section.	Any two of PCO, MC, RMPP, MWQP, MPP, DPPRM, CE	
S43A	Power to review under Section 128 all or any water, coastal or discharge permit as required by regulation when relevant national environmental standards have been made under Section 43.	Any two of PCO, MC, RMPP, DPPRM, CE	Exercise of delegation to be reported to Council or Consents Committee
S44, S46A	Make a submission on a proposed National Policy Statement, National Environmental Standard, NZ Coastal Policy Statement or amendment	DPPRM or CE	
S44A,	Prepare an amendment to a plan or proposed plan to give effect to a national environmental standard	MPP, MWQP, PA, SPA, DPPRM, CE	S44A,
S49	Authority to make a submission to a board of inquiry.	Policy Committee or CE or DPPRM	Exercise of delegation to be reported to Council or Policy Committee
S55	Prepare an amendment to a plan or proposed plan to give effect to a national policy statement	MPP, MWQP, PA, SPA, DPPRM, CE	
<u>S58I (1)(2)(3)</u>	<u>Power to amend an RPS/proposed RPS or Regional Plan/proposed Plan on the direction of an operative National Planning Standard</u>	<u>MPP, MWQP, PA, SPA, DPPRM, or CE</u>	
S82	Referral of disputes between authorities to the Environment Court	CE	
S86	Power to acquire land	CE	

S87BB	Determine that an activity is a marginal or temporary permitted activity and give notice thereof. To return an application that is a deemed permitted activity	Any two of PCO, MC, RMPP, DPPRM, CE	
S87E	Decision on a request from a consent applicant for determination of the application by the Environment Court	DPPRM or CE	
S87F	Produce a report for the Environment Court on a matter that has been referred to it	DPPRM or CE	
S88(1)	Power to apply for resource consent on behalf of the Regional Council	DEMO, DEHS or CE	
S88(3)	Power to determine that an application for a resource consent is incomplete and the reasons for that determination.	CO, CSO, MC, SCO, PCO, SCSO, RMPP or DPPRM or CE	S357 objection and appeal rights apply
S91	Determine not to proceed with processing an application pending applications for additional consents.	PCO or MC or RMPP or DPPRM or CE	S357 objection and appeal rights apply
S92	Require an applicant to provide additional information.	SCO, PCO or MC or RMPP or DPPRM or CE	
S92(2)	To commission a report and to postpone notification or hearing of the application pending receipt.	Any two of PCO, MC, RMPP, DPPRM, CE	
S92A(2), 92B(2)	To determine the time within which further information requested under S92 must be provided.	CO or SCO, PCO or MC or RMPP or DPPRM	
S93	To decide that a controlled activity does not have to be notified.	PCO, MC or RMPP or, DPPRM or CE	This section repealed
S95, 95A, 95B, 95C	Authority to determine whether the adverse effects of an activity on the environment will be minor, and if an application must be limited or publicly notified;	Any two of PCO, MC or RMPP or DPPRM or CE	
S95D	Forming an opinion on whether adverse effects are minor or more than minor.	Any two of PCO, MC or RMPP or DPPRM or CE	
S95B	To provide written approval of a resource consent application on behalf of Council as an adversely affected party.	CE or a relevant Director	
S95E	Power to form an opinion for the purposes of Section 94(1) as to who may be adversely affected by a consent application activity.	CO and SCO or PCO or MC; or RMPP or DPPRM or CE	

S95A(4 9), 95B(10)	Authority to require notification of an application if special circumstances exist in relation to the application.	Any two of PCO, MC, RMPP, DPPRM, CE	
S95F	Decide if a customary rights group is an affected customary rights group	Any two of PCO or MC or RMPP or DPPRM or CE	
S95G	Decide if a customary marine title group is an affected customary marine title group	Any two of MC or RMPP or DPPRM or CE	
S96	Make submissions to another consent authority in respect of a consent application.	DPPRM or DEHS or CE	
S99	Authority to decide the parties who should be invited to pre-hearing meetings.	Any two of SCO, PCO, MC, RMPP, DPPRM, CE	
S99	Authority to decide the parties who will be required to attend a pre-hearing meeting.	Any two of PRO, MC RMPP, DPPRM, CE	
S99	Authority to decide who will chair a pre- hearing meeting.	DPPRM or CE and either the PCO or MC or RMPP	
S99	Authority to determine that a person does not have a reasonable excuse for not attending a pre- hearing meeting when required to do so. Authority to decide not to process an application, or disregard a submission where the relevant applicant or submitter failed to attend the pre-hearing meeting.	DPPRM or CE and either the PCO or MC or RMPP	S357 objection and appeal rights apply
S99A	To decide that there should be mediation for parties to a consent application. To identify who should be invited to attend mediation.	Any two of PCO or MC, RMPP, DPPRM, CE	
S100	To determine that a hearing is necessary if not requested.	Any two of PCO or MC, RMPP, DPPRM, CE	
S100A	Appoint commissioner to hear consent application on request of applicant or submitter	ORC - Commissioner Appointment Sub-Committee	
S101	To fix a date, time and place for a hearing.	PCO or CS or MC or RMPP or DPPRM or CE.	
S102 & S103	To exercise the Council's discretion's concerning the holding of joint hearings with other authorities and or combined hearing of two or more applications	Any two of PCO, MC, RMPP, DPPRM, CE	
S104 S104A S104B	To make decisions on applications for resource consents including determining conditions for non-notified	Any two of PCO, MC, RMPP, DPPRM, CE	

<p>S104C S104D S104F S105 S107 S108 S217</p>	<p>and notified resource consents for controlled and discretionary and non-complying activities where: - no submissions are received; or - any remaining submissions are neutral or in support of the application and no request is made for a hearing; or - the need for a hearing has been avoided by a submission being withdrawn or by the submitter agreeing with the proposed conditions of consent</p> <p>Authority to decide non-notified resource consent applications to install or alter a bore.</p>	<p>PCO or MC or RMPP or DPPRM or CE</p>	
<p>S104 S104A S104B S104C S104D S104F S105 S107 S108 S217</p>	<p>To make decisions for resource consents including determining conditions, for consent applications where any submitter opposes the application, or an applicant and/or submitter wishes to be heard.</p>	<p>The Hearing panel or Commissioner sole appointed to hear and determine the particular application(s)</p>	
<p>S108</p>	<p>Authority to decide what conditions should be included in a resource consent that is to be granted.</p> <p>Authority to decide what conditions should be included in a non-notified consent to construct or alter a bore.</p>	<p>Any two of PCO, MC RMPP, DPPRM, CE or The Hearing panel or Commissioner sole appointed to hear and determine the particular application(s)</p> <p>PCO or MC or RMPP or DPPRM or CE</p>	
<p>S108A</p>	<p>Implementation of requirement in a resource consent for a bond to secure the performance of consent conditions.</p>	<p>Any two of PCO, MC, RMPP, DPPRM, CE, DCS or The Hearing panel or Commissioner sole appointed to hear and determine the</p>	

		particular application(s)	
S109	Ascertain whether work carried out for the purposes of a resource consent bond condition has been completed satisfactorily and, in cases where work has not been completed, determine to undertake the work and recover costs from the consent holder out of money or securities deposited with the consent authority or bond.	Any two of PCO, MC, <u>MES</u> , RMPP, DPPRM, CE, LC	
S110	Determine to retain any portion of a financial contribution paid, where a resource consent activity does not proceed.	Any two of PCO, RMPP, MC, DPPRM, CE, DCS	
S114	To determine the most appropriate manner of notifying a decision.	MC or RMPP, SCO, PCO or DPPRM or CE or	
S120	Authority to lodge an appeal, not to lodge an appeal, or to withdraw an appeal made, to the Environment Court on a resource consent application decision.	DPPRM or CE	Exercise of delegation to be reported to Council or Regulatory Committee
S124	To permit an applicant to continue to operate pending determination of an application for a replacement consent as provided for S124(b).	Any two of PCO, MC, RMPP, DPPRM, CE	S357 objection and appeal rights apply
S125	To extend time within which a consent must be exercised before it lapses.	PCO or MC or RMPP or DPPRM or CE	S357 objection and appeal rights apply
S126	Authority to give written notice to cancel a resource consent which has been exercised but has not been exercised during the preceding 5 years unless otherwise expressly provided.	PCO or MC or RMPP or DPPRM or CE or LC	S357 objection and appeal rights apply
S126(2)	Power to revoke a notice of cancellation of a resource consent.	PCO or MC or RMPP or DPPRM or CE or LC	
S127	To exercise the Council's discretion re non-notification of applications for minor variation to consents.	Any two of PCO, MC, RMPP, DPPRM, CE	
S128, 129	Authority to serve notice of intention to review the conditions of a resource consent and to propose new conditions.	Any two of PCO, MC, RMPP, DPPRM, CE	S357 objection and appeal rights apply
S130	Authority to determine whether to dispense with notification of a notice of review of the conditions of a resource consent.	Any two of PCO, MC, RMPP, DPPRM, CE	
S131, S132	Authority to make decisions on a review of resource consent conditions.	Any two of PCO, MC, RMPP,	

		DPPRM, CE or The Hearing panel appointed to hear and/or decide on the particular application(s)	
S133A	Authority to issue an amended consent that corrects minor mistakes or defects in the consent.	CSO or SCSO or PCO or MC or RMPP or DPPRM or CE	
S136(1) or 136(2)(a)	Authority to update records to show the transfer of a resource to another consent holder at the same site.	CSO, or SCSO or CO or SCO, or PCO or MC or RMPP or DPPRM or CE	
S136(2)(b) & 136(4)	Authority to approve the transfer of a water permit in whole or in part to another person on another site or to another site.	Any two of PCO, MC, RMPP, DPPRM, CE	
S137 (1)(2)	Authority to update records to show the transfer of discharge permits to new owners.	CSO, or SCSO or CO or SCO, PCO MC or RMPP or DPPRM or CE	
S137 3)-(7)	Authority to allow the transfer of a discharge permit to a new site	Any two of PCO, MC, RMPP, DPPRM, CE.	Our Regional Plans must provide for this before this delegation can be exercised.
S138	To accept or refuse the surrender of a resource consent, and to direct that a person need not complete any work to give effect to the consent.	Any two of PCO, MC, RMPP, DPPRM, CE	
S139, S139A	To grant or decline a Certificate of Compliance or existing use certificate	PCO or MC or RMPP or DPPRM or CE.	S357 objection and appeal rights apply
S142	Request that a consent application is called in by the EPA	CE	
S142(4)	Provide views of ORC to the minister	DPPRM or CE	
S149, S149B	Provide a report or documents to the EPA on a matter that has been called in or referred to it.	SCO, PCO, MC, RMPP, SPA, MPP, MWQP, DPPRM	
S149E, S149F, S149O	Make a submission to the EPA on a matter that has been called in or referred to it.	DPPRM, CE	
S149K	Provide suggestions to the Minister for members of a Board of Inquiry	DPPRM or CE	
S149G	Prepare a report for the EPA on key planning matters relating to a called in application	MC or RMPP or MPP or MWQP or DPPRM or CE	
S 149M S149N	Provide comments or information to EPA on proposed plans or plan changes	DPPRM or CE	

S149Q	Make comments on draft report produced by the EPA	DPPRM, CE	
S149V, S299	Decide to appeal decision of EPA or Environment Court to the High Court or higher Courts on points of law	CE	
S149Z	Make application for costs to EPA	DCS or DPPRM, or CE	
S165D	Authority to refuse to receive an application for a coastal permit.	MC, RMPP, DPPRM, CE	S165D
S165L(2)	Request Minister to approve method to allocate common marine & and coastal area	DPPRM or CE	To be reported to Regulatory Committee
S165P	Publicly notify an offer of authorisation by the Minister for a coastal permit for the occupation of space	MC, RMPP, DPPRM, CE	S165P
S165X	Accept offers for authorisations in common marine and coastal space area	Any two of DCS, DPPRM, CE	
S165ZB	Request Minister to suspend applications for coastal permits for aquaculture and give public notice thereof	DPPRM or CE	To be reported to Regulatory Committee
S165ZF	Request that Minister directs coastal permits for aquaculture to be processed and heard together	DPPRM or CE	
S165ZFE(2)	Give notices of process requirements	PCO or MC or RMPP or DPPRM or CE.	
S165ZFE(4)	Decide whether to grant applicants' request that all applications be determined by the Environment Court	PCO or MC or RMPP or DPPRM or CE.	
S168	Authority to give a notice of requirement for a designation to a territorial authority	CE, or DEHS or DPPRM	To be reported to Council
S172	Power to make a decision on a recommendation on a notice of requirement for a designation.	CE or DEHS or DPPRM	
S174	Authority to appeal a decision of the territorial authority relating to a designation	CE	
S176 and 178	Power to approve activities on land affected by designation	CE, or DEHS or ME	
S176A	Prepare an outline plan to be constructed on designated land	CE, or DEHS or ME	
S181	Authority to amend a designation	CE, or DEHS or DPPRM	
S182	Authority to remove a designation	CE	To be reported to Council
S184	Power to seek extension of a designation before lapsing	CE	
S186	Authority to compulsorily acquire land	CE	To be reported to Council

S195	Authority to appeal a matter subject to a heritage order	CE	
S205, 209,	Authority to make a submission to a special tribunal on a water conservation order; or appeal to the Environment Court;	DPPRM, CE	
S211	Authority to decide to appear at proceedings before the Environment Court and call evidence for the Council as a local authority.	CE or DPPRM and LC	Exercise of delegation to be reported to Council
S216	Power to apply to vary or revoke a Water Conservation Order	CE	
S237D	Transfer of land to Regional Council	CE	
S245	Authority to approve or decline a plan of survey of reclamation.	CE	Requires Council seal
S267	To participate in Environment Court conferencing	MC or RMPP or MPP or MWQP or DPPRM or CE	
S267, S268A	Request an Environment Judge to convene a conference. Authority to make decisions in a Court ADR process, or seek leave to not participate in an ADR process	RMPP or MC or MPP or MWQP DPPRM or CE	ADR is alternative dispute resolution
S268	Request or consent to additional dispute resolution.	RMPP or MC DPPRM or CE	Procedural matter only
S274	Authority to give notice or to decide not to give notice to the Environment Court under Section 274 of the Resource Management Act that the Council wishes to be a party to an appeal, reference or inquiry hearing on a decision on a matter to which the Council made a submission.	CE or DPPRM or LC	
S274, 275, 277A	Authority to decide to appear at proceedings before the Environment Court and call evidence <u>or new evidence</u> for the Council as a local authority.	CE or DPPRM and LC, MC, RMPP, MPP, MWQP	Exercise of delegation to be reported to Council or Regulatory Committee
S281	To deal with waivers and directions from Environment Court in respect of proceedings related to procedural matters.	RMPP or MC or DPPRM or LC or CE	Procedural matter only
S292	Authority to remedy a defect in a regional plan on the direction of the Environment Court.	MPP, MWQP, DPPRM, CE	S292
S294	Apply to the Environment Court for a rehearing of its proceedings where after the Court's decision, new and important evidence becomes available.	CE	Exercise of delegation to be reported to Council or Regulatory Committee

S299 & S305	To initiate an appeal to the High Court on a question of law.	A relevant Committee of ORC or CE	Exercise of delegation to be reported to Council or Regulatory Committee
S301	Give notice of intention to appear in the High Court on any appeal against an Environment Court decision, report or recommendation.	CE	
S308	To initiate an appeal to the Court of Appeal on a question of law	A relevant Committee of ORC or CE	Exercise of delegation to be reported to Council or Regulatory Committee
S311	To seek and/or respond to a declaration.	A relevant Committee of Council or CE	Exercise of delegation to be reported to Council or Regulatory Committee
S314 S316 S318 S320 S321	To seek and/or respond to an enforcement order. To seek and/or respond to an interim enforcement order. To seek and/or respond to a change or cancellation of an order.	A relevant Committee of Council or CE	Exercise of delegation to be reported to Council or Regulatory Committee
S322	To decide to serve an abatement notice.	Any two of LC, MES, CE	Appeal rights to the Environment Court exist
S325A	Authority to cancel an abatement notice.	Any two of CE, MES, TLIE or LC	An abatement notice shall not be cancelled by the officer who issued the notice
S325B	Apply to the Environment Court for an Enforcement Order.	CE or LC	Exercise of delegation to be reported to Council or Regulatory Committee
S329	To issue, amend or revoke a water shortage direction.	DPPRM or CE	Exercise of delegation to be reported to Council or Regulatory Committee

S330	To undertake emergency works.	CE or any two Directors	Exercise of delegation to be reported to Council or Regulatory Committee
S330A	Power to apply for retrospective consent for emergency works	DEMO, DEHS or CE	
S331	To seek enforcement order for reimbursement of costs associated with emergency works.	CE	Exercise of delegation to be reported to Council or Regulatory Committee
S334	To seek a search warrant.	LC or CE	Exercise of delegation to be reported to Council or Regulatory Committee
S338	To initiate and withdraw a prosecution for an offence against the Act.	CE	Exercise of delegation to be reported to Council or Regulatory Committee
S343B	To decide that an infringement notice should be served or withdrawn	Any two of MES, LC or CE	
S343C	To commence proceedings for a defended infringement notice	CE	
S355B	Power of Regional Council to act against unlawful reclamations	CE	
S356	To seek an order for a consent related issue to be determined by arbitration.	CE	
S357 S357A S357B	Authority to consider and decide any objection made under any provision of Section 357 of the Resource Management Act, where the consent holder is satisfied with a recommendation and does not wish to be heard.	Any two of MC, RMPP, DPPRM and CE, not being the two who made the decision being objected to	
S357 S357A S357B	Authority to consider and decide any objection made under any provision of Section 357 of the Resource Management Act, where consent holder wishes to be heard.	The Objections Committee	Subject to appeal
S388	To require a person to supply information relating to the exercise of a consent.	LC or MC or MES or RMPP or DPPRM or CE	

S417	To sign off a certificate that defines the line of a water race on land, as authorised by a relevant mining privilege.	Any two of RMPP, DPPRM, DCS and CE	
<u>1st Schedule, Clause 1A, 4A</u>	<u>Consult with iwi and provide documents on proposed RPS or Regional Plan under any applicable Mana Whakahono a Rohe</u>	<u>DPPRM or CE or MPP or MWQP</u>	
<u>1st Schedule Clause 7(3)</u>	<u>Service notice on persons where decision made to have limited notification of a Policy Statement or Plan</u>		
<u>1st Schedule Clause 6 and 8,</u>	<u>Make a submission and further submissions on a regional planning document of another region</u>	<u>DPPRM, CE</u>	
<u>1st Schedule Clause 6 and 8</u>	<u>Make a submission and further submissions on a district planning document of a territorial authority.</u>	<u>DPPRM, CE</u>	
<u>1st Schedule Clause 38</u>	<u>Give notice of proposed plan change</u>	<u>MPP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 43</u>	<u>Give public notice of Collaborative Group and its terms of reference</u>	<u>MPP or MWQP or DPPRM or CE</u>	<u>Collaborative group membership and terms of reference decided by Council</u>
<u>1st Schedule Clause 45</u>	<u>Give public notice of a Collaborative Group's report</u>	<u>MPP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 47</u>	<u>Provide draft Policy Statement or Plan to iwi</u>	<u>MPP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 48</u>	<u>Prepare evaluation report</u>	<u>MPP or MWQP or DPPRM or CE</u>	<u>Reference Panel appointed by Council</u>
<u>1st Schedule Clause 49</u>	<u>Publicly notify an Policy Statement or Plan change</u>	<u>MPP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 51</u>	<u>Prepare analysis of submissions and provide to parties/take action under 51 (2)</u>	<u>MPP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 55</u>	<u>Prepare evaluation report under (4)</u>	<u>MPP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 57</u>	<u>Give notice of decisions under Clause 55</u>	<u>MPP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 76</u>	<u>Provide further information to Minister</u>	<u>MPP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 81</u>	<u>To request a time extension from the Minister</u>	<u>MPP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 83</u>	<u>Prepare and provide reports and documents to the Minister</u>	<u>MPP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 90</u>	<u>Give public notice of Minister's decision and serve on parties</u>	<u>MPP or MWQP or DPPRM or CE</u>	

5. Regional Plan: Water for Otago

Rules:12.1.2.4, 12.1.2.5, 12.2.2.2, 12.2.2.5 and 12.2.2.6	To suspend permitted activity takes of water as provided for in the Regional Plan: Water for Otago.	CE	Exercise of delegation to be reported to Council or Regulatory Committee
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It is noted that the Council resolved on 4 June 2013 *“that the Chief Executive is authorised on behalf of the Otago Regional Council to initiate, prosecute, withdraw and do all other things necessary to conduct appeals as follows:*

- (1) *Environment Court to the High Court*
- (2) *District Court to the High Court*
- (3) *High Court to the Court of Appeal*
- (4) *Court of Appeal to Supreme Court”*

6. Water and Soil Conservation Amendment Act 1971 (carried over by S413 RMA)

S12	Issue a certificate of priority.	CSO or SCSO or CO or SCO or MC or RMPP	
S14(1)(d)	Direct privilege holder to stop water running to waste.	MES or DPPRM or CE or warranted enforcement officer under the RMA	
S14(1)(g)	Require structures permitting private or public access over water races to be kept in good repair, order and condition.	MES or DPPRM or CE or warranted enforcement officer under the RMA	
S14(1)(h)	Require privilege holder to record and report to the Board information concerning the exercise of the privilege.	MES or DPPRM or MC or RMPS or CE	
S14(2)	Give directions for the repair, strengthening or otherwise of dams.	MES or DPPRM or DEHS or CE	
S16(2)	Determination of what is a reasonable quantity of domestic needs of animals or for fire-fighting.	MES or CO or SCO or PCO or MC or DPPRM or RMPP or CE	
S30	Provide certified copies of privileges.	CSO or SCSO or RMPP	

7. Soil Conservation and Rivers Control Act 1941

S126	To carry out its functions under the Act, including the power to construct, reconstruct, alter, repair, and maintain works to control or regulate water or to prevent or lessen the	DEHS	
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	overflow or breaking of banks of any watercourse.	
S132	Power to enter land for survey and investigation	DEHS or ME
S133	Maintenance and improvement of watercourses and defences against water	DEHS
S135	To exercise the incidental powers of Boards associated with works required under this Act.	DEHS
S136	Notice to authority before interfering with roads etc.	DEHS
S137	Notice in respect of works to be undertaken on private land	DEHS
S138	To apportion cost of works with owners of lands	DEHS
S139	To purchase land on a system of time payment (if approved by the Minister)	DEHS

8. Delegations related Crown Minerals Act 1991 (CMA)

The Crown Minerals Act provided transitional provisions for mining licences issued under the Mining Act 1971 which was repealed in 1991. There is now only one residual section left in schedule 1 of the Crown Minerals Act 1991 that refers to Regional Councils

Section	Description of function	Delegated to	Comments
Schedule 1 (16)	Require the holder of a coal mining right to increase the amount of bond or deposit	DCS or CE	
Schedule 1 (16)	To make a determination whether the holder of an existing mining privilege has complied with the terms and conditions of the privilege.	DCS or CE	

9. Delegations related to the Building Act 2004

The functions, powers and duties listed in the table below account for the recent changes to the Building Act 2004 arising from the Building Amendment Act 2013. It is noted that the table lists only those functions, powers and duties where some discretion as to how the Building Consent Authority/Regional Authority should act exists. It does not list those where there is no discretion.

The abbreviations in the table have the following meanings:

CE	Chief Executive
CSO	Consent Support Officer
DCS	Director Corporate Services
DEHS	Director Engineering Hazards and Science
DPPRM	Director Policy Planning and Resource Management
LC	Legal Counsel
MA	Management Accountant
MC	Manager Consents
MES	Manager Environmental Services
PCO	Principal Consents Officer
SCO	Senior Consents Officer

SCSO Senior Consents Support Officer

Statutory ref	Description	Delegated to
	Project Information Memoranda	
S33(1)(b) or (c)	Further information required where a PIM has been applied for	SCO or PCO or SIE or MC
S34(4)	Re-issue of a PIM in certain circumstances	MC or DEHS or DPPRM
S37(1)	Deciding whether to issue a certificate	SCO or PCO or SIE or MC
	Building consents	
S45(1)(c)	Specifying the information that the BCA "reasonably requires" to be lodged with a building consent application or application for a minor variation	SCO or PCO or SIE or MC
S45A	Deciding to grant a minor variation to building consent	DEHS or DPPRM or CE
S47(3)	Proceeding to determine a building consent application without an NZFSC memorandum	SCO or PCO or SIE or MC
S48(1)	Deciding on a building consent application or an application for a minor variation	DEHS or DPPRM or CE
S48(2)	Deciding whether further information is required	SCO or PCO or SIE or MC
S49	Deciding to grant a building consent	DEHS or DPPRM or CE
S49(2)	Declining to grant a building consent until any charges or levies payable are paid	DEHS or DPPRM or CE
S50	Refusing the application for building consent	DEHS or DPPRM or CE
S51(3)	Deciding whether to grant a building consent in the absence of a PIM	SCO or PCO or MC
S52(b)	Allowing a lapse period beyond 12 months for a building consent	DEHS or DPPRM or CE
	Building Levies	
S53(2)	Determining the estimated value of building work for the purposes of calculating levies	SCO or PCO or SIE or MC
S62(2)	Recovery of unpaid levies from building consent applicant	MA or DCS or CE

	Waivers and Modifications	
S67(1) and (2)	Decision to grant an application for a building consent subject to a waiver or modification and to impose any conditions	DEHS or DPPRM or CE
	Construction of dams on land subject to natural hazards	
S71(2)	Determining whether adequate provision has been made in respect of certain aspects relating to natural hazards	SCO or PCO, or SIE or MC
S72	Determining whether the matters in s72 relating to natural hazards are satisfied	SCO or PCO, or SIE or MC
S74(3)	Determining whether the matters in s74(3) apply	SCO or PCO, or SIE or MC
S83(3)	Deciding to approve the removal of entry on a certificate of title	SCO or PCO or SIE or MC
	Code compliance certificates	
S93(1), S93(4) and S94	Deciding whether to issue a code compliance certificate	DEHS or DPPRM or CE
S93(2)	Agreeing on a period beyond two years for an application for a code compliance certificate	MC or DEHS or DPPRM
S93(4)	Requiring further information in relation to an application for a code compliance certificate	SCO or PCO, or SIE or MC
	Certificates of acceptance	
S96(1) and S98(1)	Deciding whether to issue a certificate of acceptance	DEHS or DPPRM or CE
S97(c)	Specifying the information that the regional authority “reasonably requires” to be lodged with an application for a certificate of acceptance	SCO or PCO or SIE or MC
S98(2)	Requiring further information in relation to an application for a certificate of acceptance	SCO or PCO or SIE or MC
S99(2)	Qualifying a certificate of acceptance to the effect that only parts of the building work were able to be inspected.	DEHS or DPPRM or CE
	Compliance schedule	
S102(2)	Charging of a fee for the issue of a compliance schedule	MA or DCS or CE
S106(3)	Specifying the information that the regional authority “reasonably requires” to be lodged with an application for an amendment to a compliance schedule	SCO or PCO or SIE or MC

S106(4)	Deciding whether to amend a compliance schedule in response to an application to do so	DEHS or DPPRM or CE
S107(2)	Deciding whether to amend a compliance schedule on the regional authority's own initiative	DEHS or DPPRM or CE
	Annual Building Warrant of Fitness	
S109(c)	Decision to accept a recommendation to amend a compliance schedule arising from the annual building warrant of fitness	DEHS or DPPRM or CE
S110(c)	Requirement to produce compliance schedule reports under s110(a)	MEDP or MES or CE
S111(1)	Decision to inspect building work or specified systems where a compliance schedule has been issued	MEDP or MES or DEHS or CE
S111(2)	Charging of a fee for inspections under s111(1)	MA or DCS or CE
	Alterations to existing buildings	
S112	Decision to grant building consent for an alteration to an existing building	DEHS or DPPRM or CE
S113	Dealing with buildings with less than a 50 year life	DEHS or DPPRM or CE
	Change of Use, extension of life and subdivision of land	
S115	Decision to allow the change of use of a building	DEHS or DPPRM or CE
S116(1) and S116(3)	Decision to allow the extension of life of a building	DEHS or DPPRM or CE
	Note that Sections 134 to 156 are only activated with regulations, that have not been enacted.	
	Classification of Dams	
S134A(1)	Requiring owner to classify a referable dam	MEDP or DEHS or DPPRM or CE
S136(1) and S136(2)	Decision to approve or refuse a dam classification	MEDP or DEHS or DPPRM or CE
S138(1)	Requiring re-audit of a classification	MEDP or DEHS or DPPRM or CE
S138(2)	Specifying a period beyond 15 working days for a dam classification re-audit	MEDP or DEHS or DPPRM or CE
	Dam safety assurance programmes	

S143(1)	Decision to approve or refuse to approve a dam safety assurance programme	MEDP or DEHS or DPPRM or CE
S145(1)	Requiring re-audit of a dam safety assurance programme	MEDP or DEHS or DPPRM or CE
S145(2)	Allowing a period beyond 15 working days for a dam safety assurance programme to be re-audited	MEDP or DEHS or DPPRM or CE
S146(2)(b)	Requesting a review of the dam safety assurance programme for earthquake-prone or flood-prone dam	MEDP or DEHS or DPPRM or CE
S148(a)(iii)	Decision on keeping a dam safety assurance programme in a place agreed by the Regional Council and the owner	MEDP or DEHS or DPPRM or CE
	Dangerous dams	
S154(1)	Determining that a dam is dangerous in terms of s153	DEHS or DPPRM or CE
S154(1)	Decision to require actions specified in s154(1) in relation to dangerous dams	DEHS or DPPRM or CE
S155(1)(b)	Determining whether building consent required in respect of work required by a notice to fix	SCO or PCO or SIE or MC
S156(1)	Decision whether to apply to the District Court for an order enabling the regional authority to carry out building work	CE
S156(3)(b)	Decision to recover costs of regional authority undertaking building work in accordance with s156(1)	DCS or CE
S157(2)	Decision to take action to avoid immediate danger	DEHS or DPPRM or CE
S157(3)(b)	Decision to recover costs of regional authority taking action in accordance with s157(2)	DCS or CE
S158	To make an application to the District Court to confirm warrant for emergency work on a dam	DEHS or DPPRM or CE
	Notices to fix	
S164(1)	Determination that a notice to fix should be issued	LC or DEHS or DPPRM or CE
S164(3)	Determination that another authority should issue a notice to fix	LC or DEHS or DPPRM or CE
S165(1)(a) and (b)	Determining a reasonable timeframe within which a Notice to Fix must be complied with	LC or DEHS or DPPRM or CE
S165(1)(c) and (d)	Determining whether a Notice to Fix should include a requirement to apply for a certificate of acceptance or a building consent (or amendment to an existing building consent)	LC or DEHS or DPPRM or CE

S165(1)(f)	Determining whether a Notice to Fix should include a direction to make the site safe and/or cease building work and, if so, determining if and when work is able to resume	LC or DEHS or DPPRM or CE
S167	Determining whether a Notice to Fix has been complied with and authorising the response in accordance with the Act	LC or DEHS or DPPRM or CE
	Determinations	
S177 and S180	Making and withdrawing an application for a determination	CE
S182(2)	Commencement of proceedings in the High Court where the matter has been the subject of a determination	CE
S185(2)(b)	Agreeing on a period beyond 60 working days for making a determination	CE
S189(b)(ii)	Agreement to amendment of a determination for clarification purposes	CE
S190(3)	Filing a direction in the District Court as to costs in respect of a determination	CE
	Registration as a Building Consent Authority	
S194	Making application for registration as a building consent authority	CE
S200	Responding to complaints about building consent authorities	CE
S202	Commencement of an investigation	CE
	Appeals	
S208, S209	Appealing a decision of the CEO of the Ministry responsible for the administration of the Building Act	CE
	Carrying out building work on default	
S220(2)	Making application to the District Court for an order in respect of building work required to be done	CE
S220(4)(b)	Recovery of costs associated with carrying out building work authorised under s220(2)	CE
S221(2)(a)	Disposal, sale etc of materials that result from carrying out building work authorized under s220(2)	CE
S222	To authorise persons to carry out inspections under Act	CE

	Responsibilities of a BCA that is not a Territorial Authority	
S240(1)	Power to impose fees for performing functions under the Building Act	DCS or CE
S240(2)	Refusal to perform functions under the Building Act where fees, charges or levies are unpaid	DEHS or DPPRM or CE
S243	Power to impose fees or charge and recovery costs, and collect levy	DCS or CE
	Transfer of functions, duties and powers of a regional authority	
S244	Decision to transfer Building Act functions to/from another regional authority	CE
S246(b)	Agreement on the terms and conditions of a transfer of powers under the Building Act	CE
S247(1)(b)	Cancellation of transfer of powers under the Building Act	CE
S247(2)	Changing or revoking a transfer	CE
	Accreditation	
S252(4)	Request to change the scope of accreditation	DEHS or DPPRM or CE
S253	Application for accreditation to perform Building Consent Authority functions	DEHS or DPRM or CE
	Review	
S276(2)(b)	To make submissions on a review of the regional authority	DEHS or DPPRM or CE
	Fees and charges	
S281A(2)	Deciding how a fee or charge is set	DCS or CE
S281A(3)	Deciding whether to impose a fee or charge	DCS or CE
S281B	Increasing the amount of a fee or charge to meet the additional cost	DCS or CE
S281C	Waiving or refunding a fee in whole or part	DCS or CE
	Discipline	
S315(1)	Making a complaint about a licensed building practitioner	DEHS or DPPRM or CE

	Offence relating to building control	
S363A(2)	Deciding whether to issue a certificate for public use	DEHS or DPPRM or CE
S363A(5)	Deciding and requesting further reasonable information	SCO or PCO or SIE or MC
	Proceedings for infringement offences	
S371(2)	Commencement of proceedings where an infringement notice has been issued	CE
S371B(2)	Authorising officers to issue infringement notices	CE
	Proceedings for offences generally	
S377	Laying informations for offences under the Building Act	CE
S381(1) and (2)	Making application to the District Court for an injunction	CE
	Regulations	
S403(4)(b)	Making submissions as an "interested person" to proposed Orders in Council or regulations	DEHS or DPPRM or CE
	Schedule 1	
Part 1, Clause 2	Deciding whether a building consent is not necessary	MC or DEHS or DPPRM or CE

10. Resource Management (Measurement and Reporting of Water Takes) regulations 2010

Regulation	Description	Delegation
6(5)	Approving the format of records	Any two of MC, MES, RMPP, DPPRM, CE
7(4)	Determining whether the verifier is suitably qualified	Any two of MC, MES, RMPP, DPPRM, CE
8(4) and (6)	Power to request evidence from the consent holder	Any two of MC, MES, RMPP, DPPRM, CE
9	Approval to measure water weekly instead of daily	Any two of MC, MES, RMPP, DPPRM, CE
10(1)	Approval to measure water take not at the point of take,	Any two of MC, MES, RMPP, DPPRM, CE

11	Revoke approval given under regulation 9 or 10	Any two of MC, MES, RMPP, DPPRM, CE
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11. Marine Transport Act 1994

S33D	appoint a Harbourmaster for any port, harbour or waters in the Otago Region	CE
S33G	Appoint enforcement officers	CE
S33I	To undertake harbour works for the purpose of ensuring maritime safety	CE
S33L	To deal with an abandoned ship	CE or DEMO
S200(3A)	To erect, place, and maintain navigational aids	CE or DEMO
S318 ¹	Appoint a regional on-scene commander for the Otago region; and Appoint a person(s) who shall perform the functions and duties of an on-scene commander, should the position be vacant or the on-scene commander absent	CE
S33J ²	Removing or dealing with wrecks	CE

12. Local Government Act 2002 and Otago Regional Council Bylaws

Section	Description of function	Delegated to	Comments
S174	To appoint an "authorised person" for the purposes of exercising functions, powers and duties under the: <ul style="list-style-type: none"> Local Government Act 2002; Building Act 2004; Otago Regional Council Bylaws; Soil Conservation and Rivers Control Act 1941; and Land Drainage Act 1908³. 	CE	
S162	To seek an application for an injunction restraining a person committing a breach of a Bylaw or an offence against this Act.	CE	

¹ Council approved delegation on 20 July 2016 refer report 2016/0898

² Council approved delegation on 20 July 2016 refer report 2016/0898

³ Council approved delegation on 9 December 2015 refer report 2015/1271

S163	Remove or alter a work or thing that is, or has been, constructed in breach of a Bylaw. To recover costs of removal/alteration.	CE or DEHS	
S164	To seize and impound property not on private land	CE	
S165	To seek a search warrant	CE	
S168	To dispose of property seized and impounded	CE	
S173	To authorise the entry of property in cases of emergency	CE	
S175 and 176	To authorise the recovery of damages	CE	
S181	To authorise the construction of works on private land	CE	
S186	To approve works if owner or occupier defaults	CE	
S187	To approve the recovery of costs	CE or DCS	
S189 and S190	Power to acquire land	CE	
S238 and S239	To initiate and withdraw a prosecution for an offence against this Act.	CE	
Flood Protection Management Bylaw ¹	To approve/refuse or revoke authority under the Bylaw	ME or DEHS or DPPRM or CE	

13. Biosecurity Act 1993

Section	Description of function	Delegated to	Comments
Ss70-75, 100H	Prepare and review a regional pest management plan	DPPRM, CE	
S78	Exempt a person from a requirement in a rule in a regional pest management plan.	DPPRM, CE	
Ss 90-95, 100H	Prepare and review a regional pathways management plan	DPPRM, CE	
S98	Exempt a person from a requirement in a rule in a regional pathways management plan.	DPPRM, CE	
S100M, 100N	Recovery of a levy for a debt due	DCS, CE	
S100V	Prepare a small-scale management programme	CE	
S154M, S154N, 154O	To initiate and withdraw a prosecution for an offence against this Act.	CE	

14. Civil Defence Emergency Management Act 2002

Section	Description of function	Delegated to	Comments
S20	Membership of the CDEM Co-ordinating Executive Group	CE (or a person acting on the CE's behalf)	

¹ Council approved delegation on 12 February 2014 refer report 2014/0580

15. Land Transport Management Act 2003

The abbreviations in the table have the following meanings:

DCS Director Corporate Services
MSS Manager Support Services

Section	Description of function	Delegated to	Comments
S127	Power to require information from operators of public transport services, including obligations to public patronage data and disclose other data to a person who is registered by the regional council to tender for the provision of a unit	DCS or MSS	
S128	Power to make decisions on release of information and duty to consult with organisation	DCS or MSS	
S133	Notice of exempt services	DCS or MSS	
S134	Decide on the grounds in section 134 to decline registration or variation of exempt services	DCS or MSS	
S136	Registration of exempt services or variation to exempt services	DCS or MSS	
S137	Decide to deregister an exempt service and removing details of variations	DCS or MSS	
S138	Process for deregistering exempt services or removing details of variations	DCS or MSS	
S139(2) & (3)	Withdrawal of exempt services	DCS or MSS	
S146-149	Record and manage offences, including making decisions to prosecute	CE	

16. General

Authorisation to make decisions concerning the conduct and settlement of proceedings in the Environment Court or of other jurisdictions.	CE or DCS or DPPRM or DEHS
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17. Conclusions

The Council is required to administer legislation under the Resource Management Act 1991, Mining Act 1971, Crown Minerals Act 1991, Building Act 2004, Local Government Act 2002, Water and Soil Conservation Amendment Act 1971, Crown Minerals Act 1991, Biosecurity Act 1993, Maritime Transport Act 1994, Soil Conservation and Rivers Control Act 1941, Civil Defence Emergency Act 2002, Land Transport Act 2003, regulations and bylaws. In order to ensure that this requirement is performed efficiently and lawfully, Council officers need to have delegated authority from the Council to make decisions. The above delegations are therefore sought from Council.

18. Recommendation

a) *That Council approve the above schedule of delegations.*

Endorsed by: Tanya Winter
Director Policy, Planning & Resource Management

Attachments



This report adopted by Council 1 Nov 2017 with amendments to remove the CE from actions under S299, 305 and 308 of the RMA see A1064855

REPORT

Document Id: A1048626
 Prepared For: Council
 Prepared By: Marian Weaver, Resource Manager Procedures and Protocols
 Date: 16 October 2017

Subject: **Delegations under the Resource Management Act 1991, Soil and Rivers Control Act 1941, Crown Minerals Act 1991, Building Act 2004, Marine Transport Act 1994, Local Government Act 2002, Biosecurity Act 1993, Civil Defence Emergency Management Act 2002, Land Transport Management Act 2003, Regional Plan: Water for Otago, Measurement of Reporting of Water Takes, Council's Bylaws and other enactments.**

1. Précis

Recent amendments to the Resource Management Act in 2017 necessitates a review and update of delegations approved by the Otago Regional Council (the Council).

2. Background

2.1 Definition of Delegation

Delegation is the conveying of a duty or power to act to another person, including the authority that the person making the decision would themselves have had in carrying out that duty or exercising that power.

For the purposes of administrative efficiency and convenience in the conducting of its day-to-day business, the Council delegates certain statutory duties, responsibilities and powers to its standing committees, subcommittees, and members of staff. Similarly, the Chief Executive delegates certain duties and responsibilities to a subordinate level. These delegations are a necessary operational requirement to promote efficient decision-making. Delegations avoid delays and inefficiencies that might otherwise occur if all matters have to be referred to Council or the Chief Executive every time a decision needs to be made.

2.2 The Legal Basis

The Council's authority to delegate to its standing committees, subcommittees, members or officer is principally derived from Schedule 7, Clause 32 of the Local Government Act 2002 (LGA 2002), but there are specific powers of delegation under some other enactments.

Schedule 7 Clause 32 of the LGA 2002 states that:

“Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of the local authority's business, a local authority may delegate to a committee or other subordinate



decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except;

- (a) The power to make a rate; or
- (b) The power to make a bylaw; or
- (c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Council Community Plan; or
- (d) The power to appoint a chief executive; or
- (f) The power to adopt policies required to be adopted and consulted on under this Act in association with the Long Term Council Community Plan or developed for the purpose of the local governance statement; or
- (g) The power to warrant enforcement officers.”

Other statutes also confer or limit the ability for the Council to delegate decision-making powers and duties. Of particular note is section 34 [*Delegation of functions etc by local authorities*] and section 34A [*Delegation of powers and functions to employees and other persons*] of the Resource Management Act 1991.(RMA)

Section 34 and 34A of the RMA state:

“34. Delegation of functions, etc, by local authorities

- (1) A local authority may delegate to any committee of the local authority established in accordance with the Local Government Act 2002 any of its functions, powers, or duties under this Act.
- (2) A territorial authority may delegate to any community board established in accordance with the Local Government Act 2002 any of its functions, powers, or duties under this Act in respect of any matter of significance to that community, other than the approval of a plan or any change to a plan.
- (3) Subsection (2) does not prevent a local authority delegating to a community board power to do anything before a final decision on the approval of a plan or any change to a plan.
- (4), (5) and (6) Repealed.
- (7) Any delegation under this section may be made on such terms and conditions as the local authority thinks fit, and may be revoked at any time by notice to the delegate.
- (8) Except as provided in the instrument of delegation, every person to whom any function, power, or duty has been delegated under this section may, without confirmation by the local authority, exercise or perform the function, power, or duty in like manner and with the same effect as the local authority could itself have exercised or performed it.
- (9) Every person authorised to act under a delegation under this section is presumed to be acting in accordance with its terms in the absence of proof to the contrary.



- (10) A delegation under this section does not affect the performance or exercise of any function, power, or duty by the local authority.

Subsection 11 relates to Auckland Council

34A. Delegation of powers and functions to employees and other persons

- (1) A local authority may delegate to an employee, or hearings commissioner appointed by the local authority (who may or may not be a member of the local authority), any functions, powers, or duties under this Act except the following:

- (a) the approval of a policy statement or plan:
 (b) this power of delegation.

NEW

- (1A) If a local authority is considering appointing 1 or more hearings commissioners to exercise a delegated power to conduct a hearing under Part 1 or 5 of Schedule 1, -

- (a) The local authority must consult tangata whenua through relevant iwi authorities on whether it is appropriate to appoint a commissioner with an understanding of tikanga Maori and of the perspectives of local iwi or hapu; and

- (b) If the local authority considers it appropriate, it must appoint at least 1 commissioner with an understanding of tikanga Maori and of the perspectives of local iwi or hapu, in consultation with relevant iwi authorities.

- (2) A local authority may delegate to any other person any functions, powers, or duties under this Act except the following:

- (a) the powers in subsection (1)(a) and (b):
 (b) the decision on an application for a resource consent:
 (c) the making of a recommendation on a requirement for a designation.

- (3) Repealed.

- (4) Section 34(7), (8), (9), and (10) applies to a delegation under this section.

- (5) Subsection (1) or subsection (2) does not prevent a local authority delegating to any person the power to do anything before a final decision on a matter referred to in those subsections.”

2.3 Principles, Terms and Conditions

It should be noted that no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty. Bearing this in mind, the Council and/or Chief Executive Officer in their determination as to duties, responsibilities and powers to be delegated should have regard to the following principles and conditions:



- (i) Wherever possible, delegations to staff have been made to promote the most effective and efficient implementation and delivery of Council's policies and objectives.
- (ii) Delegations have generally been made to the lowest level of competence, commensurate with the degree of responsibility and difficulty involved in the undertaking of the task delegated.
- (iii) In deciding what is the lowest level of competence for each delegation, particular attention has been paid to the fact that, along with the powers and duties contained in the delegation go the responsibilities and accountability for its correct and effective implementation and any reporting requirements.
- (iv) No delegations shall limit the power of Council or other delegator to exercise a function, duty or power in substitution for a delegatee.
- (v) In the exercise of any delegation, the delegatee will ensure they act in accordance with:
 - Any binding statutory authority (in relation to each delegations, relevant sections of the Act will be identified); and
 - Any relevant Council policy or procedural documents (including reporting and recording) requirements.
- (vi) In relation to delegations to officer level, every delegation will be to a stated office and will be exercised in relation to the duties of that position as identified in the Job Description or when an officer has been appointed in an acting capacity.
- (vii) Decisions, other than on minor or routine matters, made under delegated authority will be reported to the Council or a relevant Committee.
- (viii) A delegation once made cannot be further sub-delegated.
- (ix) The Council may, at any time, revoke, suspend for a period, or amend the terms and conditions in relation to any delegation it has made. Where this occurs, it will be recorded by resolution of Council.
- (x) The Chief Executive may revoke or suspend for a period, or amend the terms and conditions in relation:
 - Any delegation to subordinates that he has made; or
 - Any delegation to the Chief Executive that Council has revoked or suspended.

The delegations below were last updated in 2016. Any changes since then are shown as underlined additions, and anything deleted is ~~struck out~~.

3. Abbreviations



CE	Chief Executive
RCtee	Regulatory Committee
CS	Committee Secretary
CSO	Consent Support Officer
CO	Consent Officer
DCS	Director Corporate Services
DEMO	Director Environmental Monitoring and Operations
DEHS	Director Engineering Hazards & Science
DPPRM	Director Policy Planning and Resource Management
EPA	Environmental Protection Authority
LC	Legal Counsel
MA	Management Accountant
MC	Manager Consents
MES	Manager Environmental Services
ME	Manager Engineering
MF	Manager Finance
MP	Manager Policy
MWQP	Manager Water Quantity Planning
PA	Policy Analyst
PCO	Principal Consent Officer
RPL	Resource Planner Liaison
RMPP	Resource Manager Procedures and Protocols
SCSO	Senior Consent Support Officer
SCO	Senior Consent Officer
SPA	Senior Policy Analyst
TLIE	Team Leader Investigations and Enforcement

4.0 Delegations under the Resource Management Act 1991.

The following table shows those functions under the RMA that require delegated authority in order to exercise them. The “Offices” to which the delegations are made are listed above.

Section	Description of Function	Delegated to	Comments
<u>S34A(1)(1A)</u> <u>357AB</u>	Authority to appoint commissioners to hear and /or determine consent applications, <u>objections</u> and regional plans and plan changes.	Commissioner Appointment Sub Committee (a subcommittee of Regulatory committee)	<u>An objector may ask for an independent commissioner - s357AB</u>
S34A(1), 99A	Appointment of mediators for consent applications.	Commissioner Appointment Sub Committee	
S35(2A)	Prepare a report on monitoring activities undertaken by Council in the course of exercising its functions under the RMA	DPPRM, CE; DEHS (s35(2)(a);	S35

S36(3 5)	Power to require payment of additional charges to those fixed to enable the recovery of actual and reasonable costs.	DCS or CE or DPPRM	S357 objection, and appeal rights apply
S36(3A 6)	Power to approve an estimate of any additional charges likely to be imposed where requested by a person liable to pay an additional charge under Section 36(3 6).	PCO or MC or RMPP or DPPRM or CE	
<u>S36AAB(1)</u>	<u>Power to remit the whole or any part of a charge fixed under Section 36</u>	<u>DCS, or CE</u>	
<u>S36AAB(2)</u>	<u>Power to suspend actions to which a charge relates on non-payment of charges</u>	<u>MC, or RMPP, or DPPRM or CE</u>	
S37(1)(a) and (b)	To extend the time period or to waive failure to comply with requirements for the time and method of service of documents and to extend time limits relating to resource consent processing.	Any two of PCO, MC, RMPP, DPPRM, CE, or the Hearing panel or Commissioner sole appointed to hear and determine the particular application(s)	
S37(2)(a) and (b)	The power to waive compliance with a requirement or to direct the terms on which the omission or inaccuracy of any information required under the Resource Management Act, regulation or plan, or a procedural requirement that was omitted, shall be rectified relating to resource consent processing.	Any two of PCO MC, RMPP, DPPRM, CE or the Hearing panel or Commissioner sole appointed to hear and determine the particular application(s)	
S37(1)(a) and (b)	To extend the time period or to waive failure to comply with requirements for the time and method of service of documents and to extend time limits relating to a plan proposal.	Any two of MP, MWQP, DPPRM, CE, or the Hearing panel or Commissioner sole appointed to hear and determine the particular plan proposal.	
S37(2)(a) and (b)	The power to waive compliance with a requirement or to direct the terms on which the omission or inaccuracy of any information required under the Resource Management Act, regulation or plan, or a procedural requirement that was omitted, shall be rectified relating to a plan proposal.	Any two of MP, MWQP, DPPRM, or CE; or the Hearing Commissioners appointed to determine the particular plan proposal	



S38	Power to appoint enforcement officers with any or all the powers of enforcement Officer and to issue warrants.	CE	
S39, 40, 41A, 41B, 41C (all subsections)	To determine the procedures for the conduct of a hearing.	The Hearing panel or Commissioners, or Commissioner sole appointed to hear and determine the particular plan proposal or consent application	
<u>S41D</u>	<u>To strike out part or all of a submission</u>	<u>Any two of MC, RMPP, MC, MWQP, DPPRM</u>	Objection rights apply
S42	Authority to determine on behalf of the Council to make an order to protect sensitive information.	The Hearing panel Commissioners, or Commissioner sole appointed to determine particular proposal or consent application	
S42A(1)	Authority to produce a report on a consent application, Regional Policy Statement or Regional Plan.	CO, CSO, MC, MP, MWQP, PA, SCO, PCO, SCSO, SPA, RPL, RMPP, DPPRM, CE	
S42A(1)	Prepare a report on a proposed regional policy statement, regional plan or plan change.	MP, MWQP, PA, SPA, DPPRM, CE	S42A
S42A(1AA) (b)	Authority to commission a report on a consent application.	Any two of PCO MC, RMPP, DPPRM, CE	
S42A(1AA) (b)	Authority to commission a report on a proposed regional policy statement, regional plan or plan change.	Any two of MP, MWQP, DPPRM, CE	S42A
S42A(5)	Authority to waive compliance with S42A(3) if satisfied there is no prejudice to any person who should have been sent a copy of a report under the above section.	Any two of PCO, MC, RMPP, MWQP, MP, DPPRM, CE	
S43A	Power to review under Section 128 all or any water, coastal or discharge permit as required by regulation when relevant national environmental standards have been made under Section 43.	Any two of PCO, MC, RMPP, DPPRM, CE	Exercise of delegation to be reported to Council or Consents Committee



S44, S46A	Make a submission on a proposed National Policy Statement, National Environmental Standard, NZ Coastal Policy Statement or amendment	DPPRM or CE	
S44A,	Prepare an amendment to a plan or proposed plan to give effect to a national environmental standard	MP, MWQP, PA, SPA, DPPRM, CE	S44A,
S49	Authority to make a submission to a board of inquiry.	Policy Committee or CE or DPPRM	Exercise of delegation to be reported to Council or Policy Committee
S55	Prepare an amendment to a plan or proposed plan to give effect to a national policy statement	MP, MWQP, PA, SPA, DPPRM, CE	
<u>S58I (1)(2)(3)</u>	<u>Power to amend an RPS/proposed RPS or Regional Plan/proposed Plan on the direction of an operative National Planning Standard</u>	<u>MP, MWQP, PA, SPA, DPPRM, or CE</u>	
S82	Referral of disputes between authorities to the Environment Court	CE	
S86	Power to acquire land	CE	
<u>S87BB</u>	<u>Determine that an activity is a marginal or temporary permitted activity and give notice thereof. To return an application that is a deemed permitted activity</u>	<u>Any two of PCO, MC, RMPP, DPPRM, CE</u>	
S87E	Decision on a request from a consent applicant for determination of the application by the Environment Court	DPPRM or CE	
S87F	Produce a report for the Environment Court on a matter that has been referred to it	DPPRM or CE	
S88(1)	Power to apply for resource consent on behalf of the Regional Council	DEMO, DEHS or CE	
S88(3)	Power to determine that an application for a resource consent is incomplete and the reasons for that determination.	CO, CSO, MC, SCO, PCO, SCSO, RMPP or DPPRM or CE	S357 objection and appeal rights apply
S91	Determine not to proceed with processing an application pending applications for additional consents.	PCO or MC or RMPP or DPPRM or CE	S357 objection and appeal rights apply



S92	Require an applicant to provide additional information.	SCO, PCO or MC or RMPP or DPPRM or CE	
S92(2)	To commission a report and to postpone notification or hearing of the application pending receipt.	Any two of PCO, MC, RMPP, DPPRM, CE	
S92A(2), 92B(2)	To determine the time within which further information requested under S92 must be provided.	CO or SCO, PCO or MC or RMPP or DPPRM	
S93	To decide that a controlled activity does not have to be notified.	PCO, MC or RMPP or, DPPRM or CE	This section repealed
S95, 95A, 95B, 95C	Authority to determine whether the adverse effects of an activity on the environment will be minor, and if an application must be limited or publicly notified;	Any two of PCO, MC or RMPP or DPPRM or CE	
S95D	Forming an opinion on whether adverse effects are minor or more than minor.	Any two of PCO, MC or RMPP or DPPRM or CE	
S95B	To provide written approval of a resource consent application on behalf of Council as an adversely affected party.	CE or a relevant Director	
S95E	Power to form an opinion for the purposes of Section 94(1) as to who may be adversely affected by a consent application activity.	CO and SCO or PCO or MC; or RMPP or DPPRM or CE	
S95A(4 9), 95B(10)	Authority to require notification of an application if special circumstances exist in relation to the application.	Any two of PCO, MC, RMPP, DPPRM, CE	
S95F	Decide if a customary rights group is an affected customary rights group	Any two of PCO or MC or RMPP or DPPRM or CE	
S95G	Decide if a customary marine title group is an affected customary marine title group	Any two of MC or RMPP or DPPRM or CE	
S96	Make submissions to another consent authority in respect of a consent application.	DPPRM or DEHS or CE	
S99	Authority to decide the parties who should be invited to pre-hearing meetings.	Any two of SCO, PCO, MC, RMPP, DPPRM, CE	
S99	Authority to decide the parties who will be required to attend a pre hearing meeting.	Any two of PRO, MC RMPP, DPPRM, CE	
S99	Authority to decide who will chair a pre hearing meeting.	DPPRM or CE and either the PCO or MC or RMPP	



S99	<p>Authority to determine that a person does not have a reasonable excuse for not attending a pre hearing meeting when required to do so.</p> <p>Authority to decide not to process an application, or disregard a submission where the relevant applicant or submitter failed to attend the pre hearing meeting.</p>	DPPRM or CE and either the PCO or MC or RMPP	S357 objection and appeal rights apply
S99A	<p>To decide that there should be mediation for parties to a consent application.</p> <p>To identify who should be invited to attend mediation.</p>	Any two of PCO or MC, RMPP, DPPRM, CE	
S100	To determine that a hearing is necessary if not requested.	Any two of PCO or MC, RMPP, DPPRM, CE	
S100A	Appoint commissioner to hear consent application on request of applicant or submitter	ORC - Commissioner Appointment Sub-Committee	
S101	To fix a date, time and place for a hearing.	PCO or CS or MC or RMPP or DPPRM or CE.	
S102 & S103	To exercise the Council's discretion's concerning the holding of joint hearings with other authorities and or combined hearing of two or more applications	Any two of PCO, MC, RMPP, DPPRM, CE	
S104 S104A S104B S104C S104D S104F S105 S107 S108 S217	<p>To make decisions on applications for resource consents including determining conditions for non notified and notified resource consents for controlled and discretionary and non-complying activities where:</p> <ul style="list-style-type: none"> - no submissions are received; or - any remaining submissions are neutral or in support of the application and no request is made for a hearing; <p>or</p> <ul style="list-style-type: none"> - the need for a hearing has been avoided by a submission being withdrawn or by the submitter agreeing with the proposed conditions of consent <p>Authority to decide non-notified resource consent applications to install or alter a bore.</p>	Any two of PCO, MC, RMPP, DPPRM, CE	



		PCO or MC or RMPP or DPPRM or CE	
S104 S104A S104B S104C S104D S104F S105 S107 S108 S217	To make decisions for resource consents including determining conditions, for consent applications where any submitter opposes the application, or an applicant and/or submitter wishes to be heard.	The Hearing panel or Commissioner sole appointed to hear and determine the particular application(s)	
S108	Authority to decide what conditions should be included in a resource consent that is to be granted. Authority to decide what conditions should be included in a non notified consent to construct or alter a bore.	Any two of PCO, MC RMPP, DPPRM, CE or The Hearing panel or Commissioner sole appointed to hear and determine the particular application(s) PCO or MC or RMPP or DPPRM or CE	
S108A	Implementation of requirement in a resource consent for a bond to secure the performance of consent conditions.	Any two of PCO, MC, RMPP, DPPRM, CE, DCS or The Hearing panel or Commissioner sole appointed to hear and determine the particular application(s)	
S109	Ascertain whether work carried out for the purposes of a resource consent bond condition has been completed satisfactorily and, in cases where work has not been completed, determine to undertake the work and recover costs from the consent holder out of money or securities deposited with the consent authority or bond.	Any two of PCO, MC, <u>MES</u> , RMPP, DPPRM, CE, LC	
S110	Determine to retain any portion of a financial contribution paid, where a resource consent activity does not proceed.	Any two of PCO, RMPP, MC, DPPRM, CE, DCS	



S114	To determine the most appropriate manner of notifying a decision.	MC or RMPP, SCO, PCO or DPPRM or CE or	
S120	Authority to lodge an appeal, not to lodge an appeal, or to withdraw an appeal made, to the Environment Court on a resource consent application decision.	DPPRM or CE	Exercise of delegation to be reported to Council or Regulatory Committee
S124	To permit an applicant to continue to operate pending determination of an application for a replacement consent as provided for S124(b).	Any two of PCO, MC, RMPP, DPPRM, CE	S357 objection and appeal rights apply
S125	To extend time within which a consent must be exercised before it lapses.	PCO or MC or RMPP or DPPRM or CE	S357 objection and appeal rights apply
S126	Authority to give written notice to cancel a resource consent which has been exercised but has not been exercised during the preceding 5 years unless otherwise expressly provided.	PCO or MC or RMPP or DPPRM or CE or LC	S357 objection and appeal rights apply
S126(2)	Power to revoke a notice of cancellation of a resource consent.	PCO or MC or RMPP or DPPRM or CE or LC	
S127	To exercise the Council's discretion re non-notification of applications for minor variation to consents.	Any two of PCO, MC, RMPP, DPPRM, CE	
S128, 129	Authority to serve notice of intention to review the conditions of a resource consent and to propose new conditions.	Any two of PCO, MC, RMPP, DPPRM, CE	S357 objection and appeal rights apply
S130	Authority to determine whether to dispense with notification of a notice of review of the conditions of a resource consent.	Any two of PCO, MC, RMPP, DPPRM, CE	
S131, S132	Authority to make decisions on a review of resource consent conditions.	Any two of PCO, MC, RMPP, DPPRM, CE or The Hearing panel appointed to hear and/or decide on the particular application(s)	
S133A	Authority to issue an amended consent that corrects minor mistakes or defects in the consent.	CSO or SCSO or PCO or MC or RMPP or DPPRM or CE	
S136(1) or 136(2)(a)	Authority to update records to show the transfer of a resource to another consent holder at the same site.	CSO, or SCSO or CO or SCO, or PCO or MC or RMPP or DPPRM or CE	



S136(2)(b) & 136(4)	Authority to approve the transfer of a water permit in whole or in part to another person on another site or to another site.	Any two of PCO, MC, RMPP, DPPRM, CE	
S137 (1)(2)	Authority to update records to show the transfer of discharge permits to new owners.	CSO, or SCSO or CO or SCO, PCO MC or RMPP or DPPRM or CE	
S137 3)-(7)	Authority to allow the transfer of a discharge permit to a new site	Any two of PCO, MC, RMPP, DPPRM, CE.	Our Regional Plans must provide for this before this delegation can be exercised.
S138	To accept or refuse the surrender of a resource consent, and to direct that a person need not complete any work to give effect to the consent.	Any two of PCO, MC, RMPP, DPPRM, CE	
S139, S139A	To grant or decline a Certificate of Compliance or existing use certificate	PCO or MC or RMPP or DPPRM or CE.	S357 objection and appeal rights apply
S142	Request that a consent application is called in by the EPA	CE	
S142(4)	Provide views of ORC to the minister	DPPRM or CE	
S149, S149B	Provide a report or documents to the EPA on a matter that has been called in or referred to it.	SCO, PCO, MC, RMPP, SPA, MP, MWQP, DPPRM	
S149E, S149F, S149O	Make a submission to the EPA on a matter that has been called in or referred to it.	DPPRM, CE	
S149K	Provide suggestions to the Minister for members of a Board of Inquiry	DPPRM or CE	
S149G	Prepare a report for the EPA on key planning matters relating to a called in application	MC or RMPP or MP or MWQP or DPPRM or CE	
S 149M S149N	Provide comments or information to EPA on proposed plans or plan changes	DPPRM or CE	
S149Q	Make comments on draft report produced by the EPA	DPPRM, CE	
S149V, S299	Decide to appeal decision of EPA or Environment Court to the High Court or higher Courts on points of law	CE	
S149Z	Make application for costs to EPA	DCS or DPPRM, or CE	
S165D	Authority to refuse to receive an application for a coastal permit.	MC, RMPP, DPPRM, CE	S165D
S165L(2)	Request Minister to approve method to allocate common marine & and coastal area	DPPRM or CE	To be reported to Regulatory Committee



S165P	Publicly notify an offer of authorisation by the Minister for a coastal permit for the occupation of space	MC, RMPP, DPPRM, CE	S165P
S165X	Accept offers for authorisations in common marine and coastal space area	Any two of DCS, DPPRM, CE	
S165ZB	Request Minister to suspend applications for coastal permits for aquaculture and give public notice thereof	DPPRM or CE	To be reported to Regulatory Committee
S165ZF	Request that Minister directs coastal permits for aquaculture to be processed and heard together	DPPRM or CE	
S165ZFE(2)	Give notices of process requirements	PCO or MC or RMPP or DPPRM or CE.	
S165ZFE(4)	Decide whether to grant applicants' request that all applications be determined by the Environment Court	PCO or MC or RMPP or DPPRM or CE.	
S168	Authority to give a notice of requirement for a designation to a territorial authority	CE, or DEHS or DPPRM	To be reported to Council
S172	Power to make a decision on a recommendation on a notice of requirement for a designation.	CE or DEHS or DPPRM	
S174	Authority to appeal a decision of the territorial authority relating to a designation	CE	
S176 and 178	Power to approve activities on land affected by designation	CE, or DEHS or ME	
S176A	Prepare an outline plan to be constructed on designated land	CE, or DEHS or ME	
S181	Authority to amend a designation	CE, or DEHS or DPPRM	
S182	Authority to remove a designation	CE	To be reported to Council
S184	Power to seek extension of a designation before lapsing	CE	
S186	Authority to compulsorily acquire land	CE	To be reported to Council
S195	Authority to appeal a matter subject to a heritage order	CE	
S205, 209,	Authority to make a submission to a special tribunal on a water conservation order; or appeal to the Environment Court;	DPPRM, CE	
S211	Authority to decide to appear at proceedings before the Environment Court and call evidence for the Council as a local authority.	CE or DPPRM and LC	Exercise of delegation to be reported to Council



S216	Power to apply to vary or revoke a Water Conservation Order	CE	
S237D	Transfer of land to Regional Council	CE	
S245	Authority to approve or decline a plan of survey of reclamation.	CE	Requires Council seal
S267	To participate in Environment Court conferencing	MC or RMPP or MP or MWQP or DPPRM or CE	
S267, S268A	Request an Environment Judge to convene a conference. Authority to make decisions in a Court ADR process, or seek leave to not participate in an ADR process	RMPP or MC or MP or MWQP DPPRM or CE	ADR is alternative dispute resolution
S268	Request or consent to additional dispute resolution.	RMPP or MC DPPRM or CE	Procedural matter only

S274	Authority to give notice or to decide not to give notice to the Environment Court under Section 274 of the Resource Management Act that the Council wishes to be a party to an appeal, reference or inquiry hearing on a decision on a matter to which the Council made a submission.	CE or DPPRM or LC	
S274, 275, 277A	Authority to decide to appear at proceedings before the Environment Court and call evidence or new evidence for the Council as a local authority.	CE or DPPRM and LC, MC, RMPP, MP, MWQP	Exercise of delegation to be reported to Council or Regulatory Committee
S281	To deal with waivers and directions from Environment Court in respect of proceedings related to procedural matters.	RMPP or MC or DPPRM or LC or CE	Procedural matter only
S292	Authority to remedy a defect in a regional plan on the direction of the Environment Court.	MP, MWQP, DPPRM, CE	S292
S294	Apply to the Environment Court for a rehearing of its proceedings where after the Court's decision, new and important evidence becomes available.	CE	Exercise of delegation to be reported to Council or Regulatory Committee
S299 & S305	To initiate an appeal to the High Court on a question of law.	A relevant Committee of ORC or CE	Exercise of delegation to be reported to Council or Regulatory Committee
S301	Give notice of intention to appear in the High Court on any appeal	CE	



	against an Environment Court decision, report or recommendation.		
S308	To initiate an appeal to the Court of Appeal on a question of law	A relevant Committee of ORC or CE	Exercise of delegation to be reported to Council or Regulatory Committee
S311	To seek and/or respond to a declaration.	A relevant Committee of Council or CE	Exercise of delegation to be reported to Council or Regulatory Committee
S314 S316 S318 S320 S321	To seek and/or respond to an enforcement order. To seek and/or respond to an interim enforcement order. To seek and/or respond to a change or cancellation of an order.	A relevant Committee of Council or CE	Exercise of delegation to be reported to Council or Regulatory Committee
S322	To decide to serve an abatement notice.	Any two of LC, MES, CE	Appeal rights to the Environment Court exist
S325A	Authority to cancel an abatement notice.	Any two of CE, MES, TLIE or LC	An abatement notice shall not be cancelled by the officer who issued the notice
S325B	Apply to the Environment Court for an Enforcement Order.	CE or LC	Exercise of delegation to be reported to Council or Regulatory Committee
S329	To issue, amend or revoke a water shortage direction.	DPPRM or CE	Exercise of delegation to be reported to Council or Regulatory Committee
S330	To undertake emergency works.	CE or any two Directors	Exercise of delegation to be reported to Council or Regulatory Committee
S330A	Power to apply for retrospective consent for emergency works	DEMO, DEHS or CE	



S331	To seek enforcement order for reimbursement of costs associated with emergency works.	CE	Exercise of delegation to be reported to Council or Regulatory Committee
S334	To seek a search warrant.	LC or CE	Exercise of delegation to be reported to Council or Regulatory Committee
S338	To initiate and withdraw a prosecution for an offence against the Act.	CE	Exercise of delegation to be reported to Council or Regulatory Committee
S343B	To decide that an infringement notice should be served or withdrawn	Any two of MES, LC or CE	
S343C	To commence proceedings for a defended infringement notice	CE	
S355B	Power of Regional Council to act against unlawful reclamations	CE	
S356	To seek an order for a consent related issue to be determined by arbitration.	CE	
S357 S357A S357B	Authority to consider and decide any objection made under any provision of Section 357 of the Resource Management Act, where the consent holder is satisfied with a recommendation and does not wish to be heard.	Any two of MC, RMPP, DPPRM and CE, not being the two who made the decision being objected to	
S357 S357A S357B	Authority to consider and decide any objection made under any provision of Section 357 of the Resource Management Act, where consent holder wishes to be heard.	The Objections Committee	Subject to appeal
S388	To require a person to supply information relating to the exercise of a consent.	LC or MC or MES or RMPP or DPPRM or CE	
S417	To sign off a certificate that defines the line of a water race on land, as authorised by a relevant mining privilege.	Any two of RMPP, DPPRM, DCS and CE	
<u>1st Schedule, Clause 1A, 4A</u>	<u>Consult with iwi and provide documents on proposed RPS or Regional Plan under any</u>	<u>DPPRM or CE or MP or MWQP</u>	



	<u>applicable Mana Whakahono a Rohe</u>		
<u>1st Schedule Clause 7(3)</u>	<u>Service notice on persons where decision made to have limited notification of a Policy Statement or Plan</u>		
<u>1st Schedule Clause 6 and 8,</u>	<u>Make a submission and further submissions on a regional planning document of another region</u>	DPPRM, CE	
<u>1st Schedule Clause 6 and 8</u>	<u>Make a submission and further submissions on a district planning document of a territorial authority.</u>	DPPRM, CE	
<u>1st Schedule Clause 38</u>	<u>Give notice of proposed plan change</u>	<u>MP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 43</u>	<u>Give public notice of Collaborative Group and its terms of reference</u>	<u>MP or MWQP or DPPRM or CE</u>	<u>Collaborative group membership and terms of reference decided by Council</u>
<u>1st Schedule Clause 45</u>	<u>Give public notice of a Collaborative Group's report</u>	<u>MP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 47</u>	<u>Provide draft Policy Statement or Plan to iwi</u>	<u>MP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 48</u>	<u>Prepare evaluation report</u>	<u>MP or MWQP or DPPRM or CE</u>	<u>Reference Panel appointed by Council</u>
<u>1st Schedule Clause 49</u>	<u>Publicly notify an Policy Statement or Plan change</u>	<u>MP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 51</u>	<u>Prepare analysis of submissions and provide to parties/take action under 51 (2)</u>	<u>MP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 55</u>	<u>Prepare evaluation report under (4)</u>	<u>MP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 57</u>	<u>Give notice of decisions under Clause 55</u>	<u>MP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 76</u>	<u>Provide further information to Minister</u>	<u>MP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 81</u>	<u>To request a time extension from the Minister</u>	<u>MP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 83</u>	<u>Prepare and provide reports and documents to the Minister</u>	<u>MP or MWQP or DPPRM or CE</u>	
<u>1st Schedule Clause 90</u>	<u>Give public notice of Minister's decision and serve on parties</u>	<u>MP or MWQP or DPPRM or CE</u>	

5. Regional Plan: Water for Otago

Rules:12.1.2.4, 12.1.2.5, 12.2.2.2,	To suspend permitted activity takes of water as provided for in the Regional Plan: Water for Otago.	CE	Exercise of delegation to be reported to Council or
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12.2.2.5 and 12.2.2.6			Regulatory Committee
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It is noted that the Council resolved on 4 June 2013 “that the Chief Executive is authorised on behalf of the Otago Regional Council to initiate, prosecute, withdraw and do all other things necessary to conduct appeals as follows:

- (1) Environment Court to the High Court
- (2) District Court to the High Court
- (3) High Court to the Court of Appeal
- (4) Court of Appeal to Supreme Court”

6. Water and Soil Conservation Amendment Act 1971 (carried over by S413 RMA)

S12	Issue a certificate of priority.	CSO or SCSO or CO or SCO or MC or RMPP	
S14(1)(d)	Direct privilege holder to stop water running to waste.	MES or DPPRM or CE or warranted enforcement officer under the RMA	
S14(1)(g)	Require structures permitting private or public access over water races to be kept in good repair, order and condition.	MES or DPPRM or CE or warranted enforcement officer under the RMA	
S14(1)(h)	Require privilege holder to record and report to the Board information concerning the exercise of the privilege.	MES or DPPRM or MC or RMPS or CE	
S14(2)	Give directions for the repair, strengthening or otherwise of dams.	MES or DPPRM or DEHS or CE	
S16(2)	Determination of what is a reasonable quantity of domestic needs of animals or for fire fighting.	MES or CO or SCO or PCO or MC or DPPRM or RMPP or CE	
S30	Provide certified copies of privileges.	CSO or SCSO or RMPP	

7. Soil Conservation and Rivers Control Act 1941

S126	To carry out its functions under the Act, including the power to construct, reconstruct, alter, repair, and maintain works to control or regulate water or to prevent or lessen the overflow or breaking of banks of any watercourse.	DEHS
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S132	Power to enter land for survey and investigation	DEHS or ME
S133	Maintenance and improvement of watercourses and defences against water	DEHS
S135	To exercise the incidental powers of Boards associated with works required under this Act.	DEHS
S136	Notice to authority before interfering with roads etc.	DEHS
S137	Notice in respect of works to be undertaken on private land	DEHS
S138	To apportion cost of works with owners of lands	DEHS
S139	To purchase land on a system of time payment (if approved by the Minister)	DEHS

8 Delegations related Crown Minerals Act 1991 (CMA)

The Crown Minerals Act provided transitional provisions for mining licences issued under the Mining Act 1971 which was repealed in 1991. There is now only one residual section left in schedule 1 of the Crown Minerals Act 1991 that refers to Regional Councils

Section	Description of function	Delegated to	Comments
Schedule 1 (16)	Require the holder of a coal mining right to increase the amount of bond or deposit	DCS or CE	
Schedule 1 (16)	To make a determination whether the holder of an existing mining privilege has complied with the terms and conditions of the privilege.	DCS or CE	

9 Delegations related to the Building Act 2004

The functions, powers and duties listed in the table below account for the recent changes to the Building Act 2004 arising from the Building Amendment Act 2013. It is noted that the table lists only those functions, powers and duties where some discretion as to how the Building Consent Authority/Regional Authority should act exists. It does not list those where there is no discretion.

The abbreviations in the table have the following meanings:

CE	Chief Executive
CSO	Consent Support Officer
DCS	Director Corporate Services
DEHS	Director Engineering Hazards and Science
DPPRM	Director Policy Planning and Resource Management
LC	Legal Counsel
MA	Management Accountant
MC	Manager Consents
MES	Manager Environmental Services
PCO	Principal Consents Officer
SCO	Senior Consents Officer



SCSO Senior Consents Support Officer

Statutory ref	Description	Delegated to
	Project Information Memoranda	
S33(1)(b) or (c)	Further information required where a PIM has been applied for	SCO or PCO or SIE or MC
S34(4)	Re-issue of a PIM in certain circumstances	MC or DEHS or DPPRM
S37(1)	Deciding whether to issue a certificate	SCO or PCO or SIE or MC
	Building consents	
S45(1)(c)	Specifying the information that the BCA “reasonably requires” to be lodged with a building consent application or application for a minor variation	SCO or PCO or SIE or MC
S45A	Deciding to grant a minor variation to building consent	DEHS or DPPRM or CE
S47(3)	Proceeding to determine a building consent application without an NZFSC memorandum	SCO or PCO or SIE or MC
S48(1)	Deciding on a building consent application or an application for a minor variation	DEHS or DPPRM or CE
S48(2)	Deciding whether further information is required	SCO or PCO or SIE or MC
S49	Deciding to grant a building consent	DEHS or DPPRM or CE
S49(2)	Declining to grant a building consent until any charges or levies payable are paid	DEHS or DPPRM or CE
S50	Refusing the application for building consent	DEHS or DPPRM or CE
S51(3)	Deciding whether to grant a building consent in the absence of a PIM	SCO or PCO or MC
S52(b)	Allowing a lapse period beyond 12 months for a building consent	DEHS or DPPRM or CE
	Building Levies	
S53(2)	Determining the estimated value of building work for the purposes of calculating levies	SCO or PCO or SIE or MC
S62(2)	Recovery of unpaid levies from building consent applicant	MA or DCS or CE



	Waivers and Modifications	
S67(1) and (2)	Decision to grant an application for a building consent subject to a waiver or modification and to impose any conditions	DEHS or DPPRM or CE
	Construction of dams on land subject to natural hazards	
S71(2)	Determining whether adequate provision has been made in respect of certain aspects relating to natural hazards	SCO or PCO, or SIE or MC
S72	Determining whether the matters in s72 relating to natural hazards are satisfied	SCO or PCO, or SIE or MC
S74(3)	Determining whether the matters in s74(3) apply	SCO or PCO, or SIE or MC
S83(3)	Deciding to approve the removal of entry on a certificate of title	SCO or PCO or SIE or MC
	Code compliance certificates	
S93(1), S93(4) and S94	Deciding whether to issue a code compliance certificate	DEHS or DPPRM or CE
S93(2)	Agreeing on a period beyond two years for an application for a code compliance certificate	MC or DEHS or DPPRM
S93(4)	Requiring further information in relation to an application for a code compliance certificate	SCO or PCO, or SIE or MC
	Certificates of acceptance	
S96(1) and S98(1)	Deciding whether to issue a certificate of acceptance	DEHS or DPPRM or CE
S97(c)	Specifying the information that the regional authority "reasonably requires" to be lodged with an application for a certificate of acceptance	SCO or PCO or SIE or MC
S98(2)	Requiring further information in relation to an application for a certificate of acceptance	SCO or PCO or SIE or MC
S99(2)	Qualifying a certificate of acceptance to the effect that only parts of the building work were able to be inspected.	DEHS or DPPRM or CE
	Compliance schedule	
S102(2)	Charging of a fee for the issue of a compliance schedule	MA or DCS or CE
S106(3)	Specifying the information that the regional authority "reasonably requires" to be lodged with an application for an amendment to a compliance schedule	SCO or PCO or SIE or MC



S106(4)	Deciding whether to amend a compliance schedule in response to an application to do so	DEHS or DPPRM or CE
S107(2)	Deciding whether to amend a compliance schedule on the regional authority's own initiative	DEHS or DPPRM or CE
	Annual Building Warrant of Fitness	
S109(c)	Decision to accept a recommendation to amend a compliance schedule arising from the annual building warrant of fitness	DEHS or DPPRM or CE
S110(c)	Requirement to produce compliance schedule reports under s110(a)	MEDP or MES or CE
S111(1)	Decision to inspect building work or specified systems where a compliance schedule has been issued	MEDP or MES or DEHS or CE
S111(2)	Charging of a fee for inspections under s111(1)	MA or DCS or CE
	Alterations to existing buildings	
S112	Decision to grant building consent for an alteration to an existing building	DEHS or DPPRM or CE
S113	Dealing with buildings with less than a 50 year life	DEHS or DPPRM or CE
	Change of Use, extension of life and subdivision of land	
S115	Decision to allow the change of use of a building	DEHS or DPPRM or CE
S116(1) and S116(3)	Decision to allow the extension of life of a building	DEHS or DPPRM or CE
	Note that Sections 134 to 156 are only activated with regulations, that have not been enacted.	
	Classification of Dams	
S134A(1)	Requiring owner to classify a referable dam	MEDP or DEHS or DPPRM or CE
S136(1) and S136(2)	Decision to approve or refuse a dam classification	MEDP or DEHS or DPPRM or CE
S138(1)	Requiring re-audit of a classification	MEDP or DEHS or DPPRM or CE
S138(2)	Specifying a period beyond 15 working days for a dam classification re-audit	MEDP or DEHS or DPPRM or CE
	Dam safety assurance programmes	



S143(1)	Decision to approve or refuse to approve a dam safety assurance programme	MEDP or DEHS or DPPRM or CE
S145(1)	Requiring re-audit of a dam safety assurance programme	MEDP or DEHS or DPPRM or CE
S145(2)	Allowing a period beyond 15 working days for a dam safety assurance programme to be re-audited	MEDP or DEHS or DPPRM or CE
S146(2)(b)	Requesting a review of the dam safety assurance programme for earthquake-prone or flood-prone dam	MEDP or DEHS or DPPRM or CE
S148(a)(iii)	Decision on keeping a dam safety assurance programme in a place agreed by the Regional Council and the owner	MEDP or DEHS or DPPRM or CE
	Dangerous dams	
S154(1)	Determining that a dam is dangerous in terms of s153	DEHS or DPPRM or CE
S154(1)	Decision to require actions specified in s154(1) in relation to dangerous dams	DEHS or DPPRM or CE
S155(1)(b)	Determining whether building consent required in respect of work required by a notice to fix	SCO or PCO or SIE or MC
S156(1)	Decision whether to apply to the District Court for an order enabling the regional authority to carry out building work	CE
S156(3)(b)	Decision to recover costs of regional authority undertaking building work in accordance with s156(1)	DCS or CE
S157(2)	Decision to take action to avoid immediate danger	DEHS or DPPRM or CE
S157(3)(b)	Decision to recover costs of regional authority taking action in accordance with s157(2)	DCS or CE
S158	To make an application to the District Court to confirm warrant for emergency work on a dam	DEHS or DPPRM or CE
	Notices to fix	
S164(1)	Determination that a notice to fix should be issued	LC or DEHS or DPPRM or CE
S164(3)	Determination that another authority should issue a notice to fix	LC or DEHS or DPPRM or CE
S165(1)(a) and (b)	Determining a reasonable timeframe within which a Notice to Fix must be complied with	LC or DEHS or DPPRM or CE
S165(1)(c) and (d)	Determining whether a Notice to Fix should include a requirement to apply for a certificate of acceptance or a building consent (or amendment to an existing building consent)	LC or DEHS or DPPRM or CE

S165(1)(f)	Determining whether a Notice to Fix should include a direction to make the site safe and/or cease building work and, if so, determining if and when work is able to resume	LC or DEHS or DPPRM or CE
S167	Determining whether a Notice to Fix has been complied with and authorising the response in accordance with the Act	LC or DEHS or DPPRM or CE
	Determinations	
S177 and S180	Making and withdrawing an application for a determination	CE
S182(2)	Commencement of proceedings in the High Court where the matter has been the subject of a determination	CE
S185(2)(b)	Agreeing on a period beyond 60 working days for making a determination	CE
S189(b)(ii)	Agreement to amendment of a determination for clarification purposes	CE
S190(3)	Filing a direction in the District Court as to costs in respect of a determination	CE
	Registration as a Building Consent Authority	
S194	Making application for registration as a building consent authority	CE
S200	Responding to complaints about building consent authorities	CE
S202	Commencement of an investigation	CE
	Appeals	
S208, S209	Appealing a decision of the CEO of the Ministry responsible for the administration of the Building Act	CE
	Carrying out building work on default	
S220(2)	Making application to the District Court for an order in respect of building work required to be done	CE
S220(4)(b)	Recovery of costs associated with carrying out building work authorised under s220(2)	CE
S221(2)(a)	Disposal, sale etc of materials that result from carrying out building work authorized under s220(2)	CE
S222	To authorise persons to carry out inspections under Act	CE

	Responsibilities of a BCA that is not a Territorial Authority	
S240(1)	Power to impose fees for performing functions under the Building Act	DCS or CE
S240(2)	Refusal to perform functions under the Building Act where fees, charges or levies are unpaid	DEHS or DPPRM or CE
S243	Power to impose fees or charge and recovery costs, and collect levy	DCS or CE
	Transfer of functions, duties and powers of a regional authority	
S244	Decision to transfer Building Act functions to/from another regional authority	CE
S246(b)	Agreement on the terms and conditions of a transfer of powers under the Building Act	CE
S247(1)(b)	Cancellation of transfer of powers under the Building Act	CE
S247(2)	Changing or revoking a transfer	CE
	Accreditation	
S252(4)	Request to change the scope of accreditation	DEHS or DPPRM or CE
S253	Application for accreditation to perform Building Consent Authority functions	DEHS or DPRM or CE
	Review	
S276(2)(b)	To make submissions on a review of the regional authority	DEHS or DPPRM or CE
	Fees and charges	
S281A(2)	Deciding how a fee or charge is set	DCS or CE
S281A(3)	Deciding whether to impose a fee or charge	DCS or CE
S281B	Increasing the amount of a fee or charge to meet the additional cost	DCS or CE
S281C	Waiving or refunding a fee in whole or part	DCS or CE
	Discipline	
S315(1)	Making a complaint about a licensed building practitioner	DEHS or DPPRM or CE



	Ofence relating to building control	
S363A(2)	Deciding whether to issue a certificate for public use	DEHS or DPPRM or CE
S363A(5)	Deciding and requesting further reasonable information	SCO or PCO or SIE or MC
	Proceedings for infringement offences	
S371(2)	Commencement of proceedings where an infringement notice has been issued	CE
S371B(2)	Authorising officers to issue infringement notices	CE
	Proceedings for offences generally	
S377	Laying informations for offences under the Building Act	CE
S381(1) and (2)	Making application to the District Court for an injunction	CE
	Regulations	
S403(4)(b)	Making submissions as an “interested person” to proposed Orders in Council or regulations	DEHS or DPPRM or CE
	Schedule 1	
Part 1, Clause 2	Deciding whether a building consent is not necessary	MC or DEHS or DPPRM or CE

10. Resource Management (Measurement and Reporting of Water Takes) regulations 2010

Regulation	Description	Delegation
6(5)	Approving the format of records	Any two of MC, MES, RMPP, DPPRM, CE
7(4)	Determining whether the verifier is suitably qualified	Any two of MC, MES, RMPP, DPPRM, CE
8(4) and (6)	Power to request evidence from the consent holder	Any two of MC, MES, RMPP, DPPRM, CE
9	Approval to measure water weekly instead of daily	Any two of MC, MES, RMPP, DPPRM, CE
10(1)	Approval to measure water take not at the point of take,	Any two of MC, MES, RMPP, DPPRM, CE
11	Revoke approval given under regulation 9 or 10	Any two of MC, MES, RMPP, DPPRM, CE

11. Marine Transport Act 1994

S33D	appoint a Harbourmaster for any port, harbour or waters in the Otago Region	CE
S33G	Appoint enforcement officers	CE
S33I	To undertake harbour works for the purpose of ensuring maritime safety	CE
S33L	To deal with an abandoned ship	CE or DEMO
S200(3A)	To erect, place, and maintain navigational aids	CE or DEMO
S318 ¹	Appoint a regional on-scene commander for the Otago region; and Appoint a person(s) who shall perform the functions and duties of an on-scene commander, should the position be vacant or the on-scene commander absent	CE
S33J ²	Removing or dealing with wrecks	CE

12. Local Government Act 2002 and Otago Regional Council Bylaws

Section	Description of function	Delegated to	Comments
S174	To appoint an “authorised person” for the purposes of exercising functions, powers and duties under the: <ul style="list-style-type: none"> • Local Government Act 2002; • Building Act 2004; • Otago Regional Council Bylaws; • Soil Conservation and Rivers Control Act 1941; and • Land Drainage Act 1908³. 	CE	
S162	To seek an application for an injunction restraining a person committing a breach of a Bylaw or an offence against this Act.	CE	

¹ Council approved delegation on 20 July 2016 refer report 2016/0898

² Council approved delegation on 20 July 2016 refer report 2016/0898

³ Council approved delegation on 9 December 2015 refer report 2015/1271



S163	Remove or alter a work or thing that is, or has been, constructed in breach of a Bylaw. To recover costs of removal/alteration.	CE or DEHS	
S164	To seize and impound property not on private land	CE	
S165	To seek a search warrant	CE	
S168	To dispose of property seized and impounded	CE	
S173	To authorise the entry of property in cases of emergency	CE	
S175 and 176	To authorise the recovery of damages	CE	
S181	To authorise the construction of works on private land	CE	
S186	To approve works if owner or occupier defaults	CE	
S187	To approve the recovery of costs	CE or DCS	
S189 and S190	Power to acquire land	CE	
S238 and S239	To initiate and withdraw a prosecution for an offence against this Act.	CE	
Flood Protection Management Bylaw ⁴	To approve/refuse or revoke authority under the Bylaw	ME or DEHS or DPPRM or CE	

13 Biosecurity Act 1993

Section	Description of function	Delegated to	Comments
Ss70-75, 100H	Prepare and review a regional pest management plan	DPPRM, CE	
S78	Exempt a person from a requirement in a rule in a regional pest management plan.	DPPRM, CE	
Ss 90-95, 100H	Prepare and review a regional pathways management plan	DPPRM, CE	
S98	Exempt a person from a requirement in a rule in a regional pathways management plan.	DPPRM, CE	
S100M, 100N	Recovery of a levy for a debt due	DCS, CE	
S100V	Prepare a small scale management programme	CE	
S154M, S154N, 154O	To initiate and withdraw a prosecution for an offence against this Act.	CE	

14. Civil Defence Emergency Management Act 2002

Section	Description of function	Delegated to	Comments
S20	Membership of the CDEM Co-ordinating Executive Group	CE (or a person acting on the CE's behalf)	

⁴ Council approved delegation on 12 February 2014 refer report 2014/0580



15. Land Transport Management Act 2003

The abbreviations in the table have the following meanings:

DCS Director Corporate Services
MSS Manager Support Services

Section	Description of function	Delegated to	Comments
S127	Power to require information from operators of public transport services, including obligations to public patronage data and disclose other data to a person who is registered by the regional council to tender for the provision of a unit	DCS or MSS	
S128	Power to make decisions on release of information and duty to consult with organisation	DCS or MSS	
S133	Notice of exempt services	DCS or MSS	
S134	Decide on the grounds in section 134 to decline registration or variation of exempt services	DCS or MSS	
S136	Registration of exempt services or variation to exempt services	DCS or MSS	
S137	Decide to deregister an exempt service and removing details of variations	DCS or MSS	
S138	Process for deregistering exempt services or removing details of variations	DCS or MSS	
S139(2) & (3)	Withdrawal of exempt services	DCS or MSS	
S146-149	Record and manage offences, including making decisions to prosecute	CE	

16 General

Authorisation to make decisions concerning the conduct and settlement of proceedings in the Environment Court or of other jurisdictions.	CE or DCS or DPPRM or DEHS
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17 Conclusions

The Council is required to administer legislation under the Resource Management Act 1991, Mining Act 1971, Crown Minerals Act 1991, Building Act 2004, Local Government Act 2002, Water and Soil Conservation Amendment Act 1971, Crown Minerals Act 1991, Biosecurity Act 1993, Maritime Transport Act 1994, Soil Conservation and Rivers Control Act 1941, Civil Defence Emergency Act 2002, Land Transport Act 2003, regulations and bylaws. In order to ensure that this requirement is performed efficiently and lawfully, Council officers need to have delegated authority from the Council to make decisions. The above delegations are therefore sought from Council.



18. Recommendation

That Council approve the above schedule of delegations.

Peter Bodeker
Chief Executive

11.2. Harbourmaster Delegation for Wrecks

Prepared for: Council
Activity: Regulatory - Harbour Management
Prepared by: Peter Kelliher, Legal Counsel
Date: 13 February 2018

1. Précis

The Otago Regional Council has duties under the Maritime Transport Act 1994 with respect to maritime safety. For administrative efficiency, functions under the Maritime Transport Act may be delegated to appropriate staff.

2. Background

The Maritime Transport Act 1994 ("the Act") provides Otago Regional Council ("Council") with the ability to remove and deal with any "wreck", that is a hazard to maritime navigation. Under the Act, "wreck" is defined as including a ship that is abandoned, stranded or in distress.

On 10 July 2016, Council delegated to the Chief Executive the power to remove or deal with wrecks in the Otago region.

The Council now employs an Otago based harbourmaster who responds to maritime safety and marine related activities.

Decisions on removing or dealing with a wreck need to be made in a timely manner to prevent or mitigate the risk of damage to property or persons.

3. Delegation

For the effective operation of Council's responsibilities under the Act, it is suggested that additional delegation be authorised for the removal of or dealing with wrecks. It is recommended that delegation to the Harbourmaster be granted.

4. Recommendation

That the delegation for the power to remove or deal with wrecks in the Otago region under the Maritime Transport Act 1994 be delegated to the Harbourmaster.

Endorsed by: Scott MacLean
Director Environmental Monitoring & Operations

Attachments

Nil

9.5. Transfer of Building Consent Authority to ECan

Prepared for:	Council
Report No.	EMO1878
Activity:	Regulatory - Resource Consent Processing, Building Act and Dam Safety
Author:	Charles Horrell, Consultant Planner and Joanna Gilroy, Manager Consents
Endorsed by:	Richard Saunders, General Manager Regulatory
Date:	17 June 2020

PURPOSE

- [1] To consider the Statement of Proposal for the consultation of the transfer of Building Consent Authority functions.

EXECUTIVE SUMMARY

- [2] On 22 April 2020, Council approved commencement of the Special Consultative Process under the Local Government Act 2002 to initiate the transfer of Building Consent Authority functions to Environment Canterbury.
- [3] Discussions have commenced with Environment Canterbury and agreement in principal has been made to transfer functions.
- [4] The Council is now in a position to commence its consultation period and notify the Statement of Proposal.
- [5] This item provides the draft Statement of Proposal for approval.

RECOMMENDATION

That the Council:

- 1) **Approves** the proposed Statement of Proposal to transfer Otago Regional Council's Building Consent Authority functions under the Building Act 2004 to Environment Canterbury.

BACKGROUND

- [6] On 22 April 2020, the Council approved the commencement of the process to transfer Building Consent Authority functions under the Building Act 2004 to Environment Canterbury. The reason for transferring is due to the cost of remaining the accredited Building Consent Authority and to ensure efficiencies.
- [7] Discussions with Environment Canterbury have been undertaken along with Environment Southland and West Coast Regional Council who are also planning to transfer their functions. Although finer details of the proposed deed for authorizing the transfer are yet to be finalized, Environment Canterbury has agreed in principal to accept the transfer of Otago Regional Council's Building Consent Authority functions.
- [8] The next step in the Special Consultative Process under the Local Government Act 2002 is to open consultation and notify the Statement of Proposal.

DISCUSSION

- [9] A Statement of Proposal has been drafted in accordance with Section 83(a) of the Local Government Act 2002. The proposed Statement of Proposal is attached. This Statement of Proposal outlines the following:
- a. Background to Building Act and responsibilities of Regional Councils;
 - b. ORC's current status as a Building Consent Authority;
 - c. Proposal to transfer Building Consent Authority functions to Environment Canterbury;
 - d. Reasons for the transfer;
 - e. Consideration of alternatives; and
 - f. Details of consultation process.
- [10] Once a Statement of Proposal has been adopted by the Council, consultation will commence with a notification period of 1 month for member of the public to submit their views. In addition to the Statement of Proposal, a summary of information relating to the proposed transfer will be provided and notified to the general public. Following this period, Councillors Wilson and Noone will hear from submitters, consider all submissions received, deliberate and make recommendations to Council in relation to the transfer of Building Act functions

OPTIONS

- [11] It is recommended that the Statement of Proposal as attached is approved and adopted for consultation.
- [12] An alternative option is that further refinements are undertaken to the Statement of Proposal prior to commencing consultation.

CONSIDERATIONS

Policy Considerations

- [13] There are no policy considerations relevant to this.

Financial Considerations

- [14] There are no financial considerations in relation to the recommendations in this paper.

Significance and Engagement

- [15] The Significance and Engagement Policy is relevant as Council will need to undertake a special consultative process under Section 83 of the Local Government Act 2002. This is a prescribed form of consultation that must be used. This includes:
- a. preparation of a statement of proposal, which provides information on the matter to be consulted on, and making this publicly available;
 - b. providing a period of not less than one month for people to provide their views on the proposal; and
 - c. providing an opportunity for people to present their views to council in person or by way of audio link or audio-visual link.

Legislative Considerations

- [16] The Building Act 2004 establishes the procedure for the transfer of functions under Sections 244-247. These sections must be complied with.

- [17] The Special Consultative Process must be followed in accordance with Section 83 of the Local Government Act 2002 and the Statement of Proposal is required under this.
- [18] Until such time as the BCA functions are transferred, ORC will ensure accreditation is retained so the BCA functions in accordance with the Building (Accreditation of Building Consent Authorities) Regulations 2006.

Risk Considerations

- [19] There is a low level of risk associated with this decision.

NEXT STEPS

- [20] If the recommended option is approved, staff will progress the consultation process with the key dates for each stage outlined in the table below.

Stage	Date
Notify the Minister of Building and Construction of the proposed transfer	1 July 2020
Notify the Minister of Building and Construction of the proposed transfer	6 July 2020
Submissions close	7 August 2020
Subcommittee Hearing	31 August 2020
Recommendation to Council	30 September 2020 ¹

ATTACHMENTS

1. Statement of Proposal - Transfer of Functions 20200612 [9.5.1 - 10 pages]

¹ This is a tentative date based on the current timetable for Council meetings

Transfer of Building Consent Authority Functions under the Building Act 2004

Section 83: Statement of Proposal



12 June 2020

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DRAFT

Abbreviations

ORC	Otago Regional Council
BCA	Building Consent Authority
The Act	Building Act 2004
LGA	Local Government Act 2002
BCA Regulations	Building (Accreditation of Building Consent Authorities) Regulations 2006
IANZ	International Accreditation New Zealand

Executive Summary

The Building Act 2004 (“**the Act**”) sets responsibilities for Local Government in the consenting and management of the building consent process. All structures with the exception of dams are managed by Territorial Authorities. Dams are the responsibility of Regional Council’s and dams that meet the definition of a ‘large dam’ require Building Consent.

In 2007, Otago Regional Council (“**ORC**”) accepted the transfer of Building Consent Authority (“**BCA**”) functions under the Act for ‘Large Dams’ from West Coast Regional Council and Environment Southland. Since then, the ORC has remained the accredited BCA for Otago, West Coast and Southland which has been authorised through 3 extensions to the initial transfer agreements. Responsibilities have included the processing of Building Consents, Code Compliance Certificates and Certificate of Acceptance applications along with a variety of associated functions, including compliance and enforcement. In addition to undertaking these functions, the ORC has maintained its accreditation to act as a BCA in accordance with the Building (Accreditation of Building Consent Authorities) Regulations 2006 (“**BCA Regulations**”) through periodic accreditation audits undertaken by International Accreditation New Zealand (“**IANZ**”).

Due to the cost of accreditation with respect to the small number of applications processed, the Council has determined that it is necessary to no longer remain a BCA and transfer its BCA functions to Environment Canterbury. This sets out the Statement of Proposal in accordance with Section 83 of the Local Government Act 2002 (“**LGA**”) of ORC’s intension to transfer its BCA functions to Environment Canterbury.

Background

Under Sections 12 and 14 of the Act, Regional Council’s are responsible for the BCA functions relating to a building that is a dam. In accordance with Section 42 and Schedule 1 of the Act, any dam that does not meet the definition of a ‘Large Dam’ does not require building consent. Although these dams do not require building consent, they must still comply with the Building Code in accordance with Section 17 of the Act. For all dams that do meet the definition of ‘Large Dam’ require building consent and code compliance certificate to authorise their construction from the BCA.

A ‘Large Dam’ is defined in the Act as:

a dam that has a height of 4 or more metres and holds 20 000 or more cubic metres volume of water or other fluid

The ORC assumed its role as the accredited BCA on behalf of Otago, West Coast and Southland in 2007 following a transfer agreement with Southland and West Coast Regional Councils and successfully obtaining its BCA accreditation.

Due to the nature and complexity of large dams, expert engineering advice is required that cannot be provided within the Council. As such, all technical input in relation to the consenting of large dams is undertaken by various consultant engineers. The Council still undertakes an administrative role in the processing and issuing of Building Consents and Code Compliance Certificates. This administrative role current currently requires approximately 1 full time equivalent for staff hours. This is split between a number of roles at the Council and is mainly undertaken by member of the Consents Unit. **Figure 1** shows the structure of the BCA for both internal staff and the interaction with other consultants.

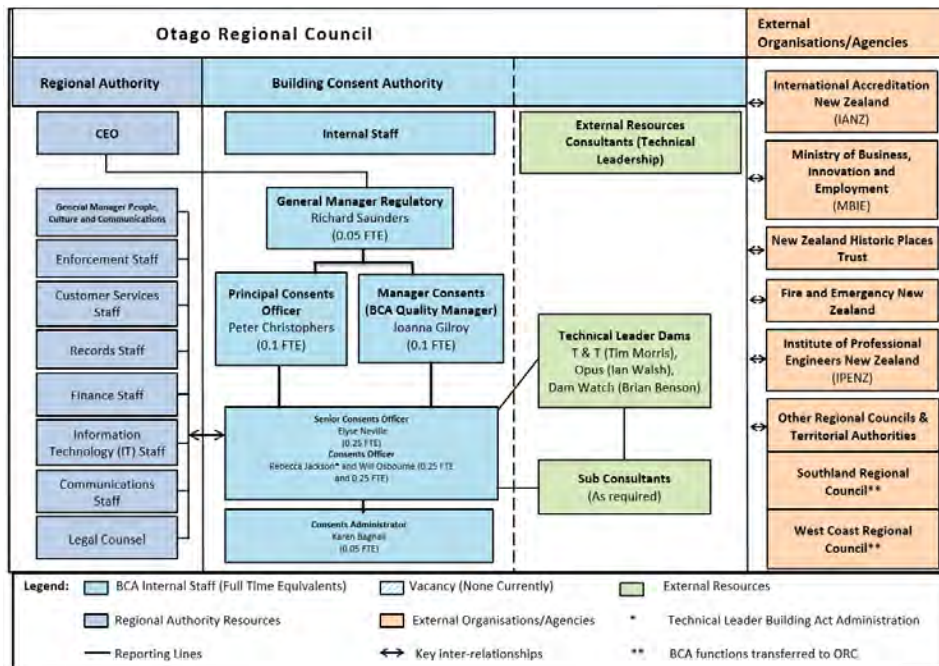


Figure 1: Structure of Building Consent Authority for the Otago Regional Council.

There are two components to the operation of the Building Consent Authority being:

- The process and issue of applications made under the Building Act 2004; and
- Adherence with the BCA Regulation.

The role of ORC staff in the processing and issue of applications is largely administrative with all technical consideration given by the consultant engineers. Consent Officers process applications based on technical advice from consultant engineers and decision are made based on these recommendations.

The BCA Regulations require the ORC to maintain policies, procedures and systems for the undertaking their BCA functions. ORC staff maintain and continually improve the policies, procedures and systems. ORC maintains over 30 process and procedure documents; 60 templates and regularly undertake reviews to ensure quality assurance.

To ensure that the ORC is adhering to the Act and the BCA Regulations in performing their functions, an accreditation audit is undertaken every two years by IANZ. The most recent accreditation audit was undertaken in May 2020 and the next audit will be required in May 2022.

The number of applications processed by the ORC has been reducing over time. Over the past 3 years, the Otago Regional Council has processed 7 Building Consents and 2 Code Compliance Certificates which averages to be 3 applications per year. In terms of staff hours, the proportion dedicated to maintaining and improving policies, procedures and systems vastly outweighs time spent processing applications.

The transfer agreements between Southland and West Coast enable the cost sharing of maintaining accreditation. With the current transfer agreements with Southland and West Coast due to expire in June 2021, consideration has been given to whether the ORC should continue to act as a BCA.

Proposal

Under Section 244 of the Act, a regional council may transfer part or all of its function, duties and powers under the Act to another regional council. The Otago Regional Council proposes to transfer **all** of its BCA functions under the Act along with associated Regional Authority functions. The functions that are proposed to be transferred are outlined below:

- The processing and issue of building consents
- Grant or waiver/modification of the building code
- Building on Land subject to natural hazards
- Buildings on 2 or more allotments
- Inspection of building works
- The processing and issue of Code Compliance Certificates
- Issue of Notice to Fix
- Issue or amendment of compliance schedule
- Administration of Building Warrant of Fitness
- The processing and issue of Certificate of Acceptances
- Associated information requirements, including keeping of and access to information and provision of information to the chief executive.

The ORC will retain a number of functions under the Act which include:

- Granting of exemptions under Schedule 1 of the Building Act 2004
- Project information memorandum (PIM) functions
- Functions related to the dam register, Dangerous Dams Policy, classification of dams, dam safety assurance, dam compliance certificate.

The option of proposed transfer of Building Act functions requires ORC to act as a point of contact and information for matters relating to large dams or dangerous dams in Otago. It will also require ORC to undertake non-BCA activities to assist Environment Canterbury in processing building consent applications and undertaking inspections in Otago. The obvious rationale for this arrangement is that the closest regional authority is the logical initial point of contact for members of the public in the region. This arrangement also adds value in processing of Project Information Memoranda, which require unique information about the region that is held by ORC and the territorial authorities.

Reasons for proposal

Workload

As noted above, the workload over the past 3 years ORC has processed 9 applications. Considering the number of applications received by financial year, there can be seen to be a decline in applications revived over the past 3 years as shown in **Figure 2**.

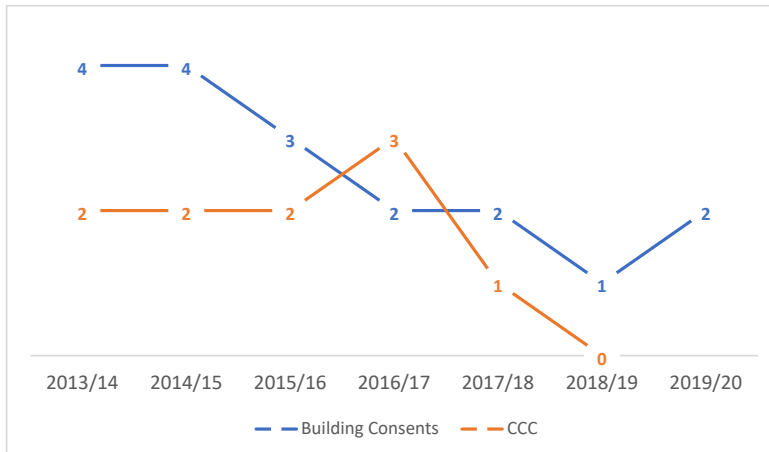


Figure 2: Number of Building Consents and Code Compliance Certificates processed by each financial year.

Although the workload for processing applications is low and decreasing, the same level of resources and maintenance of policies, procedures and systems is required.

Cost

The costs associated with staff time, training costs, accreditation cost and other administrative costs are becoming increasingly expensive for the few applications that are processed. In total, since 1 July 2016 the financial cost to ORC of being a BCA has been \$380,000. This excludes costs recovered from West Coast Regional Council and Environment Southland. Taking the recovered costs into consideration the cost to ORC has been \$241,000. Transferring Council’s functions to Environment Canterbury for an annual fee of and further cost sharing across regions would be achieved.

There is also a staff time cost associated with maintaining its accreditation. The current system requires approximately 1 full time equivalent in staff hours which is approximately 1,950 hours per year. Cost associating with processing applications is recoverable through processing fees; however, all cost associated with maintaining accreditation is not recoverable. From July 2016 to March 2020 there have been approximately 1,800 staff hours committed to maintaining the accreditation. By transferring the BCA functions to Environment Canterbury, ORC will be able to dedicate this time on their core business of resource consent processing.

Efficiencies

Environment Canterbury currently process a similar number of Building Consents and Code Compliance Certificates. They also dedicate the majority of their time to maintaining procedures and accreditation. By absorbing the Building Consent Authority functions for Otago, and likely Southland and West Coast, overhead costs of maintaining a BCA functions will be reduced by sharing these costs between the regional councils. It is proposed that the cost sharing is proportional based on the rate base of each region. In addition, it is more efficient for one BCA to service all of the South Island regional Councils, with the exception of two Unitary Authorities. This will create a centre of excellence in the South Island and will also reduce potential for inconsistency of implementation of the Act across regions. This would reflect the system that is used in the North Island with Waikato Regional Council being the sole BCA.

Consideration of Alternatives

In considering whether to transfer its BCA functions to Environment Canterbury, ORC considered the following alternatives:

1. Continue to remain a Building Consent Authority / Status Quo; or
2. Transfer Functions to another Regional Authority.

Status Quo

The option to continue to act as BCA has been considered. As noted in the previous section, ORC has processed very few applications over the proceeding years which has led to disproportionate costs associated with maintaining its accreditation. It would be inefficient to continue to operate as BCA. There is also risk that Environment Southland and West Coast Regional Council will not continue to transfer their functions to ORC resulting in further costs for ORC.

Transfer to another Regional Authority

There are currently three Regional Authorities who are accredited Building Consent Authorities in New Zealand, in addition to Otago Regional Council. These authorities are:

- Environment Canterbury on behalf of Canterbury;
- Marlborough District Council on behalf of Marlborough;
- Tasman District Council on behalf of Tasman; and
- Waikato Regional Council on behalf of all North Island regions.

An alternative would be to transfer functions to either Marlborough District Council or Waikato Regional Council. Marlborough and Tasman District Councils have not indicated any interest in absorbing any further BCA functions and very rarely have dealt with large dams in their region. Waikato Regional Council would be another option for transfer; however, Waikato Regional Council being based in the central north island, geographically it would be impractical to transfer to WRC rather than retaining a notion of local service in the South Island by transferring to Environment Canterbury.

Transfer of Functions

The Act sets out a procedure in Section 245 for a transfer of BCA functions. ORC must -

- (a) *use the special consultative procedure in section 83 of the Local Government Act 2002; and*
- (b) *serve notice on the Minister (of Building and Construction) of its proposal to transfer the function, duty, or power; and*
- (c) *agree with the other regional authority to whom the function, duty, or power is to be transferred that the transfer is desirable on either or both of the following grounds:*
 - (i) *efficiency;*
 - (ii) *technical or special capability, or expertise.*

The special consultative procedure as required under Clause (a) will be followed for which this Statement of Proposal is in accordance with. The special consultative procedure under the LGA allows

time for public submissions. These submissions may raise issues requiring changes in the overall intent and/or scope of the proposed transfer as proposed by ORC. Further details of the timetable for consultation is given in the following section.

Clause (b) requires ORC to notify the Minister of Building and Construction of the proposed transfer of BCA functions. The Minister will be sent a copy of this Statement of Proposal for his information as part of the required notification.

Discussions with Environment Canterbury are current in progress over the details of the transfer agreement. In principal, ORC and Environment Canterbury have agreed that the transfer is desirable on the grounds of both efficiency and the special capability that is required for undertaking BCA functions.

Public Consultation and Submissions

The Council welcome feedback on the proposed transfer of BCA Functions. We invite any member of the public or organisation to make a submission on the proposed transfer of functions. Submissions should be directed toward matters associated with the transfer of Building Consent Authority functions only.

Timetable for consultation

The timetable for consultation is outlined in **Table 1**.

Table 1: Timetable for consultation process.

Stage	Date
Notify the Minister of Building and Construction of the proposed transfer	1 July 2020
Notify the Minister of Building and Construction of the proposed transfer	6 July 2020
Submissions close	7 August 2020
Subcommittee Hearing	31 August 2020
Recommendation to Council	## September 2020
Confirmation of decision and formalisation of transfer	## October 2020

How to make a submission

Any person or organisation may make a submission. Submissions can be made in support, neutral or in opposition. You will need to provide details of your specified position and what you seek from the Council. Submissions can be made via post or online.

The Council intend to hold a hearing on 31 August 2020 in Dunedin. If you would like the opportunity to speak to your written submission, please advise that you wish to be heard in your submission.

Either post submissions to:

[BCA Transfer Submissions]

Otago Regional Council
Private Bag 1954
Dunedin 9054

Or online at: www.yoursay.orc.govt.nz

Submissions must be received no later than 5 pm on 7 August 2020.

Every submission made to the ORC will be acknowledged in accordance with the LGA, will be copied and made available to the public, and every submission will be heard in a meeting that is open to the public.

DRAFT

10.1. PWC Strategic Asset Review

Prepared for:	Council
Report No.	CS1935
Activity:	Governance Report
Author:	Nick Donnelly, General Manager Corporate Services
Endorsed by:	Nick Donnelly, General Manager Corporate Services
Date:	17 June 2020

PURPOSE

- [1] To consider the strategic asset review of Port Otago Limited that was undertaken by PWC and presented to Council in March 2020.

EXECUTIVE SUMMARY

- [2] PWC was engaged to undertake a strategic assets review of Port Otago Limited. That report was presented to Council at its meeting on 11 March 2020. PWC attended that meeting to present their report and answer questions from Councillors (a copy of the PWC Report is attached).
- [3] It was resolved at that meeting that a workshop would be undertaken to discuss the report in more detail and following that staff would report back to the Finance Committee regarding the information and options provided in the report.
- [4] Workshops were conducted on 28 May 2020 and 10 June 2020. As the next Finance Committee meeting is not scheduled until August the report back is being presented directly to Council.
- [5] The review covered three key areas – historic returns, dividend policy and ownership options.
- [6] PWC proposed an amended dividend policy which includes an adjustment for stay in business capital expenditure (SIB capex). Staff consider this adjustment isn't necessary and the desired level of dividend can be better determined through ongoing dialog with the Port through the Statement of Corporate Intent (SCI) and Long-Term Plan (LTP) processes.
- [7] PWC outlined four ownership options. Staff consider the current 100% ownership is appropriate at this time and recommend the status quo is maintained.

RECOMMENDATION

That the Council:

- 1) **Receives** this report.
- 2) **Notes** the significant returns generated by Port Otago Limited over the last 30 years.

- 3) **Agrees** to maintain the existing dividend policy as outlined in the Statement of Corporate Intent.
- 4) **Agrees** to maintain Council's existing 100% ownership structure for Port Otago Limited.
- 5) **Notes** that discussion is ongoing with the Board of Port Otago regarding Council's desired level of dividends and that this will continue as the Statement of Corporate Intent and Long-Term Plan 2021-31 are progressed and finalised.

BACKGROUND

- [8] Council owns 100% of Port Otago Limited. This shareholding is a strategic asset for Council.
- [9] Ownership originally vesting in Council as part of the Local Government reorganisation in 1989. At that time the Port had a valuation of \$20M. That valuation has risen over the last 30 years and the latest valuation, as at 30 June 2019, is \$534M. This forms a significant portion of Council's total assets of \$694M.
- [10] Over that time Port Otago has contributed dividends made up of ordinary and special (one-off) dividends. Ordinary dividends commenced at \$1.2M in 1990 and have risen to \$7.7M in 2019. Additional special dividends of \$19.75M have been paid up to the year ended 30 June 2019 and total dividends of \$173.4M have been paid to that date.
- [11] Council has previously indicated its 100% ownership of Port Otago Limited and the returns generated by that ownership should be independently reviewed. This was reiterated during the finalisation of the Long-Term Plan 2018-28 and it was signalled that the review would be undertaken early in the LTP period to allow sufficient time for any proposed changes to be consulted on and incorporated in the next LTP (2021-31).
- [12] The scope of the review covered three areas:
 - A review of the historic returns received from Port Otago.
 - A review of the current dividend policy set out in the Port's Statement of Corporate Intent.
 - An overview of ownership models that could be considered for Council's investment in Port Otago.
- [13] A summary of these three areas and staff recommendations are outlined below.

HISTORIC RETURNS

- [14] PWC's report outlined returns over the 30 years to 30 June 2019 had included:
 - \$173M in dividends (average per annum 3.2%)
 - \$488M in capital gain (9.5%)
 - \$661M total shareholder return (12.7%)(PWC report, page 5)
- [15] **Recommendation: That Council note the significant returns generated by Port Otago Limited over the last 30 years.**

DIVIDEND POLICY

- [16] The Statement of Corporate Intent currently sets a dividend target at 50-70% of normalised operating surplus after tax. That excludes revaluation gains and one-offs.
- [17] Dividend summary:
- Dividends for the year ended 30 June 2019 were less than the 50% target.
 - Dividends over the 5 years to 30 June 2019 averaged 51%.
 - Dividends over the 10 years to 30 June 2019 averaged 63%.
 - Special dividends of \$17.25M have been paid over the last 10 years.
- (PWC report, page 8 included a graphical summary of historical dividends declared vs the dividend policy of the ten years from 2010 to 2019)
- [18] Although the target dividend is stated as a percentage of profit the forecast dividend amount is estimated in advance and included in the Long-Term Plan and Statement of Corporate Intent.
- [19] This provides certainty for Council in determining its rating and funding requirements.
- [20] Maintaining dividends at the lower end of the 50-70% target range has allowed the Port to undertake significant capital reinvestment especially over the last five years (the Next Generation project).
- [21] PWC propose an amended dividend policy with a target range of 70-90% of normalised operating surplus adjusted for stay in business capital expenditure (SIB capex).
- [22] This increases the percentage from 50-70% to 70-90%, but the underlying operating surplus would decrease as depreciation is added back and a larger SIB capex number is added.
- [23] The current policy includes depreciation and is therefore based on historic capital expenditure. SIB capex uses a forecasted amount for required capital expenditure going forward.
- [24] PWC based their SIB capex requirement on the historic 10-year average of capital expenditure of \$14.5M so it should be noted SIB capex is still based on historical capital expenditure.
- [25] There will be debate over the amount that SIB capex should be set at. The 5-year average capex amount is \$20.0M. Using this amount as SIB capex would lead to a significantly lower dividend target.
- [26] The proposed dividend policy with SIB capex included will result in a narrower target band, but the quantum of SIB capex will need to be determined and will play a significant part in the dividend estimation process.
- [27] Staff consider that dialog with the Port regarding where the desired level of dividend sits within the target range is more important than adjusting the policy to include a stay in business capex component in the calculation.

- [28] Discussion with the Port has occurred around dividend levels within the 50-70% target range for the 2020-21 year and this will be factored into the amounts included in the upcoming SCI.
- [29] ***Recommendation: That Council maintains the existing dividend policy and dividend estimates continue to be set through the Long-Term Plan and reviewed annually in the Statement of Corporate Intent.***

OWNERSHIP STRUCTURE

- [30] PWC considered and outlined four ownership options:
- Status quo – 100% Council ownership
 - Initial public offering (IPO)
 - Private (trade) sale
 - Concession sale (long term operating lease)
(PWC report, page 9)
- [31] The status quo retains the most strategic and environmental control for Council.
- [32] Any of the sale options will take time and involve cost which limit their benefit in releasing capital in the short term.
- [33] Under the status quo special dividends remain an option for capital release if required.
- [34] It should also be noted that Council has the ability to borrow itself and can do so cheaper than the Port via the Local Government Funding Agency (LGFA).
- [35] Separation of the port and property businesses was also discussed in the report.
- [36] The two businesses are different, but the current structure allows the Port to leverage off the property balance sheet to self-fund port infrastructure requirements rather than alternative funding options ie reducing dividends, deferring capex, increasing debt or requesting additional capital from Council.
- [37] Separation would add Council (or a holding company) into the middle of the capital distribution process between the property and port companies and duplicate governance and compliance costs.
- [38] ***Recommendation: That Council maintains the existing 100% ownership structure of Port Otago Limited.***

CONSIDERATIONS

Policy Considerations

- [39] Council's shareholding in Port Otago is a strategic asset under the Significance and Engagement Policy therefore any proposed change to that shareholding will require consultation with the community.

- [40] [10] Any change to the ownership structure of the Port may have implications for a number of policy areas including the financial strategy and revenue and financing policy contained within the LTP. Changes to these policies may also require consultation.

Financial Considerations

- [41] Immediate financial implications to an increased level of dividend are being considered by Council and Port Otago as part of the formulation of Council's Annual Plan 2020/21 and Port Statement of Corporate Intent for the three years to June 2023.

Significance and Engagement

- [42] As Port Otago is a strategic asset any proposed changes to the ownership structure of that shareholding will require consultation. Other financial policies may also be impacted and require consultation.

Legislative Considerations

- [43] There are no legislative considerations.

Risk Considerations

- [44] There are no risk considerations.

NEXT STEPS

- [45] Port Otago will deliver a draft Statement of Corporate Intent in July and discussion regarding dividends for the 2020-21 year are ongoing as part of that process. Dividends beyond 2021 will be considered as part of the Long-Term Plan 2021-31.

ATTACHMENTS

1. Pw C - Port Otago Strategic Asset Review - 9 March 2020 - FINAL [10.1.1 - 38 pages]



Port Otago Strategic Asset Review

Otago Regional Council
9 March 2020





Otago Regional Council
70 Stafford Street
Dunedin 9054
Otago
New Zealand
Attention: Nick Donnelly

5 March 2020

Subject: Port Otago Strategic Review

In accordance with your instructions as confirmed in our engagement letter dated 10 December 2019, we present our view on the returns generated by Port Otago Limited (Port Otago or the Company) and the ownership models that Otago Regional Council (the Council) could consider. A valuation of Port Otago was not part of our scope.

This report should be considered only in its entirety, and was prepared solely to assist the Council. It is not to be relied upon for any other purpose. We consent to your providing copies of this report to third parties only in its entirety and on the basis that, to the fullest extent permitted by Law, we accept no duty of care to any such party in connection with the provision of this Report and/or any related information or explanation (together the Information). Accordingly, regardless of the form of action, whether in contract, tort (including without limitation negligence or otherwise) and to the extent permitted by applicable Law, we accept no liability to any third party and disclaim all responsibility for the consequences of any third party acting or refraining to act in reliance on the information. Notwithstanding the above, our consent to your distributing this report to third parties is given solely on the basis that you agree that, in the event such release leads to our incurring any costs or obligations to such third parties, we will rely on the indemnities which you have provided to us.

In preparing this report we obtained information from a variety of sources. While we have analysed financial information, we have not undertaken an audit or verified this information, and will not accept any responsibility for any errors contained in the information provided. The valuation figures presented are indicative and based on valuations prepared for Council by other third party valuers for the purposes of financial year end as at 30 June 2019. Accordingly, we accept no responsibility and make no representations with respect to the accuracy of, or completeness of, any information provided to us, except where otherwise stated and no assurance is given. Further detail on our key terms of business are provided at Appendix 1 of this Report.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'PricewaterhouseCoopers', is written over a faint, light-colored PwC logo watermark.

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PricewaterhouseCoopers

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Executive summary

Background and scope

Background & purpose

The Council owns 100% of the shares in Port Otago and wish to undertake an independent review of that ownership and the returns generated by Port Otago. It also requires a high-level overview of other ownership models that could be utilised by Council if a change in the capital structure was to be considered.



Our scope



The scope of service is to provide our view on the returns generated by the Company and the ownership models that could be utilised. As instructed by you our report will include:

- review of the historical returns received from Port Otago;
- review of the current dividend policy set out in the Statement of Corporate Intent (SCI);
- an overview of ownership models that could be considered for Port Otago, including analysis of scenarios ranging from the status quo of retaining 100% ownership through to a minority sell down of part of its shareholding and other various mixed ownership models;
- analysis of each ownership model, including:
 - expected returns generated under that model including funds generated from any sell down of the investment and the ongoing returns expected from the retained investment in Port Otago;
 - risks associated with each model;
 - advantages and disadvantages of each model;
 - alignment of each model to Council’s strategy of general rates subsidisation from the investment; and
 - consideration of the social and environmental implications to Council and the wider Otago region.



Access to management



We had access to Port Otago management in person and via email to discuss the Company and publicly available information. We have not been provided with the Company’s year to date financial position, performance, forecasts, or any strategic or planning documents.



Access to information



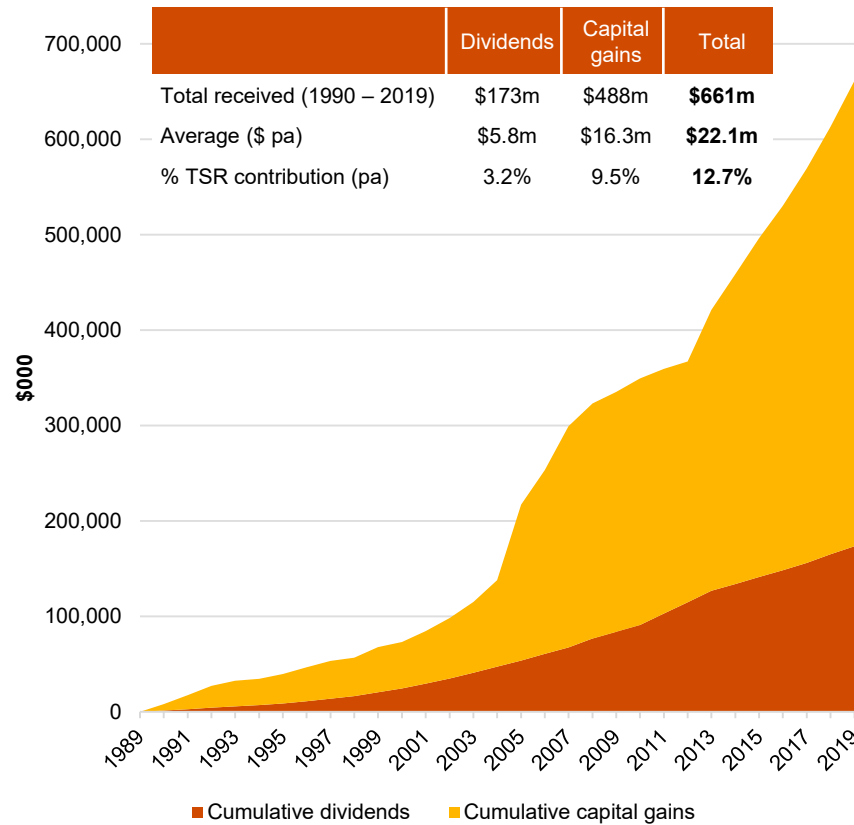
During the course of our work, we have relied solely on information and documentation provided by Council, all of which is publicly available. The scope of our review is limited, however we have been provided with all of the information required to carry out this scope. We have not audited or verified this information, and will not accept any responsibility for any errors contained in the information provided or misrepresentations by Council. We have restated only public information.



Total shareholder returns

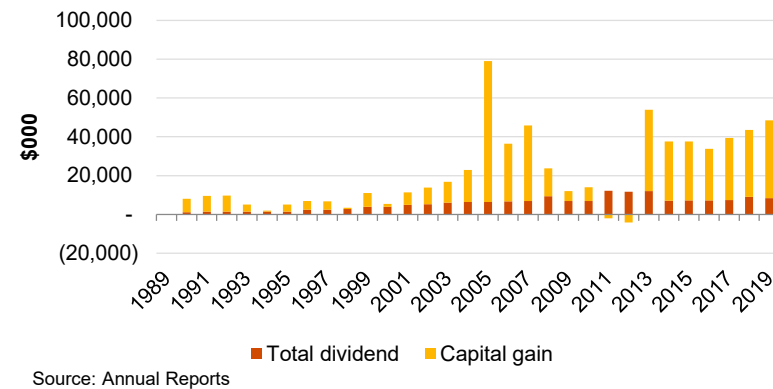
Total shareholder returns have largely been driven by unrealised gains on Port Otago’s property investment portfolio. Increases in dividends paid have been modest, particularly over the last ten years.

Cumulative shareholder returns*



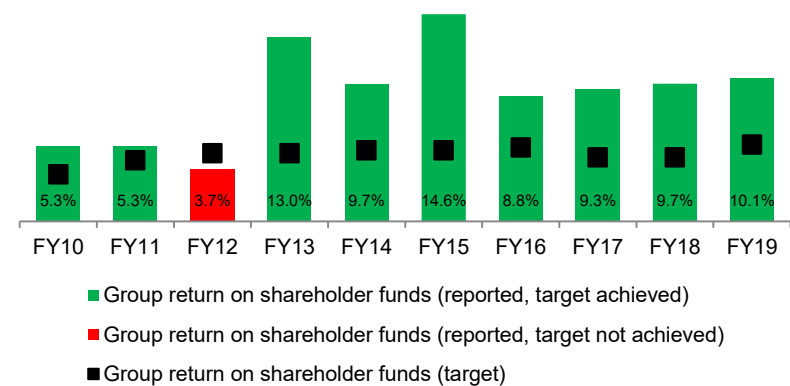
Source: Annual reports, Port Otago equity book value.

Annual shareholder returns*



Source: Annual Reports

Return on shareholder funds**

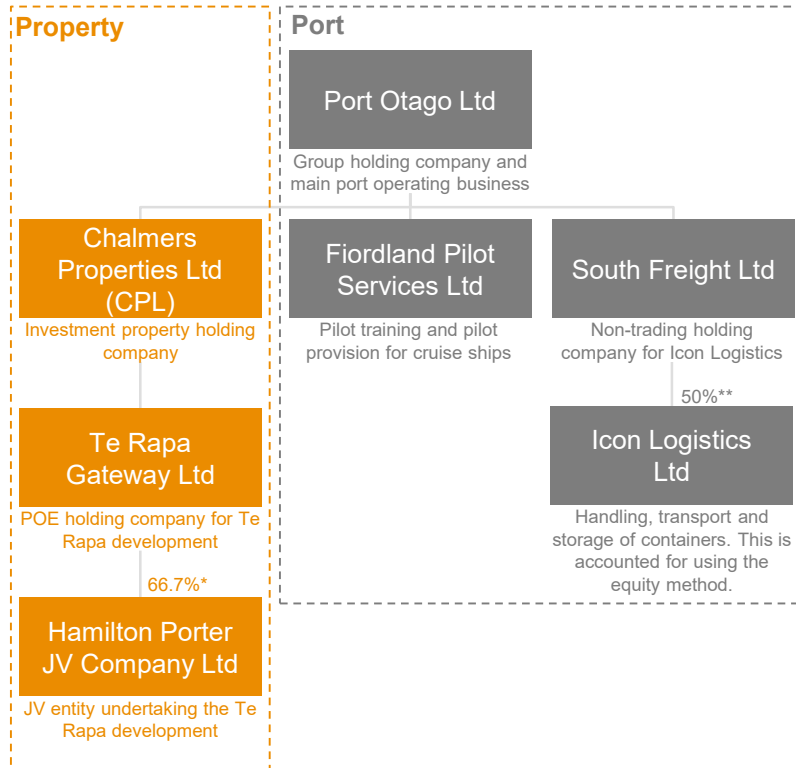


Source: Annual Reports

Port Otago structure

Along with its port operations, Port Otago has significant property investments through its subsidiary company Chalmers Properties Ltd. Property now contributes more than half of total EBIT.

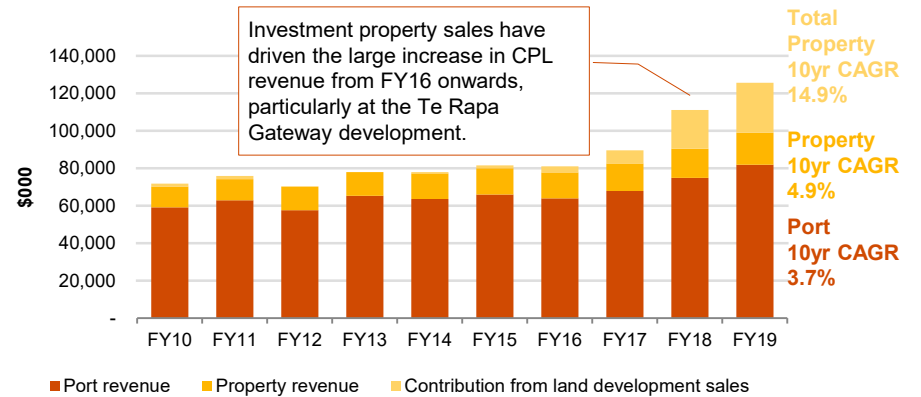
Port Otago company structure



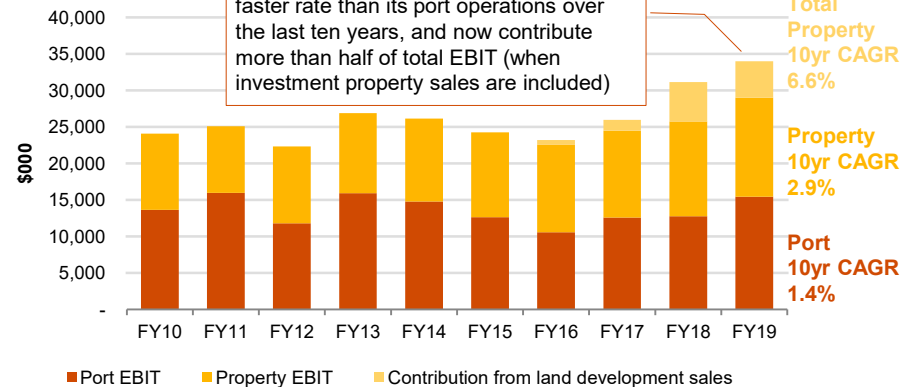
* The Te Rapa Gateway development is being undertaken as a JV between CPL and R&M Corporation Ltd (owned by the Porter family).

** Icon Logistics Ltd is 50% owned by a 50:50 JV between transport companies HW Richardson Group Ltd and Dynes Transport Tapanui Ltd.

Revenue contribution



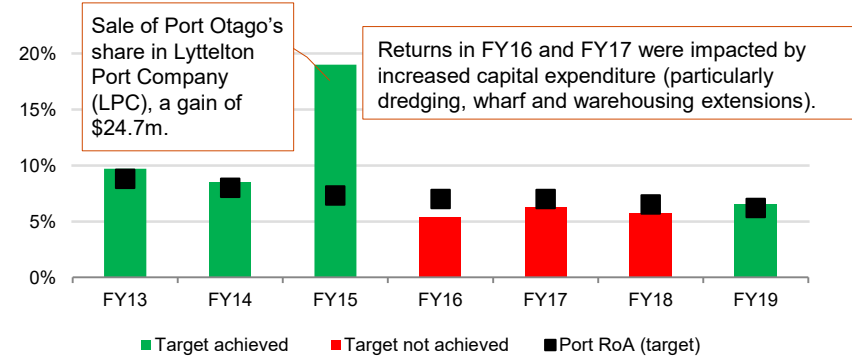
EBIT contribution



Return on assets

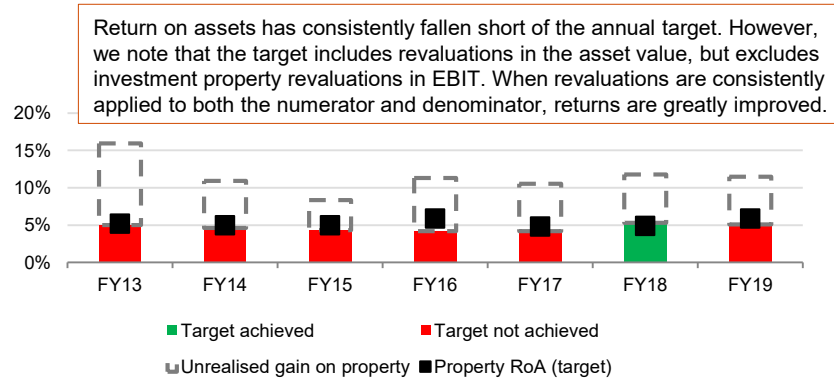
Return on assets for port activities is comparable to its main competitor, Primeport Timaru. Property returns are driven by strong growth in property asset valuations and investment in development properties.

Return on assets* – Port



Source: Annual Reports

Return on assets**, *** – Property



Source: Annual Reports

Port Otago Strategic Asset Review
PwC

* Port RoA calculated as port EBIT/port average assets

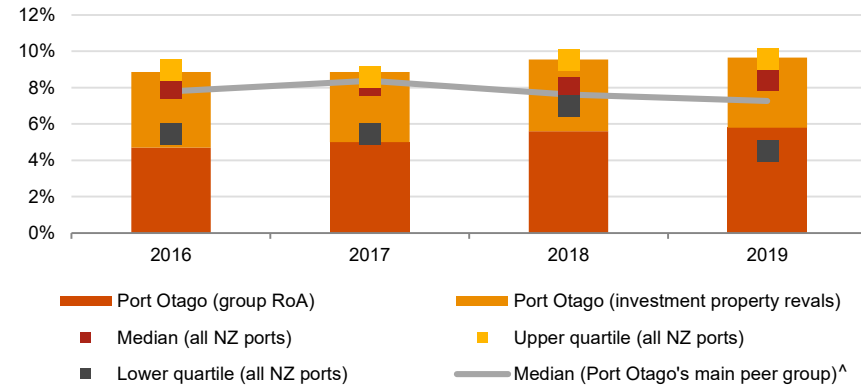
** Property RoA calculated as property EBIT/property average assets. Average assets includes revaluations, while EBIT does not include revaluations.

*** Unrealised gain on property calculated as unrealised change in investment property/property average assets. Average assets includes revaluations.

**** Group RoA calculated as total EBIT/total average assets. Investment property revaluations are included in EBIT for all peers.

^ Port Otago's main peer group consists of Lyttelton Port, Napier Port, Primeport Timaru and South Port.

Return on assets**** – New Zealand ports



Source: Annual Reports of NZ ports

When investment property revaluations are included in the return on assets calculation, Port Otago has been above the industry median, and in line with its regional competitor Primeport Timaru. We note Port Otago has a different asset mix than the other NZ ports given its higher weighting towards property investments and developments.

Our view

- Port performance is in line with its main container competitor, Primeport Timaru.
- When investment property revaluations are consistently applied in the return on assets calculation, returns have consistently exceeded targets.

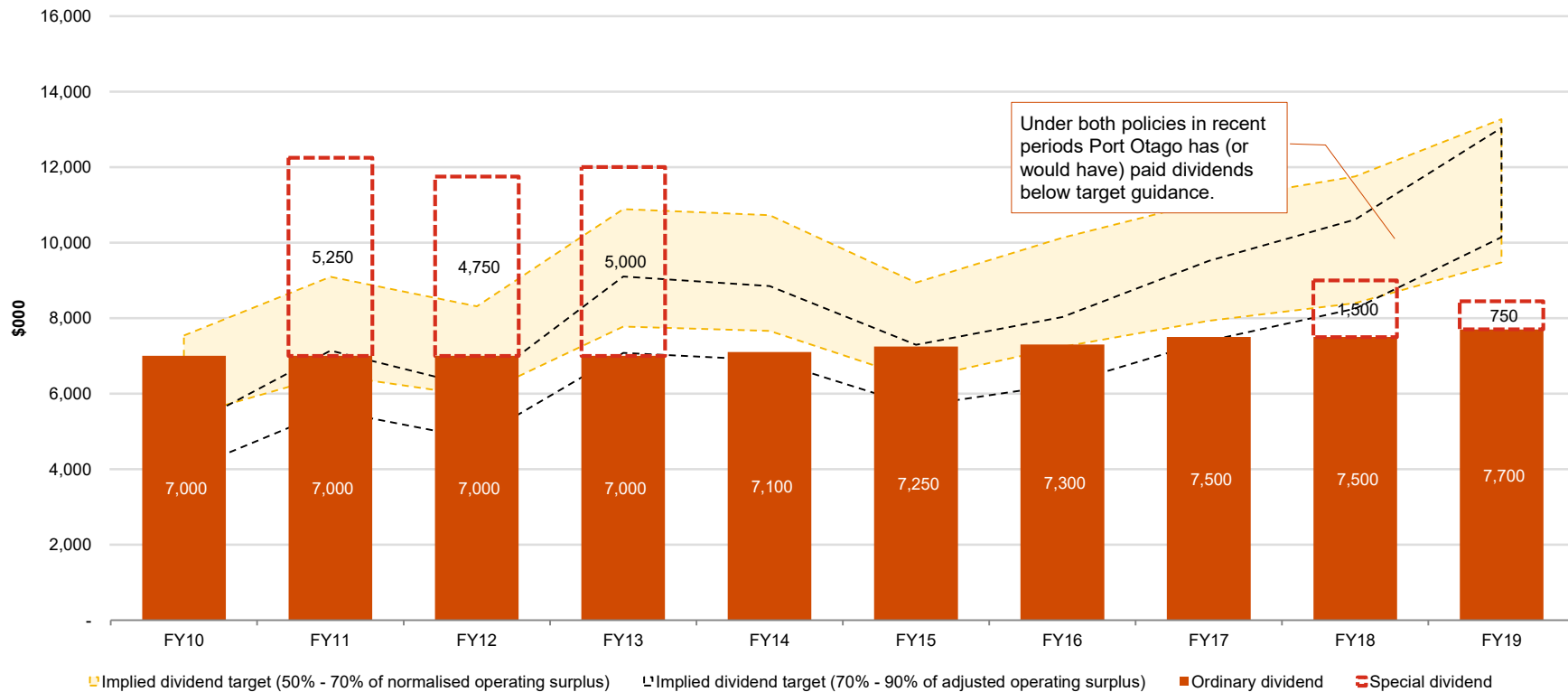
March 2020

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Dividend policy options

On a percentage of normalised operating surplus basis, over the last ten years Port Otago has been at the low end (or below guidance), however dividends paid have been consistent with those set out in the Council’s Long Term Plan. We propose adjusting Port Otago’s dividend payout ratio for “stay in business” capex which accounts for differences between depreciation and capex (refer grey lines).

Historical dividends declared vs dividend policy



Source: Annual Reports





Port Otago Strategic Asset Review

March 2020

PwC * Normalised Operating Surplus calculated as NPAT – gains and losses on assets (realised and unrealised) – less any tax adjustments. [Calculated in line with methodology provided by Council] 8
 ** Adjusted operating surplus calculated as normalised operating surplus + depreciation – stay in business capex.

Ownership options

There are a number of options available to Council, each of which could result in upfront proceeds through either the sale of equity and/or special dividends paid.

Ownership options	Retains operating control	Retains majority ownership	Special dividend payable	Capital released for reinvestment	% of retained ownership	Maintains Council income	Environmental impact	Risks
 Status quo 1 Council to retain 100% ownership. Option to pay a special dividend and to revise Port Otago dividend policy, based on NZ port company benchmarking and consideration of capital expenditure requirements.	Yes	Yes	Yes	No	100%	Yes	No impact	Higher gearing Interest rate risk
 Initial public offering 2 Initial public offering (IPO) on the NZX. A partial listing of up to 49% shareholding (ie a free float of 49%) would allow Council to retain majority ownership and effective control. There are a number of examples of mixed ownership resulting in successful outcomes for both Crown and Council vendors.	Yes	Yes	Yes	Yes	51% - 75%	No	Yes Council will have control but significant minority shareholding influence	Market risk IPO discount Time and cost Stake to be sold
 Private sale 3 Private sale of Council shares in Port Otago. Similar to the IPO option, Council could retain effective control through the sale of up to 49% of shares in Port Otago. Also, similar to IPO, Council could sell more than 49%.	Yes	Yes	Yes	Yes	51% - 75%	No	Yes Council will have control but significant minority shareholding influence	Potential for misalignment of shareholder interests Minority discount Time and cost Stake to be sold
 Concession sale 4 Contracting for the operation of Port Otago to a private investor through a long term operating lease (typically 50 – 99 years) in exchange for an upfront fee. The Port would retain ownership of the land and assets, and operations would revert to the Council upon the conclusion of the lease period. There are no such models in operation in New Zealand, however it is common overseas (including Australia).	No	Yes After concession period	No	Yes Sale of lease	100% Ownership of equity retained but no dividends received over concession period	No	Yes Limited Council influence. Level of influence would depend upon lease agreement	Value uncertainty No operational control Time and cost No local precedents

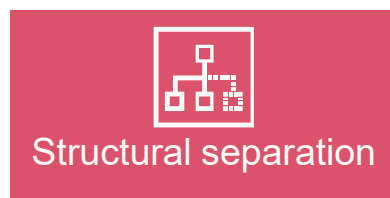
Other considerations

Prior to pursuing any of the ownership options there are a number of factors Council should consider, including payment of a special dividend, a detailed review of ownership models, likely transaction timeframes, and the implications of the current structure which includes both port and property operations.



Prior to any ownership change (if pursued) and irrespective of ownership, Port Otago could consider the payment of a special dividend to Council, as it has done in the past, based upon consideration of Port Otago gearing compared to its comparable companies.

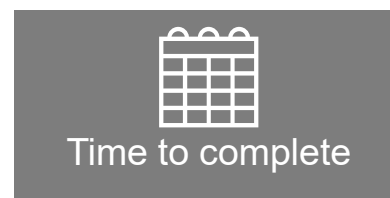
A special dividend could be paid through re-gearing Port Otago in line with New Zealand ports, and after taking into account forecast capital expenditure requirements.



Each option considered involving ownership change (ie 2 to 4) will require consideration of structural separation of CPL from the port business.

Both businesses also have different performance drivers, which may mean performance (and by association dividends) could be improved without the complication of managing both businesses.

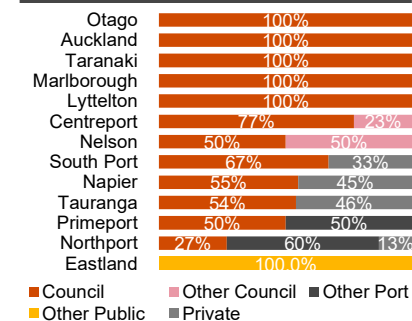
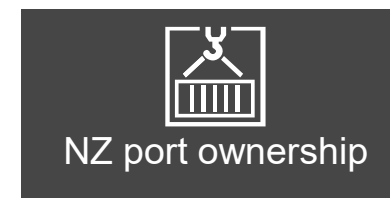
In addition, it is worth noting that each business may attract different investor interest and therefore may benefit from sale separately.



Council should keep in mind that a change of ownership process can be lengthy, particularly when all the stages are considered.

For example, the Napier Port IPO process took over two years to complete, starting with a capital structure review in 2017 and culminating in NZX listing in August 2019.

Transaction timeframes will also depend upon whether structural separation is decided upon, the extent to which Port Otago is prepared for sale/IPO and whether OIO approval is required.



Source: Annual Reports

The majority of New Zealand ports remain 100% council owned. However a number have shifted to a mixed ownership model, noting there are no privately owned or concession run ports.

Mixed ownership allows the release of capital through an upfront share sale and can drive improved returns due to market expectations of dividends. Noting that this can lead to under investment in capex.

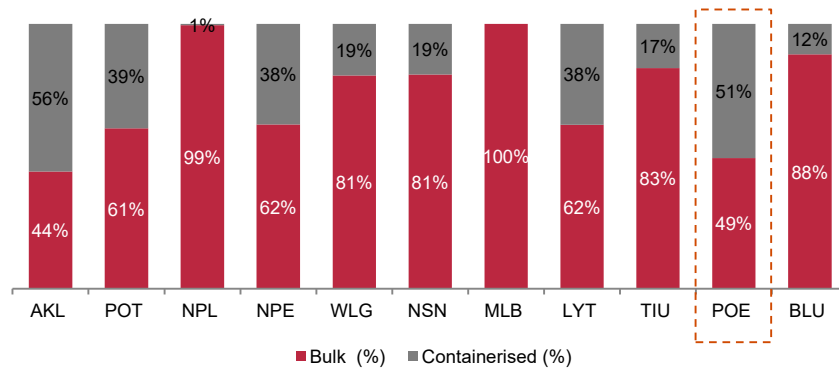
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Port overview

Port operations overview

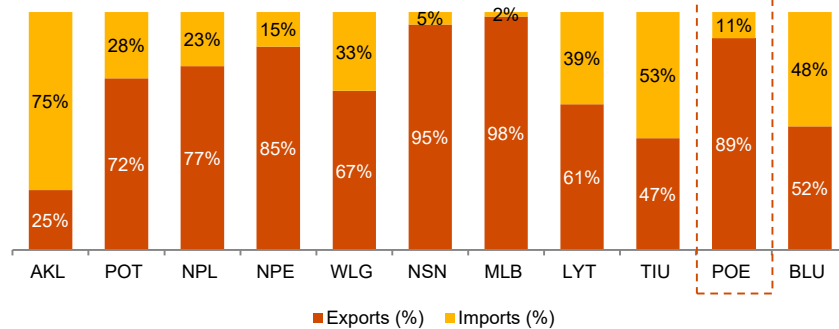
Port performance (ie excluding CPL) is primarily driven by Otago, Southland and South Canterbury export volumes, and in particular dairy, meat and forestry trade within these regions.

Port throughput NZ port comparison* (container vs bulk)



Source: FIGS (12mths to Jun-18)

Import vs export NZ port comparison*



Source: Infoshare (Stats NZ)

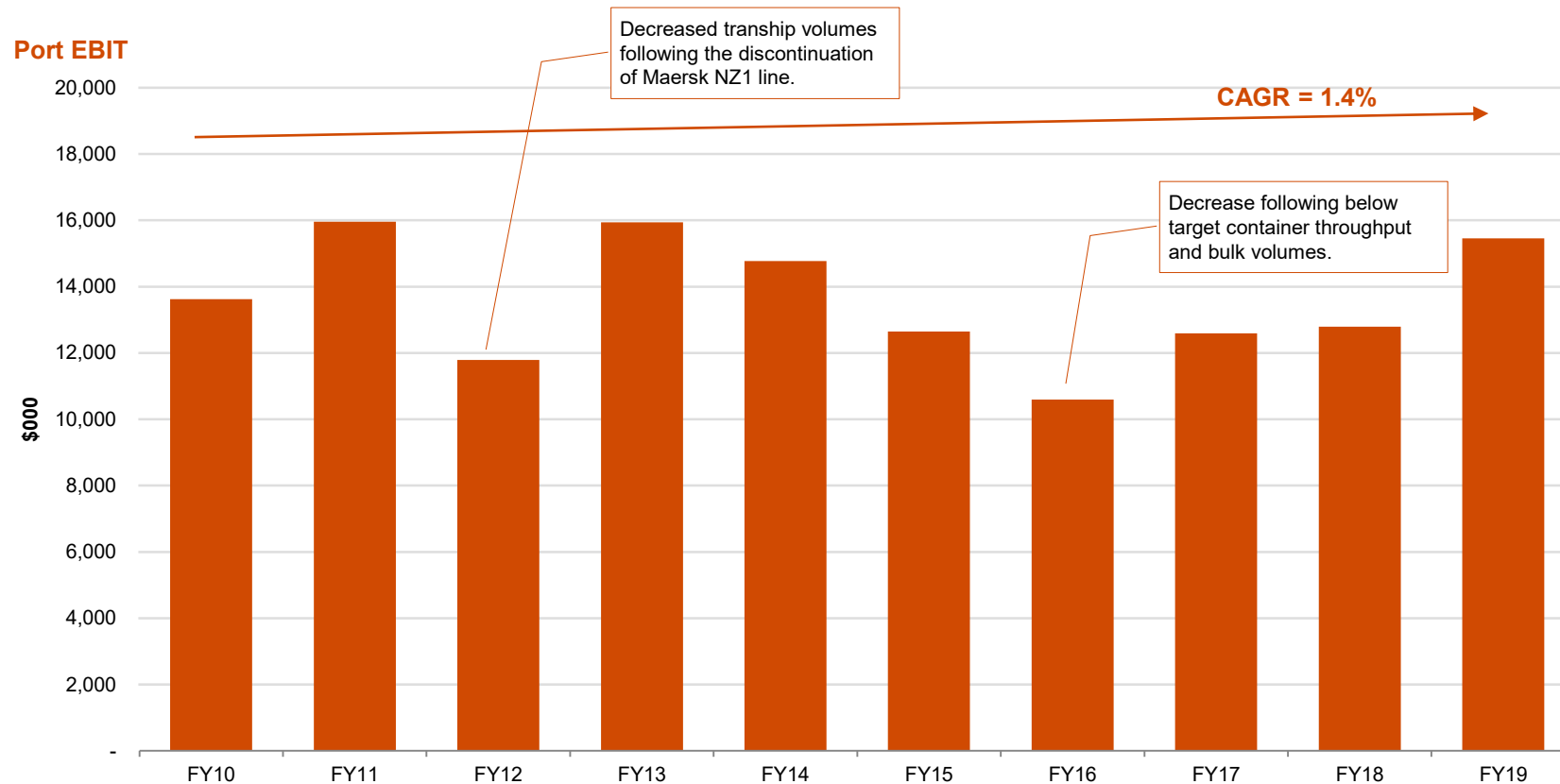
- Port Otago (POE opposite) is unique in that it is evenly split between containerised and bulk, whereas other New Zealand ports are weighted more heavily towards bulk. Container throughput is therefore a larger revenue driver than other New Zealand ports, such as Napier Port and South Port. Noting that Port Otago has also benefitted from increasing cruise ship arrivals.
- Throughput increases/declines are fundamentally driven by Otago and Southland regional growth/decline, but also South Canterbury. Demand from New Zealand's major trading partners, such as China, is also a factor in throughput.
- Port Otago has strong regional competitors in Primeport Timaru and South Port. Container throughput growth has been limited over the last ten years (even decreasing slightly), as a result of regional competition.

Our view

- Port Otago is primarily an export port and competes regionally with Primeport Timaru and South Port.

Port EBIT

Port EBIT has grown at a modest 1.4% over the past ten years. Port EBIT has fluctuated over the historical period, driven by movements in underlying container and bulk volume demand, as well as cruise ship calls.

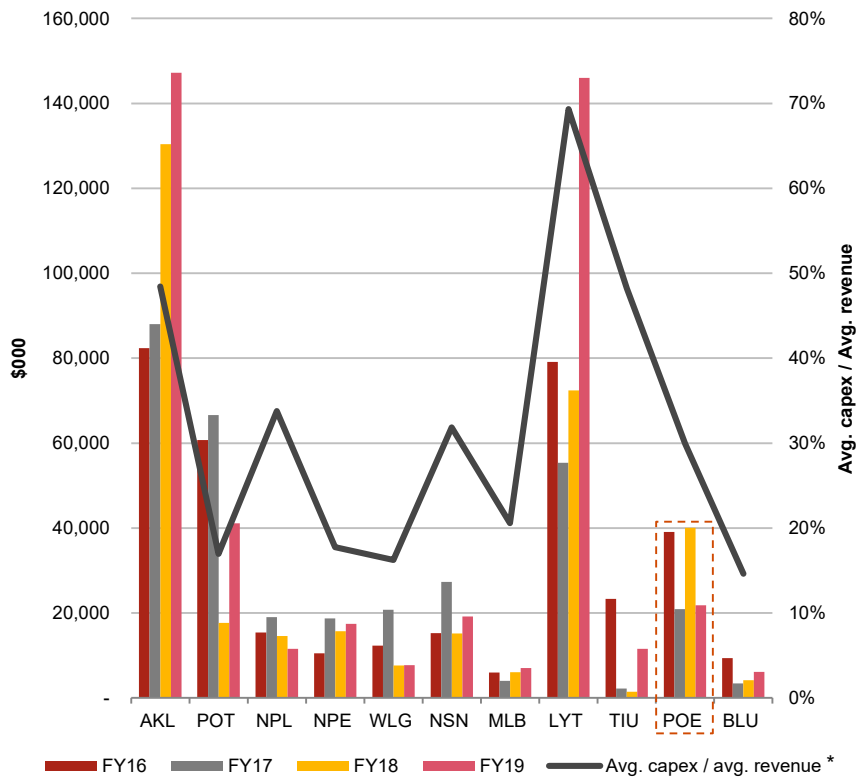


Source: Annual Reports

Port capital expenditure

Port Otago has invested significantly in port related capex relative to other New Zealand ports.

Port capital expenditure NZ port comparison



Source: Annual Reports of NZ ports

Port Otago Strategic Asset Review

PwC * Calculated as 4yr average of capex (FY16-19) divided by 4yr average of revenue (FY16-19).

- Port Otago port related capex compared with other NZ ports from FY16 to FY19 is presented opposite. Port Otago's capex has been significant over the last ten years as a result of its Next Generation project which was completed in FY19. FY18 port related capex, a particularly large expenditure year, included the purchase of the Takutai dredge, channel dredging, the 135 metre wharf extension at Port Chalmers, and log storage investment. FY16 also saw significant investment including channel deepening and the purchase of the Arihi tug.
- Port Otago has invested significantly in capex relative to its size compared with other New Zealand ports, particularly compared to South Port. Outside of 2016, in which Primeport Timaru invested in its No2 Wharf, Primeport Timaru's capital investment has been comparatively small over the last four years when compared to Port Otago. Lyttelton Port's capex was consistently large over the last four years, largely driven by its post earthquake recovery plan. In particular, expenditure was significant in 2019 due to the construction of a new cruise ship berth and further reclamation works.

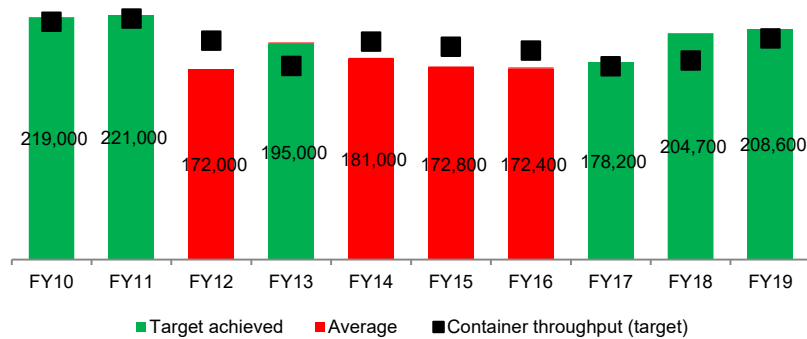
Our view

- Port Otago's capex spend over the last five years has been substantial and should improve the long term future competitiveness of Port Otago.

Performance drivers: Container throughput

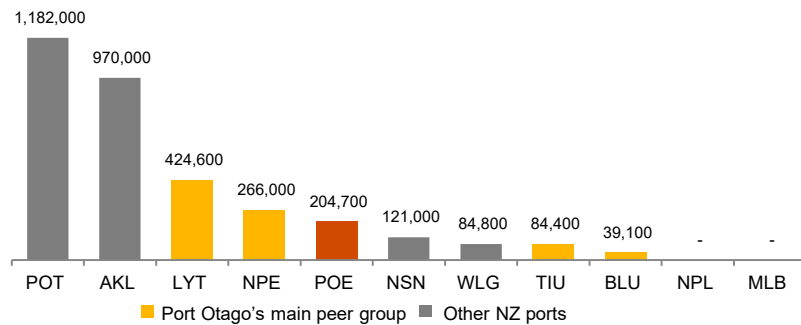
Over the last ten years, Port Otago has had strong regional competition from Primeport Timaru and South Port which has impacted its volumes. However, investment in dredging should drive increased container throughput given the trend towards larger shipping vessels.

Container throughput (TEUs)



Source: Annual Reports

Container throughput NZ port comparison (TEU, FY18)



Source: Annual Reports of NZ ports, Deloitte New Zealand Ports and Freight Yearbook 2019

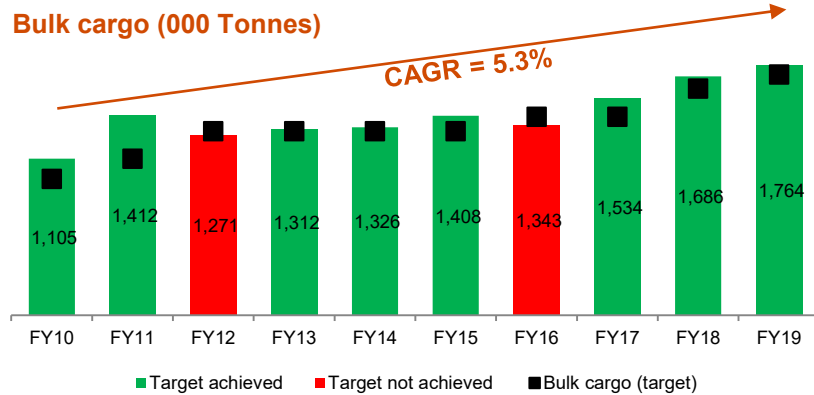
- Port Otago reports each year against its performance targets set out in the SCI. We present opposite Port Otago's performance against its container trade volume targets over the last ten years.
- Port Otago has mostly met its container targets over the last ten years, however there have been notable exceptions:
 - **FY12:** this decline was predominantly due to a decrease in tran-ship volume as a result of Maersk discontinuing the NZ1 service for which Port Otago acted as a hub, receiving cargo produced in other regions.
 - **FY14-FY16:** tran-ship and South Canterbury trade volumes decreased further as a result of competition from Primeport Timaru, which benefited from the ten year strategic freight agreement between Port of Tauranga, Kotahi (joint venture between Fonterra and Silver Fern Farms) and Maersk to ship freight through Primeport Timaru.

Our view

- Container throughput is driven primarily by economic activity within the wider region. We expect growth to be flat given strong competition.
- However, investment in dredging has allowed for larger container ships to make calls at Port Otago, therefore Port Otago is well positioned in the longer term given trends towards larger vessels within the global shipping industry.

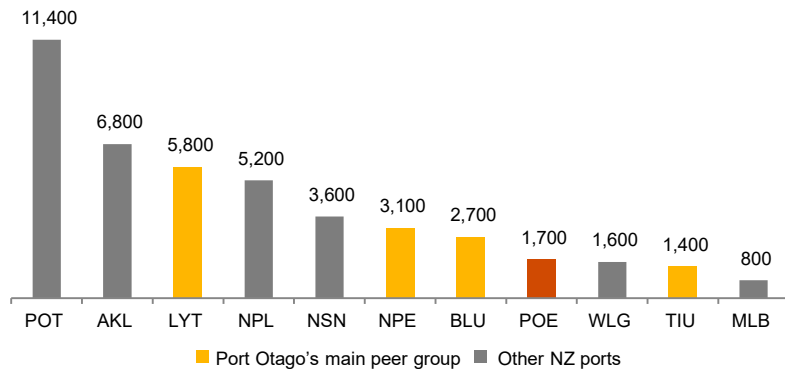
Performance drivers: Bulk volume

Log exports are the largest contributor to bulk cargo volumes each year. Tonnage has increased over the last ten years in line with harvest volume increases within the wider region.



- Bulk cargo has grown steadily over the last ten years and has met its targets in all but two years (refer above opposite). The main driver of this growth was log exports, which increased from ~508k tonnes in FY10 to 1.15m tonnes in FY19. Port Otago has invested in log storage to ensure it has capacity to meet increased harvest volumes in the future.
- We understand from management that, based on harvest forecasts received from customers, log volumes are expected to continue to grow in the near term (post Coronavirus disruption). This is driven by mid-1990s planting within the region. We present below opposite a comparison of Port Otago bulk volumes with other NZ ports.
- Other drivers of Port Otago bulk volume are fuel oil, cement and fertiliser. Bulk mix varies across New Zealand ports (eg coal at Lyttelton). Similar to container throughput, volume is largely driven by economic factors within the Otago, Southland and South Canterbury regions.

Bulk cargo NZ port comparison (000 Tonnes, FY18)



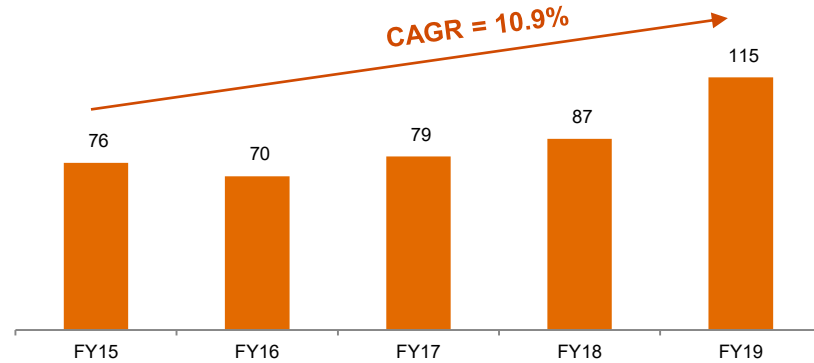
Our view

- Log volume will be a factor of both supply (driven by log harvests) and demand, particularly from China as the main trading partner for New Zealand logs. Demand continues to be strong from the Chinese construction industry but will be impacted by macro-economic factors, such as US-China trade tension. However, we expect volume to continue to increase in the near term (given demand and supply factors).

Performance drivers: Cruise ship calls

Cruise ship calls increased significantly in FY19 (115 from 87), bringing 238,000 passengers to the region (second only to Auckland).

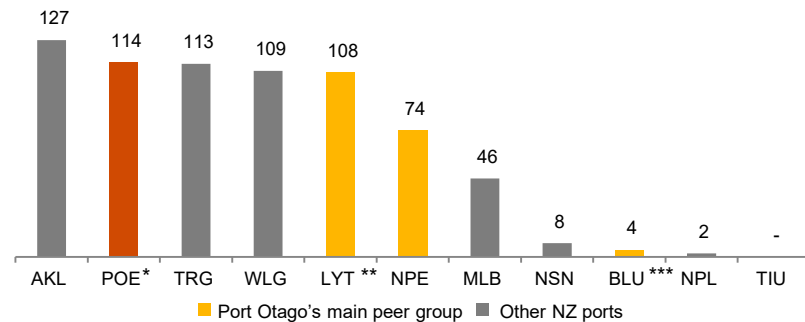
Cruise ship calls



Source: Annual Reports

- Cruise ship calls has grown at a CAGR of ~10.9% over the last four years reaching 115 in FY19. It is above its main peer group and second only to Auckland, although more competition is expected based on recent capex investments by its regional competitors.
- The recent increase was partly enabled by the \$23m investment in the wharf extension as part of the Next Generation project. As at 30 June 2019, 130 cruise ships bookings had been received. We note, however cruise ship calls may be impacted, at least in the short term, by the disruption caused by Coronavirus.

Cruise ship visits NZ port comparison (12mths to Sep-19)



Source: New Zealand Cruise Association, 2018-19 cruise ship schedule

Our view

- Statistics New Zealand estimate cruise ship spending in Dunedin for FY19 was ~\$60m, emphasising the importance of cruise ships to the region.

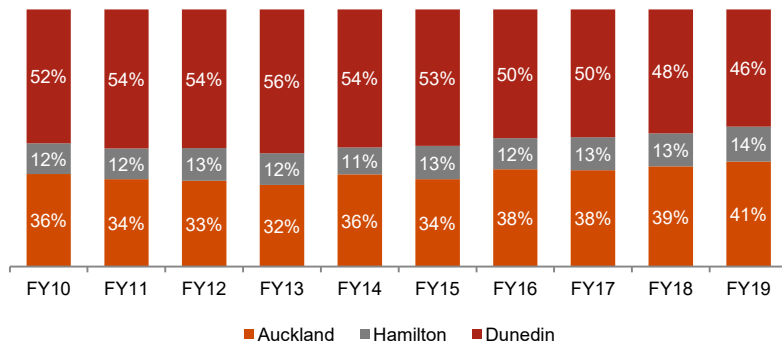
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Property overview

Property operations overview

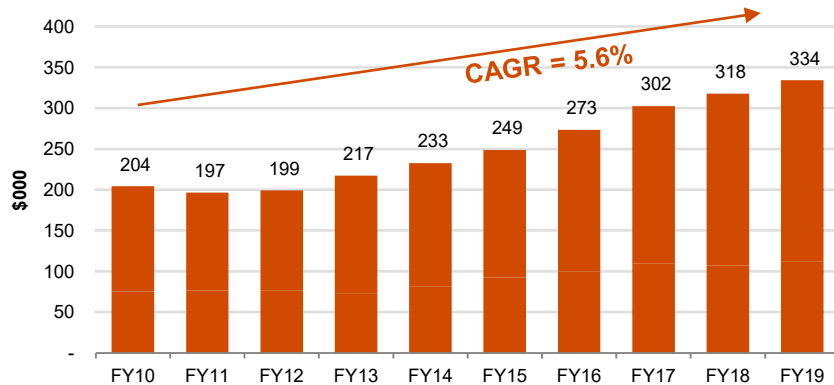
Port Otago’s property asset portfolio has increased by \$130m over the last ten years largely as a result of unrealised revaluation increases.

Investment property by region



Source: Annual Reports

Investment property (including revaluation)



Source: Annual Reports

Port Otago Strategic Asset Review

PwC

- Over the last ten years CPL’s property portfolio has shifted so the majority now sits outside of the Dunedin region. This trend is expected to continue with CPL currently developing land in Auckland (Oak Road Industrial Park) and Hamilton (Te Rapa Gateway) with the intention to design, build and lease the developments.
- The Te Rapa Gateway development is currently in progress with 13.5ha completed over last 18 months and 7ha currently under development. CPL is expecting to continue to sell excess land not planned for development.
- Investment property value has been primarily driven by revaluations, in particular Auckland and Dunedin.

Our view

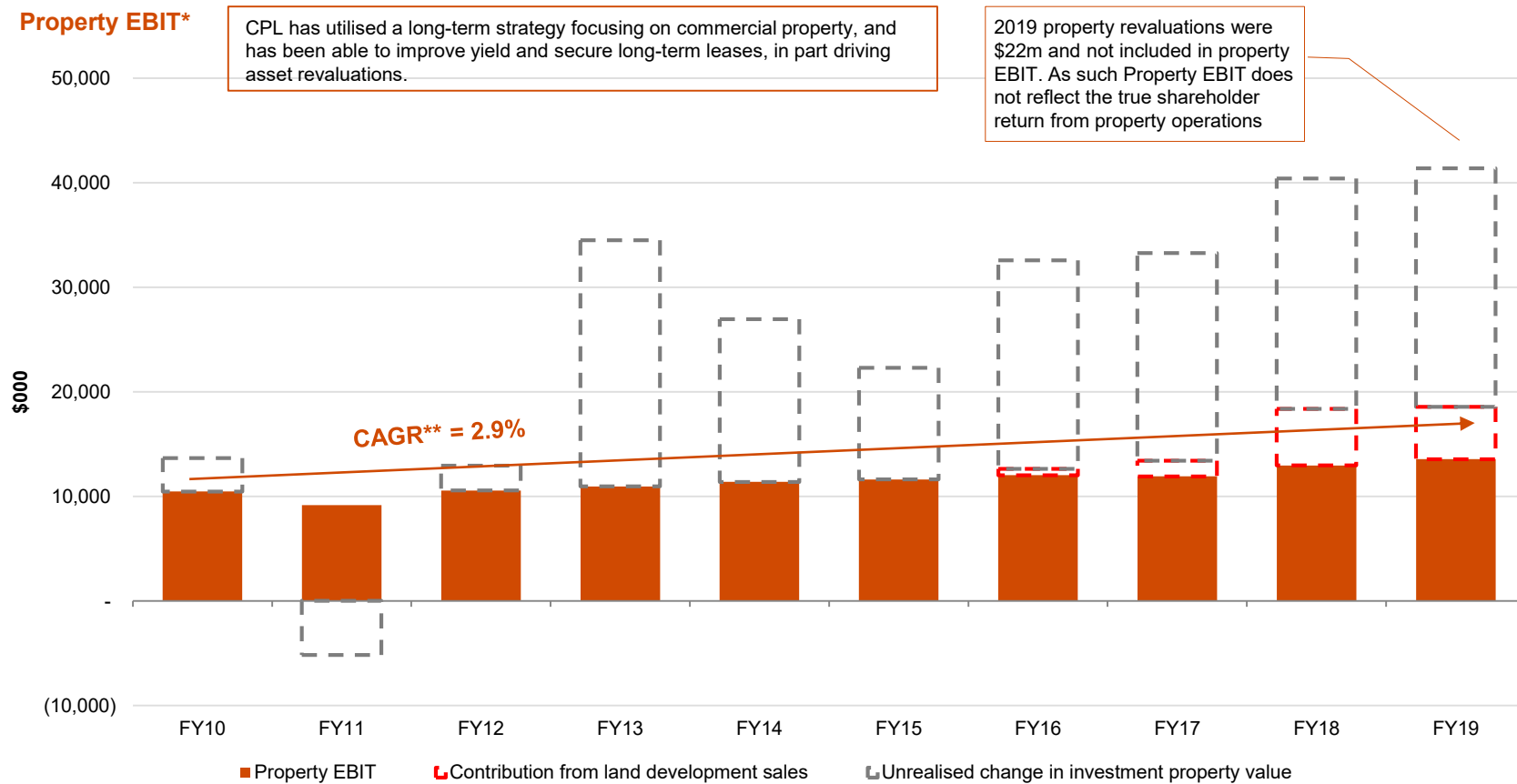
- By asset value, CPL has increased its investment in the Auckland region relative to Dunedin and Hamilton.
- CPL has also increased the rate of sale of its development properties to drive new investments in these regions.

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Property EBIT

Property EBIT has increased on average at over double Port EBIT's average growth rate per annum. Recent years have included an increase in the amount of investment properties due to more developments undertaken.



Source: Annual Reports

Port Otago Strategic Asset Review

PwC * EBIT does not include property revaluations or sale of investment property.
 ** CAGR does not include property revaluations or sale of investment property.

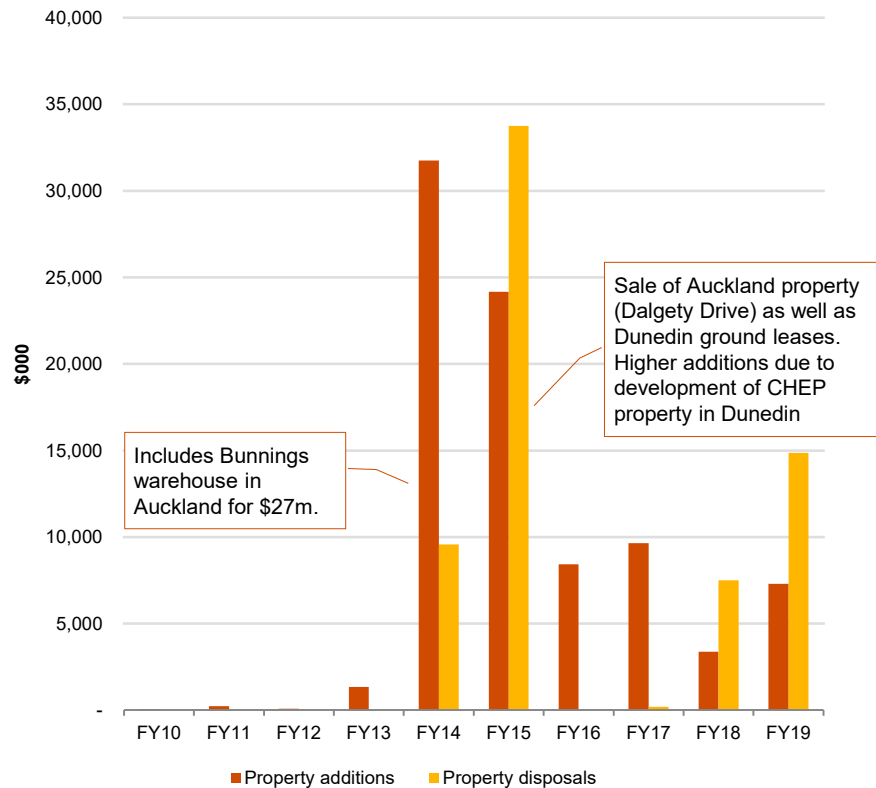
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Property Capital expenditure

Property related capex has been funded predominantly by recycling of funds from property disposals.

Property capital expenditure



Source: Annual Reports

- Property related capex from FY10 to FY19 is set out below opposite alongside property related disposals. Disposals have largely funded capex investment.
- FY14 capex included the purchase of a Bunnings warehouse in Auckland for \$27m. In FY16 and FY17 property related capex included construction of Steel & Tube premises in Dunedin, the Te Rapa Gateway development and refurbishment of Rosebank Rd.

Our view

- CPL has continued to invest in Auckland and Dunedin, as well as its Te Rapa Gateway development in Hamilton.

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Port Otago
dividend policy

Current dividend policy

Ordinary dividends paid have been at the low end of guidance over the last ten years but consistent with amounts agreed in the Council long term plan. Port Otago’s current policy is based upon a percentage of operating surplus adjusted for unrealised gains and one-off items, but makes no adjustment for differences between depreciation and amortisation and capex.

Overview of historical dividends and policy

Port Otago’s current dividend policy, as set out in the SCI is set out below:

“The intention is to maintain ordinary dividends at least at \$7.5 million, increasing over time to within the range of 50% to 70% of the group’s normalised operating surplus after tax.”

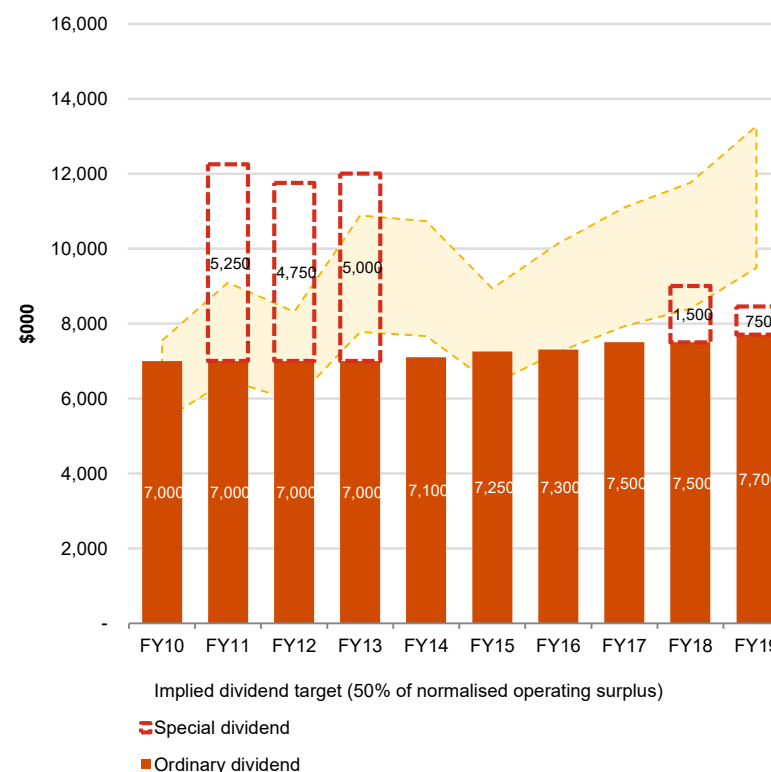
- Statement of Corporate Intent (June 2019)

Normalised operating surplus is calculated as net profit after tax excluding non-operating income and expenses, as well as profits from equity accounted investments. Normalised operating surplus therefore excludes gains and losses (realised and unrealised), property valuation increases, and one-off or non-recurring items which distort earnings available for ordinary distributions. However, the policy makes no adjustment for any differences between depreciation and amortisation and capital expenditure.

Port Otago is targeting to retain 30% to 50% of normalised operating surplus to grow its reserves and to help fund future capital expenditure requirements.

As demonstrated in the chart opposite, Port Otago has consistently paid out ordinary dividends of ~\$7m to ~\$7.7m, at the low end of dividends implied by its dividend policy (albeit this is current policy rather than the policy applicable at the time of payout). Port Otago has paid special dividends when requested by Council of ~\$17m in total over the ten year period.

Historical dividends declared

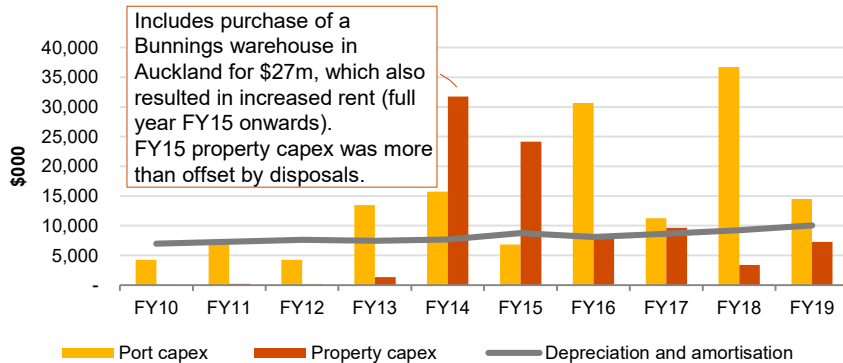


Source: Annual Reports

Capital expenditure and depreciation & amortisation

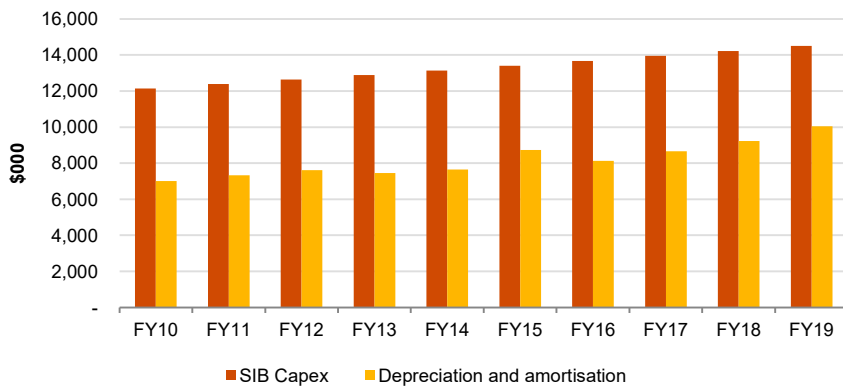
Port related capex has averaged ~163% of depreciation & amortisation over the last ten years, which reflects the high capital intensity of the business. Property related capex has fluctuated over this period and has been partially funded by recycling of funds from property investment disposals.

Capex and depreciation & amortisation



Source: Annual Reports

“Stay in business” capex*



Source: Annual Reports

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* Stay in business capex calculated as ten year average in FY19 and deflated at 2% for prior years.

- Capex compared with depreciation and amortisation is presented opposite. We note that management guidance is that depreciation & amortisation relates primarily to the port business (investment properties are not depreciated).
- Port Otago has invested significantly in port related capex over the last ten years. Management do not view a portion of this expenditure as growth capex, but rather view all capex spent as “stay in business” (SIB) capex. Consistent with management guidance port related capex has averaged 163% of depreciation and amortisation over the last ten years, which is consistent with management guidance of tending to be between 150% and 200% of depreciation and amortisation. We would also typically expect capex to on average exceed depreciation with regard to the port business given assets are long lived.
- Given capex is cyclical in nature, we have normalised SIB capex by taking the ten year average of \$14.5m (and deflating this for prior years at 2% per annum in line with inflation).
- We have done this for discussion purposes, but Port Otago should review its forecast capex requirements in detail if it is to be factored in to dividend policy.
- We have not included property related capex in SIB capex given it is funded partially out of the recycling of funds received from disposals of investment property, and can be also funded through debt.

Our view

- With regard to dividend policy, in our view SIB capex is a better measure of capital investment requirements than depreciation & amortisation (and unadjusted capex, which fluctuates greatly from year to year).

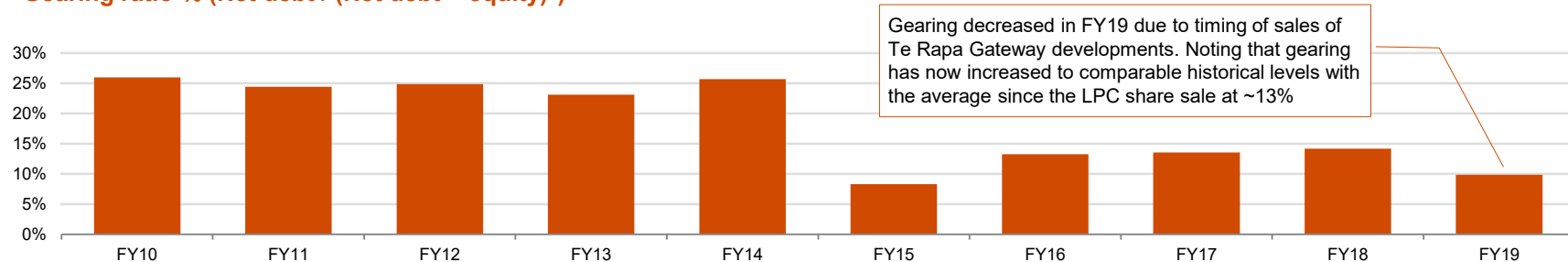
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Historical gearing

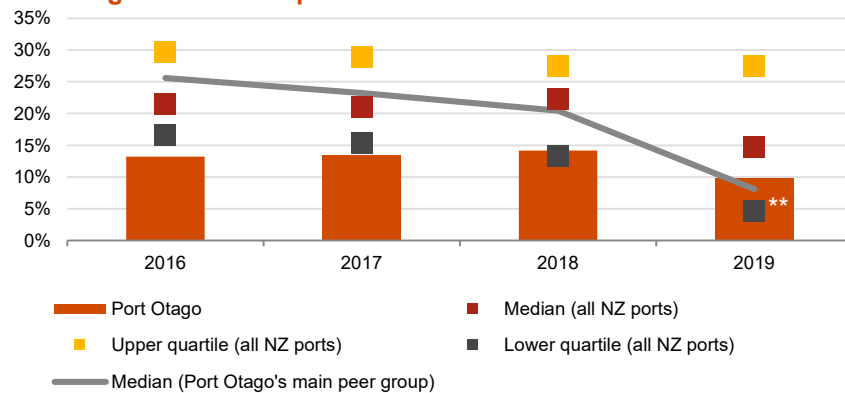
Gearing, ie debt borrowing relative to equity, is an important consideration with regard to the proportion of earnings paid out as dividends. Port Otago gearing has decreased significantly over time as a result of retention of proceeds from the LPC share sale in 2015 and retention of capital to fund Next Generation project.

Gearing ratio % (Net debt / (Net debt + equity)*)



Source: Capital IQ

Gearing ratio %* - NZ ports



Source: Annual Reports of NZ ports

Our view

- Port Otago gearing is low when compared with other NZ ports, suggesting that Port Otago could potentially utilise more debt in its capital structure to finance its capex requirements, particularly given the current low interest rate environment. However, we understand current gearing has increased subsequent to 30 June 2019, and as at 31 December had reached ~14%. The ten year average is ~18%.
- Re-gearing Port Otago to be more in line with other NZ ports could potentially allow the payment of a special dividend to Council without impacting Port Otago's ability to fund its future capex requirements. Setting an appropriate special dividend amount would require consideration of Port Otago's future capex requirements in detail.

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* Book value of equity.

** Napier Port paid and CentrePort Wellington had no debt as at their balance dates. We note Napier Port will be increasing borrowing to fund 6Wharf and has facilities of \$180m.

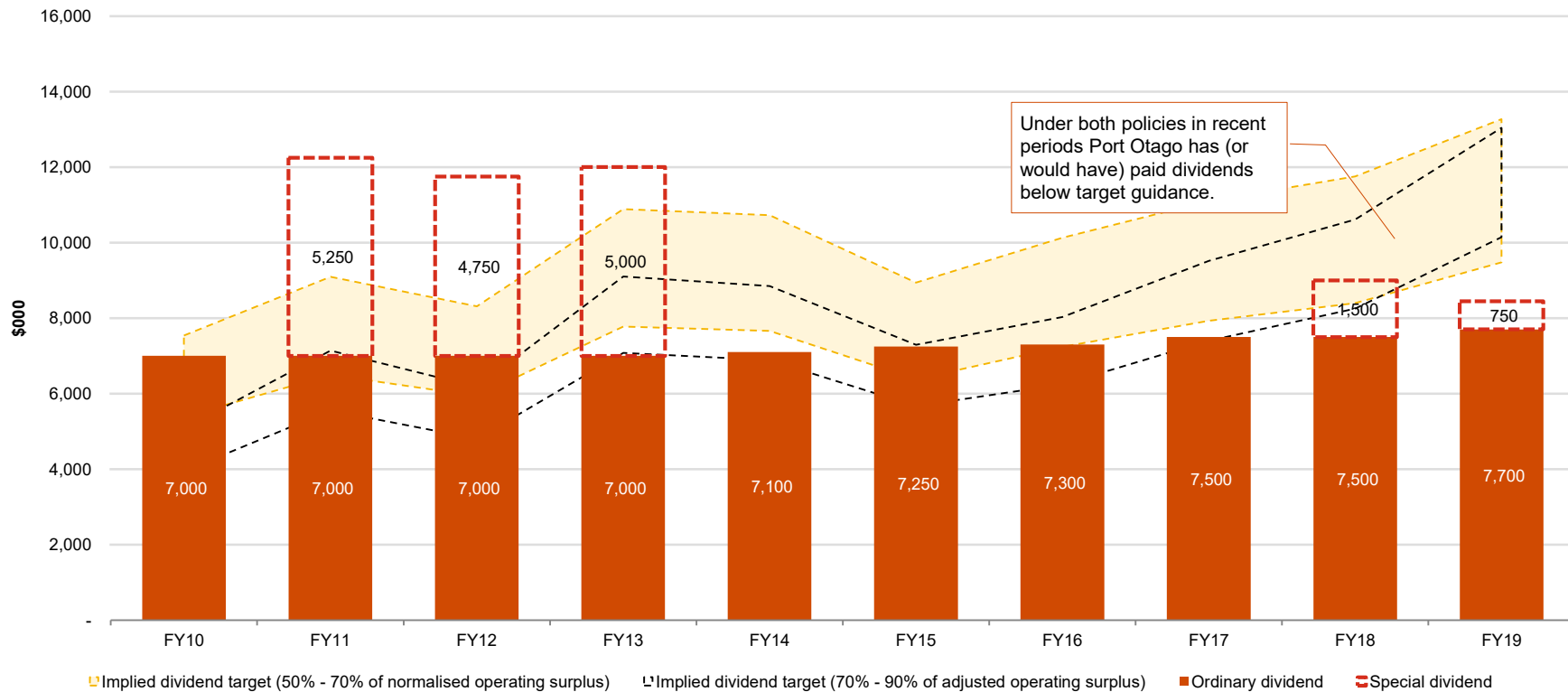
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Dividend policy options

We propose adjusting Port Otago’s dividend payout ratio for “stay in business” capex, which results in a normalised operating surplus that is more reflective of cash available for dividend payments, resulting in a tighter guidance band (refer dark grey lines).

Historical dividends declared vs dividend policy



Source: Annual Reports

5

Ownership
options

Ownership options considered

We have considered four ownership options from full Council ownership to partial and full sale of Council shares in Port Otago. All “change” options included consideration of separation of the port business and CPL.



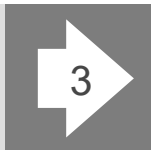
Status quo

Council to retain 100% ownership of Port Otago. Port Otago may revise its dividend policy based on NZ port benchmarking and after accounting for forecast capital expenditure requirements. The option is also available for Port Otago pays a special dividend to Council through re-gearing Port Otago in line with other NZ ports.



Initial public offering

Initial public offering (IPO) on the NZX. A partial listing of up to 49% shareholding (ie a free float of 49%) would allow the Council to retain majority ownership and effective control. There are a number of examples of mixed ownership resulting in successful outcomes for both Crown and Council vendors. As an option, the Council could sell more than 49% by way of IPO.



Private sale

Private sale of Council shares in Port Otago. Similar to the IPO option, Council could retain effective control through the sale of up to 49% of shares in Port Otago. Also, similar to IPO, Council could sell more than 49%.



Concession sale

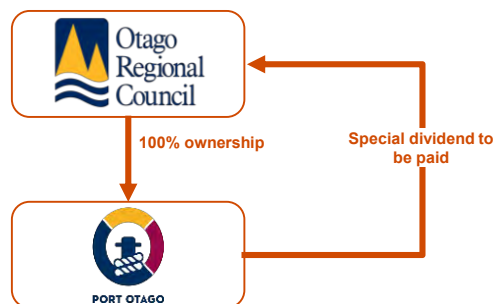
Contracting for the operation of Port Otago to a private investor through a long term operating lease (typically 50 – 99 years) in exchange for an upfront fee. Port Otago would retain ownership of the land and assets, and operations would revert to the Council upon the conclusion of the lease period. There are no such models in operation in New Zealand, however it is common overseas (including Australia). This model would likely require structural separation of the businesses given the likely different investor sets for CPL.



Option 1: Status quo







Council to retain full Port Otago ownership. Potential to adjust ordinary dividend policy and re-gearing of the Port to other NZ port equivalent levels could enable the payment of a special dividend.

Structure



No change to ownership structure. Consideration of a payment of a special dividend (through increased borrowing) and of ongoing dividend policy. However, we note increased gearing may lead to greater dividend volatility (given increased interest paid).

Qualitative considerations

-  **Council to maintain complete control of Port Otago.** This provides the greatest flexibility to alter key Port Otago operations and policies (ie dividends).
-  **Able to maintain strong alignment between Port Otago and the Otago region,** whilst enhancing returns to Council (via increased dividend payouts).
-  **Council receives full dividend payments which could be used to fund other Council activities.**
-  **Reduced retained earnings and higher gearing may increase the Port Otago's reliance on Council for funding capex intensive periods.**
-  **Before proceeding, Council should determine how the special dividend proceeds will be used,** for example HBRC created an equities portfolio. This is because raising debt at Port Otago (at a potentially higher cost than Council) to finance certain activities may not align with Council's intergenerational objectives. It may also be a better option that Council raises debt finance.
-  **Level of control allows Council to implement key environmental initiatives without potential for over emphasis on commercial returns.**

Quantitative considerations

Potential value released to Council



Upfront value released dependent upon special dividend. 100% of dividends, however paid out to Council.

Risks and other factors

Increased gearing. Higher gearing (if special dividend paid) is likely to reduce future ordinary dividends due to the increased interest costs.

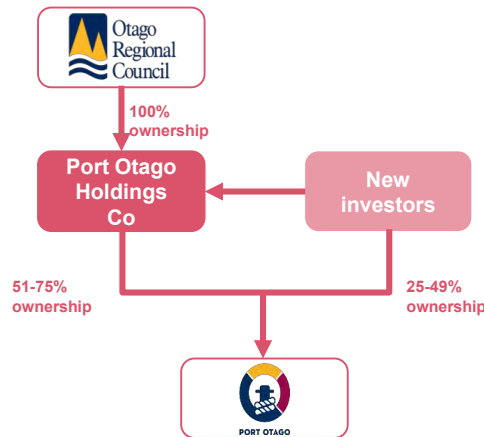
Interest rate risk. Increase in debt will increase Port Otago's exposure to market movements, which is likely to require larger hedging and may impact future returns.

Council debt funding. Cost of debt is a key consideration as Council may be able to borrow cheaper (eg under the LGFA).

Option 2: Initial public offering

An IPO would enable Council to retain control of Port Otago under a mixed ownership model that investors are familiar with. Ensuring Council is able to procure maximum value at the time of listing would be crucial as thereafter Council will be unable to realise any capital gains without sacrificing its majority stake.

Structure



New holdings company likely established to transfer Council's holding in Port Otago. This would receive consideration from investors purchasing shares in the Port.

Consideration of tax within Council group would be required given change of majority ownership (and also applicable to Options 4 and 5).

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Qualitative considerations



Widest investor universe. New Zealand retail and institutional investors will participate along with offshore institutional investors. All investors are familiar with the mixed ownership model proposed. Interest may be impacted if no broker coverage (size dependent).



As part of the IPO, a priority pool could be established for local residents. This would allow residents to continue to share in Port Otago's success.



Council will retain control of Port Otago through its majority shareholding but greater public scrutiny given reporting requirements.



On an ongoing basis, **Council's future dividends will be reduced.** To retain majority control, Council will be unable to realise any capital gains from share price appreciation.



Port Otago will retain flexibility. This will enable it to participate in future port consolidation (if considered desirable by Council).



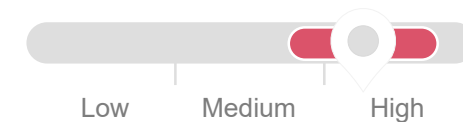
Port Otago will be subject to NZX continuous disclosure requirements. This will introduce administrative complexity and require the establishment of an investor relations function.



Level of control allows Council to implement key environmental initiatives (albeit less than full ownership and with greater scrutiny over decision-making). Merging with other ports would require compliance with listing rules but listing also provides Council with greater liquidity.

Quantitative considerations

Potential value released to Council



Upfront value released to Council could consist of:

- a special dividend; and
- sale of shares on the NZX (25% to 49%).

The amount raised through listing will be subject to market risk and likely raised at a discount to encourage uptake.

Council would be entitled to ongoing dividend payments reflecting its shareholding (ie 51% to 75%).

Risks and other factors

Market risk. Port Otago value will now be subject to significant public scrutiny and potentially share price volatility as a result of external factors (e.g. Coronavirus).

IPO discount. Typically a discount is expected to encourage uptake. This reflects lack of control on shares sold and lack of trading history. However, we note that Napier Port listed at the top of its valuation range.

Time and cost of IPO. Adviser, legal and brokerage fees are expensive. Joint lead managers will take a % of total equity sold. There will also be additional or incremental ongoing listed company costs (NZX fees, board fees and insurance, management remuneration etc).

Stake to be sold. The proportion of equity sold will influence the potential demand for shares as well as the value of shares.

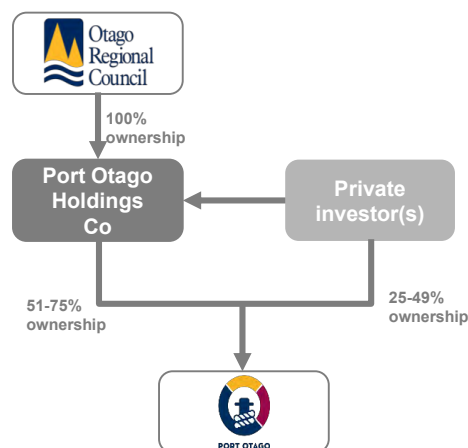
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Option 3: Private sale

Under a private sale investors will ascribe a minority discount of between 20% and 30% to reflect the lack of investment liquidity. Implementation of a robust shareholder’s agreement will reduce this discount but at the expense of Council’s future flexibility.

Structure









Large institutional investor(s) to purchase a minority equity stake in Port Otago.

A minority equity stake would likely be priced at a discount to reflect liquidity and the non-controlling interest. A stronger shareholders’ agreement outlining how key matters are resolved would help to reduce this discount, but would reduce Council’s ongoing influence.

Port Otago Strategic Asset Review
PwC

Qualitative considerations

-  **Overseas investors are likely to be most interested in this type of transaction.** Their involvement could have OIO implications, particularly given the port would be of national interest. Investor sets for port and property may differ.
-  **Council will retain control of Port Otago** but its influence will be curtailed by the shareholders’ agreement.
-  **Option is unlikely to realise as much value as an IPO.** Without a pressing requirement for additional capital, selling equity at a discounted rate may be considered inappropriate.
-  **Retaining flexibility (via a majority holding) will enable Port Otago to participate in future port consolidation** (if considered desirable).
-  When compared to an IPO, there are **less burdensome reporting requirements**.
-  Level of control allows Council to implement key environmental initiatives (albeit less than full ownership). Decision making process will also depend on the shareholders agreement. Merging with other ports would also be more complicated with a minority shareholder.

Quantitative considerations

Potential value released to Council



Upfront value released to Council could consist of:

- a special dividend; and
- sale of shares to a private investor (25% to 49%).

The amount raised through sale will be subject to a minority discount reflecting lack of marketability and control.

Council would be entitled to ongoing dividend payments reflecting its shareholding (ie 51% to 75%).

Risks and other factors

Misalignment of interests. Reduced control creates the potential for shareholder conflict.

Minority discount. Applied by investors to reflect lack of marketability and control. In particular, the size of discount will depend upon the shareholders’ agreement agreed.

Time and cost. Related to adviser and legal fees. Will also depend upon equity sold.

Stake to be sold. The proportion of equity sold will influence the potential demand as well as the value of shares. It will also impact the minority discount and cost of the process.

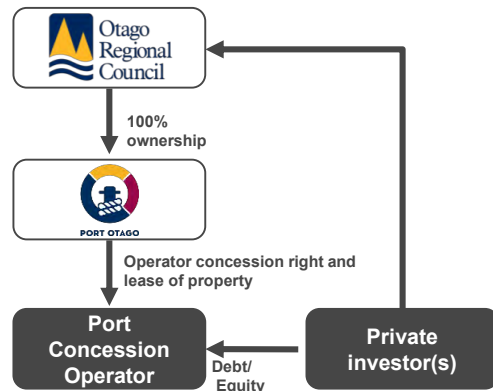
March 2020

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Option 4: Concession

The concession model is likely to release the most capital to Council. However, the increased complexity and lack of Council control over the concession period may make this option unappealing, particularly given the lack of New Zealand precedents.

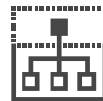
Structure



An unfamiliar model in New Zealand: Council would offer the right to a port concession to operate Port Otago under a fixed term concession (like a long term lease). Key assets, employees, contracts, liabilities and goodwill would be transferred via a concession agreement. In addition, Council would need to consider if the property business is included.

Port Otago Strategic Asset Review
PwC

Qualitative considerations



The most structurally complex option, with operations separated from land and the property company. This will increase transaction costs.



Council has no influence over operations during the concession period, except through enforcement of the concession agreement. Council would not receive any dividends from the Port during this period either.



The operator will have **less incentive to invest in Port Otago**. However, asset handback provisions included in concession agreements provide some protection in ensuring an agreed level of asset quality at handover.



Unlikely that larger domestic parties will participate in a competitive process (although other port operators may have interest). Likely to attract significant overseas interest and this may add **OIO complexity**. Investor sets for port and property may differ.



To understand income tax payable from the transaction assets will need to be valued. Without existing precedent (eg tax rulings) this is likely to be a time consuming process.



Loss of influence will prevent Council from implementing sustainability initiatives at Port Otago. Reduced influence will also impede participation in any port consolidation (or other key sector changes) over the concession period.

Quantitative considerations

Potential value released to Council



Upfront value released to Council could consist of:

- a special dividend; and
- Consideration for the concession sold (50 to say 99 years).

The amount raised will be based upon the length of the concession.

Council would not be entitled to ongoing dividend payments.

Risks and other factors

Value uncertainty. Comparable Australian port transaction multiples have been at a significant premium to listed company trading multiples. These reflect the low cost of capital for these investors, but also the unique characteristics of Australian market (eg scale and geographic monopolies). While Port Otago will retain ownership, the value (and physical state of) the returned asset is uncertain.

No operational control. Council will no longer have control over Port Otago's operation during the concession.

Time and cost. A range of adviser and legal fees. Will depend upon the amount sold (ie if there is separation of the property business).

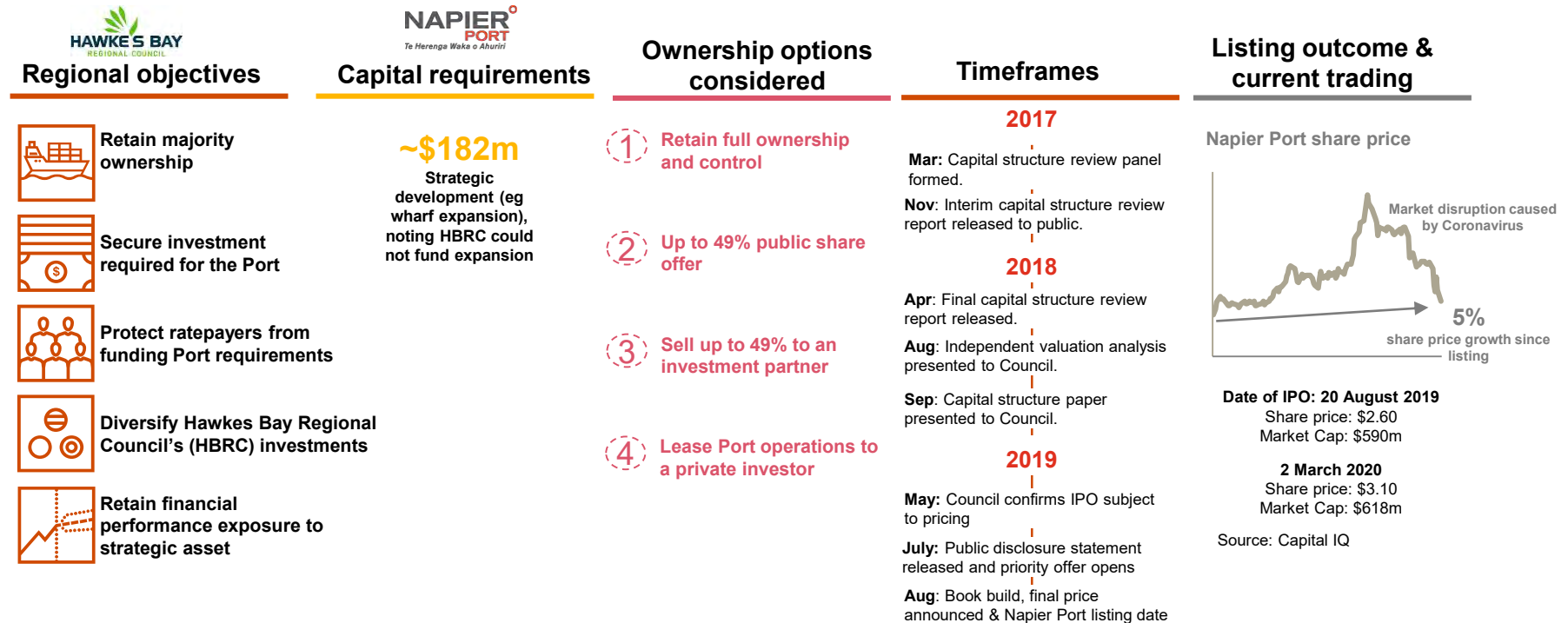
No local precedents. No New Zealand ports operate under this structure.

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Case study: Napier Port

The Napier Port IPO demonstrates how an IPO can release capital back to Council.



Appendix

Appendix 1: Key terms of business and restrictions

This Report has been prepared solely for the purposes stated herein and should not be relied upon for any other purpose.

To the fullest extent permitted by law, PwC accepts no duty of care to any third party in connection with the provision of this Report and/or any related information or explanation (together, the "Information"). Accordingly, regardless of the form of action, whether in contract, tort (including without limitation, negligence) or otherwise, and to the extent permitted by applicable law, PwC accepts no liability of any kind to any third party and disclaims all responsibility for the consequences of any third party acting or refraining to act in reliance on the Information.

We have not independently verified the accuracy of information provided to us, and have not conducted any form of audit in respect of the Company. Accordingly, we express no opinion on the reliability, accuracy, or completeness of the information provided to us and upon which we have relied.

The statements and opinions expressed herein have been made in good faith, and on the basis that all information relied upon is true and accurate in all material respects, and not misleading by reason of omission or otherwise.

The statements and opinions expressed in this report are based on information available as at the date of the report.

We reserve the right, but will be under no obligation, to review or amend our Report, if any additional information, which was in existence on the date of this report was not brought to our attention, or subsequently comes to light.

Certain numbers included in tables throughout this report have been rounded and therefore may not add exactly.

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This report is issued pursuant to the terms and conditions set out in our engagement letter and the Terms of Business attached thereto.

Glossary of terms used in this document

Term	Definition
AFFO	Adjusted funds from operations
AKL	Ports of Auckland
BLU	South Port
CAGR	Compound annual growth rate
Capex	Capital expenditure
Council	Otago Regional Council
Crown	New Zealand Government
EBIT	Earnings before interest and tax
EBITDA	Earnings before interest, tax, depreciation and amortisation
Eg	For example
FY[xx]	Financial year ending 30 June
Ha	Hectares
HBRC	Hawkes Bay Regional Council
le	For example
IPO	Initial public offering
LGFA	Local Government Funding Agency
LPC	Lyttelton Port Company
LYT	Lyttelton Port of Christchurch
MLB	Port Marlborough
NPAT	Net profit after tax
NPE	Napier Port
NPL	Port Taranaki
NPV	Net present value
NSN	Port Nelson

Glossary of terms used in this document (cont'd)

Term	Definition
NZ	New Zealand
NZX	New Zealand Exchange
POE / Port Otago	Port Otago Limited
POT	Port of Tauranga
ROA	Return on assets
ROIC	Return on invested capital
SCI	Statement of corporate intent
SIB	Stay in business
TEU	Twenty foot equivalent unit
TIU	Port of Timaru
TSR	Total shareholder returns
WACC	Weighted average cost of capital
WLG	CentrePort Wellington

Thank you

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10.2. COVID-19 Recovery - June 2020 Update

Prepared for:	Council
Report No.	GOV1927
Activity:	Governance and Democracy
Author:	Amanda Vercoe, Executive Advisor
Endorsed by:	Sarah Gardner, Chief Executive
Date:	19 June 2020

PURPOSE

- [1] To update Councillors on COVID-19 recovery discussions and activities the Otago Regional Council is currently involved in, and internal resourcing of this work stream.

EXECUTIVE SUMMARY

- [2] Since the last update to Council on 27 May 2020, staff have remained actively involved in COVID-19 recovery discussions with our iwi partners, stakeholders across the region and Central Government agencies.
- [3] A list of preliminary proposals for projects that would deliver environmental outcomes and employment for the Otago region has been submitted to the Ministry for the Environment and the Ministry of Business, Innovation and Employment for funding consideration. The projects involve active collaboration between the ORC, Otago catchment groups, iwi partners and other community stakeholders.

RECOMMENDATION

That the Council:

- 1) **Receives** this report.
- 2) **Notes** the Otago Regional Council remains actively engaged in progressing work related to COVID-19 recovery for Otago.
- 3) **Notes** resourcing for the green jobs focussed work is being considered and is likely to be able to be met from existing budget.
- 4) **Notes** that as already has been happening, we will continue to seek engagement from councillors on priorities and opportunities as the work progresses.

BACKGROUND

- [4] In the COVID-19 Recovery Paper for Council on 27 May 2020, staff undertook to report back to Council on 24 June 2020 on how discussions were developing.

ISSUE

- [5] Further to the COVID-19 Recovery Paper for Council on 27 May 2020, ORC has been active in considering and identifying opportunities to contribute to the COVID-19

recovery efforts in Otago. While there remain challenges with lack of clarity, cross-over between funds, and fast turn-around times, we are doing our best to ensure that Otago is in the mix when funding is being distributed. We provide a brief update of the activity below. As has already been happening we will continue to seek engagement from councillors on priorities and opportunities, as the work progresses.

DISCUSSION

Crown Infrastructure Partnership Fund

- [6] The regional sector package of shovel-ready infrastructure projects, of which ORC was a part, is still being considered by Ministers and we are awaiting advice.

“Green Jobs”

- [7] ORC has submitted a bid to the Ministry for the Environment for \$31 million worth of green jobs funding. The proposals are a collaboration with Otago catchment groups, iwi, and other stakeholders across the region. We are awaiting feedback from the Ministry.
- [8] We are also considering internal resource needs for this work, as opportunities will continue to arise, and we need to be ready to respond in short periods of time. We expect any additional resources can be met within existing budgets currently.
- [9] To further assist with this work, we could look to use the Regional Sector model that is being developed, which includes principles and outlines ways regional councils might be involved with these types of initiatives e.g. partner, stakeholder, funder.
- [10] COVID-19 represents a significant opportunity for the ORC to build its collaboration and engagement with stakeholders across the region and look to deliver real benefit to our communities and environment.

Provincial Growth Fund - Fencing of Waterways

- [11] The Provincial Growth Fund has been refocussed to in part prioritise fencing projects and riparian planting that can begin immediately and provide employment for redeployed workers.
- [12] An Expression of Interest form was released online for landowners to directly apply and the Ministry of Business, Innovation and Employment (MBIE) sought assistance from the ORC to test the opportunity with our connections in the catchment/irrigator group space. A list of over 30 possible projects was submitted to MBIE for consideration. MBIE have asked ORC to assist with further scoping three projects, with two others being progressed by the applicants.

Department of Conservation/Ngāi Tahu/South Island Regional Council Chief Executive collaboration

- [13] Terms of reference are being developed for this initiative, which will look to enable working in partnership on COVID-19 recovery environmental projects across the region.

Department of Conservation, Otago Regional Council, Queenstown Lakes District Council – “In the Wild” Working Group

- [14] A formal partnership agreement is being developed focussed on better coordination of projects in nature – predator control, trails, wilding pine management. ORC has agreed

to contribute \$70,000 to the Department of Conservation for the pilot once the partnership agreement is signed.

Regional Recovery Efforts

[15] The Otago Regional Council remains engaged in regionally focussed recovery efforts, including through ongoing Civil Defence work, the Otago Regional Economic Development group, and the Mayoral Forum.

OPTIONS

[16] Note this update.

CONSIDERATIONS

Policy Considerations

[17] Not applicable.

Financial Considerations

[18] Resourcing for the green jobs work stream is being considered, but we anticipate additional resourcing needs can be met from existing budgets.

Significance and Engagement

[19] Not applicable.

Legislative Considerations

[20] Not applicable.

Risk Considerations

[21] There are risks around managing the additional work related to COVID-19 recovery while continuing to deliver on our business as usual annual plan. To mitigate this risk, we are considering additional resourcing for the COVID-19 recovery work, as outlined above.

NEXT STEPS

[22] The next steps are to continue to pursue opportunities for the ORC to contribute to COVID-19 recovery efforts in Otago.

ATTACHMENTS

Nil

10.3. ECO Fund reports

Prepared for: Council
Report No. GOV1922
Activity: Community: Governance & Community
Author: Shayde Bain, Strategic Communications and Engagement Advisor
Endorsed by: Sally Giddens, General Manager People, Culture and Communications
Date: 16 June 2020

PURPOSE

- [1] To present reports from ECO Fund recipients received from November 2019 to May 2020 to Council, to account for funds spent on projects that are now complete.

RECOMMENDATION

That the Council:

- 1) **Receives** this report.
- 2) **Notes** the reports of ECO Fund recipients received from November 2019 to May 2020, accounting for funds spent.

BACKGROUND

- [2] The ECO Fund was launched in June 2018 with the purpose of supporting community-led projects that protect, enhance and promote Otago's environment. The fund has \$250,000 to grant annually, with two funding rounds held from 1-20 October and 1-20 March.
- [3] The ECO Fund supports large and small-scale projects, from one-off projects to some that continue to see results for years. The reporting deadlines for successful projects are set out by ORC staff, with consideration given to the project completion dates provided by ECO Fund applicants in their application form.
- [4] The attached reports were received between November 2019 and May 2020. Following councillor request, project summaries are outlined at the start of the report and the full reports follow on from this.
- [5] More information about the ECO Fund can be found at <https://www.orc.govt.nz/our-council-our-region/eco-fund>

DISCUSSION

- [6] As per ECO Fund terms and conditions, successful applicants must agree to report on their project outcomes to ORC within a specified timeframe and account for how funds were spent. The attached document includes reports from the following completed projects that received ECO Fund funding.

- [7] Note that the ECO Fund does not fund retrospective costs; successful applicants invoice for the approved amount in order to undertake project work. Therefore, any spend over budget will be covered by other means by the applicants. There are some instances of projects coming under budget, but none are for amounts significant enough for ORC to request a refund. ECO Fund terms and conditions and conditions state that *“If work funded is not completed within the given time frame or funds are not spent as agreed, Otago Regional Council reserves the right to request the return of funds unless otherwise agreed”*.

- [8] **Project summaries:**

1. Monitoring Coastal Change in Otago – BioBlitz

<i>Funding round</i>	September 2018
<i>Project dates</i>	January – October 2019
<i>ECO Fund contribution</i>	\$9,003.00
<i>Total budget</i>	\$17,248
<i>Was the budget kept to? If not, what was the reason for any variance</i>	Spend was only slightly more (\$53.95) than budgeted. Additional costs were funded through University of Otago and Mobil
<i>Environmental benefit</i>	Coastal biodiversity
<i>Volunteers involved</i>	233 volunteers, totalling 466 hours
<i>Project goal</i>	This project set out to achieve a BioBlitz, focused on the intertidal zone of the Otago coastline. Several BioBlitz days were held involving the community and schools. Baseline data was collected to enhance the understanding of marine biodiversity along the Otago coastline. Data will be used to support ongoing monitoring. Schools and teachers involved are now equipped with the knowledge to continue monitoring if they wish.
<i>Was the project completed as outlined in the application, and if not, how did it vary?</i>	The project went as planned, aside from original planning involving one session only but due to tide and weather constraints this was revised to be multiple BioBlitz sessions. The Marine Studies Centre was in touch with us regularly to keep us in the loop about changes to the original plan.
<i>How was ECO Fund acknowledged</i>	ORC logo and acknowledgement of the funding on posters (electronic and hard copy), Star Newspaper ads, social media and online event page.

2. Mt Iron Wanaka Backyard Trapping

<i>Funding round</i>	September 2018
<i>Project dates</i>	November 2018 – November 2019 (although the project is ongoing)
<i>ECO Fund contribution</i>	\$4,800.00
<i>Total budget</i>	\$4,800.00
<i>Was the budget kept to? If not, what was the reason for any variance</i>	Spend was under budget by \$1375.51, with remaining funds to be spent on bait and trap maintenance as per their budget. We are comfortable with this because the project is ongoing.
<i>Environmental benefit</i>	Biosecurity
<i>Volunteers involved</i>	100 hours volunteer time
<i>Project goal</i>	This project set out to increase trapping on Department of

	Conservation and private land through Wanaka Backyard Trapping.
<i>Was the project completed as outlined in the application, and if not, how did it vary?</i>	Project goals were completed, volunteers continue to monitor traps, and a community workshop was held during ONE Summit (https://www.onenewzealand.co.nz/one-summit) to educate school students about the trapline.
<i>How was ECO Fund acknowledged</i>	Funding was acknowledged on their Facebook page and in their flyer.

3. Skink Friendly Garden

<i>Funding round</i>	January 2019
<i>Project dates</i>	February 2019 – February 2020
<i>ECO Fund contribution</i>	\$1,770.00
<i>Total budget</i>	\$1,770.00
<i>Was the budget kept to? If not, what was the reason for any variance</i>	Spend was ten cents under budget.
<i>Environmental benefit</i>	Biodiversity/Biosecurity
<i>Volunteers involved</i>	250 students plus staff, local farmers and fencing contractors
<i>Project goal</i>	This project set out to make improvements on Weston School's skink friendly garden through replanting and fencing.
<i>Was the project completed as outlined in the application, and if not, how did it vary?</i>	The project timeline was delayed due to availability of volunteer contribution, however the project has now been completed successfully. We were kept informed about the delayed timeframe. Results of tracking tunnels have so far proved the fence has successfully kept hedgehogs out and will enable the students to address further pest problems.
<i>How was ECO Fund acknowledged</i>	Funding was acknowledged through school newsletters.

4. Save The Otago Peninsula (STOP) – Pest Plant Control Project

<i>Funding round</i>	January 2019
<i>Project dates</i>	June 2019 – June 2020 onwards
<i>ECO Fund contribution</i>	\$7,379.00
<i>Total budget</i>	\$9,473.22
<i>Was the budget kept to? If not, what was the reason for any variance</i>	Spend was as budgeted, with additional funds sourced for the shortfall from Bendigo Valley Foundation.
<i>Environmental benefit</i>	Biodiversity/Biosecurity
<i>Volunteers involved</i>	25 volunteer hours
<i>Project goal</i>	This project set out to remove a large infestation of banana passionfruit on the Otago Peninsula that could not be managed by volunteer power alone, so a contractor was brought in.
<i>Was the project completed as outlined in the application, and if not, how did it vary?</i>	Work took place in two stages and was delayed by sourcing additional funding, landowner access and bad weather. We were kept in the loop of these delays. The work is mostly completed, with maintenance being undertaken by volunteers. This work will decrease the spread of these

	invasive pest plants to nearby native bush.
<i>How was ECO Fund acknowledged</i>	Funding was acknowledged through community newsletters, emails to members and STOP's Annual Report.

5. Te Kākano Aotearoa Trust

<i>Funding round</i>	January 2019
<i>Project dates</i>	April 2019 – April 2020
<i>ECO Fund contribution</i>	\$15,000.00
<i>Total budget</i>	\$46,000.00
<i>Was the budget kept to? If not, what was the reason for any variance</i>	Spend was slightly over budget (\$929 over). Other funding was sourced from Sargood Bequest, Queenstown Lakes District Council, Community Matters (DIA), donations and sponsorships.
<i>Environmental benefit</i>	Biodiversity
<i>Volunteers involved</i>	3,280 hours
<i>Project goal</i>	This project set out to increase nursery sessions, plant propagation, plant maintenance sessions, resources for schools and visitors, and to promote the Trust further in order to increase business and therefore become less reliant on funding grants.
<i>Was the project completed as outlined in the application, and if not, how did it vary?</i>	Goals have been achieved, with the exception of bad weather preventing a significant increase in nursery sessions. Numerous statistics on volunteer hours and other measurements are included in the report, which show the overall success of the Trust.
<i>How was ECO Fund acknowledged</i>	Funding was acknowledged through newsletters, on their website and at the AGM. The ORC logo is also on their website.

6. Wānaka Water Project

<i>Funding round</i>	January 2019
<i>Project dates</i>	September 2019 – December 2019
<i>ECO Fund contribution</i>	\$12,500.00, plus \$22,500.00 repurposed from the Environmental Enhancement Fund
<i>Total budget</i>	\$855,000.00 (they have other sources of funding)
<i>Was the budget kept to? If not, what was the reason for any variance</i>	Spending was equal to the budget.
<i>Environmental benefit</i>	Water quality
<i>Volunteers involved</i>	3,900 hours from 250 volunteers
<i>Project goal</i>	This project set out to develop an integrated catchment management plan for Upper Clutha catchments.
<i>Was the project completed as outlined in the application, and if not, how did it vary?</i>	A Community Catchment Plan (CCP) was completed in December 2019 and the group plans to formally present this to ORC councillors once a review has been completed. A roadmap is now in place to safeguard the long-term health of waterways.
<i>How was ECO Fund acknowledged</i>	Funding was acknowledged through social media, external communications, media releases, stakeholder meetings, in

	the CCP and on their website.
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7. Wild Dunedin Podcast

<i>Funding round</i>	January 2019
<i>Project dates</i>	February 2019 – December 2019
<i>ECO Fund contribution</i>	\$2,500.00
<i>Total budget</i>	\$3,115.97
<i>Was the budget kept to? If not, what was the reason for any variance</i>	Funding was a contribution to the overall costs and spend was \$67.08 over budget. Other funding sources included prize money, Wild Dunedin Festival committee funding and in-kind support from Otago Museum for equipment and staff time.
<i>Environmental benefit</i>	Biodiversity/Biosecurity
<i>Volunteers involved</i>	N/A
<i>Project goal</i>	This project set out to continue Wild Dunedin's podcast episode development.
<i>Was the project completed as outlined in the application, and if not, how did it vary?</i>	Seven episodes were developed and uploaded to the podcast channel, and two interviews have been recorded for future episodes. Milestones achieved include positive feedback, high viewer ratings, national airtime and increased availability on different streaming services such as Spotify. Budgeting, staff availability and time constraints added challenges to the process.
<i>How was ECO Fund acknowledged</i>	Funding was acknowledged with the ORC logo on their website, acknowledgement in a blog and on Facebook, and in each podcast episode.

8. Bring back the seabirds

<i>Funding round</i>	May 2019
<i>Project dates</i>	June 2016 - ongoing
<i>ECO Fund contribution</i>	\$5,568.26
<i>Total budget</i>	\$5,568.26
<i>Was the budget kept to? If not, what was the reason for any variance</i>	Full costs are yet to be spent, and so far, this project is on track with the initial budget. Additional donations amounting to \$1,874.27 were received, enabling additional motion cameras to be purchased.
<i>Environmental benefit</i>	Biosecurity
<i>Volunteers involved</i>	16
<i>Project goal</i>	This project set out to protect the remnant tītī sooty shearwater (<i>Puffinus griseus</i>) colony within Sandymount Reserve through increased predator control.
<i>Was the project completed as outlined in the application, and if not, how did it vary?</i>	New gear was purchased and is in place. The breeding season is currently ending so final results are yet to be realised.
<i>How was ECO Fund acknowledged?</i>	Funding was acknowledged through a Forest and Bird magazine article and was mentioned in a TV One News interview, however the acknowledgement did not make the final cut.

9. No more bad cats – Matukituki

<i>Funding round</i>	May 2019
<i>Project dates</i>	August 2019 – December 2019
<i>ECO Fund contribution</i>	\$4,950.00
<i>Total budget</i>	\$5,635.00
<i>Was the budget kept to? If not, what was the reason for any variance</i>	Spend was over budget and the shortfall was sourced through donations.
<i>Environmental benefit</i>	Biosecurity
<i>Volunteers involved</i>	4
<i>Project goal</i>	This project set out to trial a satellite-monitored, live-capture trapping network targeting feral cats in the Matukituki Valley in order to protect threatened and endangered bird species.
<i>Was the project completed as outlined in the application, and if not, how did it vary?</i>	Trapping was successful and led to a new network being established in the Rees River. There were many learnings from the project about how to continuously improve on protecting nesting birds.
<i>How was ECO Fund acknowledged?</i>	Funding was acknowledged through ODT articles, a Forest and Bird article and local/community newspaper articles.

10. Makarora Catchment Threatened Species Project: From Ridge to River

<i>Funding round</i>	May 2019
<i>Project dates</i>	October 2019 – October 2020
<i>ECO Fund contribution</i>	\$6,100.00
<i>Total budget</i>	\$38,475.00 (over 3 years)
<i>Was the budget kept to? If not, what was the reason for any variance</i>	The project came out under budget by approx. \$2,000, with the ORC portion fully spent. ORC funds were a contribution to overall spend.
<i>Environmental benefit</i>	Biodiversity/Biosecurity
<i>Volunteers involved</i>	9
<i>Project goal</i>	This project set out to maintain ongoing threatened species monitoring within the Makarora catchment.
<i>Was the project completed as outlined in the application, and if not, how did it vary?</i>	Goals of the project were generally met but were impacted by flood conditions, health and safety implications and COVID-19. Success is measured through a range of parameters such as output reporting, spatial and temporal data analysis/presentation, stakeholder and community engagement, behaviour change and understanding.
<i>How was ECO Fund acknowledged?</i>	Funding was acknowledged on their website https://aspiringbiodiversity.co.nz/ in news articles, posters and interpretation materials.

11. Skippers-Londonderry Creek Beech Forest Project

<i>Funding round</i>	October 2019
<i>Project dates</i>	January 2020 – April 2020
<i>ECO Fund contribution</i>	\$26,601.30
<i>Total budget</i>	\$26,601.30
<i>Was the budget kept to? If not, what was the reason for any variance</i>	Spend was under budget (\$47), we are comfortable with the underspend because it's not significant.

<i>Environmental benefit</i>	Biosecurity
<i>Volunteers involved</i>	80 hours by 8 volunteers
<i>Project goal</i>	The project goal was to protect native Beech forest from being overtaken by wilding pines. Hand spraying was the only viable option due to the complex environment.
<i>Was the project completed as outlined in the application, and if not, how did it vary?</i>	Work was seen as a ‘resounding success’, with volunteers and contractors clearing well over 1,000 pest trees and spraying approx. 10.61 ha. Outcomes will take up to a year to see in terms of the trees dying off, but they are confident it was a success. The learnings from this can be used in other situations.
<i>How was ECO Fund acknowledged?</i>	Funding was acknowledged through ORC’s logo on their website, newsletters, Facebook posts and a new brochure.

ATTACHMENTS

1. ECO Fund Reports & Summary for Council (June 2020) [**10.3.1** - 194 pages]

ecofund

*Environment. Community. Otago.
Te Ao Turoa. Hapori. Ōtākou.*

ECO Fund reporting form

Please complete and return to:
Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Sian Sutton

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz.

Our Reference: A1139709

Project name:	Monitoring Coastal Change in Otago - Bioblitz
Applicant name:	Sally Carson
Grant amount:	\$9,003
Project start date:	January 2019
Project finish date:	October 31, 2019
Total number of volunteers:	~ 233 volunteers
Total volunteer hours:	> 466 hours (average of 2 hours per person, many did much more and some did less)

Conditions

How did you acknowledge the funding received from ORC?

The BioBlitz acknowledge funding from ORC in the following ways:

- A story was written for the Winter issue of ORC Waterlines newsletter - <https://www.orc.govt.nz/media/7131/waterlines-winter-2019.pdf>
- A poster advertising the Karitane event included ORC logo (see below)
- Advertisement with ORC logo was placed in Star Newspaper (design as per the poster below)
- Electronic version of the poster was distributed to schools, university departments, community groups, environmental organisations etc.
- Poster was shared widely through social media
- Posters were distributed to Karitane, Waikouati and neighbouring communities including areas of Dunedin
- Event was listed through Eventbrite and ORC was acknowledged

- ORC was referenced on all the material handed out on the day of the BioBlitz
- ORC did a short film on the day of the BioBlitz
- ORC was referenced on all of the outputs from the BioBlitz (eg species lists, Photo points etc.)



East Otago Coastal BioBlitz 2019

A BioBlitz is an event that focuses on finding and identifying as many species as possible in a specific area over a period of time.

Book this date to connect with scientists, rōnaka and the community to experience the biodiversity and local knowledge that makes North Dunedin coastlines special.

This event is free and includes the Aquavan, waka and walking trips and short seminars. Food and transport from Dunedin will be available.

For more information, register with Eventbrite or email Cathy at NZ Marine Studies Centre: cathy.rufaut@otago.ac.nz

Sunday 29 September | 10am-4pm
Karitāne and surrounds



5/15/2019 10:17

Financial Summary

As detailed in your application to Otago Regional Council (ORC), the budgeted total cost of the project was \$9003.

Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.

Please attach supporting receipts/invoices.

Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Budgeted \$ (GST exclusive)	Actual \$ (GST exclusive)
Staff	\$6,070	\$ 5,7440
Travel costs	\$1,014	\$1,668.48
Advertising of community events	\$ 633	\$ 330.33
Catering for events	\$ 300	\$ 256.70

Equipment rental for bioblitz	\$500	\$ 607.83
General materials/ consumables/ stationary	\$400	\$ 112.61
Additional travel costs/ salary (being processed)		\$ 341
Total:	\$9,003	\$9,056.95

If you spent more than had originally been budgeted, please list additional sources of income and the amount received from each source.

Income source	\$ Amount
University of Otago (in kind, equipment use, scientist time)	\$1,800
University of Otago (overheads)	\$5,942
Mobil – Rocky shore resources	\$ 500
Total:	\$8,242

Please attach supporting receipts/invoices.

Please find attached the University of Otago Accounts statement with each transaction itemized. Please advise if copies of individual receipts are also required.

Outcomes summary

Please answer the following questions about your project. If you have developed a full report please attach this and ensure the questions below are answered throughout.

What you set out to achieve?

Please use as much space as needed

Our goal was to run an BioBlitz that focused on the intertidal zone of the Otago Coastline. BioBlitz is an international brand name for an event that is part contest, part festival, part educational event, part scientific endeavour, that brings together scientists and the wider community to collect biodiversity data about a specific region. This intensive survey method, with the effort of many people, can be an effective way to gather information on the distribution and occurrence of flora and fauna.

Due to the constraints of both tides and weather at a coastal location, a mini-bioblitz, structured around the low tide times on multiple days was planned. The iNaturalist NZ platform (<https://inaturalist.nz/>) was selected to record the occurrence of various species in the selected

regions.

Through the collection of baseline data we will enhance our understanding of the biodiversity, abundance and distribution of marine species along the Otago coastline. Monitoring the intertidal community over time over a two year period will help both scientists and communities assess the health of the local environment and understand how activities on land affect the coastal environment. This information is also important to gather during the establishment phase of a new marine reserve.

The data collected during the Bioblitz will be used to support ongoing monitoring in the regions. And data storage systems (iNaturalist, Mm2) and data visualizations (arcGis StoryMap, Mm2) will provide both environmental managers and communities with knowledge, understanding and data that will help them better manage and protect the local environment. Ideally, guardianship of the local environment should be carried out by the communities that live within them and as a result, care most about its future.

This project trialled methods (eg Bioblitz) to collect baseline data with the wider community that have not been previously used in the Otago region for intertidal monitoring and provided recommendations for future use. The BioBlitz provided opportunities to promote the linkage between our freshwater and coastal environments, the importance of healthy ecosystems and the value of looking after Otago's coastal resource for recreation, education and conservation.

How did you do it?

Please use as much space as needed

1. **Background Research** - The first stage of the project was to research how BioBlitzes have been run in other parts of the country and world, to gain understanding of how we could apply the method to the intertidal zone. A number of groups and individuals were consulted about best practice and learning from their experience in running Bioblitzes in NZ and overseas.
2. **Expert Involvement** - A wide range of scientists and marine science graduate students were contacted to see if they would like to be involved. Although some were not available on the day, many agreed to help in the identification of species after the event. Scientists from Department of Conservation and Otago Regional Council were consulted and were involved in the planning and data collection sessions. An expert from the University of Auckland Marine Science Department and Sustainable Coastlines (Wellington based) travelled down.
3. **iNaturalist** – This citizen science platform was identified as the best tool to use. Experts were consulted on its use for the data collection. John Barkla from Department of Conservation ran a training session for staff who were going to be involved in the Bioblitz on September 6. 12 people attended. This workshop was followed by training for the Litter Survey Project (8 attendees). The Litter Project was also run during the BioBlitz on Sept 29.
4. **Community Consultation** - The Karitane community and Puketeraki Rununga were consulted about the date and involved in the planning of the event. Booking for the event and bus transportation to the site was organised through Eventbrite. A poster and advertisements were designed for the event and a marketing plan put together. Schools in the region were

consulted to understand how they would like to be involved. These included 43 individuals, 8 schools, 8 community groups/organisations.

5. **Organisation of the Events** – The event needed to be organized around a weekend with suitable low tide times and levels. A venue was secured and full day of activities were organised. Considerable planning was involved to recruit and organise volunteers and helpers. Organise bus transportation and a booking system (event brite).
6. **Promotion of the Events** – A poster was designed and shared widely through personalized email invitations, sharing with groups and organisations, sharing with social media. Various media were contact and an advertisement was placed in the Star Newspaper on September 19.

Three mini-BioBlitz were organised; 2 focused on schools (Pleasant River Estuary, Karitāne) and 1 focuses on the wider community (Karitāne and Pleasant Estuary combined).

1. Pleasant River Estuary – Friday May 10th.

- Students from Waikouati School, Flag Swamp School and a home school group from Ranfurly took part. The day begin with a session in the classroom to outline the objectives for the field trip and review the techniques. The afternoon field trip focused on using the Marine Metre Squared survey method to collect data about the estuary habitat. Scientific support was provided by the Department of Conservation Marine Specialist (Greig Funnell), ORC Ranger (Nicole Foote) and Scientists and graduate students from the University of Otago.
- Data was entered on the Marine Metre Squared web site (www.mm2.net.nz), a national citizen science web site
- > 20 species recorded
- 37 students and teachers / adults were involved with about 10 experts and support staff

2. Karitane Estuary – Friday Sept 27th

Students from East Otago High School, Warrington School, and Karitane School were involved in the field trip to the Karitane Estuary.

- Visits to schools were made to schools prior to the bioblitz to outline the objectives of the bioblitz and to review the survey method. Our hope was that schools will be interested in carrying on with ongoing monitoring. We also structured the programme so that the children involved in the event would return with their parents/families to the community BioBlitz to show them what it's all about.
- Karitane school opened the day with a karakia and although we were racing the tides, we collected data from both the rocky shore and the estuary. The data was compiled and discussed over lunch time. The afternoon was spent with the Aquavan Touch tanks and environmental games.
- East Otago High School students also used the experience to gain skills in leadership.
- Data was entered on the Marine Metre Squared web site (www.mm2.net.nz), a national citizen science web site
- **25 estuary species** (6 snails, 2 bivalves, 6 crustaceans, 2 limpets, 3 seaweeds, 8 worms) **and 19 rocky shore species were recorded in the mid to high tide zones**
- **71 students and teachers / adults were involved from the schools with about 15 experts and support staff.**

3. Karitane Coastline (Estuary, Surf Beach, Rocky Shore) – Sunday Sept 28th

- Puketeraki were involved very early in the planning stages. They supported the BioBlitz by taking part in the school and community days in Karitāne. They ran waka trips to Karitāne Spit for the community day to share local knowledge and experiences with the estuary.
- The University of Otago's Aquavan provided a useful mobile facility for holding species for identification and education during the Bioblitz and allow people to get up close with marine life.
- Short talks from students and staff at the University educated people on some of the finer details about marine life at the community day.
- We utilised the local fishing club as home base (see attached notice for their newsletter)
- Data/Observations collation still continues. We have set up a project on iNaturalist called East Otago Coastlines : Monitoring Change for people to upload what they found during the BioBlitz days.
- Some of the school students returned with their families and practice their new skills / understanding.
- Scientific support was provided by the Department of Conservation Marine Specialist (Greig Funnell), ORC Ranger (Nicole Foote) Dr Richard Taylor, University of Auckland, Rod Morris (Photographer), University of Otago staff and tertiary students and special interest groups (eg Forest and Bird members).
- Ben Knight from Sustainable Coastlines offered tuition on how to do a litter survey, another project we hope the community will continue with .
- Photopoints were set up and will be monitored over time (see attached report)
- Data was entered on the Marine Metre Squared web site (www.mm2.net.nz), a national citizen science web site
- **85 species recorded and uploaded to iNaturalist (<https://inaturalist.nz/projects/east-otago-coastlines-monitoring-change>)**
- **Approximately 50 public members attended the event with a further 30 engaged at a distance. There we 20 experts and support staff who were also there on the day.**

Timeframes the outcomes were achieved in

Please use as much space as needed

A BioBlitz is an intense search for as many species as can be found within a set area over a short, designated time frame. This project carried out three full day BioBlitz sessions over the course of a tidal cycle.

The timing was not ideal as there were conflict with a number of events. The school event conflicted with the youth climate march and the weekend event with the Port Chalmers Seafood festival for example. The events had to be planned around the time of low tide and although we aimed for a warmer time of year, the weather for the September events was cold and damp.

The planning and data processing take more time (see outline above)

And the post-event processing will take at least a further 4 weeks to get all species identified, distribute results to everyone, and get all data onto iNaturalist. This work is still on going.

How did you measure the success of your outcome?

Please use as much space as needed

In the short-term:

- Good involvement from 5 local schools Waikouaiti, Flag Swamp, Karitāne, Warrington, East Otago High. Many of the students that participated in the Karitane event brought their family back for the weekend event and shared their knowledge and enthusiasm. The teachers commented on the value and indicated they would like to continue monitoring.
- High learning outcomes by the students. The Waikouaiti students completed a survey form after the May Bioblitz and all students were able to describe the purpose of the bioblitz and they all said they would like to attend future events (summary available on request)
- Involvement of community members – 50 registrations (our day after email trial!) and many stayed all day to hear the research talks in the afternoon.
- Support of the Rununga – they ran waka trips to the other side of the estuary throughout the day
- Numbers of observations made during the BioBlitz events - 140
- Number of participating iNaturalist users – 6 observers and 33 identifiers
- Number of species listed - 87
- Number of enduring partnership relationships – Puketeraki, Karitāne Fishing Club, Waikouaiti-Karitāne River Estuary Care, East Otago Catchment Care Group, East Otago High School
- Baseline data collected about the intertidal biodiversity
- Lists of species by habitat prepared for the local community to support on-going monitoring
- Systematic monitoring of the rubbish level on Karitane beach was begun (<https://litterintelligence.org/data/survey?id=268>)
- Aquavan provided an effective engagement tool and provide opportunity for the community to learn about the subtidal species

In the long term:

- Uptake use of species list by community members for specific local project/monitoring purposes
- The iNaturalist project for the region has been set up, and the schools/community can continue to build on it (<https://inaturalist.nz/projects/east-otago-coastlines-monitoring-change>)
- The number of participants joining the iNaturalist project continues to grow
- Photopoints trial was set up on the Karitane Spit and will allow the community to observe change over time (A 'how to' guide that was written for the local community – copy available on request)
- Training of all the students and teachers and wider community with the Marine Metre Squared project. This tool will be aof Mm2 for ongoing monitoring of the intertidal community
- Establishment of a monitoring site for the Litter Intelligence project that Karitane schools will continue to monitor (<https://litterintelligence.org/data/survey?id=268>)

What are the ongoing benefits of this project?

Please use as much space as needed



There have been many learning from project as it was the first organising a coastal bioblitz in Otago. Some of the outcome include:

- Guidelines for how to effectively organise and coastal bioblitz
- A monitoring tool kit for the local communities to use to self-monitor coastal change (iNaturalist, BioBlitz, Marine Metre Squared, Litter Intelligence Project, Photo points)
- A subset of clearly defined species and habitats to focus community-driven monitoring of coastal change
- Better understanding of how BioBlitz can be used to develop regional species list to improve data accuracy with the Marine Metre Squared project
- New relationships formed with scientists, schools and NGOs will be enduring
- Understanding of the type of on-going support needed by communities and schools to embark on long term biodiversity monitoring of the coastal environment
- Identification of community and school advocates and local experts who are keen to engage in long term monitoring

Although valuable baseline data was collected and training and tools for the community to use in future were introduced, successful community engagement and long term monitoring requires support from science organisation and environmental managers. Although the bioblitz was a valuable tool to spark interest, it has limitations as a single event. We hope that the ORC will provide on-going support for marine monitoring and community engagement to improve our awareness and understanding of Otago's coastal habitats and how it is changing over time.

*Please ensure you sign this form before sending it back to Otago Regional Council.
We look forward to sharing the results of your project.
Thank you for reporting back!*

Signed: Sally Carson Name: Sally Carson
 Position: NZMSC Director Date: 29/11/19

University of Otago
Research Financial Summary Report - Life to Date 30 November 2019
Monitoring coastal change in Otago - BIO - 115379.01.P.FS

<i>Full Project Budget</i>	<i>Variance</i>		<i>Actual</i>	<i>Life to Date Commitments</i>	<i>Act + Comm</i>	<i>Budget</i>	<i>Variance</i>
INCOME							
Externally Funded Research							
9,002	1 F	1321 Externally Funded Research - Grants	9,003	-	9,003	-	9,003 F
9,002	1 F	Total Externally Funded Research	9,003	-	9,003	-	9,003 F
TOTAL INCOME							
9,002	1 F		9,003	-	9,003	-	9,003 F
Salaries - Academic							
1,365	111 F	7611 Indirect Salaries - Academic	1,254	-	1,254	1,254	-
1,365	111 F	Total Salaries - Academic	1,254	-	1,254	1,254	-
Salaries - Professional							
-	958 U	2211 Professional Salaries	958	-	958	-	958 U
4,294	883 F	2221 Casual Professional Salaries	3,411	-	3,411	3,938	527 F
4,294	76 U	Total Salaries - Professional	4,370	-	4,370	3,938	432 U
Staff Related Costs							
22	0 U	2411 ACC Levy	22	-	22	22	0 U
290	290 F	2441 Superannuation	-	-	-	264	264 F
92	4 F	7615 Indirect Superannuation - Academic	88	-	88	88	-
7	1 F	7621 Indirect Acc Levies - Academic	6	-	6	11	5 F
411	295 F	Total Staff Related Costs	116	-	116	385	269 F
Consumables & General							
-	20 U	3115 Photocopier / Printer Supplies	18	1	20	-	20 U
500	500 F	3213 Equipment Rental	-	-	-	462	462 F
200	200 F	3279 Laboratory Other	-	-	-	187	187 F
200	187 F	3281 General Materials	13	-	13	187	174 F
400	219 F	3371 Mileage Reimbursements	181	-	181	363	182 F
-	191 U	3376 Taxi and Car Rentals	191	-	191	-	191 U

University of Otago

**Research Financial Summary Report - Life to Date 30 November 2019
Monitoring coastal change in Otago - BIO - 115379.01.P.FS**

<i>Full Project</i>							<i>Life to Date</i>				
<i>Budget</i>	<i>Variance</i>			<i>Actual</i>	<i>Commitments</i>	<i>Act + Comm</i>	<i>Budget</i>	<i>Variance</i>			
400	242 U	3395	Travel Other	642	-	642	363	279	U		
432	120 F	3411	Media	312	-	312	396	84	F		
300	82 F	3461	Catering/Entertainment	218	-	218	275	57	F		
-	615 U	3495	Sundry Operating Expenses	615	-	615	-	615	U		
200	200 F	7761	OU Print - Printing Costs	-	-	-	187	187	F		
300	431 U	7775	Internal General Expenses Other	731	-	731	275	456	U		
2,932	10 F		Total Consumables & General	2,921	1	2,922	2,695	227	U		
9,002	340 F		TOTAL EXPENSES	8,661	1	8,662	8,272	390	U		
-	341 F		Operating Surplus/(Deficit)	342	(1)	341	(8,272)	8,613	F		
FIXED ASSET ADDITIONS											
			TOTAL FIXED ASSET ADDITIONS	-	-	-	-	-			
-	341 F		Surplus/(Deficit) at 30 November 2019	342	(1)	341	(8,272)	8,613	F		

This amount is available for future spending and represents the amount of funding yet to be received plus or minus the life-to-date surplus or deficit. If the amount appears in brackets, the project has insufficient funds to meet any further spending.

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The Project
Division
Cost Centre
Principal Investigator
Funder Body Name

11537901PFS
Division of Sciences
Marine Science
Sally Carson
Otago Regional Council

University of Otago

Research Financial Summary Report - Life to Date 30 November 2019

Monitoring coastal change in Otago - BIO - 115379.01.P.FS

Full Project		Life to Date				
Budget	Variance	Actual	Commitments	Act + Comm	Budget	Variance
Total Amount Awarded	\$9,003					
Start Date	1/01/2019					
End Date	30/11/2020					

Report: PLPRJ002 - Generated 29-Nov-2019 13:28:22 by CARSA44P

Transaction Listing
From Period: 1 To 11
Cost Centre: FS - Marine Science
Ledger Name: 19PLA - PL Actuals

Date	Source Type	Reference	Period	Narration	Narration 2	Narration 3	Analysis Code	Amount	Total for Period
Monitoring coastal change in Otago - BIO Sally Carson									
115379.01.P.FS.1321.00 Externally Funded Research - Grants									
26/02/2019	AR	RESINV	IN225229	2	PO: 005651	Ms Sally Carson	Otago Regional Council	(9,003.00)	<u>(9,003.00)</u>
115379.01.P.FS.2211.00 Professional Salaries									
20/11/2019	BI	JNLSTD	GJ316406	11	Pay Period Ending 17-NOV-2019	Pay Run		479.22	
29/11/2019	GL	JNLALLC	GJ317366	11	Salary accrual - days =	10		479.22	
									<u>958.44</u>
115379.01.P.FS.2221.00 Casual Professional Salaries									
13/03/2019	BI	JNLSTD	GJ296926	3	Pay Period Ending 10-MAR-2019	Pay Run		21.57	
10/04/2019	BI	JNLSTD	GJ299470	4	Pay Period Ending 07-APR-2019	Pay Run		53.92	
8/05/2019	BI	JNLSTD	GJ301548	5	Pay Period Ending 05-MAY-2019	Pay Run		161.79	
22/05/2019	BI	JNLSTD	GJ302497	5	Pay Period Ending 19-MAY-2019	Pay Run		736.64	
5/06/2019	BI	JNLSTD	GJ303933	5	Pay Period Ending 02-JUN-2019	Pay Run		75.50	
19/06/2019	BI	JNLSTD	GJ304885	6	Pay Period Ending 16-JUN-2019	Pay Run		787.71	
25/06/2019	GL	JNLALLC	GJ305316	6	Salary accrual - days =	10		787.71	
25/06/2019	GL	JNLALLC	GJ305316	7	Salary accrual - days =	10		787.71	(787.71)
3/07/2019	BI	JNLSTD	GJ306275	7	Pay Period Ending 30-JUN-2019	Pay Run		102.46	
17/07/2019	BI	JNLSTD	GJ307104	7	Pay Period Ending 14-JUL-2019	Pay Run		43.14	
11/09/2019	BI	JNLSTD	GJ311335	9	Pay Period Ending 08-SEP-2019	Pay Run		201.13	
25/09/2019	BI	JNLSTD	GJ312211	9	Pay Period Ending 22-SEP-2019	Pay Run		117.37	
26/09/2019	GL	JNLALLC	GJ312354	9	Salary accrual - days =	6		117.37	
26/09/2019	GL	JNLALLC	GJ312354	10	Salary accrual - days =	6		70.42	(70.42)
9/10/2019	BI	JNLSTD	GJ313437	10	Pay Period Ending 06-OCT-2019	Pay Run		1,110.26	
									<u>3,411.49</u>
115379.01.P.FS.2411.00 ACC Levy									
13/03/2019	BI	JNLSTD	GJ296926	3	Pay Period Ending 10-MAR-2019	Pay Run		0.11	
10/04/2019	BI	JNLSTD	GJ299470	4	Pay Period Ending 07-APR-2019	Pay Run		0.27	
8/05/2019	BI	JNLSTD	GJ301548	5	Pay Period Ending 05-MAY-2019	Pay Run		0.81	
22/05/2019	BI	JNLSTD	GJ302497	5	Pay Period Ending 19-MAY-2019	Pay Run		3.75	
5/06/2019	BI	JNLSTD	GJ303933	5	Pay Period Ending 02-JUN-2019	Pay Run		0.37	
19/06/2019	BI	JNLSTD	GJ304885	6	Pay Period Ending 16-JUN-2019	Pay Run		3.96	
25/06/2019	GL	JNLALLC	GJ305316	6	Salary accrual - days =	10		3.96	
25/06/2019	GL	JNLALLC	GJ305316	7	Salary accrual - days =	10		3.96	(3.96)
3/07/2019	BI	JNLSTD	GJ306275	7	Pay Period Ending 30-JUN-2019	Pay Run		0.51	
17/07/2019	BI	JNLSTD	GJ307104	7	Pay Period Ending 14-JUL-2019	Pay Run		0.22	
11/09/2019	BI	JNLSTD	GJ311335	9	Pay Period Ending 08-SEP-2019	Pay Run		1.05	
25/09/2019	BI	JNLSTD	GJ312211	9	Pay Period Ending 22-SEP-2019	Pay Run		0.61	
26/09/2019	GL	JNLALLC	GJ312354	9	Salary accrual - days =	6		0.61	
26/09/2019	GL	JNLALLC	GJ312354	10	Salary accrual - days =	6		0.61	(0.37)
9/10/2019	BI	JNLSTD	GJ313437	10	Pay Period Ending 06-OCT-2019	Pay Run		5.75	
20/11/2019	BI	JNLSTD	GJ316406	11	Pay Period Ending 17-NOV-2019	Pay Run		2.33	
29/11/2019	GL	JNLALLC	GJ317366	11	Salary accrual - days =	10		2.33	
									<u>22.07</u>

Staff \$4392

115379.01.P.FS.3115.00 Photocopier / Printer Supplies

Transaction Listing
From Period: 1 To 11
Cost Centre: FS - Marine Science
Ledger Name: 19PLA - PL Actuals

Date	Source	Type	Reference	Period	Narration	Narration 2	Narration 3	Analysis Code	Amount	Total for Period
11/07/2019	BI	JNLSTD	GJ306809	7	Copies: 0 Prints: 7	Uniflow:	Canon NZ Ltd (Uniflow)	Canon NZ Ltd (Un	0.17	
15/08/2019	BI	JNLSTD	GJ309257	8	Copies: 0 Prints: 44	Uniflow:	Canon NZ Ltd (Uniflow)	Canon NZ Ltd (Un	2.31	
11/09/2019	BI	JNLSTD	GJ311454	9	Copies: 0 Prints: 3	Uniflow:	Canon NZ Ltd (Uniflow)	Canon NZ Ltd (Un	0.07	
16/10/2019	BI	JNLSTD	GJ313968	10	Copies: 141 Prints: 22	Uniflow:	Canon NZ Ltd (Uniflow)	Canon NZ Ltd (Un	15.78	18.33 - Advert
115379.01.P.FS.3281.00 General Materials										
8/08/2019	CC	PCEXP	0000086731	9	Materials for eco services games		KMART NEW ZEALAND LTD		12.61	12.61 - Materi
115379.01.P.FS.3371.00 Mileage Reimbursements										
11/06/2019	AP	APINV	AP165756	6	SC: Broad Bay - Dun - Broad Bay	SC: ECO Fund function	CarsonSa		25.84	
11/06/2019	AP	APINV	AP165756	6	SC: Broad Bay - Dun - Broad Bay	SC: Aquavan Trip to Waitati	CarsonSa		25.84	
11/06/2019	AP	APINV	AP165756	6	SC: Broad Bay - Dun - Broad Bay	SC: Meeting with Doc - Bioblitz discussi	CarsonSa		25.84	
11/06/2019	AP	APINV	AP165756	6	SC: Broad Bay - Dun - Broad Bay	SC: Pick up rental vehicle for Invercarg	CarsonSa		25.84	
11/06/2019	AP	APINV	AP165756	6	SC: Broad Bay - Dun - Broad Bay	SC: travel to Pleasant Estuary - Bioblitz	CarsonSa		25.84	
11/06/2019	AP	APINV	AP165756	6	SC: Broad Bay - Dun - Broad Bay	SC: G&T pacific meeting	CarsonSa		25.84	
11/06/2019	AP	APINV	AP165756	6	SC: Broad Bay - Dun - Broad Bay	SC: Meeting with Landcare - Aquavan	CarsonSa		25.84	180.88 - Travel
115379.01.P.FS.3376.00 Taxi and Car Rentals										
24/10/2019	BI	APINVPU	155443	10	Karitane transport for East Otago HS SEP		RITCHIES TRANSPORT HOLDINGS LTD		191.30	191.30 - Travel
115379.01.P.FS.3395.00 Travel Other										
10/05/2019	CC	PCEXP	000006324	5	Coffee for Bioblitz volunteers	Beano's Bakery - GST receipt	BEANO'S BAKERY		20.60	
11/06/2019	GL	JNLSTD	GJ304357	6	S Carson adj May pcard GST		10/5/19		(2.61)	Catering
11/08/2019	CC	PCEXP	000008680	9	SC: coffee - Meeting about bioblitz		DAILY NEWS CAFE		10.87	
8/10/2019		GLREC	GR136347	10	Eventbrite Inc		OTAGO ROAD SERVICES LTD		(52.36)	Travel
29/09/2019	BI	APINVPU	18958	10	Bus trips to Karitane for Bioblitz				665.22	641.70
115379.01.P.FS.3411.00 Media										
30/09/2019	BI	APINVPU	T55515/SEI	10	Marine Science Bioblitz A5 Poster - Star		ALLIED PRESS LIMITED		312.00	312.00 - Advert
115379.01.P.FS.3461.00 Catering/Entertainment										
18/06/2019	BI	APINVPU	902644736	7	Cadbury Chocolate Fish Wrapped Box42	Supplier Product Nbr:11119082	WINC NEW ZEALAND LTD	Yr 11/12 Rangatah	22.42	
19/08/2019	CC	PCEXP	000008715	8	Food for Rangatahi o te Moana		NEW WORLD GARDENS		77.73	
11/09/2019	GL	JNLSTD	GJ311418	9	ex 115711 01 p.FS 3461.00		PAK N SAVE DUNEDIN		(77.73)	
6/09/2019	CC	PCEXP	000008790	11	catering		KARITANE STORE		41.61	
27/09/2019	CC	PCEXP	000008822	11	catering:school day		PAK N SAVE DUNEDIN		35.65	
28/09/2019	CC	PCEXP	000008822	11	catering: workshop				118.59	218.27 - Catering
115379.01.P.FS.3495.00 Sundry Operating Expenses										
29/09/2019	BI	APINVPU	INV-174	10	Steerer Hire 8 hrs x2, Waka Hire 1 day		KARITANE MAORI TOURS LIMITED		607.83	- Equip. rental
11/09/2019	CC	PCEXP	000008809	11	sustenance		KARITANE STORE		6.96	- Catering 814.79
115379.01.P.FS.7611.71 Indirect Salaries - Academic										

**Transaction Listing
From Period: 1 To 11
Cost Centre: FS - Marine Science
Ledger Name: 19PLA - PL Actuals**

Date	Source	Type	Reference	Period	Narration	Narration 2	Narration 3	Analysis Code	Amount	Total for Period
26/02/2019	BI	JNLSTD	GJ295497	2	10.FS.A54.7211.71	Feb- 2019	Indirect Salary Recovery		228.00	
27/03/2019	BI	JNLSTD	GJ298197	3	10.FS.A54.7211.71	Mar 2019	Indirect Salary Recovery		114.00	
30/04/2019	BI	JNLSTD	GJ300798	4	10.FS.A54.7211.71	Apr- 2019	Indirect Salary Recovery		114.00	
28/05/2019	BI	JNLSTD	GJ303333	5	10.FS.A54.7211.71	May- 2019	Indirect Salary Recovery		114.00	
26/06/2019	BI	JNLSTD	GJ305476	6	10.FS.A54.7211.71	Jun- 2019	Indirect Salary Recovery		114.00	
30/07/2019	BI	JNLSTD	GJ308022	7	10.FS.K05.7211.71	Jul- 2019	Indirect Salary Recovery		114.00	
28/08/2019	BI	JNLSTD	GJ310221	8	10.FS.K05.7211.71	Aug -2019	Indirect Salary Recovery		114.00	
25/09/2019	BI	JNLSTD	GJ312313	9	10.FS.K05.7211.71	Sep- 2019	Indirect Salary Recovery		114.00	
29/10/2019	BI	JNLSTD	GJ314767	10	10.FS.K05.7211.71	Oct- 2019	Indirect Salary Recovery		114.00	
25/11/2019	BI	JNLSTD	GJ316725	11	10FSK05721171	Nov- 2019	Indirect Salary Recovery		114.00	
										1,254.00
115379.01.P.FS.7615.71 Indirect Superannuation - Academic										
26/02/2019	BI	JNLSTD	GJ295497	2	10.FS.A54.7215.71	Feb- 2019	Indirect Salary Recovery		16.00	
27/03/2019	BI	JNLSTD	GJ298197	3	10.FS.A54.7215.71	Mar 2019	Indirect Salary Recovery		8.00	
30/04/2019	BI	JNLSTD	GJ300798	4	10.FS.A54.7215.71	Apr- 2019	Indirect Salary Recovery		8.00	
28/05/2019	BI	JNLSTD	GJ303333	5	10.FS.A54.7215.71	May- 2019	Indirect Salary Recovery		8.00	
26/06/2019	BI	JNLSTD	GJ305476	6	10.FS.A54.7215.71	Jun- 2019	Indirect Salary Recovery		8.00	
30/07/2019	BI	JNLSTD	GJ308022	7	10.FS.K05.7215.71	Jul- 2019	Indirect Salary Recovery		8.00	
28/08/2019	BI	JNLSTD	GJ310221	8	10.FS.K05.7215.71	Aug -2019	Indirect Salary Recovery		8.00	
25/09/2019	BI	JNLSTD	GJ312313	9	10.FS.K05.7215.71	Sep- 2019	Indirect Salary Recovery		8.00	
29/10/2019	BI	JNLSTD	GJ314767	10	10.FS.K05.7215.71	Oct- 2019	Indirect Salary Recovery		8.00	
25/11/2019	BI	JNLSTD	GJ316725	11	10FSK05721571	Nov- 2019	Indirect Salary Recovery		8.00	
										88.00
115379.01.P.FS.7621.71 Indirect Acc Levies - Academic										
26/02/2019	BI	JNLSTD	GJ295497	2	10.FS.A54.7221.71	Feb- 2019	Indirect Salary Recovery		2.00	
27/03/2019	BI	JNLSTD	GJ298197	3	10.FS.A54.7221.71	Mar 2019	Indirect Salary Recovery		1.00	
30/04/2019	BI	JNLSTD	GJ300798	4	10.FS.A54.7221.71	Apr- 2019	Indirect Salary Recovery		1.00	
28/05/2019	BI	JNLSTD	GJ303333	5	10.FS.A54.7221.71	May- 2019	Indirect Salary Recovery		1.00	
26/06/2019	BI	JNLSTD	GJ305476	6	10.FS.A54.7221.71	Jun- 2019	Indirect Salary Recovery		1.00	
										6.00
115379.01.P.FS.7775.70 Internal General Expenses Other										
17/07/2019	GL	JNLSTD	GJ307155	7	Vehicle Charges	July 2019	LSP 834	Pleasant Estuary	224.20	
17/07/2019	GL	JNLSTD	GJ307155	7	Vehicle Charges	July 2019	LTG 548	Bioblitz	135.28	
19/07/2019	GL	JNLSTD	GJ307272	7	Hoodie/Cap sales	to 10.FS.C07.7375.70		Hoodie/Cap sales	100.00	
										459.48
115379.01.P.FS.7775.71 Internal General Expenses Other										
21/10/2019	GL	JNLSTD	GJ314190	10	Vehicle Charges	October 2019	KCH259	NZMSC - Bioblitz	66.20	
21/10/2019	GL	JNLSTD	GJ314190	10	Vehicle Charges	October 2019	KWF946	NZMSC - Bioblitz	69.80	
21/10/2019	GL	JNLSTD	GJ314190	10	Vehicle Charges	October 2019	HAC988	Karitane Bioblitz	135.60	
										271.60
									Total - 115379.01.P.FS	\$(342.04)

1,254.00

88.00

6.00

1348

Stuff

) Travell

- Material

- Trave

Transaction Listing
From Period: 1 To 11
Cost Centre: FS - Marine Science
Ledger Name: 19PLA - PL Actuals

Date	Source Type	Reference	Period	Narration	Narration 2	Narration 3	Analysis Code	Amount	Total for Period
				This report does not include Archived Transactions					

Generated: 28-Nov-2019 13:33:08 by: CARSA44P
PLPRJ012 - All Projects Transaction Listing

Ohinepouwera permanent photo-point information

29/09/19, 9am -2pm

Photos: Taylor Hamlin, Katja Schweikert, Ecology and Marine Science, University of Otago

For more information: Email NZMSC at sally.carson@otago.ac.nz

Photos collated during the East Otago Coastal Bioblitz held at Karitāne by NZ Marine Studies Centre, with support from Kati Huirapa Runaka ki Puketeraki and the Otago Regional Council. The focus was on Ohinepouwera Karitāne Spit.

An e-copy of this document and photo JPG files have also been shared with Puketeraki for use in future environmental monitoring.

The method followed for setting up this set of permanent photo-points is also included. GPS points weren't recorded but could be taken at a later stage for the sighter posts.

Photo thumbnails:

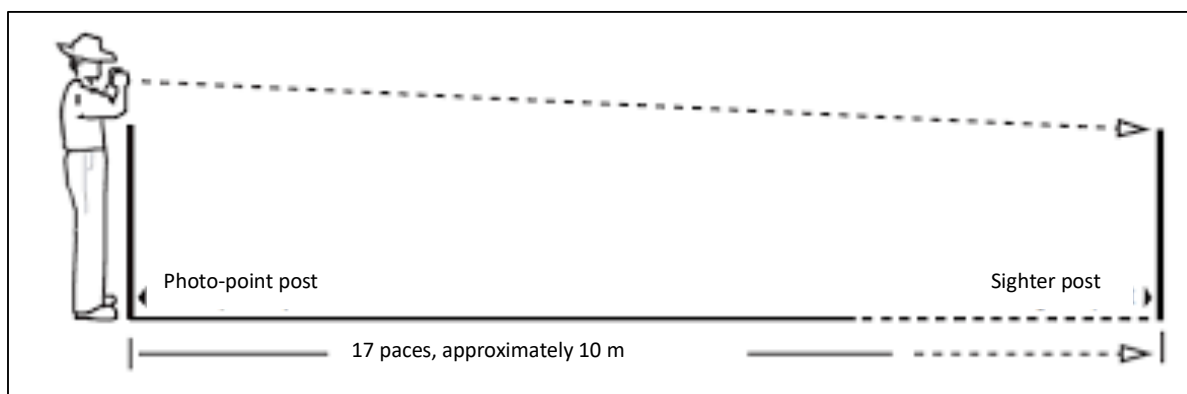


Photo-points: How to

We all know a picture paints a thousand words. By introducing some simple additions to your photo set up, you can accurately capture change over time in a local environment. Ideal for restoration sites (e.g. plantings, weed clearance) and impact sites (e.g. after storm or fire events, land development, species invasion). Photos can be repeated multiple times by different people when the frame set up is standardised.

Follow these steps:

1. Locate your photo frame.
2. Use a physical marker to mark the fixed location photo-point.
3. Set a sighter post 10m away, preferably with a height scale.
4. Locations of photo-point and sighter posts can be captured with GPS.



From : environment.asw.gov.au

5. Fill out a photo ID card with site name, date, time of day and attach to the sighter post.
6. Stand at your photo-point. Use a compass to take a bearing from due north to the centre of your photo frame.
7. Take the photo using a selected height above ground.
8. If taking multiple images, record the compass bearing for each image and keep the height above ground the same.
9. Record the above details in photo caption.

Site 1.A

Description: South-end of the driftwood sand-trap

Compass Bearing: 328° N

Camera: 1.5m



Site 1.B

Description: South-end of the driftwood sand-trap

Compass Bearing: 328° N

Camera: 1.5m



Site 2

Description: North-end of the driftwood sand-trap

Compass Bearing: 142° N

Camera: 1.5m



Site 3

Description: Eastern-end of the planting block. Two notable harakeke. **Compass Bearing:** 201° N

Camera: 1.5m



Site 4

Description: Inside planting block, notable harakeke and dead trees.

Compass Bearing: 228° N

Camera: 1.5m



Site 5

Description: Elevated view of central planting block.

Compass Bearing: 242° N

Camera: 1.5m



Site 6.A **Description:** Elevated view of central planting block, notable tree lupins. Used old block post as sighting post. **Compass Bearing:** 271° N

Camera: 1.5m



Site 6.B **Description:** Elevated view of central planting block, notable tree lupins. Used old block post as sighting post.

Compass Bearing: 271° N

Camera: 1.5m



Site 7.A **Description:** Western-end of planting block, notable tree lupins and harakeke. Used old block post as sighting post. **Compass Bearing:** 220° N

Camera: 1.5m



Site 7.B **Description:** Western-end of planting block, notable tree lupins and harakeke. Used old block post as sighting post. **Compass Bearing:** 220° N

Camera: 1.5m



Site 8

Description: Western-end of planting block, notable harakeke, tree lupins and seedlings with guards.

Compass Bearing: 279° N

Camera: 1.5m



Julia

Bioblitz Post Session Evaluation - Child
NZ MARINE STUDIES CENTRE, Department of Marine Science, University of Otago

Thanks a lot for being part of the Pleasant River Estuary field trip with the NZ Marine Studies Centre. We'd love to hear your feedback by answering these questions.

* 1. Have you ever been to an estuary before?

- Yes
- No

2. What is a bioblitz?

It is when we search for marine animals then gather all the data and send it to the Otago Regional Council.

3. Why is it important to identify and count species in the marine environment?

because some animals may be going extinct or endangered.

4. What did you enjoy about the estuary field trip?

I enjoyed finding the slugs under the sand and seeing the big paddle crabs.

5. Was there a part that you found hard?

The part that found hard was finding the slugs in the sieve.

6. If there was another field trip or bioblitz would you like to join again?

- Yes
- No

7. If you were the leader, is there anything you would change at the next bioblitz?

I would make it longer.

Thank you for completing the survey!

Becky Ralston

on Evaluation - Child

STUDIES CENTRE, Department of Marine Science, University of Otago

Thanks a lot for being part of the Pleasant River Estuary field trip with the NZ Marine Studies Centre. We'd love to hear your feedback by answering these questions.

* 1. Have you ever been to an estuary before?

- Yes
- No

2. What is a bioblitz?

It is where you collect data and you see all the species.

3. Why is it important to identify and count species in the marine environment?

Its important to count the species because when you come back in a months time you can see if its still there or not.

4. What did you enjoy about the estuary field trip?

I enjoyed the part where we got to put the core in and then we got to sieve it and see what you found.

5. Was there a part that you found hard?

It was kinda of hard to walk because I had a hole in my gum boots and

6. If there was another field trip or bioblitz would you like to join again?

- Yes
- No

7. If you were the leader, is there anything you would change at the next bioblitz?

I would tell the flag swamp people that came to pay attention.

Thank you for completing the survey!

... Evaluation - Child

... STUDIES CENTRE, Department of Marine Science, University of Otago

Thanks a lot for being part of the Pleasant River Estuary field trip with the NZ Marine Studies Centre. We'd love to hear your feedback by answering these questions.

* 1. Have you ever been to an estuary before?

- Yes
- No

2. What is a bioblitz?

where you do a project to gather and record information on a specific area. You can go back to the area later and see how the growth and the climate have changed year after year.

3. Why is it important to identify and count species in the marine environment?

So you can see how different species are declining or growing over time and what is and why.

4. What did you enjoy about the estuary field trip?

I really enjoyed how we learnt all of the different things about how it was important to do the bioblitz, all about the different types of creatures and almost every thing! Even gettin stuck!

5. Was there a part that you found hard?

One thing I found hard was to stay dry, coping with that was very hard as well as getting stuck while sieving.

6. If there was another field trip or bioblitz would you like to join again?

- Yes
- No

7. If you were the leader, is there anything you would change at the next bioblitz?

No other than the sheets, it was confusing and keeping together more

Thank you for completing the survey!

on Evaluation - Child

STUDIES CENTRE, Department of Marine Science, University of Otago

Thanks a lot for being part of the Pleasant River Estuary field trip with the NZ Marine Studies Centre. We'd love to hear your feedback by answering these questions.

* 1. Have you ever been to an estuary before?

Yes

No

2. What is a bioblitz?

where you gather information with the meter square. dig out some of the sand and counting the species.

3. Why is it important to identify and count species in the marine environment?

to see if eney species are endangered. Sceing if the oxygen line is Helthey.

4. What did you enjoy about the estuary field trip?

1. Seeing the paddle crabs fighting. 2. finding out how to tell crabs boy from girl. 3. tasting the water and finding the cat worm. And alot more...

5. Was there a part that you found hard?

geting out of the sand when I got stuck. Diging out the core from the square.

6. If there was another field trip or bioblitz would you like to join again?

Yes

No

7. If you were the leader, is there anything you would change at the next bioblitz?

No, it was prity good. But the sheet where you right down the species was confusing.

Thank you for completing the survey!

in Evaluation - Child

STUDIES CENTRE, Department of Marine Science, University of Otago

Thanks a lot for being part of the Pleasant River Estuary field trip with the NZ Marine Studies Centre. We'd love to hear your feedback by answering these questions.

* 1. Have you ever been to an estuary before?

Yes

No

2. What is a bioblitz?

I think a bioblitz is where you go to an estuary and look at the marine animals and collect all your data and record all the living animals you found.

3. Why is it important to identify and count species in the marine environment?

I think it is important because if you count up all the marine animals you found, you can go back in a few weeks or months and see how many animals there is. So if the amount of marine animals goes down you will know.

4. What did you enjoy about the estuary field trip?

I enjoyed seeing what marine animals I got and learning about their natural habitats and identifying what species they were as well as just being there.

5. Was there a part that you found hard?

I found getting the core out of the ground hard but nothing else.

6. If there was another field trip or bioblitz would you like to join again?

Yes

No

7. If you were the leader, is there anything you would change at the next bioblitz?

~~No~~ I would have preorganised the groups and made sure that the children in my group were under control and focused.

Thank you for completing the survey!



East Otago Coastlines: Monitoring Change

NEWS

Overview

91
OBSERVATIONS

58
SPECIES

24
IDENTIFIERS

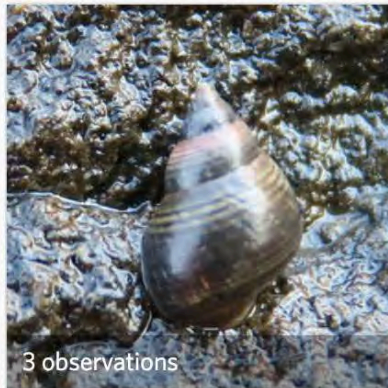
7
OBSERVERS

Stats



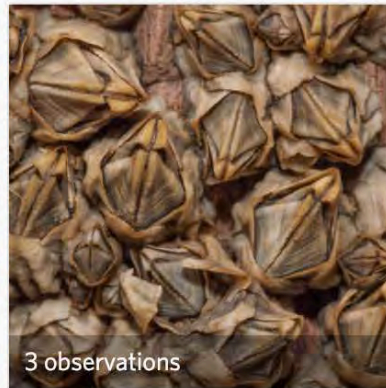
5 observations

Common Rock Crab
Hemigrapsus sexdentatus



3 observations

Brown Periwinkle
Austrolittorina cincta



3 observations

Beaked Barnacle
Austrominius modestus



3 observations

Codium convolutum



3 observations

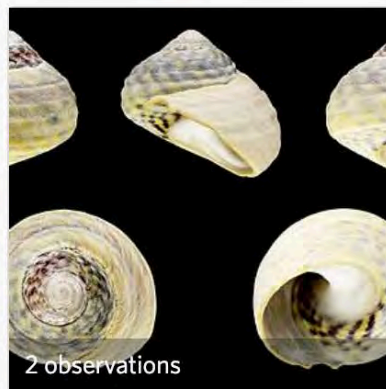
Smilium spinosa



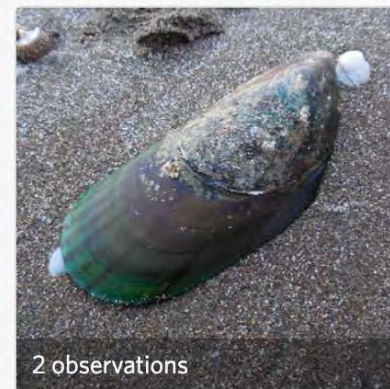
2 observations



2 observations



2 observations



2 observations



2 observations



2 observations

Olive Rockfish
Acanthoclinus fuscus



2 observations

Hemiplax hirtipes



2 observations

Large Trough Shell
Spisula murchisoni



2 observations

Siphonaria obliquata



2 observations

Notoacmea scapha



2 observations

Thoracophelia otagoensis



1 observation

Family Nereididae



1 observation

Murex Snails
Family Muricidae



1 observation

Darkling Beetles
Family Tenebrionidae



1 observation

Marram Grass
Ammophila arenaria



1 observation



1 observation



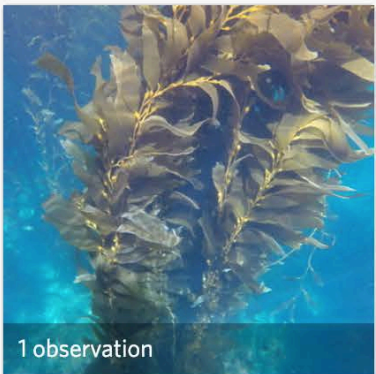
1 observation



1 observation

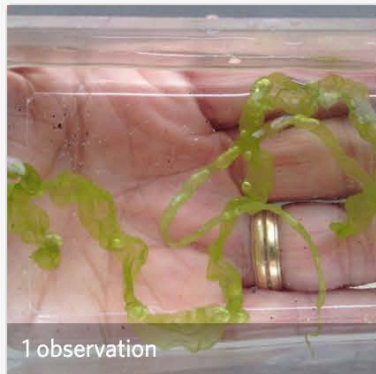


1 observation



1 observation

Giant Kelp
Macrocystis pyrifera



1 observation

Gutweed
Ulva intestinalis



1 observation

Mudflat Titiko
Amphibola crenata



1 observation

Ralfsia verrucosa



1 observation

Remuremu
Selliera radicans



1 observation

Frangible Limpet
Atalacmea fragilis



1 observation

Genus *Abarenicola*



1 observation

Blue-banded Periwinkle
Austrolittorina antipodum



1 observation

Bluish Top Shell
Diloma nigerrima



1 observation

Cook's Turban
Cookia sulcata



1 observation



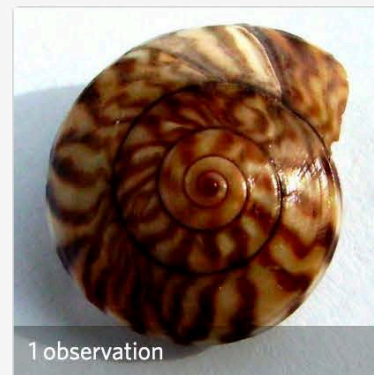
1 observation



1 observation



1 observation



1 observation



ecofund

*Environment. Community. Otago.
Te Ao Turoa. Hapori. Ōtākou.*

ECO Fund reporting form

Please complete and return to:
Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Sian Sutton

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz

Our Reference: A1139707

Project name:	Mt Iron Trapping Project
Applicant name:	Wanaka Backyard Trapping Incorporated
Grant amount:	\$4,800
Project start date:	November 2018
Project finish date:	November 2019 though Project is ongoing

Conditions	

How did you acknowledge the funding received from ORC? E.g. mentioning ORC's ECO Fund in a newsletter or advertising, using the ECO Fund and ORC logo etc	
<p>Acknowledgement of the ORC ECO fund grant along with the logo, has been published on our Facebook page, which is our main interface with the general public. See attached WBT Facebook post info</p> <p>Advertising liaison with adjacent Mt Iron private landowners acknowledged the ECO fund grant for this project. See attached WBT Liaison Flyer</p>	



Financial Summary		
As detailed in your application to Otago Regional Council (ORC), the budgeted total cost of the project was \$4,800		
Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.		
<i>Please attach supporting receipts/invoices.</i>		
Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Budgeted \$ (GST exclusive)	Actual \$ (GST exclusive)
Signage – Wanaka Signs	314	162
Trap Service kits – reimburse K Vollebregt	240	178
Materials for Installation – reimburse K Uren		30
Erayz Bait – Connovation	630	358
Plastic Egg boxes to carry bait – reimburse T Simka		20
Tracking Tunnels – Pest Control Research	789	677
Project Co-ordination – K Vollebregt	2,000	2,000
Balance of budget to agree to funding received	827	
Balance of funds remaining - \$1,375 to be spent on bait and trap maintenance etc.		
Total:	4,800	3,425

If you spent more than had originally been budgeted, please list additional sources of income and the amount received from each source.

Income source	\$ Amount
Total:	



Outcomes summary

Please use this space to provide a summary of the outcomes of your project. This could include the benefits, any learnings, whether the project was successful in achieving the desired outcomes, why/why not, future plan etc.

Trapping -

As a direct result of the ECO fund grant, 35 traps (cat proofed DOC200s), were installed on DOC land over Mt Iron in October and are these are being checked regularly by a core team of trained volunteers; predators are being removed from the ecosystem. Tracking tunnels installed for pest monitoring.

Please note that the DOC landowners sought a cautious start to the high-profile project therefore all budgeted funds were not spent. As the project is ongoing, funds currently unspent at the time of reporting will be put towards future bait and maintenance.

See attached photo

Education and Community Engagement -

ONE Summit Eco workshop day Fri 1/11/19 - Talk to school students on-site on Mt Iron trapline about NZ biodiversity and trapping (live ferret in attendance).

See attached photos

Liaison -

Met with landowners and resident groups around Mt Iron

Introduced them to WBT and its vision; been invited to join and trap for predators.

Sale of traps to landowners; ordering assembly of these traps from WBT

100 hours of volunteer time have been used for this.

Flyer to landowners attached

The Mt Iron Trapping Project is ongoing. We aim to add possum traps to the line in conjunction with DOC, and seek to install traps on the western slopes of the popular walking track, with private landowner approval.

*Please ensure you sign this form before sending it back to Otago Regional Council.
We look forward to sharing the results of your project.
Thank you for reporting back!*

Signed: *K.M. Vollebregt* Name: K.M. VOLLEBREGT
Position: CHAIR Date: 3 DEC 2019

G. G. Woodrow
Treasurer

G. G. Woodrow



Wanaka Backyard Trapping Page

Published by Kris Vollebregt · 6 mins ·

Thanks to the ORC Ecofund, predators are now being trapped on DOC land at Mt Iron!! A core group of wonderful volunteers have caught a few rats so far. Thanks ORC and DOC!

Anyone noticed more rats about? Locally 4 rats in 3 days were caught in a DOC200, using a lure of dinner leftovers of Creamy Cheesy Herby Polenta - recipe supplied on request...

Do It Now - Shift your trap a metre or so, try a different bait, set the trap - Good Luck!!



ecofund

*Environment. Community. Otago.
Te Ao Turoa. Hapori. Ōtākou.*







**Wanaka
Backyard
Trapping**

Mt Iron Trapping Project

Do you want to hear more falcon, bellbird, grey warbler, waxeye, tui, kereru (wood pigeon), tomtit and maybe see more skinks in your garden and around Mt Iron? Or just be part of the wider effort to reduce predators (that's rats, stoats, ferrets, hedgehogs and possums) of our NZ birds and skinks and insects?

WBT with help from the Otago Regional Council's ECO fund are encouraging predator trapping in the backyards around Mt Iron and invite you to get on board!!

Talk to us about a trap for your backyard (that won't harm your or your neighbour's pet moggy or dog).

Join WBT for \$5 and order from us

DOC200 \$85

Victor \$20

wanakabackyardtrapping@gmail.com

Possum and other traps available
online or from local suppliers

ecofund

*Environment. Community. Otago.
Te Ao Turoa. Hapori. Ōtākou.*



**Department of
Conservation**
Te Papa Atawhai

Kris Vollebregt
747 Aubrey Rd
Wanaka
9305

27 Nov 2019

Invoice To -
Wanaka Backyard Trapping
286 Lakeview Tce
Lake Hawea R D 2
Wanaka 9382

For 80 hours liaison with private landowners around the geographical Mt Iron in Wanaka, at \$25/hr –

Establishing contact with urban landowners around Mt Iron, as defined in the documentation that was part of the ORC Ecofund application.

Discussing predator trapping on landowners private land; encouraging landowner 'buy-in' to the ongoing Wanaka Backyard Trapping vision for Mt Iron and Wanaka, and NZ biodiversity in general.

Encouraging membership of WBT, trapping (recommending DOC200, Victor and Good Nature traps as appropriate), recording of catch data on trap.nz. The aim is a trap in every 5th urban property.

Ordering of traps from WBT (DOC200 and Victor assembled by John McCone Hawea); pick up and delivery; ensuring WBT Trap database is advised of updates.

Ongoing liaison with trappers

NOTE: The above work has an ongoing element to it and any further work required to attempt to achieve a trap in every 5th property of the project area will be completed on a voluntary basis.

TOTAL

\$2000

Please pay to Westpac Acct: 03-1739-020857-000

Mt Iron Trapping Project:

ecofund - A1139707

Description of expense	Budget \$	Actual \$	Actual \$
	GST Exclusive	GST Exclusive	GST Inclusive
Signage - Wanaka Signs	\$314.00	\$162.37	\$186.73
Trap servicing kits - K Vollebregt reimbursement	\$240.00	\$178.59	\$205.38
Installation- rebar and paint - K Uren reimbursement		\$29.51	\$33.94
Erayz Bait - Connovation	\$630.00	\$357.50	\$411.13
Plastic Egg boxes to carry bait - Tim Simka (no GST AUD)		\$20.00	\$20.00
Tracking Tunnels- Pest Control Research	\$789.00	\$676.50	\$777.98
Project co-ordination - K Vollebregt (not GST reg)	\$2,000.00	\$2,000.00	\$2,000.00
Remaining budget	\$827.00		
	\$4,800.00	\$3,424.49	\$3,635.16
Unspent budget remaining	\$1,375.51		

Note: WBT is not GST registered

This is an ongoing project. The balance of the funds will be spent on bait and trap maintenance as per the budget.



Tax Invoice

GST No:	Date	Tax Invoice #
96-665-776	31/07/2019	12365

Tax Invoice To
Wanaka Backyard Trapping

Mogerly Ltd t/a
Wanaka Signs
60 Anderson Road
PO Box 272
Wanaka, 9343

Phone: (03) 443 1837

Email: accounts@wanakasigns.co.nz
Web: www.wanakasigns.co.nz

P.O. No.	Terms	Due Date	Job No	Rep
	10 days	10/08/2019		
Description	Qty	Rate	GST	Amount
8 x A4 printed coreflute Trapping signs for Mt Iron & Luggate Stencil		146.40	21.96	146.40
		113.40	17.01	113.40
<i>3 x Luggate Creek</i>	<i>\$112-04</i>			
<i>5 x Mt Iron</i>	<i>\$186-73</i>			
Subtotal				\$259.80
GST				\$38.97
Total				\$298.77

Thank you for your business.

Ownership and title of goods remain with Wanaka Signs until paid in full in accordance with our standard Terms of Trade, a copy of which is on our website www.wanakasigns.co.nz, or can be supplied on request.

REMITTANCE ADVICE

For payments by direct credit, our bank account details are:
06 0943 0116500 00

Tax Invoice #
12365

Wanaka Signs
60 Anderson Road
PO Box 272
Wanaka, 9343

Balance Due	\$298.77
--------------------	----------

Paid 12/8/19

7/10/19

WBT Receipts

Tongs x2
Backpacks x2

ANZ
Wanaka Wastebusters
Wanaka, 9382
New Zealand
75788916

MID 34503200
TSP 345032000001
TIME 07OCT19 14:24
TRAN 000559 CHEQUE
DEBIT I
CARD.....8014
AUTH 004707

PURCHASE NZD12.00

TOTAL NZD12.00 ①

(000) APPROVED

CUSTOMER COPY

Kris Vollebregt



New World Wanaka

Phone: (03) 4430048
TAX INVOICE GST NO: 109-923-680

Rec# 0160617854 Date 7/10/2019 13:52:54
Operator Lane 16 Lane 16

New World Clubcard: 601435...5729

REMARKABLE TORTILLAS	1 @	\$5.79 EA	=	\$5.79
MAINLAND CHEESE BLOCK	1 @	\$8.49 EA	=	\$8.49 C
Savings MAINLAND CHEE	1 @	-\$0.60	=	-\$0.60 C
TANGELS KG NZ	0.7100 @	\$3.99 KG	=	\$2.83
DETTOL H. SANIT. REFRES	1 @	\$8.99 EA	=	\$8.99
DE H. SANIT. REFRES	1 @	\$3.99 EA	=	\$3.99 C
Savings DETTOL H. SANI	1 @	-\$1.00	=	-\$1.00 C
BEARS ANGELYS KG NZ	1.0050 @	\$4.99 KG	=	\$5.02

- ① \$12.00
- ② \$11.98
- ③ \$155.86

\$179.84

④ 25.54

\$205.38

Mt Iron Trapping
Total including GST \$33.50

MasterCard \$33.50

(* Promotional Savings -\$0.51
(C) Clubcard Savings -\$1.60
Today you saved -\$2.11

All prices include GST
Thank You for shopping with us

Our Shopping Hours are

Mon	Tue	Wed	Thu	Fri	Sat	Sun
7:00	7:00	7:00	7:00	7:00	7:00	7:00
9:00	9:00	9:00	9:00	9:00	9:00	9:00

pe by kris

*** TAX INVOICE GST INCLUSIVE ***
GST # 76-605-610

WANAKA MITRE 10
35 PLANTATION ROAD
03 443 9137

07/10/2019 13:39 D#1677 Op:KM Reg:A2

WEEDER ORIGINAL		
921303	EA	
2 @	\$5.18	\$10.36
STRIPPING KNIFE PAL 38MM		
367575	EACH	
2 @	\$9.98	\$19.96
TORSION BITS 25MM 29PC KITS SECURITY BIT		
933238	EACH	
2 @	\$44.99 *P	\$89.98
NUTSETTER 5/16IN 65MM 1PKBOSCH		
309232	EACH	
2 @	\$10.29	\$20.58
GLOVES FIRMGRIP LATEX COATED LARGE		
178224	PAIR	
3 @	\$7.49	\$22.47
Total		\$163.35
E-EFTPOS[524651...8014]		\$163.35
Tendered		\$163.35
Balance		\$0.00

Only bought 2 pairs

*Kris Pd this -
but charged too
much - will get
reimb from M10*

*Total cost for
WBT 163.35
- 7.49*

③ \$155.86

This sale includes GST of \$21.30

OPEN 7 DAYS, 7.30AM - 6.00PM MON TO FRI
8AM - 5 PM SAT, 8AM - 5 PM SUN



Your Unique Code: W18-7707961010

Be in to WIN a \$1,000 Mitre 10 GiftCard!
Just give us your feedback on-line @
www.mitre10.co.nz/my10centsworth/

Thank you - We value your feedback!!

PAKSAVE

DUNEDIN

Mt Iron Kit

Phone: (03)4555 129

Tax Invoice GST No: 68-089-689

Our Shopping Hours are Mon - Sun 7:00 - 10:00

Rec# 0041125728 Date 8/10/2019 12:53:35

Operator Christiana Lane 4

LEGGOS PASSATA CHUNKY	1 @	\$2.59 EA =	\$2.59 *
LEGGOS PASTA SAUCE TO	1 @	\$2.59 EA =	\$2.59 *
PAMS UHT MILK LITE 1L	2 @	\$1.69 EA =	\$3.38
PAMS COCONUT CREAM 40	1 @	\$1.49 EA =	\$1.49
NUTELLA SPREAD 750-79	1 @	\$8.39 EA =	\$8.39 *
PICS RLY GOOD P/NUT B	1 @	\$5.79 EA =	\$5.79 *
PICS RLY GOOD P/NUT B	1 @	\$5.79 EA =	\$5.79 *
PAMS PASTE TOMATO 170	2 @	\$0.79 EA =	\$1.58
PAMS CHOCIA 300G FOIL-	4 @	\$2.79 EA =	\$11.16
CHANTAL ORG WHOLE TAH	1 @	\$7.99 EA =	\$7.99
PAMS STORAGE BAGS 15S	1 @	\$1.89 EA =	\$1.89
GLAD SNAPLOCK RESEAL	1 @	\$3.19 EA =	\$3.19 *
MANDARIN KG IMPORT	1.1650 @	\$3.49 KG =	\$4.07 *
BEETROOT KG NZ	0.7600 @	\$2.29 KG =	\$1.74 *
VALUE PACK CASHEWS 40	1 @	\$9.99 EA =	\$9.99 *
VALUE PACK CASHEWS 40	1 @	\$9.99 EA =	\$9.99 *
CALBEE PEA CRISPS SAL	1 @	\$3.15 EA =	\$3.15 *
WARWICK EXERC BOOK 3B	1 @	\$0.49 EA =	\$0.49
CADBURY BLACK FOREST	1 @	\$2.79 EA =	\$2.79 *
CADBURY PACKED WITH M	2 @	\$2.79 EA =	\$5.58 *
CALBEE PEA CRISPS ORI	1 @	\$3.15 EA =	\$3.15 *
Savings CALBEE PEA CR	1 @	-\$1.30 =	-\$1.30 *
BUN BRIOCHE FRUIT 6PK	1 @	\$2.99 EA =	\$2.99
VALUE BAGGED SALAD BA	1 @	\$4.89 EA =	\$4.89
APPLES AMBROSIA KG NZ	1.1300 @	\$4.79 KG =	\$5.41
TOMATOES KG NZ	0.5150 @	\$7.29 KG =	\$3.75
PAMS SUPERFOODS SUPER	1 @	\$3.99 EA =	\$3.99
CARROTS KG NZ	0.8200 @	\$0.99 KG =	\$0.81 *
CUCUMBER TELEGRAPH EA	1 @	\$1.69 EA =	\$1.69 *
LEEKS EA NZ	1 @	\$1.69 EA =	\$1.69 *
BROCCOLI EA NZ	1 @	\$0.99 EA =	\$0.99 *
CHICKEN LETTUCE & GRAT	1 @	\$4.99 EA =	\$4.99

*Reimburse
Kris Vollebregt

Mt Iron Project
Trapping Kit items*

Total including GST \$126.68

Visa \$126.68

PAK N SAVE DUNEDIN
86 HILLSIDE RD
DUNEDIN

\$25-54. (4)

```

*-----EFTPOS-----*
TERMINAL          65163104
TIME              08Oct19 12:53
TRAN 007469      CREDIT
VISA
CARD              ....0362
CONTACTLESS
VISA CREDIT
RID:              A000000003
PIX:              1010
ARQC:C67616ED88D3FE31
TVR               0000000000
ATC               020C
TSI               0000
AUTH 754688
PURCHASE          NZD126.68
TOTAL             NZD126.68
    
```

ACCEPTED

Keric Uren
Reimbursement



M+ Iron Project

*** TAX INVOICE GST INCLUSIVE ***
GST # 76-605-610

WANAKA MITRE 10
35 PLANTATION ROAD
03 443 9137

14/08/2019 16:14 D#1889 Op:JDM Reg:4

Invoice number A-971926 Paid in Full!!

To: Q18627
Kerry Uren

Customer Ref:
Pickslip#: 39800

STEEL REINFORCINGRODD/F D10-300 10MMX5M		
334861	EACH	
2 @	\$10.98	\$21.96
PAINTERS TOUCH PLUS 340G FLAT BLACK		
290217	EACH	
1 @	\$11.98	\$11.98
Total		\$33.94

E-MCARD [540223...5368] \$33.94
 Tendered \$33.94
 Balance \$0.00

Your MultiBuy Savings Today:
SPRAY PAINT WARNING

This sale includes GST of \$4.42

OPEN 7 DAYS, 7.30AM - 6.00PM MON TO FRI
8AM - 5 PM SAT, 8AM - 5 PM SUN



Your Unique Code: W18-9814980810



Be in to WIN a \$1,000 Mitre 10 GiftCard!
Just give us your feedback on-line @
www.mitre10.co.nz/my10centsworth/

Thank you - We value your feedback!!

Paid 18/10/19



Tax Invoice

Invoice Date
20 Sep 2019

Ref
WBAC7924-1

Invoice No
6211

Customer PO No
Phone

Customer:

Wanaka Backyard Trapping
Kris Vollebregt
747 Aubrey Road
Wanaka 9305

Ship To:

Wanaka Backyard Trapping
Kris Vollebregt
747 Aubrey Road
Wanaka 9305

Phone: 03 443 5240
Mobile: 021 298 1068
Email: wanakabackyardtrapping@gmail.com

CSL:

Code	Item	Options	Qty	Unit Price	Subtotal
100647-8	Erayz Blocks 40 piece sheet x 10		2	\$175.00	\$350.00

Batch(es), 15647 Expiry 09-09-20
[Qty: 2]

Payment Terms

20th of the following month

Product Cost: \$350.00

Surcharge: \$0.00

Delivery: \$7.50

Sub Total: \$357.50

Tax (15%): \$53.63

Tax Invoice Total (NZD): \$411.13

Total Paid (NZD): \$0.00

Outstanding (NZD): \$411.13

Bank:
BNZ

Account name:
Connovation Ltd

Account Number:
02 0100 0271158 00

BIC/Swift:
BKNZ NZ22

Connovation Ltd

GST number: 67 364 783

PO Box 58613
Botany, Auckland 2163
New Zealand

P +64 27 273 4888
E sales@connovation.co.nz
W www.connovation.co.nz

Re: Fw: Invoices for Egg cartons

Subject: Re: Fw: Invoices for Egg cartons
From: Tim Sikma <tim.sikma@gmail.com>
Date: 1/11/2019, 11:42 AM
To: Kris Vollebregt <kris@st-arnaud.net>
CC: Janet Musker <janmusk@gmail.com>, Glynis Woodrow <gis15161@gmail.com>

Yes that is correct.

Just call it \$20 NZ

Account number 38-9002-0151831-08

Cheers

On Thu, 31 Oct 2019 at 22:25, Kris Vollebregt <kris@st-arnaud.net> wrote:

Hi All

Glynis (WBT Treasurer) please note of the attached invoices -

For WBT Mt Iron 2 X 6 Eggs carriers and 2 X 12 eggs carriers only – to be reimbursed by WBT –
\$11.74 + \$5.18 = \$19.92AUD is this correct Tim? Please advise Glynis of account no.
(Other carrier for Mags at West Matuki cf Paul Hellebrekkers)

Thanks! 2 rats on Mt Iron traps 5 and 7.

Cheers

K

From: Tim Sikma
Sent: Tuesday, 29 October 2019 12:47 p.m.
To: Janet Musker ; Kris Vollebregt
Subject: Invoices for Egg cartons

Hi Kris,

The plastic egg cartons for the Mt Iron trapping have arrived. Attached are a couple of invoices for them for your records for funding records. I think we have 2 x 6 eggs and 2 x 12 eggs for the MT Iron trapping. We got an extra 12 egg carton for Mags trap line to use or for Janet and I to use on whatever traps we do.

Cheers

PayPal transaction details

https://www.paypal.com/myaccount/transactions/print-details/66713092YV77026C

Summary Activity Send & Request Wallet Offers Help

LOG OUT

30 September 2019

eBay - 上海竹亭贸易有限公司 (trail-blazer21_ru)
Payment

- \$17.61 AUD

Paid with

AMEX Credit Card x-1009
You'll see "PAYPAL *ZHUTINGMAOY" on your card statement.

Sent to

Tim Sikma
12 Valley Crescent
Wanaka
9305
New Zealand

Seller information

eBay - 上海竹亭贸易有限公司 (trail-blazer21_ru)

Purchase details

12 Grid Egg Box Carrier Folding Carton Holder \$17.61 AUD
Outdoor BBQ Picnic Shockproof Fm (Qty 3)
Item number133098031427

Total \$17.61 AUD

Track your shipment

LE037758496CN
1 October 2019, sent by CHINA_POST
Status: Shipped

HELP CONTACT US SECURITY FEEDBACK

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PayPal: transaction details

https://www.paypal.com/myaccount/transactions/details/4AG81951JB462045R?from_legacy=tr

[Summary](#) [Activity](#) [Send & Request](#) [Wallet](#) [Offers](#) [Help](#)

[LOG OUT](#)

30 September 2019

eBay - 梁境兵 (jingbingl-1)
Payment

- \$5.18 AUD

Paid with

AMEX Credit Card x-1009

You'll see "PAYPAL *LIANGJINGBI" on your card statement.

Sent to

Tim Sikma

12 Valley Crescent

Wanaka

9305

New Zealand

Track your shipment

No Shipment Tracking

1 October 2019, sent by MANUAL

Status: Shipped

Seller information

eBay - 梁境兵 (jingbingl-1)

Purchase details

Portable 6 Eggs Plastic Container Holder

\$5.18 AUD

Folding Egg Storage Box Handle Case Jlt (Qty
2)

Item number233008091309

Total

\$5.18 AUD

[HELP](#) [CONTACT US](#) [SECURITY](#) [FEEDBACK](#)

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Pest Control Research LP

PO Box 7223
Christchurch 8240
New Zealand



Quote

Ph: +64 3 372 1580
Fax: +64 3 372 1581
Email: accounts@pcr.co.nz

GST Reg. No : 111-736-464

Invoice No: 00011495

Bill To:

Wanaka Backyard Trapping
286 Lakeview Terrace
Lake Hawea RD2
Wanaka 9382

Ship To:

Wanaka Backyard Trapping
Kris Vollebregt 021 298 1068
kris@st-arnaud.net
747 Aubrey Road

Date	Your Order No.	Terms
26-Nov-19	Kris Vollebregt	Net 20th after EOM

DESCRIPTION	QTY	UNIT PRICE	PRICE
Tracking Tunnel with card	50	\$9.95	\$497.50
Tracking Ink 100ml	3	\$26.00	\$78.00
Card for Tracking Tunnels	100	\$0.85	\$85.00

Comment:

Sale Amt.:	\$660.50
Freight:	\$16.00
GST:	\$101.48
Total Amt.:	\$777.98
Paid Today:	\$0.00

PLEASE UPDATE YOUR RECORDS & INTERNET BANKING FOR OUR NEW BANK ACCOUNT DETAILS:

Account Name: Pest Control Research LP
Account Number: 02-0828-0098749-00
Swift Code: BKNZ22
Wellington Branch, New Zealand

(Please state name as reference)

Balance Due: \$777.98

Please detach and return with your payment to:

Pest Control Research LP
PO Box 7223
Christchurch 8240
New Zealand
Ph: +64 03 372 1580

26-Nov-19 *00011495*

Wanaka Backyard Trapping

TOTAL DUE

\$777.98

Amount Paid _____

ECOFUND REPORTING FORM from The Mount Barker Residents Association...



Christine Thomson <chookthomson@gmail.com>

To Eco Fund

Cc John Binney

Reports: to process

ECOFUND REPORTING FORM from The Mount Barker Residents Association.

How did we acknowledge the Funding Received from ORC?

We held a Community Association Barbecue and Market Table which was a huge success! We invited Mark Price from the ODT.

We invited all members along to view the traps and see how to use them...ably demonstrated by legendary pest killer Billy Barton from Hawea! Billy also showed us the trained ferrets he uses as part of his pest control campaign.

We also invited Kris Vollebregt- the chair of Wanaka Backyard Trapping - to share her experiences of working with and encouraging a group such as ours.

Description of Expense.

4 Timms Possum Kill Traps from Trade Tested. \$276.00

10 Ferret/Stoat Tunnels from Farm Source. \$650.00

5 A24 Rat/Stoat Traps from GoodNature \$945.00

5 A24 Rat/Stoat traps from Predator Free NZ. \$995.00

4 DOC 200 Stoat/Rat/Hog Predator Free NZ. \$556.00

50 Victor Trap and Tunnels. Predator Free NZ \$1,750.00

Total. \$5,179.00

Plus....

Template and spray paint to label traps. \$114.93

We applied for our grant in the under \$5,000.00 section.

Our Grant was for \$4996.00 (based on a group of us getting together to see what sort of traps we required and the appropriate number of traps we could get for under \$5,000.00)

Some of the traps we had selected at that meeting were no longer available (eg the Holden Sea Saw Live Capture Trap) so our order list was amended accordingly.

Did we spend more than the Grant?

Yes..we spent more than the grant!

We raised the extra funds from our BBQ and Market Table (and Auction) evening to cover the extra spending...(this evening was not only a fundraiser but a chance to encourage people to get trapping.)

We also bought a metal template to label our traps and spray paint.

There was volunteer work hours spent labelling them...

OUTCOMES

The Project is a work in Progress...we see it as on-going.

We have a Trapping Librarian who stores the traps and is the Contact Person for hiring them. Our idea is that the “hire” price is close to the cost of replacing that trap, so that if it is not returned then we can purchase another in its place.

And we have a bunch of keen members who are using the traps and constantly monitoring them. Members sometimes send in photos of their catches...any catch is better than none!

We have already seen a huge increase in local bird life in our area! We are gradually encouraging more of our members to take responsibility to be Predator Free.

FUTURE PLANS.

We still need to work on encouraging more members of our Association to get trapping and this is a work in progress.

We welcome texts/ emails/ photos from members who are catching pests and encourage them to keep up the good work!

We need to remind members that the traps are here and easy to use.

In time ...we would hope that ALL of our members would get involved .

And for those who have the traps but have not caught anything lately...move your trap or change the bait!

We are very grateful to be the recipient of this grant and enclose some photos showing our work in progress!



Labelling the traps-when they arrived.



Billy giving us tips and trap instruction at our Trap Celebration BBQ.



Our Trapping Librarian-John Binney -leading the way!



From Chrissie Thomson
Mount Barker Residents Association Secretary (and active Trapper).
4/12/2019

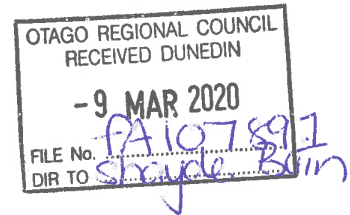
A handwritten signature in black ink that reads "Chrissie Thomson". The signature is written in a cursive style with a large, stylized initial "C" and "T".



ecofund

Environment. Community. Otago.
Te Ao Turoa. Hapori. Ōtākou.

ECO Fund reporting form



Please complete and return to:
Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Lisa Gloag

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz

Our Reference: A1139711

Project name:	Skink Friendly Garden
Applicant name:	Jenny Kitchin
Grant amount:	\$1770
Project start date:	20/02/2019
Project finish date:	20/02/2020

How did you acknowledge the funding received from ORC?

E.g. mentioning ORC's ECO Fund in a newsletter or advertising, using the ECO Fund and ORC logo etc

Weston School has acknowledged the funding received from ORC by mentioning the ECO Fund in all newsletters relating to the skink garden redevelopment. As the project has developed, we have added photos with explanations and recognition of the support we are receiving from ORC, so that families and interested members of the wider North Otago community can appreciate the help that ORC has been giving us.



Financial Summary

As detailed in your application to Otago Regional Council (ORC), the budgeted total cost of the project was \$1770.

Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.

Please attach supporting receipts/invoices.

Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Budgeted \$ (GST exclusive)	Actual \$ (GST exclusive)
Melicytus alpinus @ 3.60 x 25	90	90
Coprosma propinqua @ 4.10 x 7	28.70	28.70
Post driving		335.00
Capping rail timber		275.67
19 posts @ \$20		380.00
Labour 8 hours @50		400.00
overall budget for fence	1500	
traps	150	
Total:	1768.70	1748.60

If you spent more than had originally been budgeted, please list additional sources of income and the amount received from each source.

Income source	\$ Amount
Total:	

Outcomes summary



Please use this space to provide a summary of the outcomes of your project. This could include the benefits, any learnings, whether the project was successful in achieving the desired outcomes, why/why not, future plan etc.

Weston School is most grateful for the support from ORC in funding the improvements and redevelopment of our Skink Friendly Garden.

The project has taken far longer than anticipated, due to the necessity of waiting on fathers, husbands, quarry managers, contracting firms, and community helpers who gave of their own time during busy construction times and farming seasons. However, the project has come to a successful conclusion, with a greatly improved habitat for our local skinks.

A major part of the project was the removal of huge flax plants which were keeping the skink garden damp and wet. (We had to wait months before our volunteer Dad could bring in his digger).

The local limestone quarry then donated and transported loads of stone which students helped move and place into position. Local farmers donated schist.

Students planted coprosma, melicytus alpinus and tussocks. With the \$22 remaining, we will buy a few more plants.

Local families sourced rotting logs to add to the garden.

And finally, the fencing job has been completed which has massively strengthened the fence around the skink habitat. An extra 19 fence posts have been driven in, and a solid capping has been added to the fence posts so that students no longer push the wire netting down as they watch for the skinks. The existing wire netting has been pulled taut and tied to the capping.

So we have achieved our aim of improving the skinks' habitat by:

1. making it sunnier and drier with removal of flaxes
2. replacing flaxes with loads of rocks
3. planting melicytus, tussocks and coprosma propinqua
4. massively strengthening the hedgehog/ child proof fence.

We have now laid out tracking tunnels, and there is no trace of hedgehog, which has been one of the main reasons for fencing the skink garden.

We still have problems with cats, rats, stoats and mice roaming the skink garden. Now with the fence strong enough to deter children, we plan to buy traps for stoats and rats.

Again, many thanks for your support. Photos are attached, showing progress of the improvements.

Please ensure you sign this form before sending it back to Otago Regional Council.

We look forward to sharing the results of your project.

Thank you for reporting back!

Signed: Jenny Kitchin Name: Jenny Kitchin
 Position: Teacher Date: 4-3-2020
Weston School

2/25/2020

View Payment - Westpac



View Payment

Payment Details:

Payment Date: 11/02/2020
From Account: Non Profit Organisation -- 03-0937-0125611-000
Other Party Name: JDO & CJ Thelning
Particulars: Internet
Analysis Code: Payment
Reference: 33001440
Amount: \$1,599.27
Original Hash Value: 591426
Current Hash Value: 591426
Transaction Note:
Create Many Single Payments: No
Status: Processed

Payee Details:

Payee Name	Account Number	Particulars	Analysis Code	Reference	Amount
JDO & CJ Thelning	03-0887-0430609-000	Skink fence		WestonSchool	\$1,599.27
					Total: \$1,599.27

Authorisation History:

Action	User Name	Date/Time
Create	Joy McGee	10/02/2020 14:31
Approve	Joy McGee	10/02/2020 14:31
Approve	Deldre Senior	11/02/2020 15:09

Note: Business Online Helpdesk 0800 337 522

6 February 2020

From
JDO & CJ Thelning
56 MacLean Road
70RD
Oamaru 9495
GST 50-011-291

Invoice to
Weston School
1 Charles St
Weston

Skink Fence

Post driving	335.00
Capping rail timber	275.67
19 posts @ \$20	380.00
Labour 8 hours @ \$50	400.00
Subtotal	1390.67
Plus GST	208.60
Total	1599.27

Bank Account: 03 0887 0430609 00

Goods Received _____
Dept 154 Grant Outgo
Code \$1599.27
Authorised Jed Jensen
Date _____

2/25/2020

View Payment - Westpac



View Payment

Payment Details:

Payment Date: 22/08/2019
 From Account: Non Profit Organisation -- 03-0937-0125611-000
 Other Party Name: Holloway Environmental Services
 Particulars: Internet
 Analysis Code: Payment
 Reference: 31094206
 Amount: \$149.33
 Original Hash Value: 789139
 Current Hash Value: 789139
 Transaction Note:
 Create Many Single Payments: No
 Status: Processed

Payee Details:

Payee Name	Account Number	Particulars	Analysis Code	Reference	Amount
Holloway Environmental Services	06-0925-0773275-000	WestonSchool		Order 1980	\$149.33
					Total: \$149.33

Authorisation History:

Action	User Name	Date/Time
Create	Joy McGee	20/08/2019 15:02
Approve	Joy McGee	20/08/2019 15:02
Approve	Deldre Senior	22/08/2019 10:20

Note: Business Online Helpdesk 0800 337 522

2/25/2020

Weston School Mail - Fwd: Shipping and payment for your order at Pukerau Nursery



Joy McGee <jmcgee@weston.school.nz>

Fwd: Shipping and payment for your order at Pukerau Nursery

1 message

Jenny Kitchin <jkitchin@weston.school.nz>
To: Joy McGee <jmcgee@weston.school.nz>

19 August 2019 at 16:21

----- Forwarded message -----

From: **Pukerau Nursery** <info@pukeraunursery.co.nz>
Date: Sun, Aug 18, 2019 at 4:08 PM
Subject: Shipping and payment for your order at Pukerau Nursery
To: Jenny Kitchin <jkitchin@weston.school.nz>

PUKERAU NURSERY
GROWERS OF COLD-HARDY NATIVES

Hi Jenny,

Thank you for ordering from Pukerau Nursery. Your order details:

Order Number: **1980**
Order Date: **08/18/2019**

Order items:

Item	Price excl. GST	Quantity	Total excl. GST
Melicytus alpinus Grade: V150	\$3.60	25	\$90.00
Coprosma propinqua Grade: V150	\$4.10	7	\$28.70

Order Total excl. GST: **\$118.70**
Shipping cost excl. GST: **\$11.15**
GST: **\$19.48**
TOTAL TO PAY: **\$149.33**

Payment Options

Direct credit (preferred)
Account number: 06 0925 0773275 00
Account name: Holloway Environmental Services

Cheque
Please make cheques payable to Holloway Environmental Services and send to Pukerau Nursery, Pukerau, RD2, Gore 9772.

Eftpos
You can pay by eftpos if you are picking up your order from the Nursery. Please contact us to arrange a pickup date.

<not specified>

Kind regards,
The team at Pukerau Nursery.

1) SkinK Friendly Garden before removal of flaxes



② Unloading stone from the local limestone quarry,
replacing flaxes



3



Local families bringing in rock where flaxes had grown.

④ New fence being capped.





ecofund

*Environment. Community. Otago.
Te Ao Turoa. Hapori. Ōtākou.*

ECO Fund reporting form

Please complete and return to:
Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Lisa Gloag

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz.

Our Reference: A1139709

Project name:	Eradication of banana passion fruit in Broad Bay
Applicant name:	Save The Otago Peninsula Inc
Grant amount:	\$7,379
Project start date:	June 2019
Project finish date:	June 2020 onwards
Total number of volunteers:	Stage 3 has not commenced. To date 3 volunteers
Total volunteer hours:	25 hours

Conditions

e.g. First year of funding to be awarded in three payments with the need to report before next payment is received.

How did you acknowledge the funding received from ORC?

E.g. mentioning ORC's ECO Fund in a newsletter or advertising, using the ECO Fund and ORC logo etc

STOP has acknowledged funding from the ORC ECO Fund in the STOP Annual Report April 2019, community newsletters and emails to members.

STOP will acknowledge funding from the ORC Eco Fund in the STOP Annual Report 2020, which will be delayed until May this year. The Annual Report is widely distributed locally.

Financial Summary

As detailed in your application to Otago Regional Council (ORC), the budgeted total cost of the project was \$[ProjectAmount].

Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.

Please attach supporting receipts/invoices.

Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Budgeted \$ (GST exclusive)	Actual \$ (GST exclusive)
D M Holdings quote 11/01/19	9,750	9473.22
DM Holdings Inv -2497 2/07/19		3043.48
DM Holdings Inv – 2954 13/02/20		6,271.74
Agrispray and Equipment Ltd	181.7	158.00
Triumph refill gel 2 @ \$79.00		
Total:		9,473.22

If you spent more than had originally been budgeted, please list additional sources of income and the amount received from each source.

Income source	\$ Amount
Otago Regional Council	7,379
Bendigo valley Foundation	3,500
Total:	10,879

Please attach supporting receipts/invoices.

Outcomes summary

Please answer the following questions about your project. If you have developed a full report please attach this and ensure the questions below are answered throughout.

What you set out to achieve?

Please use as much space as needed

STOP set out to tackle a very large infestation of banana passion fruit on private property within 500m of native forest covenants, and extensive revegetation projects.

STOP proposed to contract DM Holdings to use professional spray equipment to deliver herbicide onto the bulk of the banana passion fruit infestation. The work to take place in 2 stages so as to control any areas missed first time round. Note Several Bomarea vines were present among the banana passion fruit.

Volunteers to do follow up work by cutting and poisoning passionfruit stems where the vines are growing up into the macrocarpa wood lot, and spraying would damage the trees

How did you do it?

Please use as much space as needed

STOP paid for a contractor with herbicide spray equipment to do the work.

The contractor had to undertake chain saw work to cut access tracks through gorse and vines into some parts of the infestation.

Access for both water and herbicide spraying equipment was via the owner's property. Additional access was via the neighbours property. Neither access was easy for a spray truck, therefore there was a long delay until the ground was sufficiently dry.

Track cutting and herbicide spraying were undertaken on 28 August 2019 and in March 2020. On both days conditions for control work were good.

STOP volunteers will make use of the access tracks cut by the contractors to kill vines close to the woodlot

Timeframes the outcomes were achieved in

Please use as much space as needed

There were several delays to the project.

1. Additional funding had to be obtained. STOP received \$3,500 from Bendigo Valley Community Fund in April 2019
2. Delay in Contractor contacting landowner regarding access
3. Wet weather meant it was unsafe for the spray truck to drive on site (see STOP Progress Report 29 Oct 2019)

However, the project has been completed within the time frame June 2019 to June 2020

How did you measure the success of your outcome?

Please use as much space as needed

We have measured success by the amount of banana passion fruit that has been killed and the network of tracks that have been made to allow access for volunteers to continue the control work.

The new track network through difficult gorse and vines is excellent and will allow access for volunteers to areas of passion fruit vine that were previously inaccessible.

Contractors were not able to control one third of the banana passion fruit infestation, because of insufficient funds. This is disappointing and STOP will need to investigate additional funding options. However, we acknowledge that this site is steep with difficult access and appreciate that the contractors did their best.

What are the ongoing benefits of this project?

Please use as much space as needed

Banana passion fruit seeds are dispersed by birds, rats and possums. Reducing the extent of the seed source will lower the likelihood of this invasive pest plant becoming established in the nearby native bush protected by conservation covenants and a significant revegetation and Smiths Creek enhancement project on the Hereweka Harbour Cone .

The new track network through difficult gorse and Muehlenbeckia vine is excellent and will allow access for volunteers in the future.

Please ensure you sign this form before sending it back to Otago Regional Council.

We look forward to sharing the results of your project.

Thank you for reporting back!



A rectangular box containing a handwritten signature in black ink that reads "M Parker".

Signed:Name:..Moira Parker.....

Position:Trustee Save the Otago Peninsula Inc

30 March 2020..... Date:

AGRISPRAY AND EQUIPMENT LTD
STATE HIGHWAY 1, EAST TAIERI
PO BOX 398, MOSGIEL

PHONE 03 489 6268 FAX 03 489 6231

TAX Invoice 89951

Invoice Date 24/03/2020

Account Ref CASH

Order Number

GST Reg No: 12-049-412

**CHARGE TO
CASH**

**DELIVER TO
M PARKER
SAVE THE OTAGO PENINSULA (STOP)**

Product	Description	Quantity	Unit Price	Total
TRIIS	TRIUMPH GEL 1 KG SQUEEZE REFILL PACK	2.00	79.00	158.00
<p>ANZ AgriSpray & Equipment 57 Main South 9024 East Taieri New Zealand</p> <p>MID 39224200 TSP 392242000001 TIME 24MAR20 12:05 TRAN 000225 CREDIT ANZ CASHBACK VISA I CARD.....5524 RID A000000003 PIX 1010 TVR 0000048000 TSI E000 TC 3E127213F77E09EE AUTH 039390</p> <p>PURCHASE NZD181.70 TOTAL NZD181.70</p>				
Total Net Amount				158.00
Total GST				23.70
Invoice Total				181.70

(000) APPROVED

AG

«CUSTOMER COPY»

ER SPECIALISTS



DM HOLDINGS
 PEST CONTROL | TREE SERVICES | SPRAYING

TAX INVOICE

Save The Otago Peninsula

Invoice Date 2 Jul 2019	D M Holdings 2005 Limited PO Box 2474
Invoice Number INV-2497	South Dunedin Dunedin 9044
GST Number 091-742-500	NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Noxious Weed Control Services. Banana Passion Fruit Control.	1.00	3,500.00	3,500.00
		Subtotal	3,500.00
		TOTAL NZD	3,500.00

Due Date: 20 Aug 2019

Direct credit: D M Holdings 2005 Ltd, ANZ 01 0902 0104562 00
 Please use invoice number as reference.

034792774 info@dmholdings.co.nz www.dmholdings.co.nz

Interest will be charged at 5% on all overdue accounts. All collection costs will be borne by the debtor.

Note: The products/services which are the subject of this invoice though delivered, remain the property of D M Holdings 2005 Ltd until full payment has been received.



PAYMENT ADVICE

To: D M Holdings 2005 Limited
 PO Box 2474
 South Dunedin
 Dunedin 9044
 NEW ZEALAND

Customer	Save The Otago Peninsula
Invoice Number	INV-2497
Amount Due	3,500.00
Due Date	20 Aug 2019
Amount Enclosed	_____
	Enter the amount you are paying above



D M HOLDINGS
PEST CONTROL | TREE SERVICES | SPRAYING

TAX INVOICE

Save The Otago Peninsula

Invoice Date 13 Feb 2020
Invoice Number INV-2954
Reference STOP- Broad Bay
GST Number 091-742-500

D M Holdings 2005 Limited
 PO Box 2474
 South Dunedin
 Dunedin 9044
 NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Noxious Weed Control Services. Banana Passion Fruit Control. STOP Ref: Moira Parker. Second part of original quote- Now fully complete. Travel, labour, chemical.	1.00	6,271.74	6,271.74
		Subtotal	6,271.74
		TOTAL GST 15%	940.76
		TOTAL NZD	7,212.50

Due Date: 20 Mar 2020

Direct credit: D M Holdings 2005 Ltd, ANZ 01 0902 0104562 00
 Please use invoice number as reference.

034792774 info@dmholdings.co.nz www.dmholdings.co.nz

Interest will be charged at 5% on all overdue accounts. All collection costs will be borne by the debtor.

Note: The products/services which are the subject of this invoice though delivered, remain the property of D M Holdings 2005 Ltd until full payment has been received.



PAYMENT ADVICE

To: D M Holdings 2005 Limited
 PO Box 2474
 South Dunedin
 Dunedin 9044
 NEW ZEALAND

Customer	Save The Otago Peninsula
Invoice Number	INV-2954
Amount Due	7,212.50
Due Date	20 Mar 2020
Amount Enclosed	_____
	Enter the amount you are paying above



Environment. Community. Otago.
Te Ao Turoa. Hāpori. Ōtākou.

ECO Fund reporting form

Please complete and return to:
Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Lisa Gloag

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz.

Our Reference: A1139709

Project name:	Te Kākano Aotearoa Trust
Applicant name:	Te Kākano Aotearoa Trust
Grant amount:	\$15,000
Project start date:	01/04/2019
Project finish date:	31/03/2020
Total number of volunteers:	Around 300, some of them are regulars and others are just passing through
Total volunteer hours:	3,280 hours from 1 st of April to 31 st of March 2020

Conditions

e.g. First year of funding to be awarded in three payments with the need to report before next payment is received.

How did you acknowledge the funding received from ORC?

E.g. mentioning ORC's ECO Fund in a newsletter or advertising, using the ECO Fund and ORC logo etc

After we received the letter of support, we acknowledged ORC's support in our [newsletter](#), on our website and at our AGM; the logos of ORC and ECO Fund are also on the home page of our [website](#).

Financial Summary

As detailed in your application to Otago Regional Council (ORC), the budgeted total cost of the project was \$46,000.

Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.

Please attach supporting receipts/invoices.



Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Budgeted \$ (GST exclusive)	Actual \$
Trust Administrator cost	18,000	17,555
Nursery Manager cost (for running the nursery)	18,000	18,591
Advertising (planting sessions, AGM)	1,000	721
Insurance	955	985
Accounting fees	1,750	1,790
Office expenses (PO box, expenses for education resources, etc.)	600	859
Motor vehicle expenses	2,000	1,387
Printing (forms for volunteers, posters, etc)	320	739
Fertiliser & planting mix	2,000	2,068
Small tools and equipment	500	1,068
Training & development (1 st aid course)	150	159
Volunteers amenities	545	509
Repairs & maintenance	35	115
Weed & pest control	145	383
Total:	46,000	46,929

The Nursery Manager also incurred other costs for project activity that is outside the scope of this grant.

If you spent more than had originally been budgeted, please list additional sources of income and the amount received from each source.

Income source	\$ Amount
Otago Regional Council – Eco Fund	15,000.00
Sargood Bequest	5,000.00
Queenstown Lakes District Council	5,000.00
Community Matters (DIA)	8,000.00
Donations & sponsorship	15,223.00
Total:	48,223.00

Please attach supporting receipts/invoices.



Outcomes summary

Please answer the following questions about your project. If you have developed a full report please attach this and ensure the questions below are answered throughout.

What you set out to achieve?

Please use as much space as needed

We had set out to:

- run more nursery sessions to increase the numbers of plants we successfully propagate
- hold more plant watering and maintenance sessions at our project sites to ensure the on-going success of our plants
- develop more resources for school visits to facilitate such visits more readily
- respond more effectively to the increasing number of businesses and groups approaching us, and thus increase our regular funding, and reduce the need for grants such as yours
- support Lake Wanaka Tourism’s aim to promote Te Kākano through their own business network in the hospitality and tourism industry.

How did you do it?

Please use as much space as needed

We had set up to:	What we have achieved since 1st April 2019:
- run more nursery sessions to increase the numbers of plants we successfully propagate	We have organised the same number of nursery sessions as last year (just over 100). The wet season has forced us to cancel many sessions. This equates to 2,012 volunteer hours.
- hold more plant watering and maintenance sessions at our project sites to ensure the on-going success of our plants	We held an additional 6 working bees, but were prevented by the December flood from holding all those we had planned.
- develop more resources for school visits to facilitate such visits more readily	We have adapted some resources for school visits and workshops based on some resource from other organisations. We used those resources for some nursery visits and a workshop attended by about 150 school children.
- respond more effectively to the increasing number of businesses and groups approaching us, and thus increase our regular funding, and reduce the need for grants such as yours	The Trust Administrator has co-ordinated approaches, meetings and generally supported Trustees in building important new relationships and maintaining existing ones. We have signed new MoUs with local businesses.

	We have new MoUs with 2 local businesses, there are ongoing communications with 2 more; 5 new local businesses approached us and are now sponsoring projects or plantings.
- support Lake Wanaka Tourism’s aim to promote Te Kākano through their own business network in the hospitality and tourism industry.	Lake Wanaka Tourism has promoted us via the local i-Site, their website, and social media, and meetings with them and local tourism operators are continuing.

We have also organised 29 planting sessions and put 4,973 native plants in the ground with our local community (who donated 1,078 hours of their time to plant native plants).

Due to the increase of inquiries from businesses and our goal to seek more support from the tourism industry, we decided to review our brand. The rebranding work led to a new logo which reflects more clearly what we do. This new logo aligns with our long standing values and is more streamlined as we look ahead. We've had very positive feedback from our volunteers and supporters about this change, and we hope it will help gather more support in the future.

Our new logo:

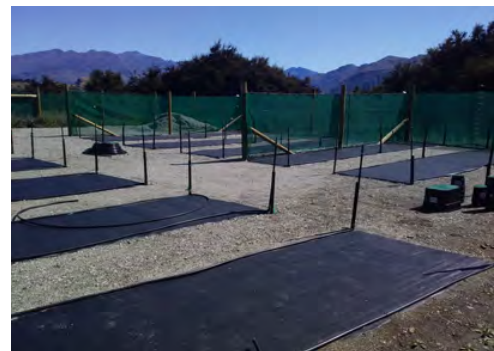


One of our big projects last year was to expand our nursery as we were running out of space. This project was outside of your funding but helps demonstrate our success and growth.

The first stage of this project (which is the physical expansion of the nursery) was achieved in October. Since then we have worked with contractors and our volunteers to build a new fence, rabbit proof the perimeter, set up a new irrigation system, lay out some beds for our plants, and create some wind and sun shelters. We can now be better organised and rationalise the space.



Start of the nursery expansion Sept 2020



The expansion in Feb 2020 with new plant beds and automated irrigation

Timeframes the outcomes were achieved in

Please use as much space as needed

We are still working on the goals we set out, and some of our goals will be on going. Please see our separate report for more information.

How did you measure the success of your outcome?

Please use as much space as needed

We keep statistics on all operations, such as the nursery, planting projects (sites, funding and plants), our volunteers, existing and potential stakeholders, etc.

These records give us hard data to show how we are doing.

- Increased number of volunteers. In 2018, the number of volunteers at planting sessions was 25-30 on average. In 2019, they were 40-60. This is a record for us, we've never had so many volunteers coming to our planting sessions!



Planting session at Bullock Creek

- We have received more carbon sequestration enquiries
- Increased number of donations from individuals and local businesses: we received 15 donations in 2018 and 23 in 2019.
- We also have soft data in the form of more enquiries, more followers on social media, more visits on our website.

We took part to the One Summit re-generation workshop attended by more than 150 school children. We also welcomed some school groups to our nursery and talk to them about eco-sourced native plants.



Native tree hunt - One summit workshop

What are the ongoing benefits of this project?

Please use as much space as needed

Funding for our contractor salaries means that Te Kākano can continue to operate and grow.

It is not just our habitat that benefits - it is the individuals, the community and the businesses.

We have entered a period where what we do is attracting people who are willing to contribute to their environment in a positive way. In doing so, they are connecting with like-minded people, young and old, and this in turn builds positive social impacts for the community.

We have also achieved to plant more than 3,500 native plants in the Upper Clutha basin including some riparian plants, as part of the Wanaka Water project in which we are involved. Those plants are enhancing the local environment, increasing the biodiversity and improving the water quality.

Because we are receiving more interest from people and organisations, we feel that our vision to connect communities with their land is being fulfilled.

Our project is on going and we will keep working on our mission which is to “*lead and inspire native habitat restoration through delivering planting projects, supporting planting projects, maintaining a successful community based nursery, assisting communities through education, demonstration and hands-on participation.*”

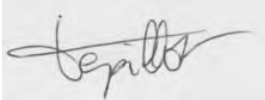


School group visiting our nursery



Planting in Albert Town

*Please ensure you sign this form before sending it back to Otago Regional Council.
We look forward to sharing the results of your project.
Thank you for reporting back!*

Signed:  Name: Loran Verpillot.....
Position: Trust Administrator..... Date: 01/04/2020.....



Summary of Te Kākano Aotearoa Trust

Our vision

Connecting New Zealand communities with their land.

Our mission

To lead and inspire native habitat restoration through; delivering planting projects, supporting planting projects, maintaining a successful community based nursery, assisting communities through education, demonstration and hands-on participation.

Our purpose

To foster healthy lands and waterways creating a stronger link between the environment and humanity.

The people

- 7 Trustees: Alison O'Brien, Anna Hiatt, Ben Taylor, Carrie Williams, Murray Walker, Neil Woodrow (Treasurer), Nick Mills (Chair)
- 1 advisors: Arne Cleland (plant and site expertise)
- 2 contractors: Kris Vollebregt, Nursery Manager, and Loran Verpillot, Trust Administrator
- 600 volunteers/supporters in our database, many of whom come to our nursery and planting sessions
- National, regional and local stakeholders
 - Department of Conservation, Queenstown Lakes District Council (QLDC), Ministry for the Environment (MfE), Central Lakes Trust, Otago Community Trust, Longview Environmental Trust
 - Albert Town Community Association, Friends of Bullock creek, Otago Fish & Game, Protect our Winters, Otago Forest & Bird
 - Wanaka Primary School, Mount Aspiring College, pre-schools
 - Donors and supporters: individuals, local businesses

Key Milestones to date

- 2007 Te Kākano Aotearoa Trust is established
- 2008 The nursery is created
The Trust obtains charitable status
Sargood Bequest fully supports Te Kākano
- 2009 First project underway at Waterfall Creek, funding secured from MfE and QLDC
- 2010 First tourism partnership achieved with Eco Wanaka Adventures for ongoing planting project of Mou Wahou island
- 2011 Regional funding obtained so Roys Bay West planting project starts
- 2012 Glendhu Bay project starts in partnership with Ridgeline Adventures
First project at Lake Hāwea with Hāwea Community Association
Norman Creek and Penrith Wetlands projects begin
- 2013 Supreme Winner in the Trust Power Heritage and Environment Awards
- 2014 Diamond Lake project in partnership with DoC starts
Albert Town Lagoon project starts with QLDC and Albert Town Community Association
- 2016 Two local habitat restoration trusts formed from The Seed: Mokihi Trust in Cromwell and the Haehaeata Ecological Railhead Trust in Clyde.
Design for the nursery expansion completed. Entered into a partnership with Otago Fish and Game for the Bullock Creek project.
Commenced a programme with Mt Aspiring College for Roys Bay East.
- 2017 QLDC grants consent for the nursery expansion Weka Block planting project commences with funding and irrigation support from a local supporter.
Supreme Winner in the Trust Power Heritage and Environment Awards
- 2018 10th anniversary of the nursery – celebration time!
Lake Wanaka Water project commences with Te Kākano in charge of riparian planting
Finalist in the prestigious River Story Award and Winner of the Community New Zealand Plant Conservation Network Award
- 2019 Recipient of the first round of the ECO Fund

2019 achievements

The Trust

We:

- recorded our biggest number of volunteers at a planting sessions (62 people)! Our community plantings are becoming increasingly popular
- planted 4,973 native plants with the community and about 3,000 riparian plants with the Lake Wanaka Water project.
- reviewed our brand and this led to a new logo which reflects more clearly what we do.
- took part to the One Summit event, and helped with the “Re-Generation workshop”: 150 children from 4 different schools participated in this fun workshop learning about native plants and habitats.
- had 5 nursery visits from local schools.
- organised a hui/gathering with the other local reforestation/restoration Trusts (Mokihi Trust, Haehaeata Ecological Railhead Trust, Wakatipu Reforestation Trust, and a new Trust based in Lumsden “Reforest Southland”) to create more synergies between us. We are hoping to gather every year to keep sharing ideas and experience, there is always a lot to be learnt from each other.
- maintained the good relationship with our stakeholders and partners with regular meetings.
- are working at creating new partnerships, particularly with Sustainable Coastlines and Honest Wholefood.
- secured new partnerships (Puzzling World and their TUFT (Top Up For Trees) programme, Edgewater, Triple Glazing).
- secured several grants towards our operational costs (ECO Fund - Otago Regional Council, Community Matters - DIA, Queenstown Lakes District Council, Sargood Bequest) as our reach becomes wider and administration increases.
- reviewed our strategic plan.
- created a sub-committee within our Board to look at the potential of a new carbon offset programme. This is to manage the increasing queries from businesses and individuals keen to offset their carbon footprint. The global context of climate change and carbon emissions leads more people to want offset their carbon footprint, and they turn their hope towards us.



One Summit workshop



isit to Haehaeata nursery, hui

The Nursery

We:

- grew about 13,000 native plants, a big increase from the 8,400 we grew in 2018 (increase due to the Lake Wanaka Water project). The nursery was very full, and we ran out of space.
- were able to start the physical expansion of the nursery in September, thanks to several Trusts (Sargood Bequest, Otago Community Trust, Central Lakes Trust, Longview Environmental Trust) and some donations. The work is not finished yet but volunteers and contractors are achieving a lot.
- progressed our requirements for Stage 2 of the nursery expansion and visited the Wakatipu Reforestation Trust's and the Matukituki Natives' nurseries to build on our ideas (movable buildings for office, meeting room space for visits from schools and other groups, shelter for the volunteers, efficient work spaces). We also gathered ideas, wishes, and feedback from our volunteers.
- continued to manage our growing volunteer base. This year our volunteers donated 3,387 hours to growing and planting native plants.



Start of stage 1 of the nursery expansion



New plant beds in the expansion

What's ahead - goals for 2020

- To complete stage 1 of the nursery expansion (almost there) and shift the plants to their new home.
- To streamline our nursery processes to use our new space efficiently.
- To develop a program where local businesses and other organisations become “Friends of Te Kākano” and contribute annual donations/grants to cover our operational costs. This is to reduce our dependency on grants for this work. It is easier to find funds for planting projects as these are tangible and people see the result. However, planting projects can't take place without administration and management, and these areas are more difficult to secure funding for.

- To develop a partnership strategy and increase the number of partnerships with local businesses as well as create new ones (potentially with Sustainable Coastlines and Alpine Group).
- To continue to strengthen volunteer management, community engagement and external communication and build on our communication strategy.
- To create some educational resources on local native plants for our volunteers.
- To create and setup a maintenance schedule with our volunteers.
- To explore new planting sites with QLDC and DoC
- To secure funding for a trailer and more tools for the increasing number of volunteers on our planting sessions.
- To review our annual strategic plan.
- To complete the detailed design of stage 2 of the expansion and seek funding.

In conclusion

The grant we received from the ECO Fund played a very important part in last year's achievements, as we could not have done so much without the work of our part-time contractors. Your support was integral to this successful year.

Te Kākano is still growing and achieving a lot. More than ever planting native trees is part of a solution to the environmental issues we are facing. The more people we involve the greater the awareness of how fragile our environment and native habitats are will be. We give people an opportunity to feel they are able to make a difference to the future.

Loran Verpillot
Trust Administrator
info@tekakano.org.nz



Planting along the Millennium Track with Protect Our Winters NZ



Last nursery session for our long time dedicated Nursery Manager, Andrew Penniket. Morning tea at the nursery with some volunteers



Nursery visit from a Holy Family School group, with beautiful kānuka flowering in the background



"TUFT" sticker created by Puzzling World to support Te Kākanu



Waterfall Creek: first planting in 2010, and in 2018. The plants are doing very well!



Bullock Creek wetland: first planting in 2017, and in June 2019.



ecofund

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ECO Fund reporting form

Please complete and return to:
Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Lisa Gloag

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz.

Our Reference: A1139709

Project name:	Wānaka Water Project
Applicant name:	Upper Clutha Lakes Trust
Grant amount:	\$12,500 plus \$22,500 repurposed from EEF total \$35,000
Project start date:	September 2019
Project finish date:	December 2019
Total number of volunteers:	250
Total volunteer hours:	3,900

Conditions

- Account for all funds spent
- Report the project outcomes to Otago Regional Council

How did you acknowledge the funding received from ORC?

E.g. mentioning ORC's ECO Fund in a newsletter or advertising, using the ECO Fund and ORC logo etc

ORC funding has been acknowledged in the following ways:

- On social media <https://www.facebook.com/WAIWanaka>
- In all external communications relating to the Wānaka Water Project
- In all media releases relating to the Wānaka Water Project
- At all stakeholder meetings
- In the Community Catchment Plan
- On our website <https://www.waiwanaka.nz/>

Financial Summary

As detailed in our application to Otago Regional Council (ORC), the budgeted total cost of the Wānaka Water Project is \$855,000, inclusive of this \$35,000 funding from ORC which covered a funding shortfall in relation to project leadership, co-ordination and preparation of the Community Catchment Plan.

Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.

Please attach supporting receipts/invoices.

Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Budgeted \$ (GST exclusive)	Actual \$ (GST exclusive)
Landpro Limited – contracted project manager fee Community Catchment Plan		
50% of Agreed fee September 2019	5,000.00	5,000.00
Agreed fee October 2019	10,000.00	10,000.00
Agreed fee November 2019	10,000.00	10,000.00
Agreed fee December 2019	10,000.00	10,000.00
Total:	\$35,000.00	\$35,000.00

Outcomes summary

What you set out to achieve?

WAI Wānaka set out to develop an enduring integrated catchment management plan for the Upper Clutha catchments. Now renamed the Community Catchment Plan (CCP), this is one of three project workstreams of the Wānaka Water Project funded by the Ministry for the Environment's Freshwater Improvement Fund (FIF) in partnership with ORC.

How did you do it?

CCP development has involved considerable co-ordination of effort between Wai Wānaka's project team, FIF Governance Group members, Landpro Limited and the Upper Clutha community.

The CCP highlights issues facing our waterways as a result of the combined impacts of urban growth, land use change, tourism, climate change and invasive species. The CCP sets out:

- The context of integrated water management
- The issues affecting water identified by community
- Community values for water
- The current baseline environment and risks to water quality
- Current gaps in knowledge of baseline research and monitoring
- Gaps in processes for water management decision making
- High level goals as directed by the community's values alongside the current & proposed legislative environment
- Actions that can be taken to assist with achieving the goals
- Indicators to measure success of achieving goals
- Who is going to implement the agreed actions
- How to review success of the plan

Timeframes the outcomes were achieved in

CCP scoping commenced in June 2018, immediately following the execution of the Funding Deed between Ministry for the Environment and Otago Regional Council.

An RFP was issued in August 2018 seeking a Project Leader to co-ordinate development of the CCP.

Landpro Limited was appointed CCP Project Manager and a contract for services signed 1 October 2018.

CCP development was continuous over the period October 2018 to December 2020.

An 'At a Glance' summary version of the CCP has been developed by Dumpark Limited and is ready for release.

Following completion of the CCP in December 2019, the actions identified by the CCP have been extensively reviewed by ORC and QLDC. The CCP will be publicly released and formally presented to ORC and QLDC councillors once this review has been completed.

How did you measure the success of your outcome?

Success is measured by the support received by iwi (local whanau), urban residents, tourism operators, visitors, farmers, scientists, Otago Regional Council and Queenstown Lakes District Council. Wide community involvement has ensured that the plan identifies current and future risks to freshwater resources and the actions needed to prevent any decline in water quality and ecosystem function.

What are the ongoing benefits of this project?

The Upper Clutha Community now has a roadmap for the collaboration and partnerships needed to safeguard the long term health of the Upper Clutha's alpine waterways.

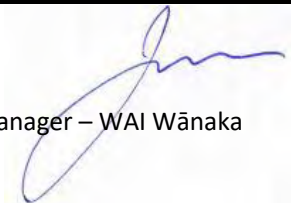
The Wānaka Water Project is not currently funded to proceed with the implementation of the actions identified in the CCP. WAI Wānaka intends to continue to work collaboratively with the lead agencies/collaborative agencies identified as responsible for each action item.

Please ensure you sign this form before sending it back to Otago Regional Council.

We look forward to sharing the results of your project.

Thank you for reporting back!

Signed:



Name: Julie Perry

Position: Manager – WAI Wānaka

Date: 27 March 2020



TAX INVOICE

Upper Clutha Lakes Trust
 Attention: Accounts
 57 Forest Heights
 Wanaka 9305
 NEW ZEALAND

Invoice Date
 30 Sep 2019

Invoice Number
 I007301

GST Number
 096661401

Landpro Ltd
 PO Box 302
 Cromwell 9342
 NEW ZEALAND
 Ph 03 4459905

Description	Amount NZD
Landpro Job No: 18379 - Upper Clutha Integrated Catchment Management Plan	
Technical Services Preparation of Upper Clutha ICMP as per attached timesheet	10,000.00
	Subtotal 10,000.00
	TOTAL GST 15% 1,500.00
	TOTAL NZD 11,500.00

Due Date: 20 Oct 2019

Direct Credits can be made to our bank account
 12 3195 0008291 00

Overdue accounts will incur interest at the rate of 14.5% per annum. The Client must pay all costs incurred in the collection of overdue accounts.



PAYMENT ADVICE

To: Landpro Ltd
 PO Box 302
 Cromwell 9342
 NEW ZEALAND
 Ph 03 4459905

Customer Upper Clutha Lakes Trust
Invoice Number I007301
Amount Due **11,500.00**
Due Date 20 Oct 2019

Amount Enclosed

Enter the amount you are paying above



TAX INVOICE

Upper Clutha Lakes Trust
 Attention: Accounts
 57 Forest Heights
 Wanaka 9305
 NEW ZEALAND

Invoice Date
 31 Oct 2019

Invoice Number
 I007463

GST Number
 096661401

Landpro Ltd
 PO Box 302
 Cromwell 9342
 NEW ZEALAND
 Ph 03 4459905

Description	Amount NZD
Landpro Job No: 18379 - Upper Clutha Integrated Catchment Management Plan	
Time as per attached breakdown	10,000.00
	Subtotal 10,000.00
	TOTAL GST 15% 1,500.00
	TOTAL NZD 11,500.00

Due Date: 20 Nov 2019

Direct Credits can be made to our bank account
 12 3195 0008291 00

Overdue accounts will incur interest at the rate of 14.5% per annum. The Client must pay all costs incurred in the collection of overdue accounts.



PAYMENT ADVICE

To: Landpro Ltd
 PO Box 302
 Cromwell 9342
 NEW ZEALAND
 Ph 03 4459905

Customer Upper Clutha Lakes Trust
Invoice Number I007463
Amount Due **11,500.00**
Due Date 20 Nov 2019

Amount Enclosed

Enter the amount you are paying above



TAX INVOICE

Upper Clutha Lakes Trust
 Attention: Accounts
 57 Forest Heights
 Wanaka 9305
 NEW ZEALAND

Invoice Date
 29 Nov 2019

Invoice Number
 I007662

GST Number
 096661401

Landpro Ltd
 PO Box 302
 Cromwell 9342
 NEW ZEALAND
 Ph 03 4459905

Description	Amount NZD
Landpro Job No: 18379 - Upper Clutha Integrated Catchment Management Plan	
Refer to attached timesheet for hours	10,000.00
Subtotal	10,000.00
TOTAL GST 15%	1,500.00
TOTAL NZD	11,500.00

Due Date: 20 Dec 2019

Direct Credits can be made to our bank account
 12 3195 0008291 00

Overdue accounts will incur interest at the rate of 14.5% per annum. The Client must pay all costs incurred in the collection of overdue accounts.



PAYMENT ADVICE

To: Landpro Ltd
 PO Box 302
 Cromwell 9342
 NEW ZEALAND
 Ph 03 4459905

Customer Upper Clutha Lakes Trust
Invoice Number I007662
Amount Due **11,500.00**
Due Date 20 Dec 2019

Amount Enclosed

Enter the amount you are paying above



TAX INVOICE

Upper Clutha Lakes Trust
 Attention: Accounts
 57 Forest Heights
 Wanaka 9305
 NEW ZEALAND

Invoice Date
 19 Dec 2019

Invoice Number
 I007805

GST Number
 096661401

Landpro Ltd
 PO Box 302
 Cromwell 9342
 NEW ZEALAND
 Ph 03 4459905

Description	Amount NZD
Landpro Job No: 18379 - Upper Clutha Integrated Catchment Management Plan	
Time as per attached timesheet	10,000.00
	Subtotal 10,000.00
	TOTAL GST 15% 1,500.00
	TOTAL NZD 11,500.00

Due Date: 20 Jan 2020

Direct Credits can be made to our bank account
 12 3195 0008291 00

Overdue accounts will incur interest at the rate of 14.5% per annum. The Client must pay all costs incurred in the collection of overdue accounts.



PAYMENT ADVICE

To: Landpro Ltd
 PO Box 302
 Cromwell 9342
 NEW ZEALAND
 Ph 03 4459905

Customer Upper Clutha Lakes Trust
Invoice Number I007805
Amount Due **11,500.00**
Due Date 20 Jan 2020

Amount Enclosed

Enter the amount you are paying above



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ECO Fund reporting form

Please complete and return to:
Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Lisa Gloag

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz

Our Reference: A1139711

Project name:	Wild Dunedin Podcast
Applicant name:	Dr. Claire Concannon, Jamie McAulay, Taylor Davies-Colley
Grant amount:	2,500
Project start date:	01/02/2019
Project finish date:	30/11/2019

How did you acknowledge the funding received from ORC?

E.g. mentioning ORC's ECO Fund in a newsletter or advertising, using the ECO Fund and ORC logo etc

The ORC logo is on the Wild Dunedin Podcast webpage on the Wild Dunedin Festival of Nature: <https://hail.to/wild-dunedin/publication/4yoVShc/article/Km1D6IE>

The ORC Eco-Fund is mentioned on the Otago Access Radio webpage and the Otago Museum blog page: <https://oar.org.nz/event/wild-dunedin-podcast/>
<https://otagomuseum.nz/blog/wild-dunedin-podcast/>

The ORC Eco-Fund logo is on our facebook page: <https://www.facebook.com/WildDunedinPodcast/> and we have tagged the ORC in many posts. We also tagged the @OtagoRC on twitter when an episode from our first series was played on the RNZ podcast hour in April.

The Otago Regional Council Eco-Fund is also acknowledged by the presenters during the credits of each episode of the podcast.

Financial Summary		
Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund. Please attach supporting receipts/invoices.		
Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Original Budgeted \$ (GST exclusive)	Actual \$ (GST exclusive)
Zoom portable recorder (+shipping)	449	359.87
Shure Microphone + accessories	249	251.38
Headphones	189	179
Travel expenses	2200	913.12*
Audio editing (done by Otago Access Radio) + extra episode	800	159.13
External hard drive to save edits (advised by OAR)		130.42
Music creation and mixing	700	650
Sound cloud account for long term episode storage	162	#
OAR broadcasting costs	342	433.05^
WD podcast direct Facebook advertising	-	40
Total:	5091 Received: 2500	3115.97

*Expenses estimated on km travelled (1,156.8km) by 0.79km rate:

<https://www.ird.govt.nz/topics/income-tax/day-to-day-expenses/vehicle-running-costs/kilometre-rates-for-business-use-of-vehicles-2018-2019-income-year>

#Otago Access Radio agreed to continue to host the episodes until December 2021 for free so SoundCloud account was not necessary

^Wild Dunedin festival agreed to pay initial broadcast cost.

Income source	\$ Amount
Otago Regional Council	2500
Prize money from 2018	250
Wild Dunedin Festival committee (covered first invoice of OAR broadcasting costs)	433.05
In kind support from Otago Museum (laptops, software, staff time, marketing)	As per application
Total:	3183.05 (67.08 surplus)

Outcomes summary

Please use this space to provide a summary of the outcomes of your project. This could include the benefits, any learnings, whether the project was successful in achieving the desired outcomes, why/why not, future plan etc.

Outcomes:

- 7 Wild Dunedin Podcast Series 2 episodes have been produced and uploaded to the podcast channel (5 storytelling, one live episode, one bonus episode).
- Interviews have been recorded for a further 2 episodes, for later release.
- Because of reduced budgeting for travel and expenses some episodes were altered as to the original suggested topics so that they became more Dunedin based. (One episode recorded entirely in studio, one episode recorded at Wild Dunedin festival)
- As of October 2019 the listen/download numbers for this season of the podcast are at 5424 people.
- Verbal feedback from listeners suggests they are learning new information and becoming aware of different conservation issues (such as role of cats in killing natives, problems with feeding wildlife).

What worked well:

- The collaboration with local Dunedin artist Molly Devine was extremely successful, with her original music bringing life to the episodes and receiving amazing feedback from listeners and critics.
- Collaboration with Otago Access Radio worked well, with each of the episodes being replayed in 3 different time slots across the week they first aired, and hosted on the OAR website, including for an extended time, thus not needing Soundcloud expense.
- The Otago Museum marketing team advertised each episode on social media and created a blog page for the podcast.
- New styles of recording - live recording at the festival allowed for production of an episode and also collection of an audio record of a popular speaking event, which was subsequently shared.
- The podcast rates well on Apple podcast (4.9/5) and has good reviews.
- An episode from the first series was played on Radio NZ's Podcast hour in April, getting national air time.
- The podcast is now available on Spotify, which is becoming a go-to place for podcasts.

What didn't work as well:

- Time pressure and work commitments meant a gap in between releases - concerns over budgeting meant editing was done free by volunteers which slowed the process.
- Poor survey response on Facebook to assess impacts on listeners. Need to put survey in place earlier and promote in the podcast episodes.
- Jamie's relocation to Te Anau for work made it more difficult to coordinate production.

Unexpected positive outcomes:

- The Department of Ecology offered the podcast as an optional resource for the ecol101 course for students to listen to
- The podcast has been shared by the DOC Fiordland community rangers to explain beech masting events.

Future:

- Release further two episodes (ORC will be credited) when ready
- Plan for next year - Instead of weekly releases it is likely the format will change to fortnightly or monthly releases.
- Communication with RNZ to ask about an episode play on 'Our Changing World'
- Submission to OAR and RNZ podcast awards.



Please ensure you sign this form before sending it back to Otago Regional Council.
We look forward to sharing the results of your project.
Thank you for reporting back!

Signed: Clare Concannon Name: Clare Concannon
Position: Podcast Producer Date: 02/12/19



Tax Invoice

Jamie McAulay
 10 Islet Place
 Te Anau
 Southland 9600
 New Zealand

Invoice Number
 RMS 129569

Account Number
 66745

Invoice Date
 14/04/2019

Purchase Order Number
 ORCEF1

Rubber Monkey Sales
 Ltd
 PO Box 7291
 Newtown
 Wellington 6242
 NEW ZEALAND

GST Number
 104-085-237

Description	Quantity	Unit Price	Amount NZD
Hosa MCL-103 Microphone Cable 3ft	1	\$20.95	\$20.95
Shure SM58 Live Vocal Microphone	1	\$199.00	\$199.00
Shure Windscreen for SM58 - Blue	1	\$17.95	\$17.95
Tascam TM-AG1 Pop filter	1	\$35.95	\$35.95
Order Shipping	1	\$15.21	\$15.21
TOTAL NZD			\$289.06
Includes GST			\$37.70
Less Amount Paid			\$289.06
Amount Due			\$0.00

Microphone + Accessories



TAX INVOICE

Wild Dunedin (Claire Concannon)

Invoice Date
18 Mar 2019

Invoice Number
INV-3370

GST Number
074-709-656

OAR FM Dunedin
Attention: Accounts
301 Moray Place
Dunedin 9016
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Wild Dunedin Podcast Series 2 2019 Coordinated by Claire Concannon	1.00	433.04	433.04
		Subtotal	433.04
		TOTAL GST 15%	64.96
		TOTAL NZD	498.00

Due Date: 30 Apr 2019

Please make Cheques out to Hills Radio Trust
For internet banking, deposit funds into:
Hills Radio Trust
06-0901-0085718-00
Please use your invoice number as your reference

✂-----
PAYMENT ADVICE

To: OAR FM Dunedin
Attention: Accounts
301 Moray Place
Dunedin 9016
NEW ZEALAND

Customer Wild Dunedin (Claire Concannon)
Invoice Number INV-3370
Amount Due 498.00
Due Date 30 Apr 2019

Amount Enclosed

Enter the amount you are paying above

Paid by Wild Dunedin Festival

External
Hard Drive
For Backup

NOEL LEEMING TAX INVOICE
G.S.T. REG. No. 88-640-667
25/03/19 13:35:16 Dunedin
Phone No.: 0800 444 488 17:03:0019
S/Person.: 20313 Invoice: 137006407
Salesperson : SERGIU P

===== SALE =====
C Concanon
22 Bedford Street
Saint Clair
Dunedin 09012
Ph: 027 395 8914

159340 LACIE RUGGED TYPEC HDD - 1TB
1 @ \$ 149.99 15.0% \$ 149.99

Total Sale : \$ 149.99

Payment By Visa \$ 149.99

Change Given : \$ 0.00

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Thank you for shopping at Noel Leeming.

We are happy to exchange or credit (as a Gift Card) within 14 days of purchase if the product is in its original condition and not on the Product Exclusion List. Please visit www.noelleeming.co.nz for details.

If the goods are faulty we will meet our obligations under the Consumer Guarantees Act to provide a solution. Please refer to our website (<https://www.noelleeming.co.nz/help/terms-and-conditions/consumer-guarantees-act.html>) for details.

=====

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LEEMING GIFT CARDS!**

=====

Please answer the following question:
After today's in-store experience, how likely are you to recommend us to friends?
Survey Feedback code: ZWVLNLG
Enter online at

www.noelleeming.co.nz/feedback

Or Enter by text, following the below steps:

STEP 1. Text "Noels" to 2578

STEP 2. We will send back a link to the feedback survey

Full terms and conditions available at www.noelleeming.co.nz

=====

Thanks for shopping with us

8/7/2019

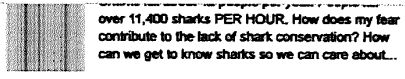
Wild Dunedin Podcast

View results

Activity

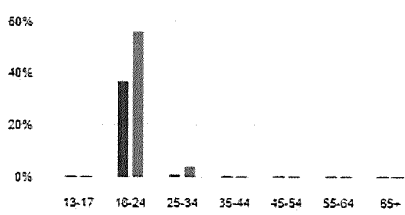
Engagement on Facebook

Link clicks	7
Photo clicks	968
Comment	1
Shares	2



Audience
This ad reached 3,712 people in your audience.

People	Placements	Locations
38.8% Women	61.2% Men	



Audience details
Only the person who created this ad can see audience details

Details
Only the person who boosted this post can edit it.

Status	Completed
Objective	Post engagements
Total budget	€23.00 EUR

Close

Facebook ad spend
€23 = ~\$40 NZ



Molly Devine

Invoice

6 Montague St
North East Valley
Dunedin, 9010

Phone: 0273702793
E-Mail: mollydevinemusic@gmail.com
Web: www.mollydevine.com

Bill To:
Wild Dunedin Podcast
(Claire Concannon, Jamie McAulay, Taylor Davies-Collie.)

16th September 2019

Quantity	Item	Unit Price	Total
13	Hours arranging and composing music for Wild Dunedin Podcast	\$50	\$650

Total:	\$650
Balance Due:	\$650

Please deposit money to:

M J Devine
BNZ - 02-0948-0096123-097
Please include your name in the particulars.

Thank you 😊



TAX INVOICE

Wild Dunedin (Claire Concannon)

Invoice Date
16 Sep 2019

Invoice Number
INV-3642

GST Number
074-709-656

OAR FM Dunedin
Attention: Accounts
301 Moray Place
Dunedin 9016
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Wild Dunedin Podcast Extra Editing @ \$40 per hour incl GST	3.00	34.78	104.35
Extra Podcast Episode (Live from Festival, Kaka Ep)	1.00	54.78	54.78
		Subtotal	159.13
		TOTAL GST 15%	23.87
		TOTAL NZD	183.00

Due Date: 6 Oct 2019

Please make Cheques out to Hills Radio Trust
For internet banking, deposit funds into:
Hills Radio Trust
06-0901-0085718-00
Please use your invoice number as your reference



PAYMENT ADVICE

To: OAR FM Dunedin
Attention: Accounts
301 Moray Place
Dunedin 9016
NEW ZEALAND

Customer

Wild Dunedin (Claire
Concannon)

**Invoice
Number**

INV-3642

Amount Due

183.00

Due Date

6 Oct 2019

**Amount
Enclosed**

Enter the amount you are paying above

INVOICE

Date: 7/6/2019
Invoice # 7

Jamie McAulay

10 Islet Place
Te Anau

0276436307
jamiemcaulay@gmail.com

To Wild Dunedin Podcast
ORC FUND

Bank	Account number	Account Name	Total Amount
Kiwibank	38-9011-0606703-00	JR McAulay	550

Qty	Description	Unit Price	Line Total
1	Mileage Te Anau -> Dunedin return 578 km April	79 cents/km	456.62
1	Mileage Te Anau -> Dunedin return 578 km February	79 cents/km	456.62
	<i>Note - full cost is 913.12, but some cost will be met by me due to being approved only partial funding only.</i>		

Subtotal | 550
Total |



Tax Invoice

Claire Concannon
 Otago Museum
 419 Great King Street
 North Dunedin
 Dunedin
 Otago 9016
 New Zealand

Invoice Number
 RMS 140894

Account Number
 66745

Invoice Date
 13/08/2019

Rubber Monkey Sales
 Ltd
 PO Box 7291
 Newtown
 Wellington 6242
 NEW ZEALAND

GST Number
 104-085-237

Description	Quantity	Unit Price	Amount NZD
Kingston MobileLite G4 Multi-Function SD / microSD Card Reader	1	\$17.95	\$17.95
Zoom H4n Pro 4-Channel Handy Recorder	1	\$389.00	\$389.00
Order Shipping	1	\$6.90	\$6.90
TOTAL NZD			\$413.85
Includes GST			\$53.98
Less Amount Paid			\$413.85
Amount Due			\$0.00



ecofund

*Environment. Community. Otago.
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ECO Fund reporting form

Please complete and return to:
Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Lisa Gloag

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz.

Our Reference: A1139709

Project name:	Makarora Catchment Threatened Species Project: From Ridge To River
Applicant name:	Rachel Hufton
Grant amount:	\$6,100.00
Project start date:	October 2019
Project finish date:	October 2020
Total number of volunteers:	9
Total volunteer hours:	
Project goal:	To maintain ongoing threatened species monitoring within the Makarora catchment. In relation to areas with established predator control regimes and extending into associated areas within the catchment to help ascertain the current population status and continue to guide appropriate adaptive conservation management i.e. for rock wren, whio/ blue duck and bats. At the same time connecting people with nature through science communication in the form of biodiversity education workshops (inside and outside the classroom), news articles, presentations and interpretation materials.
Was the goal achieved? (if no, why?):	Yes project goals were generally met for most threatened species programmes. However, early 2019/2020 spring/summer flood conditions did influence braided river and alpine threatened species programmes due to limited accessibility from flooding. The increased health and safety implications delayed rock wren monitoring and braided river bird nest monitoring was confined to areas most accessible. Viewing of braided river bird nest sites with students was limited due to continued rising flood levels well into summer. However, nest site monitoring continued where possible and video footage was recorded for future workshop presentations scheduled for later this year. The Covid 19 pandemic impacted the end of season monitoring for rock wren however this will be resumed during spring 2020/2021 and we intend to be out before the winter during Alert Level 2.



Conditions

Payment made in full with interim progress reporting.

How did you acknowledge the funding received from ORC?

E.g. mentioning ORC's ECO Fund in a newsletter or advertising, using the ECO Fund and ORC logo etc

Continued representation and acknowledgment on the Aspiring Biodiversity Trust Website and included within news articles/ interpretation materials. This includes backcountry hut interpretation and braided river bird external signage during the bird breeding season. Additional representation on scientific poster displayed at the New Zealand Ecological Society Conference. Acknowledgement within project presentation delivery to various groups including; the Ornithological Society of New Zealand, Active Adventures, Adventure Consultants, One Day School.

Financial Summary

As detailed in your application to Otago Regional Council (ORC), the budgeted total cost of the project was \$38,475.00 (over 3 years).

Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.

Please attach supporting receipts/invoices.

Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Budgeted \$ (GST exclusive)	Actual \$ (GST exclusive)
Braided river bird annual walkover survey and nest monitoring	2,475.00	3030.00
Upper river – alpine: Whio walkover survey (with protected species dog) completed for the Upper Wilkin and the Blue. Breeding confirmed for the upper Siberia. Rock wren transect monitoring and colour banding for Crucible basin, including dusk dawn kea counts.	3,600.00	3750.00
Initiation of extended area survey work including purchase of three static bat detectors and initial deployment. Handheld models to be purchased.	2250.00	1224.00



Biodiversity workshop delivery, interpretation design, production and installation for Siberia Hut, braided river breeding site, Wonderland Makarora Lodge and a scientific poster for the NZ Ecological Society Conference. Multiple presentations to various groups including; Southern Lakes Predator Free meetings. Production of regular news updates on ABT website blog posts.	3850.00	2582.00
Total:	12175	10586

If you spent more than had originally been budgeted, please list additional sources of income and the amount received from each source.

Income source	\$ Amount
Total:	

Please attach supporting receipts/invoices.

Outcomes summary

Please answer the following questions about your project. If you have developed a full report please attach this and ensure the questions below are answered throughout.

What you set out to achieve?

Please use as much space as needed

To achieve ongoing threatened species survey and monitoring (from ridge to river) within areas of established predator control to allow population trends to be determined and subsequently guide adaptive conservation management. To



commence additional threatened species survey work within extended associated areas to ascertain the current population status of certain species groups and appropriately guide future restoration plans within the Makarora catchments i.e. for whio/blue duck, rock wren and bats.

To raise the profile of threatened species within the Makarora catchment through biodiversity education, active engagement and awareness raising for various groups and individuals. In particular, reference to braided river bird nesting sites prone to anthropogenic disturbance during the summer season. Awarding of environmental accreditation through the BRAID scheme. Additionally, in relation to the tourism sector who are often primarily focused on scenery and tend to miss or not be aware of the important species supported by such diverse ecosystems present.

How did you do it?

Please use as much space as needed

The work of Aspiring Biodiversity Trust is guided by the Makarora Catchment Threatened Species Plan and associated species-specific documents and restoration plans. All implemented and delivered by experienced and professional personal with assistance from skilled volunteers.

ABT biodiversity communication plan includes improved engagement with nature for all e.g. clients of tourism operators. Feedback following a presentation delivered to Active Adventures NZ:

“We really appreciated Rachel coming into the office the other day and we found her presentation informative and inspiring. I am currently submitting a proposal to a client and we would love to include some input from ABT in the program as their groups will be passing through Makarora. Rachel gave us some great ideas so when we get dates finalized I’ll be in touch and we can work something out that works for you guys.”

Kayleigh Cord, AA Trade Development Lead

Timeframes the outcomes were achieved in

Please use as much space as needed

Project outcomes were delivered commencing September 2019 through till May 2020 and are continuing. The next seasons work programme is currently being planned and we are out in the backcountry now during “Level 2” undertaking overdue pre-winter invasive predator trap servicing for the alpine and upper river catchments. Invasive predator control work continues on the braided river and forest habitats during the winter months along with some species monitoring and biodiversity communication activities.

How did you measure the success of your outcome?

Please use as much space as needed

Success is measured by a number of evaluation parameters including; output reporting, spatial and temporal data analysis/presentation informing future adaptive conservation management, stakeholder and community engagement, behaviour change and understanding. Positive feedback from the local community i.e. the new manager at Wonderland Makarora Lodge is now receptive to the biodiversity asset on his doorstep and continued support from local service providers such as Backcountry Helicopters and Southern Alps Air. The awarding of two environmental initiative certificates (for Makarora School and Southern Alps Air) under the BRAID scheme in collaboration with ABT. Delivery of collaborative events on biodiversity with Enviroschools. Local tour operators are keen to collaborate with ABT to provide an enriched visitor experience maximising the true wonder that is Makarora. Overall raising the profile of New Zealand indigenous biodiversity and the assemblage of species encompassed within Makarora catchment habitats - from ridge to river.

Feedback from One Day School, Clyde. This led to the production of a solution map for birds. 😊

“Thank you so much for today, Rachel. It was such a beneficial presentation for our topic this term. Many students have added more to their presentation tasks from your biodiversity seminar.”

Jen Chamberlain ODS-Clyde Teacher

What are the ongoing benefits of this project?

Please use as much space as needed



The world is facing unprecedented losses in biodiversity, and immense social and economic challenges. Sustainability is central to global development and human wellbeing, and biodiversity conservation is central to sustainability.

There are magnificent benefits of this project both in the short term and long term based on three Aspiring Biodiversity Trust project delivery elements (in line with the ORC Biodiversity Strategy):

- **Updating threatened species records and continued monitoring, guiding restoration plans,**
- **Invasive predator control and threat management,**
- **Education and awareness raising communicating the value of biodiversity.**

New Zealand’s indigenous biodiversity underpins a revised approach to tourism post Covid 19.

The work of Aspiring Biodiversity Trust is providing an overall picture of the current spatial and temporal distribution of threatened species within the Makarora catchment since (in part) the work of the late Peter Child (1980’s) and beyond. In turn this allows appropriate conservation management to promote flourishing indigenous biodiversity and provide an accurate platform for communicating the importance of biodiversity to the world.

We would very much like to continue our valuable partnership with ORC and would be delighted to assist ORC in the development of a successful biodiversity forum/steering group. 😊

*Please ensure you sign this form before sending it back to Otago Regional Council.
We look forward to sharing the results of your project.
Thank you for reporting back!*

Signed:

Name: Rachel L Hufton

Ecologist, Ornithologist and Project
Coordinator

12 May 2020

Position: Date:



From Ridge
to River

ENDANGERED Braided River Birds nest in this area (September – February)

Be Mindful of Disturbance
Pest trapping is underway

South Island
pied-oystercatcher



Nest sites difficult to see

Black-billed gull (rarest
gull in the world)

Banded dotterel
fledgling



Wrybill with eggs
and chick



Black-fronted
tern with nest



Thank
you
😊



Vulnerable nest sites

info@aspiringbiodiversity.co.nz







Rock Wren Protection and Monitoring in the Makarora Catchment

¹R L Hufton & ²A R Coote November 2019



Context

Limited comprehensive data on the current population status and distribution of the endangered (southern) rock wren *Xenicus gilviventris* exists within the Makarora catchment.

As part of a wider threatened species project within the Makarora Catchment, Aspiring Biodiversity Trust aims to protect, restore and monitor rock wren populations at two key alpine study sites; the Crucible Basin within the Siberia Valley, the Upper Lucidus/Castalia Basin within the north branch of the Wilkin Valley and associated basins.

Rock wren monitoring transects have been defined and surveyed for both sites during 2017/2018. Further rock wren observations (during 2018/2019) confirm breeding at both locations.

Male rock wren



Female



The results of this survey work guided deployment of alpine invasive mammal traps and subsequent installation of Celium remote monitoring trap technology to improve predator control trap servicing efficiency and provide additional information on predator movements and climatic conditions.

Juvenile



Fig 4: Stoa trapping data extract

Approach

Rock wren monitoring

1. Ongoing rock wren transect monitoring, presence/absence surveys and passerine banding of adult pairs and juvenile birds to confirm territories and investigate potential dispersal of birds between alpine basin.
2. Examination of the diversity and availability of invertebrate prey through observations and sweep netting at study sites.

Predator control and climate

1. Continued dedicated alpine trapping effort within identified rock wren habitat (during breeding season), complementary to periodic 1080 application's and provision of additional information on predator movements and spatial distribution.
2. Ongoing monitoring of climatic conditions through use of Celium remote monitoring technology.

Observations to date

The Alpine study site locations are with possible natural barriers to stoat movement. The Crucible basin appears to have experienced less stoat activity to date possibly because of better naturally afforded physiographic barriers; Crucible Basin rock wren habitat/predator control area being more topographically isolated relative to those in the Lucidus-Castalia area: reflected in stoat kill. A case for comparing the rock wren study sites exists.

Rock wren breeding pairs were identified at both sites during transect monitoring visits. Passerine color banding is in progress (2019/2020) to enable more detailed monitoring of individual pairs, reproduction, recruitment and dispersal. Both study site locations have proximally located alternative habitats (cirques) to which rock wren may disperse to, and which will be subject to ongoing surveys and monitoring.

Castalia-Lucidus displays cooler winter conditions as defined by Celium Hub temperature monitoring (to some extent reflecting the positioning of the Hubs).

Primarily dawn (0600-0800 hours) stoat trapping occurred at Lucidus-Castalia, between 1000 and 1200 meters. Stoat kill persist into winter conditions, significantly post dating the last trap servicing prior to spring.

Real time data (Fig 2) shows example of available trap coverage at Lucidus-Castalia (8 August) is mostly reduced at lower altitudes, representing a threat to identified rock wren habitat. Rock wren were active during prolonged spring snow cover (early Oct 2019), noted during routine trap servicing.

Next steps

Awaiting settled weather patterns to proceed with planned alpine field work 2019/2020.



Fig 1: Weather, climate conditions and time of predator capture recorded via a Celium Hub, triggered by trap detection nodes.

Conclusions

This ongoing work provides additional information on rock wren in an area which has not previously been subject to monitoring at this level, alongside other South Island alpine study sites and contributes to overall knowledge to promote effective future conservation management for this nationally endangered species.

It also highlights the need for predator trapping programmes between 1080 applications, especially where stoat home ranges may be above the maximum elevation of 1080 application. Additionally, legacy Top Forks line data indicates sustained stoat kill beyond the time of 1080 application (Fig 4). Areas without trapping will provide a future control rock wren habitat.



Fig 2: Example of "real time" trap capture data

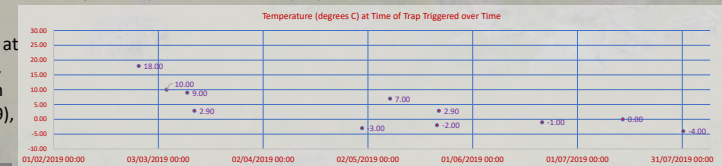


Fig 3: Time of day/ temperature of trap trigger: predominantly dawn or dusk, temperatures decreasing

ABT Rock Wren Protection and Restoration



Conservation status

The Rock wren *Xenicus gilviventris* is New Zealand's only true alpine species, living above the bush-line throughout its lifecycle.

Rock wren are **endangered** species under national and international (IUCN) threat classification due to invasive mammalian predators and loss of habitat attributed to climate change. They are part of an ancient endemic lineage of at least seven NZ wren's of which only two species now survive.



Male rock wren

Female

Alpine research

The **Crucible Basin** within the Siberia Valley and the Upper Lucidus/ Castalia Basins within the north branch of the Wilkin Valley are two Aspiring Biodiversity Trust alpine research study sites. Rock wren monitoring transects were established and surveyed for both sites during 2017/2018 to provide baseline data.

The **results** of this survey work guided deployment of alpine invasive mammal traps and subsequent installation of Encounter Solution's Celium remote trap monitoring technology to help improve predator control trap servicing efficiency and provide additional information on predator movements.

Future monitoring includes banding of adult pairs and juveniles (post breeding) to facilitate population studies.



Weather, climate conditions and time of predator capture recorded via a Celium Hub

Celium remote monitoring technology Hub



Example of "real time" trap capture data

Invasive mammal (kea proof) trap



Kea (endangered) are also found here. Please **don't feed** 😊



Juvenile rock wren

aspiringbiodiversity.co.nz
info@aspiringbiodiversity.co.nz



TAX INVOICE

Aspiring Biodiversity Trust

Paid 15 April 20

Invoice Date
5 Mar 2020

Invoice Number
INV-0711

Reference
Inv 711

GST Number
060-634-114

Back Country Helicopters Limited
PO Box 6
Makarora 9346
Via Wanaka
Email :
info@backcountryhelicopters.com or
info@wilkinriverjets.co.nz
PH: 03-443-8351

Description	Quantity	Unit Price	Amount NZD
Charter Siberia/Crucible IHH 0.4hrs @ \$1750 plus gst	1.00	805.00	805.00
		INCLUDES GST 15%	105.00
		TOTAL NZD	805.00

Due Date: 19 Mar 2020

Payment terms 7 days -NOTE CHANGE OF BANK ACCOUNT DETAILS
ASB Queenstown Backcountry Helicopters Ltd 12-3195-0012223-00

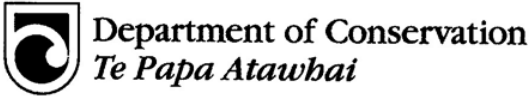
Thank you for your business!



PAYMENT ADVICE

To: Back Country Helicopters Limited
PO Box 6
Makarora 9346
Via Wanaka
Email : info@backcountryhelicopters.com or
info@wilkinriverjets.co.nz
PH: 03-443-8351

Customer	Aspiring Biodiversity Trust
Invoice Number	INV-0711
Amount Due	805.00
Due Date	19 Mar 2020
Amount Enclosed	Enter the amount you are paying above



Department Tax Invoice

From: Department of Conservation
National Office - Accts Receivable
PO Box 10420
WELLINGTON 6143

Phone: 0800 677 820
Email: ar@doc.govt.nz
DOC NZBN: 9429000028295

To: ASPIRING BIODIVERSITY TRUST
RACHEL HUFTON
15 WILLOWRIDGE
WANAKA 9305

Page: 1 of 1
Invoice No: 1800154840
Date: 27.11.2019
Account No: ONE89
NZBN:

Description	Amount
-------------	--------

SUPPLY FIELD EQUIPMENT - RACHEL HUFTON 3X ACOUSTIC RECORDERS; SD CARDS; BATTERIES	1,224.00
--	----------

GST Reg No: 67-809-823	Sub Total:	1,224.00
Terms: Due immediately	GST:	183.60
Due Date: 27.11.2019	Total (GST incl):	1,407.60

.....
Please tear off and attach to payment

Remittance Advice

Department Tax Invoice

Account No: ONE89

Total (GST incl): 1,407.60

Invoice No: 1800154840

Payment Amount:

Payment Date:

Direct payments to Westpac Bank Acct: 03-0049-0002808-000
Please quote the Account No. and Invoice No. to appear on our bank statement
Crown and Department invoices have separate bank accounts
and must be paid separately

To: Department of Conservation
National Office - Accts Receivable
PO Box 10420
WELLINGTON 6143

Invoice

ILLUMINATE ECOLOGY

15 Willowridge, Wanaka 9305

Tel: 0210510240

Date	To	Ref: 033
June 21, 2019	Aspiring Biodiversity Trust Level 1 3 Cliff Wilson Street Wanaka 9305	

Paid 21 une 2019

Item Summary

Payment for ecological work (specifically biodiversity education) in relation to delivery of Makarora Catchment Threatened Species programmes; braided river, rock wren, whio/blue duck, forest birds.

Date	Description	Unit Price	Total
June 2019	Biodiversity education workshop preparation (including 3 rd party liaison) and delivery for Clyde School		625.00
June 2018	Travel time/expenses		135.00
			GST 00.00
		Subtotal	NZ \$ 760.00
Bank Account ANZ	RL Hufton 010853011386730		

Thank you

RLHufton@gmail.com

Invoice

ILLUMINATE ECOLOGY

15 Willowridge, Wanaka 9305

Tel: 0210510240

Date	To	Ref: 035
August 25, 2019	Aspiring Biodiversity Trust Level 1 3 Cliff Wilson Street Wanaka 9305	

Item Summary

Payment for ecological work (specifically biodiversity education, interpretation and monitoring) in relation to delivery of Makarora Catchment Threatened Species programmes; braided river, rock wren, who/blue duck, forest birds.

Date	Description	Unit Price	Total
August 2019	Braided river bird interpretation design (outdoor) and production		750.00
	Interpretation (alpine) design and production for backcountry huts.		600.00
	Funding reporting (OCT).		140.00
August 2019	Spring braided river bird monitoring visit		250.00
	Travel time/expenses (eggs)		155.00
			GST 00.00
		Subtotal	NZ \$ 1895.00
Bank Account ANZ	RL Hufton 010853011386730		

Thank you

RLHufton@gmail.com

Invoice

ILLUMINATE ECOLOGY

15 Willowridge, Wanaka 9305

Tel: 0210510240

Date	To	Ref: 036a
November 11, 2019	Aspiring Biodiversity Trust Level 1 3 Cliff Wilson Street Wanaka 9305	

Paid 14 Nov 2019

Item Summary

Payment for ecological work in relation to delivery of Makarora Catchment Threatened Species programmes; braided river, rock wren, whio/blue duck, forest birds.

Date	Description	Unit Price	Total
Oct 2019	Alpine predator control works and rock wren recording (Crucible Basin)	1.5 x 320/ day	480.00
Sept/ Oct	Consumables for traps		29.00
	Travel expenses		60.00
			GST 00.00
		Subtotal	NZ \$ 569.00
Bank Account ANZ	RL Hufton 010853011386730		

Thank you

RLHufton@gmail.com

Invoice

ILLUMINATE ECOLOGY

15 Willowridge, Wanaka 9305

Tel: 0210510240

Date	To	Ref: 036b
November 11, 2019	Aspiring Biodiversity Trust Level 1 3 Cliff Wilson Street Wanaka 9305	

Paid 12 Nov 2019

Item Summary

Payment for ecological work in relation to delivery of Makarora Catchment Threatened Species programmes; braided river, rock wren, whio/blue duck, forest birds.

Date	Description	Unit Price	Total
Oct 2019	Braided river bird monitoring Walkover survey and nest monitoring. Data analysis, reporting	6 x 350/ day 1.5 x 350	2100.00 525.00
Oct 2019	Expenses re: logo design, project resources <i>i.e.</i> coloured bands Travel 130 km x 0.45 x 5		209.00 292.50
			GST 00.00
		Subtotal	NZ \$ 3126.50
Bank Account ANZ	RL Hufton 010853011386730		

Thank you

RLHufton@gmail.com

Invoice

ILLUMINATE ECOLOGY

15 Willowridge, Wanaka 9305

Tel: 0210510240

Date	To	Ref: 039
March 2, 2020	Aspiring Biodiversity Trust PO Box 772 Wanaka	

Paid 3 MArch 20

Item Summary

Payment for ecological work in relation to delivery of Makarora Catchment Threatened Species programmes: 4, Alpine environment for SI rock wren and kea. Funding resource ORC EcoFund.

Date	Description	Unit Price	Total
Jan 7/8 2020	Rock wren monitoring transects and color banding at Crucible basin. Dusk and dawn kea observations.	2.5 x 350/ day	875.00
Jan 5/6 2020	Project management, health and safety and technical equipment prep.	3x45/h	135.00
			GST 00.00
Subtotal			NZ \$ 1010.00

Bank	RL Hufton
Account	010853011386730
ANZ	

Thank you

RLHufton@gmail.com

Tax Invoice

ILLUMINATE ECOLOGY

15 Willowridge, Wanaka 9305

Tel: 0210510240

Date May 20, 2020
To Aspiring Biodiversity Trust
 PO Box 772
 Wanaka
Ref: 040a

Item Summary

Payment for ecological work in relation to delivery of Makarora Catchment Threatened Species programmes: 4, Alpine environment for SI rock wren and kea. Funding resource ORC EcoFund.

Date	Description	Unit Price	Total
March 4/5 2020	Rock wren monitoring transects and color banding at Crucible basin. Dusk and dawn kea observations.	2.5 x 350/ day	875.00
			GST 00.00
Subtotal			NZ \$ 875.00

Bank Account ANZ
 RL Hufton
 010853011386730

Thank you

RLHufton@gmail.com



TAX INVOICE

Rachel Hufton

Invoice Date
31 Oct 2019

Invoice Number
INV-9650

Reference
Print

GST Number
109980358

Pukka Limited
Unit A / 25 Gordan Road
Wanaka 9305
Central Otago
NEW ZEALAND
03 443 4242

Paid 14 Nov 19

Description	Quantity	Unit Price	Amount NZD
Print & laminate on PVC - Rock Wren 1200x900 mm	1.00	180.00	180.00
Subtotal			180.00
Total GST 15%			27.00
Invoice Total			207.00
Less Payments NZD			0.00
Amount Due			207.00

Due Date: 14 Nov 2019
Payment due in 7 days
Direct deposit details: ANZ Bank Account Number: 06-0943-0117749-00 Pukka Ltd

Please note Terms and conditions attached

PAYMENT ADVICE

To: Pukka Limited
Unit A / 25 Gordan Road
Wanaka 9305
Central Otago
NEW ZEALAND

Customer Rachel Hufton
Invoice Number INV-9650
Amount Due 207.00
Due Date 14 Nov 2019
Amount Enclosed

Enter the amount you are paying above

<p>TERMS AND CONDITIONS</p> <p>1.1 "Seller" shall mean -Pukka Ltd its successors and assigns or any person acting on behalf of and with the authority of Pukka Ltd.</p> <p>1.2 "Client" shall mean the Client (or any person acting on behalf of and with the authority of the Client) as described on any quotation, work authorisation or other form as provided by the Seller to the Client.</p> <p>1.3 "Guarantor" means that person (or persons), or entity, who agrees to be liable for the debts of the Client on a principal debtor basis.</p> <p>1.4 "Goods" shall mean Goods supplied by the Seller to the Client (and where the context so permits shall include any supply of Services as hereinafter defined) and includes Goods described on any invoices, quotation, work authorisation or any other forms as provided by the Seller to the Client.</p> <p>1.5 "Services" shall mean all services supplied by the Seller to the Client and includes any advice or recommendations (and where the context so permits shall include any supply of Goods as defined above).</p> <p>1.6 "Price" shall mean the price payable for the Goods as agreed between the Seller and the Client in accordance with clause 3 of this contract.</p> <p>2. Acceptance</p> <p>2.1 Any instructions received by the Seller from the Client for the supply of Goods and/or the Client's acceptance of Goods supplied by the Seller shall constitute acceptance of the terms and conditions contained herein.</p> <p>2.2 Where more than one Client has entered into this agreement, the Clients shall be jointly and severally liable for all payments of the Price.</p> <p>2.3 Upon acceptance of these terms and conditions by the Client the terms and conditions are binding and can only be amended with the written consent of the Seller.</p> <p>2.4 The Client undertakes to give the Seller at least fourteen (14) days notice of any change in the Client's name, address and/or any other change in the Client's details.</p> <p>3. Price And Payment</p> <p>3.1 At the Seller's sole discretion the Price shall be either;</p> <p>(a) as indicated on invoices provided by the Seller to the Client in respect of Goods supplied; or</p> <p>(b) the Seller's quoted Price (subject to clause 3.2) which shall be binding upon the Seller provided that the Client shall accept the Seller's quotation in writing within thirty (30) days.</p> <p>3.2 The Seller reserves the right to change the Price in the event of a variation to the Seller's quotation.</p> <p>3.3 At the Seller's sole discretion payment shall be due before delivery of the Goods.</p> <p>3.4 Time for payment for the Goods shall be of the essence and will be stated on the invoice or any other forms. If no time is stated then payment shall be due twenty (20) days following the end of the month in which a statement is posted to the Client's address or address for notices.</p> <p>3.5 Payment will be made by cash, or by cheque, or by bank cheque, or by credit card, or by direct credit, or by any other method as agreed to between the Client and the Seller.</p> <p>3.6 GST and other taxes and duties that may be applicable shall be added to the Price except when they are expressly included in the Price.</p> <p>4. Delivery Of Goods</p> <p>4.1 At the Seller's sole discretion delivery of the Goods shall take place when the Client takes possession of the Goods at the Seller's address.</p> <p>4.2 Delivery of the Goods to a carrier, either named by the Client or failing such naming to a carrier at the discretion of the Seller for the purpose of transmission to the Client, is deemed to be a delivery of the Goods to the Client.</p> <p>4.3 The costs of carriage and any insurance which the Client reasonably directs the Seller to incur shall be reimbursed by the Client (without any set-off or other withholding whatever) and shall be due on the date for payment of the Price. The carrier shall be deemed to be the Client's agent.</p> <p>4.4 At the Seller's sole discretion the costs of delivery are;</p> <p>(a) included in the Price, or</p> <p>(b) for the Client's account.</p> <p>4.5 The Client shall make all arrangements necessary to take delivery of the Goods whenever they are tendered for delivery.</p> <p>In the event that the Client is unable to take delivery of the Goods as arranged then the Seller shall be entitled to charge a reasonable fee for redelivery.</p> <p>4.6 Delivery of the Goods to a third party nominated by the Client is deemed to be delivery to the Client for the purposes of this agreement.</p> <p>4.7 The failure of the Seller to deliver shall not entitle either party to treat this contract as repudiated.</p> <p>4.8 The Seller shall not be liable for any loss or damage whatever due to failure by the Seller to deliver the Goods (or any of them) promptly or at all.</p> <p>5. Risk</p> <p>5.1 If the Seller retains ownership of the Goods nonetheless, all risk for the Goods passes to the Client on delivery.</p> <p>5.2 If any of the Goods are damaged or destroyed following delivery but prior to ownership passing to the Client, the Seller is entitled to receive all insurance proceeds payable for the Goods. The production of these terms and conditions by the Seller is sufficient evidence of the Seller's rights to receive the insurance proceeds without the need for any person dealing with the Seller to make further enquiries.</p> <p>6. Title</p> <p>6.1 The Seller and Client agree that ownership of the Goods shall not pass until:</p> <p>(a) the Client has paid the Seller all amounts owing for the particular Goods, and</p> <p>(b) the Client has met all other obligations due by the Client to the Seller in respect of all contracts between the Seller and the Client.</p> <p>6.2 Receipt by the Seller of any form of payment other than cash shall not be deemed to be payment until that form of payment has been honoured, cleared or recognised and until then the Seller's ownership or rights in respect of the Goods shall continue.</p> <p>6.3</p> <p>It is further agreed that:</p> <p>(a) where practicable the Goods shall be kept separate and identifiable until the Seller shall have received payment and all other obligations of the Client are met; and</p> <p>(b) until such time as ownership of the Goods shall pass from the Seller to the Client the Seller may give notice in writing to the Client to return the Goods or any of them to the Seller. Upon such notice being given the rights of the Client to obtain ownership or any other interest in the Goods shall cease; and</p> <p>(c) the Client is only a bailee of the Goods and until such</p>	<p>time as the Seller has received payment in full for the Goods then the Client shall hold any proceeds from the sale or disposal of the Goods on trust for the Seller; and</p> <p>(d) until such time that ownership in the Goods passes to the Client, if the Goods are converted into other products, the parties agree that the Seller will be the owner of the end products; and</p> <p>(e) if the Client fails to return the Goods to the Seller then the Seller or the Seller's agent may enter upon and into land and premises owned, occupied or used by the Client, or any premises where the Goods are situated as the invitee of the Client and take possession of the Goods, and the Seller will not be liable for any reasonable loss or damage suffered as a result of any action by the Seller under this clause.</p> <p>7. Personal Property Securities Act 1999 ("PPSA")</p> <p>7.1 Upon assenting to these terms and conditions in writing the Client acknowledges and agrees that:</p> <p>(a) these terms and conditions constitute a security agreement for the purposes of the PPSA; and</p> <p>(b) a security interest is taken in all Goods previously supplied by the Seller to the Client (if any) and all Goods that will be supplied in the future by the Seller to the Client.</p> <p>7.2 The Client undertakes to:</p> <p>(a) sign any further documents and/or provide any further information (such information to be complete, accurate and up-to-date in all respects) which the Seller may reasonably require to register a financing statement or financing change statement on the Personal Property Securities Register;</p> <p>(b) indemnify, and upon demand reimburse, the Seller for all expenses incurred in registering a financing statement or financing change statement on the Personal Property Securities Register or releasing any Goods charged thereby;</p> <p>(c) not register a financing change statement or a change demand without the prior written consent of the Seller; and</p> <p>(d) immediately advise the Seller of any material change in its business practices of selling the Goods which would result in a change in the nature of proceeds derived from such sales.</p> <p>7.3 The Seller and the Client agree that nothing in sections 114(1)(a), 133 and 134 of the PPSA shall apply to these terms and conditions.</p> <p>7.4 The Client waives its rights as a debtor under sections 116, 120(2), 121, 125, 126, 127, 129, 131 and 132 of the PPSA.</p> <p>7.5 Unless otherwise agreed to in writing by the Seller, the Client waives its right to receive a verification statement in accordance with section 148 of the PPSA.</p> <p>7.6 The Client shall unconditionally ratify any actions taken by the Seller under clauses 7.1 to 7.5.</p> <p>8. Client's Disclaimer</p> <p>8.1 The Client hereby disclaims any right to rescind, or cancel any contract with the Seller or to sue for damages or to claim restitution arising out of any misrepresentation made to the Client by the Seller and the Client acknowledges that the Goods are bought relying solely upon the Client's skill and judgement.</p> <p>9. Defects</p> <p>9.1 The Client shall inspect the Goods on delivery and shall within three (3) days of delivery (time being of the essence) notify the Seller of any alleged defect, shortage in quantity, damage or failure to comply with the description or quote. The Client shall afford the Seller an opportunity to inspect the Goods within a reasonable time following delivery if the Client believes the Goods are defective in any way. If the Client shall fail to comply with these provisions the Goods shall be presumed to be free from any defect or damage. For defective Goods, which the Seller has agreed in writing that the Client is entitled to reject, the Seller's liability is limited to either (at the Seller's discretion) replacing the Goods or repairing the Goods.</p> <p>10. Returns</p> <p>10.1 Returns will only be accepted provided that:</p> <p>(a) the Client has complied with the provisions of clause 9; and</p> <p>(b) the Seller has agreed in writing to accept the return of the Goods; and</p> <p>(c) the Goods are returned at the Client's cost within three (3) days of the delivery date; and</p> <p>(d) the Seller will not be liable for Goods which have not been stored or used in a proper manner.</p> <p>10.2 The Seller will not accept the return of Goods for credit.</p> <p>11. Warranty</p> <p>11.1 For Goods not manufactured by the Seller, the warranty shall be the current warranty provided by the manufacturer of the Goods. The Seller shall not be bound by nor be responsible for any term, condition, representation or warranty other than that which is given by the manufacturer of the Goods.</p> <p>12. Consumer Guarantees Act 1993</p> <p>12.1 If the Client is acquiring Goods for the purposes of a trade or business, the Client acknowledges that the provisions of the Consumer Guarantees Act 1993 do not apply to the supply of Goods by the Seller to the Client.</p> <p>13. Intellectual Property</p> <p>13.1 Where the Seller has designed original artwork, photography, websites, advertisements or filmwork for a Client, any copyright shall remain vested in the Seller until such time as payment for such work has been made in full, at which time the copyright shall vest in the Client. Notwithstanding copyright passing to the Client as above all negatives, polaroids, prints, film, video, transparencies or digital data shall remain the property of the Seller at all times and the Client authorises the Seller to use such copyright material for its own advertising or display purposes.</p> <p>13.2 The Client shall indemnify the Seller against any claims by third parties for patent, trademark, design or copyright infringement, directly or indirectly arising out of the design, workmanship, material, construction, or use of the Goods or any other deficiency therein. Where the Client has supplied drawings, sketches, files or logos to the Seller, the Client warrants that the drawings, sketches, files or logos do not breach any patent, trademark, design or copyright, and the Client agrees to indemnify the Seller against any action taken by a third party against the Seller.</p> <p>14. Default & Consequences Of Default</p> <p>14.1 Interest on overdue invoices shall accrue from the date when payment becomes due daily until the date of payment at a rate of 2.5% per calendar month and such interest shall compound monthly at such a rate after as well as before any judgement.</p> <p>14.2 If the Client defaults in payment of any invoice when due, the Client shall indemnify the Seller from and against all costs and disbursements incurred by the Seller in pursuing the debt including legal costs on a solicitor and own client basis and the Seller's collection agency costs.</p> <p>14.3 Without prejudice to any other remedies the Seller may have, if at any time the Client is in breach of any obligation (including those relating to payment), the Seller may suspend or</p>	<p>terminate the supply of Goods to the Client and any of its other obligations under the terms and conditions. The Seller will not be liable to the Client for any loss or damage the Client suffers because the Seller has exercised its rights under this clause.</p> <p>14.4 If any account remains overdue after thirty (30) days then an amount of the greater of \$20.00 or 10.00% of the amount overdue (up to a maximum of \$200) shall be levied for administration fees which sum shall become immediately due and payable.</p> <p>14.5 Without prejudice to the Seller's other remedies at law the Seller shall be entitled to cancel all or any part of any order of the Client which remains unfulfilled and all amounts owing to the Seller shall, whether or not due for payment, become immediately payable in the event that:</p> <p>(a) any money payable to the Seller becomes overdue, or in the Seller's opinion the Client will be unable to meet its payments as they fall due; or</p> <p>(b) the Client becomes insolvent, convenes a meeting with its creditors or proposes or enters into an arrangement with creditors, or makes an assignment for the benefit of its creditors; or</p> <p>(c) a receiver, manager, liquidator (provisional or otherwise) or similar person is appointed in respect of the Client or any asset of the Client.</p> <p>15. Security And Charge</p> <p>15.1 Despite anything to the contrary contained herein or any other rights which the Seller may have howsoever:</p> <p>(a) where the Client and/or the Guarantor (if any) is the owner of land, realty or any other asset capable of being charged, both the Client and/or the Guarantor agree to mortgage and/or charge all of their joint and/or several interest in the said land, realty or any other asset to the Seller or the Seller's nominee to secure all amounts and other monetary obligations payable under these terms and conditions. The Client and/or the Guarantor acknowledge and agree that the Seller (or the Seller's nominee) shall be entitled to lodge where appropriate a caveat, which caveat shall be withdrawn once all payments and other monetary obligations payable hereunder have been met.</p> <p>(b) should the Seller elect to proceed in any manner in accordance with this clause and/or its sub-clauses, the Client and/or Guarantor shall indemnify the Seller from and against all the Seller's costs and disbursements including legal costs on a solicitor and own client basis.</p> <p>(c) the Client and/or the Guarantor (if any) agree to irrevocably nominate constitute and appoint the Seller or the Seller's nominee as the Client's and/or Guarantor's true and lawful attorney to perform all necessary acts to give effect to the provisions of this clause 15.1.</p> <p>16. Cancellation</p> <p>16.1 The Seller may cancel any contract to which these terms and conditions apply or cancel delivery of Goods at any time before the Goods are delivered by giving written notice to the Client. On giving such notice the Seller shall repay to the Client any sums paid in respect of the Price. The Seller shall not be liable for any loss or damage whatever arising from such cancellation.</p> <p>16.2 In the event that the Client cancels delivery of Goods the Client shall be liable for any loss incurred by the Seller (including, but not limited to, any loss of profits) up to the time of cancellation.</p> <p>17. Privacy Acknowledgement</p> <p>17.1 The Client and the Guarantor/s (if separate to the Client) authorises the Seller to:</p> <p>(a) collect, retain and use any information about the Client, for the purpose of assessing the Client's creditworthiness or marketing products and services to the Client; and</p> <p>(b) disclose information about the Client, whether collected by the Seller from the Client directly or obtained by the Seller from any other source, to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit reference, debt collection or notifying a default by the Client.</p> <p>17.2 Where the Client and/or Guarantors are an individual the authorities under clause 17.1 are authorities or consents for the purposes of the Privacy Act 1993.</p> <p>17.3 The Client and/or Guarantors shall have the right to request the Seller for a copy of the information about the Client and/or Guarantors retained by the Seller and the right to request the Seller to correct any incorrect information about the Client and/or Guarantors held by the Seller.</p> <p>18. General</p> <p>18.1 If any provision of these terms and conditions shall be invalid, void, illegal or unenforceable the validity, existence, legality and enforceability of the remaining provisions shall not be affected, prejudiced or impaired.</p> <p>18.2 These terms and conditions and any contract to which they apply shall be governed by the laws of New Zealand and are subject to the jurisdiction of the courts of New Zealand.</p> <p>18.3 The Seller shall be under no liability whatever to the Client for any indirect loss and/or expense (including loss of profit) suffered by the Client arising out of a breach by the Seller of these terms and conditions.</p> <p>18.4 In the event of any breach of this contract by the Seller the remedies of the Client shall be limited to damages which under no circumstances shall exceed the Price of the Goods.</p> <p>18.5 The Client shall not be entitled to set off against or deduct from the Price any sums owed or claimed to be owed to the Client by the Seller.</p> <p>18.6 The Seller may license or sub-contract all or any part of its rights and obligations without the Client's consent.</p> <p>18.7 The Seller reserves the right to review these terms and conditions at any time. If, following any such review, there is to be any change to these terms and conditions, then that change will take effect from the date on which the Seller notifies the Client of such change.</p> <p>18.8 The provisions of the Contractual Remedies Act 1979 shall apply to this contract as if section 15(d) were omitted from the Contractual Remedies Act 1979.</p> <p>18.9 Neither party shall be liable for any default due to any act of God, war, terrorism, strike, lock out, industrial action, fire, flood, drought, storm or other event beyond the reasonable control of either party.</p> <p>18.10 The failure by the Seller to enforce any provision of these terms and conditions shall not be treated as a waiver of that provision, nor shall it affect the Seller's right to subsequently enforce that</p>
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INVOICE

Rachel Hufton

Paid 12 Nov 2019

Invoice Date 31 Oct 2019
Invoice Number INV-9651
Reference Print
GST Number 109980358

Sign Depot
 Unit A
 25 Gordon Road
 Wanaka 9305
 Central Otago
 03 443 4242

Description	Quantity	Unit Price	Amount NZD
ABT Maka Catchment 840 x 1100mm	1.00	95.00	95.00
		Subtotal	95.00
		TOTAL GST 15%	14.25
		TOTAL NZD	109.25

Due Date: 14 Nov 2019

Payment due in 7 days.

Direct Deposit Details: ANZ Bank Account Number: 06-0943-0117749-02 Sign Depot



PAYMENT ADVICE

To: Sign Depot
 Unit A
 25 Gordon Road
 Wanaka 9305
 Central Otago
 03 443 4242

Customer	Rachel Hufton
Invoice Number	INV-9651
Amount Due	109.25
Due Date	14 Nov 2019
Amount Enclosed	_____
	Enter the amount you are paying above



INVOICE

Rachel Hufton

Invoice Date 31 Oct 2019
Invoice Number INV-9652
Reference Print
GST Number 109980358

Sign Depot
 Unit A
 25 Gordon Road
 Wanaka 9305
 Central Otago
 03 443 4242

Paid 12 Nov 2019

Description	Quantity	Unit Price	Amount NZD
ACM Braided River 700x880mm	1.00	95.00	95.00
		Subtotal	95.00
		TOTAL GST 15%	14.25
		TOTAL NZD	109.25

Due Date: 14 Nov 2019

Payment due in 7 days.

Direct Deposit Details: ANZ Bank Account Number: 06-0943-0117749-02 Sign Depot



PAYMENT ADVICE

To: Sign Depot
 Unit A
 25 Gordon Road
 Wanaka 9305
 Central Otago
 03 443 4242

Customer	Rachel Hufton
Invoice Number	INV-9652
Amount Due	109.25
Due Date	14 Nov 2019
Amount Enclosed	_____

Enter the amount you are paying above



INVOICE

Rachel Hufton

Paid 10 Dec 2019

Invoice Date
30 Nov 2019

Invoice Number
INV-9968

Reference
Poster

GST Number
109980358

Sign Depot
Unit A
25 Gordon Road
Wanaka 9305
Central Otago
03 443 4242

Description	Quantity	Unit Price	Amount NZD
Poster AO - Rock Wren	1.00	72.00	72.00
		Subtotal	72.00
		TOTAL GST 15%	10.80
		TOTAL NZD	82.80

Due Date: 14 Dec 2019

Payment due in 7 days.

Direct Deposit Details: ANZ Bank Account Number: 06-0943-0117749-02 Sign Depot



PAYMENT ADVICE

To: Sign Depot
Unit A
25 Gordon Road
Wanaka 9305
Central Otago
03 443 4242

Customer	Rachel Hufton
Invoice Number	INV-9968
Amount Due	82.80
Due Date	14 Dec 2019
Amount Enclosed	_____
	Enter the amount you are paying above



ecofund

*Environment. Community. Otago.
Te Ao Turoa. Hapori. Ōtākou.*

ECO Fund reporting form

Please complete and return to:
Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Lisa Gloag

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz.

Our Reference: A1139709

Project name:	Bring Back the Seabirds – Sandymount tītī colony protection
Applicant name:	Royal Forest & Bird Protection Society, Dunedin Branch
Grant amount:	\$5,568.26
Project start date:	June 2016 (Ecofund funded period June 2019)
Project finish date:	Ongoing (current Ecofund funded period 26 June 2020)
Total number of volunteers:	16 (June 2019 to present)
Total volunteer hours:	167

Conditions

No special conditions to this grant. Full payment of funds received at onset.

How did you acknowledge the funding received from ORC?

ORC Ecofund was acknowledged in F&B Magazine article however final text edit to reduce word count resulted in individual funders not being named (see attachment)
ORC Ecofund was acknowledged verbally as a project funder in a TV One News interview however the footage that went on air did not include the mention of funders (<https://www.tvnz.co.nz/one-news/new-zealand/after-tragedy-last-year-protection-stepped-up-threatened-seabird-returning-otago-peninsula>)

Financial Summary

As detailed in your application to Otago Regional Council (ORC), the budgeted total cost of the project was \$[5,568.26].

Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.

Please attach supporting receipts/invoices.

Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Budgeted \$ (GST exclusive)	Actual \$ (GST exclusive)
11 x live capture cage trap, 1 x roll flagging tape (to make up to exact budgeted amount)	\$1,890.00	\$1,890.00
3 x Moultrie 300i game camera (the model had changed and new model was slightly more expensive)	\$678.26	\$689.97
100 x hours at \$30/hr for project assistant (no expenditure to date, contract for assistant from mid-Dec 2019 – May 2020 just been finalised)	\$3,000.00	\$0
Total:	\$5,568.26	\$2,579.97

If you spent more than had originally been budgeted, please list additional sources of income and the amount received from each source.

Income source	\$ Amount
Otago Regional Council	\$5,568.26
Individual donations (as a result of F&B magazine article, enabled 8 additional motion detect cameras to be purchased bringing total to 11 – see attached receipt)	\$1874.27
Total:	\$7,442.53

Please attach supporting receipts/invoices.

Outcomes summary

Please answer the following questions about your project. If you have developed a full report please attach this and ensure the questions below are answered throughout.

What you set out to achieve?

Please use as much space as needed

The ECO Fund supported period of the Bring Back the Seabirds Project set out to protect a remnant tītī sooty shearwater (*Puffinus griseus*) colony within Sandymount Reserve during the 2019/2020 breeding season by establishing more thorough and varied introduced predator control with the aim of preventing introduced species predation of tītī eggs, chicks and adult birds. Additional thorough monitoring is to take place to determine whether the aim (nil/reduced predation) has been achieved.

How did you do it?

Please use as much space as needed

The tītī breeding season has only just begun so the majority of the planned work regarding protection of breeding birds and their offspring is yet to take place. However colony monitoring has been underway since the tītī returned in spring.

The return of tītī to the Sandymount has been monitored by motion detect cameras since September 2019 (Figure 1). One camera was set up on the 13th September and a second on the 24th. The first tītī was recorded on the 19th September. In 2017 and 2018 following the return of the first bird, tītī were recorded nightly by cameras and extensive activity was evident at the colony with significant burrow clearing/digging and droppings. 2019 differed. During 25 nights of camera monitoring at two sites from the 13th - 1st October only three tītī were recorded (19th, 24th September, 1st October). All birds were photographed pre-dawn on their way back to sea (Figure 2). The lack of activity at the colony was evident until mid-October as only a very few burrows had been cleaned out and there is little sign of droppings.



Figure 1: Two of the three tītī recorded by remote camera monitoring at Sandymount during a combined 25 nights of monitoring from two cameras. The first bird was detected on the 19th September (left)

By mid-October it was evident that the tītī had returned to the Sandymount colony in their usual numbers. Birds were regularly recorded by the cameras (Figure 2) and there was a large amount of sign on the ground, with many burrows being dug out when the colony was visited after dusk in early November a large number of tītī came in.



Figure 2: Two tītī recorded by remote camera monitoring at Sandymount during November, by which time the birds were back at the colony in usual numbers.

Introduced species have also been recorded in the cameras (Figure 3), highlighting the need for ongoing effective predator control around the tītī colony. All possum records have been sent to OPBG (project collaborator) and a possum control operation is currently underway.



Figure 3: Possum and rat recorded by remote camera monitoring at Sandymount, September 2019

Equipment (cage traps and additional cameras) have been purchased and a contractor (Graeme Loh) has been confirmed. On the 10th December a conservation dog survey of the tītī colony will identify a subset of nest burrows with nesting birds. Motion detect cameras will be set on some of these and the nest success monitored. A second conservation dog survey in February 2020 will help determine how many of the burrows are still active.

The DOC200 trap network currently in place will be maintained and the cage trap introduced predator control will be run by the contractor from mid-December onwards through to the end of the breeding season in May 2020. All trap captures will be recorded and additional camera monitoring of predator around cage traps will be conducted.

Timeframes the outcomes were achieved in

Please use as much space as needed

The majority of the outcomes are expected in the next few months now that tītī egg laying has just finished.

June - September 2019: Purchase equipment and secure contractor (completed)

September - December 2019: Monitor return of tītī to Sandymount colony (completed)

10 December 2019: Conduct conservation dog survey to identify active nest burrows

December 2019 - May 2020: Maintain motion detect camera monitoring of active tītī nest burrows. Record any predation events

December 2019 – May 2020: Maintain current DOC200 trap network and include 11 x live capture cage traps for introduced predator control within close proximity to tītī colony

December 2019 – May 2020: Contractor employed on temporary basis to run cage trap predator control

February 2020: Conservation dog survey to determine tītī nest burrows that are still active (chick phase)

How did you measure the success of your outcome?

Please use as much space as needed

As mentioned above, the main Project outcomes are planned for the upcoming months as the tītī breeding season has only just begun (egg laying finished in the first week of December).

Camera monitoring since September 2019 to date has shown that the tītī have returned to the colony in good numbers.

The conservation dog survey on the 10th December will measure the number of active tītī nest burrows used as a monitoring subset (not all active burrows are found) for the 2019/2020 season.



Remote camera monitoring of active nest burrows and further conservation dog surveys will determine whether tītī chicks successfully fledge (main project outcome) or whether predation events take place.

Capture records from the cage traps and motion detect camera monitoring of predators around the cage traps will help determine whether this technique is effective for controlling predators that have avoided DOC200 traps.

What are the ongoing benefits of this project?

Please use as much space as needed

The complexity of effectively protecting mainland remnant tītī colonies from introduced predators is a problem at a variety of locations in the southern South Island. Information gathered from the predator control and complementary nest success monitoring at Sandymount will not only inform the long term management of the Sandymount tītī colony but assist with the long term management of mainland tītī colonies at other sites on mainland New Zealand.

*Please ensure you sign this form before sending it back to Otago Regional Council.
We look forward to sharing the results of your project.
Thank you for reporting back!*

Signed:

A handwritten signature in black ink, appearing to read "Francesca".

Name: *Francesca Cunninghame*

Position: *Otago Projects Manager, Forest & Bird* Date: *10 December 2019*



Forest & Bird project

BRING BACK THE SEABIRDS

Sooty shearwaters *Puffinus griseus* are one of the most abundant seabird species worldwide but populations are declining and in New Zealand, only a few remnant colonies persist on the mainland. One of them breeds at Sandymount Reserve.

Life at the conservation coalface isn't always simple, as **Caroline Wood** finds out when she visits a Forest & Bird seabird project on the Otago Peninsula.

This isn't a walk in the park, I reflect, as I struggle to keep on my feet while scrambling up a steep slope from the beach towards Forest & Bird's new sooty shearwater/titi seabird project on the Sandymount cliffs. It's early August and we're at the start of a three-hour tramp to check predator traplines ahead of this year's titi breeding season.

The project is on Otago Peninsula, just outside Dunedin, the wildlife capital of New Zealand. In a few weeks' time, hundreds of thousands of titi will return from as far away as the North Pacific to breed on small southern off-shore islands, most of which are predator-free. A few hundred individuals will return to these vertigo-inducing Otago cliffs, just as their bird ancestors have for thousands of years before them.

Sandymount reserve is one of only a few remnant sooty shearwater breeding colonies left on mainland New Zealand. It's also swarming with predators waiting to munch on the seabird's eggs and young. We've seen evidence in the sand as we walked into Sandfly Bay – footprints of a large ferret, as well as many possum tracks. Possums are a massive problem at the titi burrows and can happily survive

on these treeless, sandy, windswept clifftops.

It gets steeper as we zig-zag up the hillside away from the beach. We are heading towards titi territory through silver tussocks, harakeke/flax, native stinging nettles, and muehlenbeckia, mixed up with the dominant yellow-flowering lupin. There's no footpath, just a rough trapline cut through the scrub by a hardy Forest & Bird volunteer.

It's great to be out of Forest & Bird's head office, but this is hard yakka. Our Dunedin-based Bring Back the Seabirds project manager Francesca Cunningham is used to this terrain. She effortlessly hops over fences and down steep hillsides to check nests and traps. Her young son Niko is with us in a backpack shouldered by his dad Jorge. Niko has been on similar expeditions since he was three weeks old. After working for Forest & Bird through the New Zealand seabird breeding season, the family will head to Ecuador to carry out conservation work on critically endangered mangrove finches – only 100 remain on Earth.

We emerge somewhere near the top. Someone built a fence... what, here? It runs at a crazy angle down the cliff face, towards the sea. I stop to catch my breath and imagine myself slipping on a tussock and tumbling down the hillside with a bemused seabird watching me roll past. But the views over the ancient volcanic landscapes of the Otago Peninsula are worth it, and here at last are the small titi nesting burrows dug into side of the cliffs.

The Department of Conservation manages the Sandymount reserve, but there's no road access to Forest & Bird's titi project and volunteers undertake most of the predator-control work. It's hard work. The traps have to be checked, cleared, and reset every few weeks. Our volunteers need the skills of mountain goat, fitness of a marathon runner, and eyes of a kārearea, as the burrows are hidden in grass and we have to be careful not to collapse them.

We start winding our way around the clifftop, checking traps. The DOC 200s haven't caught anything but the yellow plastic Timms traps put out by the Otago Peninsula



The Otago Peninsula's steep hills are challenging places for seabird conservationists to do predator control.

Biodiversity Group and maintained by Forest & Bird have. Five possums in fewer than 10 traps, which is pleasing and depressing at the same time. Francesca and David Bowden, Forest & Bird's programmes and volunteer manager, carefully reset the traps using freshly chopped apple. This definitely works in the possum traps, but the egg bait doesn't seem to be working in the DOC 200s. Maybe try changing to fresh rabbit meat, muses David.

Francesca is worried about getting the predators under control before titi return to breed this spring. At the start of the 2017 and 2018 breeding seasons, Forest & Bird surveyed the Sandymount site with a specially trained seabird-detection dog. There were numerous burrows and a lot of adult bird activity around them, but few had incubating birds, suggesting a breeding population exposed to high predation.

Remote camera monitoring confirmed the presence of rats, mice, possums, cats, hedgehogs, ferrets, and stoats. All of them can impact on nesting sooty shearwaters, their eggs, and chicks during the seven months the birds are actively breeding. The cameras will be used again this season to help monitor the breeding titi.

"Sadly, last season were weren't successful at protecting the titi. All the active burrows we identified at the start of the season failed to fledge chicks, and the cameras recorded chicks being killed by introduced predators," says Francesca.



Forest & Bird's programmes and volunteer manager David Bowden resets a Timms trap. Photo: Caroline Wood



Bring Back the Seabirds project manager Francesca Cunningham (centre) with Niko, Jorge, and Caroline Wood.

"We're now developing a plan to see whether we can alter our trapping to help the birds successfully breed."

Francesca says she tries not to feel disheartened about the multiple threats titi face, as well as their land-based predators. Large numbers of sooty shearwaters are caught in New Zealand waters as bycatch, particularly by southern trawl fisheries, and they are also impacted by climate change and potentially over-fishing.

But there are rays of hope. Forest & Bird's marine team is working to persuade the fishing industry and government to sign up to a Zero Bycatch pledge, put cameras on boats, and increase marine protection around Dunedin through the SEMPAs process. And our national climate team is working to get the Zero Carbon Act passed to mitigate climate impacts in the ocean as well as on land.

Francesca has also just heard that another Forest & Bird seabird project at Lawyers Head will get extensive rat baiting and new seabird signage, thanks to Dunedin City Council. Forest & Bird will continue to do mustelid control at the site, home to threatened red-billed gulls and white-fronted terns. And Forest & Bird's death-defying fairy pion fence at the nearby St Clair cliffs proved popular with titi last breeding season, with six chicks fledging there.

How can you help?

If you are interested in volunteering or making a donation to any Forest & Bird seabird project, contact f.cunningham@forestandbird.org.nz.

50 years ago

Forest and Bird

Saving Waipoua

Several members spoke in appreciative terms of the intense interest that Professor WR McGregor had displayed on matters relating to the preservation and conservation of the indigenous fauna and flora for New Zealand. The preservation of Waipoua kauri forest, the last major stand of one of the world's outstanding trees, was obtained largely as a result of his indefatigable efforts. The Society strongly supported the campaign to have the Waipoua Forest declared a kauri forest sanctuary, a campaign in which Professor McGregor took the leading part. In recognition of his special interests, the Society had the right to nominate one member to the Waipoua Kauri Forest Sanctuary Advisory Committee.

Forest & Bird magazine, August 1968

Dunedin Hunting & Fishing
 141 Crawford Street
 DUNEDIN
 New Zealand
Phone: 034776665

Tax Invoice

GST # 62-129-557

Invoice No: 6005087

Date: 29/10/19

Operator 005

Page No: 1

Name: FOREST AND BIRD
 C/O PO BOX 5793

DUNEDIN

Code: FORESTANDBIRD

Purchase Order No:

		Qty	RRP	Price	Total
99103989	A-300i Game Camera	5	229.99	229.99	1,149.95
99087804	M-4000i Game Camera	6	299.99	299.99	1,799.94
165703	A-DATA 16gb SD Card	11	29.99	0.00	0.00

GST included 384.76

Total 2,949.89

Charge \$2,949.89

Terms: 20th month following.
Account No for Direct Credit Payments: 01 0902 0201071 00
When paying please quote Code in Reference field

ALLAN MILLAR'S HUNTING & FISHING



141 Crawford Street
DUNEDIN 9016

Phone 03 477 6665

GST Reg. Number:

Bill To:

FOREST AND BIRD
C/O PO BOX 5793
DUNEDIN

Tax Invoice No: 00037536

Date: 29/10/2019

Your Order
ALM

Description	Amount	GST
FOREST AND BIRD - DONOR PAYMENT	\$604.35	\$15

Banking Details 01-0902-0201071-00
Use invoice number as reference.

Payment Terms 20th month following invoice. Should a breach of these terms occur, all solicitors costs, court costs and agents fees will be deemed the responsibility of the debtor

Terms: Net 7	Freight:	\$0.00
RATE	GST:	\$90.65
15%	Total Amount:	\$695.00
	Amount Applied:	\$0.00
	Balance Due:	\$695.00

ALLAN MILLAR'S HUNTING & FISHING



141 Crawford Street
DUNEDIN 9016

Phone 03 477 6665

GST Reg. Number:

Bill To:

FOREST AND BIRD
C/O PO BOX 5793
DUNEDIN

Tax Invoice No: 00037537

Date: 29/10/2019

Your Order
No.

Description	Amount	GST
FOREST AND BIRD - DONOR PAYMENT	\$590.43	\$15

Banking Details 01-0902-0201071-00

Use invoice number as reference.

Payment Terms 20th month following invoice. Should a breach of these terms occur, all solicitors costs, court costs and agents fees will be deemed the responsibility of the debtor

Terms: Net 7	Freight:	\$0.00
RATE	GST:	\$88.57
15%	Total Amount:	\$679.00
\$88.57	Amount Applied:	\$0.00
	Balance Due:	\$679.00

ALLAN MILLAR'S HUNTING & FISHING

141 Crawford Street
DUNEDIN 9016

Phone 03 477 6665



GST Reg. Number:

Bill To:

FOREST AND BIRD
C/O PO BOX 5793
DUNEDIN

Tax Invoice No: 00037538
Date: 29/10/2019

Your Order

Description	Amount	GST
FOREST AND BIRD - DONOR PAYMENT	\$1,370.34	\$15

Banking Details 01-0902-0201071-00
Use invoice number as reference.

Payment Terms 20th month following invoice. Should a breach of these terms occur, all solicitors costs, court costs and agents fees will be deemed the responsibility of the debtor

Terms: Net 7	Freight:	\$0.00
RATE	GST:	\$205.55
15%	Total Amount:	\$1,575.89
	Amount Applied:	\$0.00
	Balance Due:	\$1,575.89



Key Industries Limited

PO Box 65 070 Mairangi Bay, Auckland, NZ

Tel +64 (9) 917 1791 Fax +64 9 917 1793

Email sales@keyindustries.co.nz Web www.keyindustries.co.nz

Invoice Number: 1079504

TAX INVOICE
GST Reg No: 076-210-454

**Cash Sale Key Ind Customer
DOC/COUNCIL Pricing**

**Royal Forest & Bird Protection Society
C/- Francesca Cunninghame
6 Greenock St
Kaikorai, Dunedin 9010**

DATE	CUSTOMER	ORDER NUMBER	PACKING SLIP	PAGE	
16/07/2019	CASHPCDOC - 00	Cat & Possum Cage 2		1	
Code	Description	Qty	UOM	UOM Price	Amount
TR-CPTRS2	Cat & Possum Cage Trap NC (2 doors)	2	each	\$146.00	\$292.00
TR-CPTRS2	Cat & Possum Cage Trap NC (2 doors)	1	each	\$146.00	\$146.00
Paid by Direct Credit - Thank You!					



Total Net	\$438.00
Freight	\$430.00
GST	\$130.20
Invoice Total Including GST	\$998.20

Terms: Payment is due within 7 days.
By accepting this invoice you acknowledge that you have read,
understood and accept our Terms of Trade.
PAYMENT BY DIRECT CREDIT TO: BNZ, 02-0278-0155525-000

**Cash Sale Key Ind Customer
DOC/COUNCIL Pricing**

Invoice Number: 1079504
Date: 16/07/2019
Customer: CASHPCDOC - 0

Total Net	\$438.00
Freight	\$430.00
GST	\$130.20
Invoice Total Including GST	\$998.20



Key Industries Limited

PO Box 65 070 Mairangi Bay, Auckland, NZ

Tel +64 (9) 917 1791 Fax +64 9 917 1793

Email sales@keyindustries.co.nz Web www.keyindustries.co.nz

Invoice Number: 1079504A

TAX INVOICE
GST Reg No: 076-210-454

**Cash Sale Key Ind Customer
DOC/COUNCIL Pricing**

**Royal Forest & Bird Protection Society
C/- Francesca Cunninghame
6 Greenock St
Kaikorai, Dunedin 9010**

DATE	CUSTOMER	ORDER NUMBER	PACKING SLIP	PAGE	
25/07/2019	CASHPCDOC - 00			1	
Code	Description	Qty	UOM	UOM Price	Amount
TR-CPTRS1	Cat & Possum Cage Trap NC (1 door)	8	each	\$127.00	\$1,016.00
MON-FP050	Fluorescent F/T Pink 50m	1	each	\$6.00	\$6.00
Paid by Direct Credit - Thank You!					
1079504 - 3 x Cat & Possum Cage 2 Door					
1079504A - 8 x Cat & Possum Cage 1 Door					



Total Net \$1,022.00

Terms: Payment is due within 7 days.
By accepting this invoice you acknowledge that you have read,
understood and accept our Terms of Trade.
PAYMENT BY DIRECT CREDIT TO: BNZ, 02-0278-0155525-000

GST \$153.30

Invoice Total Including GST \$1,175.30

**Cash Sale Key Ind Customer
DOC/COUNCIL Pricing**

Invoice Number: 1079504A
Date: 25/07/2019
Customer: CASHPCDOC - 0

Total Net \$1,022.00

GST \$153.30

Invoice Total Including GST \$1,175.30



ecofund

Environment. Community. Otago.

Te Ao Turoa. Hapori. Ōtākou.

ECO Fund reporting form

Please complete and return to:

Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Lisa Gloag

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz

Our Reference: A1139711

Project name:	No More Bad Cats - Matukituki
Applicant name:	Forest & Bird, Central Lakes Branch
Grant amount:	\$4950
Project start date:	August 30 th 2019
Project finish date:	December 9th 2019

How did you acknowledge the funding received from ORC?

Recognising ORC ECO help in letter to editor ODT following an article on the project (21.9.2019)
 Article being written for Forest & Bird national magazine.
 Local Forest & Bird circulation
 Sun (local paper) article coming up

Financial Summary

As detailed in your application to Otago Regional Council (ORC), the budgeted total cost of the project was \$5635

Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.

Please attach supporting receipts/invoices.

Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Budgeted \$ (GST exclusive)	Actual \$ (GST exclusive)
Satellite fees – one month = 355\$	355	1065
Mast erection and trap set-ups, baiting by Contractor	5280	3075
Vehicle approx. 3300 km @ 77c	0	2541
Total:	5635	6681

If you spent more than had originally been budgeted, please list additional sources of income and the amount received from each source.

Income source	\$ Amount
Otago Regional Council	4950
Extra satellite fees (trial run for 13 weeks instead of planned 4) Gillman family	710
Individual volunteer donations of fuel & vehicles	1021
Total:	6681

Outcomes summary

Please use this space to provide a summary of the outcomes of your project. This could include the benefits, any learnings, whether the project was successful in achieving the desired outcomes, why/why not, future plan etc.

We consider this project – satellite monitored live-capture trapping network trial, to have been very successful both in terms of results and from the amount we have learnt about tactics and strategy.

We caught 23 feral cats -our main target (and 22 hedgehogs/37 possums) and consider this has made a significant dent on the feral cat population of the valley.

Our core of four volunteers proved so efficient and enthusiastic, that we ran the project for an extra 9 weeks, resulting in a much bigger score of predators than expected. The extra costs were covered by a generous donation by the Gillman family, as well as vehicles and fuel provided by the volunteers.

We learnt a lot about the equipment, which is both complex and relatively simple at the same time, and we now have the confidence in both the network and our ability to operate it safely and efficiently.

Because of this we installed a whole new network on 28.11.2019, around the Rees River with operators from Glenorchy under the auspices of the Routeburn Dart Wildlife Trust. At this stage there are only a small number of traps so that the locals can learn how to operate the network. This will be expanded significantly in late summer and autumn to try and catch the season's output of feral cats.

In particular we have learnt the best strategy of placement of traps to obtain the most efficient use of time in servicing and clearing the traps, such as clusters near accessible parts of the river bank, traps focussed on other preferred sites – shelter belts, wetlands, hay barns, bridges and offal/dead pits.

We have also witnessed the seasonal change, whereby numbers of captures dropped off as lambing started and alternative food sources became available. In future we will shut-down over this period.

We also adapted the trapping strategy to concentrate trapping effort around an area where a large black-billed gull nesting colony was established on the riverbed, to give them extra protection -this netted 5 cats.

Our plans are now to shut-down the network for summer and restart in autumn in Matukituki Valley, and then move it to Makarora Valley for late autumn/winter.

Next year we will also apply for funds to CLT/OCT to purchase an extra Hub and traps so that we can have three networks operating simultaneously -one on each major braided river system – Matukituki, Makarora and Dart/Rees. We are now building up a list of local volunteers at each area to operate the networks

Please ensure you sign this form before sending it back to Otago Regional Council.

We look forward to sharing the results of your project.

Thank you for reporting back!



Signed: Name:

Position: Date:







No More Bad Cats

Satellite monitored live-capture trapping network

Matukituki Braided River Trial, September 2019 - March 2020

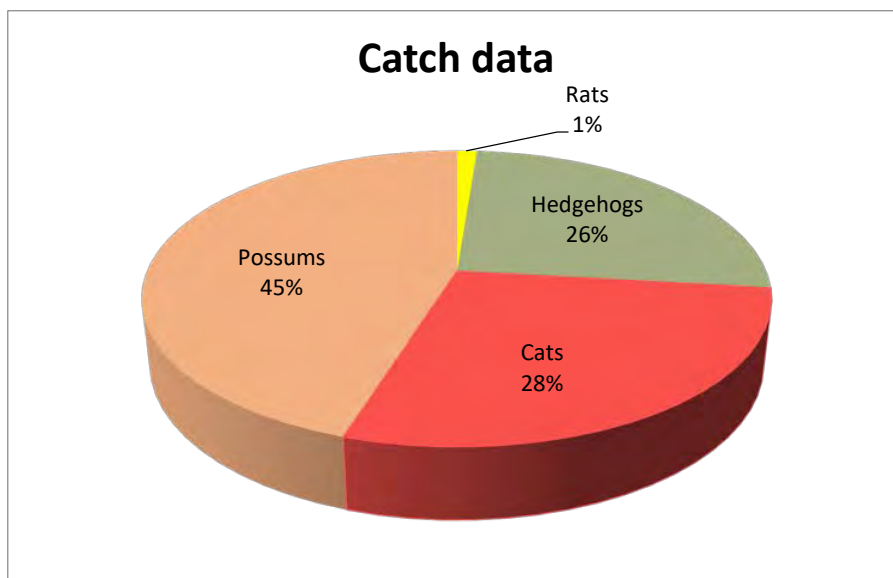
Rees Braided River Trial, October 2019 to May 2020

Andrew Penniket
Forest & Bird, Central Lakes Branch
May 2020

A satellite-monitored live-capture trapping network purchased by Forest & Bird, Central Lakes Branch, was initially trialled at Matukituki River over September to December 2019. The aim of the trial was to catch introduced pests, in particular feral cats, hedge hogs and stoats (all predators of endangered braided river birds); to determine the best strategy for achieving efficiency in time and travel; and to compare the economics of traditional daily walk-through approach with the satellite monitored, visit-on-demand approach.

Captures

A total of 23 cats, 21 hedgehogs, 37 possums and 1 rat were caught over 63 days.



The tally of 23 feral cats was considered a great achievement. Most were large (4+ kg) with one weighing 6.3kg. It was noticed that cats at the beginning of the trial were bigger than those caught later. This and a decline in catch rate suggests we may have taken out the dominant animals and a significant proportion of the local population.

The number of hedge hogs met expectation but the surprise was the large number of possums caught -it was not anticipated that they would be such ardent scavengers.

A comparison of effort revealed that the satellite monitored network took approximately 2/3 the amount of travel and 1/4 to 1/3 the amount of time that the walk-through method required

Matukituki Autumn 2020

A second autumn trapping programme at Matukituki was commenced on 12th and ran till 26th March 2020, when we were forced to shut down due to the Covid 19 restrictions. In that short time we caught 10 cats, 16 hedge hogs and 17 possums.

Rees River Trial

Also over this time frame (October 2019 - May 2020), The Routeburn Dart Wildlife Trust (RDWT) have run a similar trial around the Rees River, using our system's second Hub and cage traps. This caught 8 cats in October/ November and 23 cats in just two weeks of May 2020, giving a total of 31 cats and 30 possums (no hedge hogs in the valley) for their trial. This trial was conducted by a contractor, based in Glenorchy.

Conclusions

The first trials of the satellite monitored, live trapping system have caught 33 cats from Matukituki and 31 cats from Rees Rivers, a total of 64 cats removed from the ecosystems, which clearly establishes the value of the network and our approach. We now plan to extend the network and settle on the best time of year to operate at each location, taking into account factors such as lambing time, flood levels, predator movements, nesting times and volunteer availability.

Future

Our aim is to conduct another trapping programme in Matukituki Valley as soon as we get clearance, and then move a hub and traps to Makarora Valley for a winter 2020 trapping programme there.

This will establish hub and trap locations for three of the major rivers of inland Otago and our aim is to eventually have a permanent Hub established at each of the major, accessible braided rivers.

Acknowledgements

This trial was made possible through the foresight and generosity of several key supporters:

Central Lakes Trust - for the considerable funds to purchase the hardware – masts, satellite hubs, transmitter nodes and cages traps;

Brian and Jannie Gillman – for the annual satellite fees and extra traps;

Otago Regional Council, ECO Fund - operational costs for the trial deployment in Matukituki Valley, Makarora and Rees Valley;

Billy Stephen Barton - Phoenix SPB Trapping for initial research and putting the proposal forward, as well as providing storage/workshop and donation of extra traps, materials and bait;

Tireless volunteers who cleared traps regardless of weather and other commitments: Tim and Janice Sikma, Tom Perkins, Ben Goddard, Andrew Penniket, Shaun Collins, Mary Hunt.

Thanks also to **Matukituki Station, Cattle Flat Station, Temple Peak** staff for cooperation and support.

Thanks to **Department of Conservation** and **LINZ** for permission to operate on the marginal strip and riverbed

Simon Croft of **Encounter Solutions** provided expert training and reliable back-up following.



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Te Ao Turoa. Hapori. Ōtākou.*

ECO Fund reporting form

Please complete and return to:
Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Lisa Gloag

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz.

Our Reference: A1139709

Project name:	Skippers/Londonderry Creek Beech Forest Project
Applicant name:	Wakatipu Wilding Conifer Control Group Inc (WCG)
Grant amount:	\$26,601.30
Project start date:	10.1.20
Project finish date:	31.3.20
Total number of volunteers:	8
Total volunteer hours:	80
Project goal:	<p>The backdrop to the Skippers camp, historic schoolhouse and protected ghost town settlement (which was restored by DOC and volunteers), is native Beech Forest, this was at risk of being overtaken by wilding pines, however WCG had previously put much resource into controlling these tree pests over a number of years. The area had been boom sprayed and lanced. However, the carpet of pine seedlings under the native Beech Forest was a problem where both Boom and Lancing were not appropriate as they would cause damage to the native plants.</p> <p>There was no other foreseeable way to get to the carpet of pine seedlings under the periphery of the Beech tree canopy but to hand spray them.</p> <p>This particular project specifically focused on the conifers encroaching along the edges and under the Beech Forest Canopy and did not form part of the maintenance programme of boom and lancing for the wider area.</p> <p>This method of hand spray control hadn't been used previously and had been identified as the only way to get to the seedling wilding pines without damaging the surrounding Beech trees and ultimately save the wider Beech Forest from being decimated by wilding pines.</p>

Was the goal achieved? (if no, why?):

The goal was achieved and a resounding success. The contractors were absolutely thrilled with the outcome. A huge area of approximately 10.61 ha was hand sprayed protecting many more ha of native Beech Forest. The method worked “just great” according to the contractor team who finished the week’s work with a great sense of achievement and pride.

The Volunteers also had a fantastic work day carrying out suitable wilding control around the historic area supervised by the WCG Volunteer Co-ordinator. The area in front of the schoolhouse was cleared in the morning and then after lunch the area behind the schoolhouse was cleared. Overall the volunteers cleared well over 1,000 pest trees & made sure current signage was clean and effective and distributed WCG brochures in the historic buildings open to the public. The day was successfully completed by clearing many wilding pines from a large native plant stand around the Bridal Veil Falls in the Mt Aurum Scenic Reserve on the road into Skippers historic area and volunteers left feeling hot, thirsty and tired but with a great sense of achievement.

Conditions

e.g. First year of funding to be awarded in three payments with the need to report before next payment is received.

No conditions except reporting at end of project.

How did you acknowledge the funding received from ORC?

E.g. mentioning ORC’s ECO Fund in a newsletter or advertising, using the ECO Fund and ORC logo etc



WCG Website - logos
 WCG Newsletters x 3 – logos and explanation of project
 WCG Facebook announcements – logos and calling for volunteers, explanation of project.
 WCG New brochure with ORC and Eco Fund mention.

Financial Summary

As detailed in your application to Otago Regional Council (ORC), the budgeted total cost of the project was \$26,601.30 plus GST

Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.

Please attach supporting receipts/invoices.

Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Budgeted \$ (GST exclusive)	Actual \$ (GST exclusive)
PGG Cromwell		595.82 * invoice to come
Central Wilding Tree Control		6,832.75
Aspiring Helicopters		19,125.00
	\$26,601.30	
Total:		\$26,553.57

If you spent more than had originally been budgeted, please list additional sources of income and the amount received from each source.

Income source	\$ Amount
Otago Regional Council	\$26,601.30



Total:	47.73 under budget

Please attach supporting receipts/invoices.

Outcomes summary

Please answer the following questions about your project. If you have developed a full report please attach this and ensure the questions below are answered throughout.

What you set out to achieve?

Please use as much space as needed

The aim of this project/trial was to target the young douglas fir growing under an established stand of Beech trees going in Londonderry Creek. These trees were unable to be accessed with aerial boom or spot spraying without also affecting the Beech Trees. We therefore used a ground spray method where we flew in a tank setup with two 200m hoses and sprayed the trees on foot.

We aimed to target all accessible trees under the stand of beech, in order to prevent these young trees out growing and excluding the beech trees.

How did you do it?

Please use as much space as needed

We used a modified spray unit which had a 600L tank and two 200m spray hoses.

This unit was flown under a helicopter on a longline and placed on previously prepared flat pads in clearings in the Beech trees.

A crew of 2-4 then sprayed with handguns all accessible douglas fir trees. While two people were spraying the other ground crew helped move the hoses to ensure time efficiency on site, they also ran pumps to fill the tank with water and mixed chemical. This crew were skilled chainsaw operators, so cut any coning age trees that were too large to spray effectively from the ground.

The helicopter remained on site and moved the tank as required.

Timeframes the outcomes were achieved in

Please use as much space as needed

On the ground, this project required 4 days in total.

One day for someone to walk up the creek and dig flat pads for the spray unit to be flown on to.

Four days for the ground crew (2-4 people) spraying, and four days of heli assistance to move the tank when required.

How did you measure the success of your outcome?

Please use as much space as needed

Given this was a trial, success was gauged by the area of trees accessed and physically sprayed.

With this funding the crew were able to control 85% of the total area in Londonderry creek. While there is more to do on the younger trees, they did remove any coning age trees and thus the direct seed source to the area.

The outcome of the spraying will take up to a year to physically see the trees die off, but we used a proven herbicide mix so it will kill all Douglas fir that were sprayed.

What are the ongoing benefits of this project?

Please use as much space as needed

This project was beneficial to this location wherein we have completed thorough control work under this stand of Beech Trees, this will require more work and future follow up, but by doing this initial control work it has prevented the pines excluding the natives.

Furthermore, this control method has proved workable and robust enough to be applied to different areas and situations. This trial has also highlighted what changes can be made to this method for it to be adapted to different situations, which we will work on for future.



*Please ensure you sign this form before sending it back to Otago Regional Council.
We look forward to sharing the results of your project.
Thank you for reporting back!*

Signed: See attached signed copy **Name:** Sue Rose

Position: Funding Manager **Date:** 30.3.20



TAX INVOICE

Department of Conservation, Queenstown office
 Attention: Will McBeth
 PO Box 811
 Queenstown 9348

Invoice Date
23 Mar 2020

Invoice Number
INV-0800

Reference
Eco Fund Grant: Skippers
Londonderry Creek

GST Number
118-601-538

Holly Saunders,
Co-director
Central Wilding Tree
Control Limited
P: 0276414199
E: holly.cwtc@gmail.com

Description	Quantity	Unit Price	Amount NZD
17/3/20 flying spray unit into Londonderry Creek 2 workers @ 9 hours each	18.00	50.00	900.00
18/3/20 Fly spray unit under help to spray wilding pines 3 workers @ 10 hours each	30.00	50.00	1,500.00
19/3/20 flying spray unit under heli to spray wilding 4 workers @ 9 hours each	36.00	50.00	1,800.00
20/3/20 flying spray unit 3 workers @ 6 hours each	18.00	50.00	900.00
Spray unit hire x 4 days	4.00	300.00	1,200.00
Food for week	1.00	332.75	332.75
Amon travel Alex - site return	4.00	50.00	200.00
		Subtotal	6,832.75
		TOTAL GST 15%	1,024.91
		TOTAL NZD	7,857.66

Due Date: 30 Mar 2020

Invoices are due within 7 days of invoice date, unless agreed otherwise. A 10% penalty will apply on all invoices overdue by 7 days. Where an outstanding account is recovered using a legal collection agency, the debtors shall be liable for the additional costs incurred.

Online payments to Central Wilding Tree Control, BNZ Bank
 02-0916-0123000-00, noting the invoice number in the reference field.



PAYMENT ADVICE

To: Holly Saunders, Co-director
Central Wilding Tree Control Limited
P: 0276414199
E: holly.cwtc@gmail.com

Customer	Department of Conservation, Queenstown office
Invoice Number	INV-0800
Amount Due	7,857.66
Due Date	30 Mar 2020
Amount Enclosed	<hr/>
	Enter the amount you are paying above



TAX INVOICE

Department of Conservation Queenstown
P.O. Box 811
QUEENSTOWN

Invoice Date 20 Mar 2020
Invoice Number INV-3229
Reference Skippers ground spray

Aspiring Helicopters Ltd
P.O. Box 412
Wanaka 9343
NEW ZEALAND
Phone: +64 34437152
GST No.: 64-095-652

Description	Quantity	Unit Price	Amount NZD
HGR - Heli assist for ground spraying operations in Skippers Area			
17.3.20	1.20	2,250.00	2,700.00
18.3.20	2.60	2,250.00	5,850.00
19.3.20	3.30	2,250.00	7,425.00
20.3.20	1.40	2,250.00	3,150.00
Heliorder: 2020.03.15_Aspiring Helicopters_Amy Clarke_Skippers			
			Subtotal 19,125.00
			TOTAL GST 15% 2,868.75
			TOTAL NZD 21,993.75

Due Date: 20 Apr 2020

Bank: ANZ, Tarbert Street, Alexandra Branch
Account: 06 0917 0076971 00
Swift: ANZBNZ22

Email: accounts@aspiringhelicopters.co.nz

Terms of trade: Please note that payment made by credit card will incur a credit card management fee of 3%. If you are transferring funds from a bank account outside New Zealand please add \$30 onto your payment to cover our International Funds Transfer fees.

Thank you for choosing Aspiring Helicopters



[View and pay online now](#)

Skippers/Londonderry Creek Beech Forest Project

March 2020















































The larger trees in unsafe location left for another time for contractors to deal with, but in the meantime, native plants are given room to thrive.



11.1. Recommendations of the Public Portion of the 3 June 2020 Finance Committee

Recommendations of the 3 June 2020 Finance Committee

Resolution

That the Otago Regional Council shall:

Meet the concerns of Predator Free Dunedin and Landscape Connections Trust in relation to timing issues raised in their submissions regarding timing of possum control work given the withdrawal of OSPRI and quantify financial implications.

Moved: Cr Wilson

Seconded: Cr Forbes

CARRIED

Resolution

That the Otago Regional Council:

Appoint an additional 0.5 FTE Civil Defence staff member to be based in Queenstown.

Moved: Cr Hobbs

Seconded: Cr Hope

CARRIED

Resolution

That the Finance Committee:

Requests a report by September 2020 outlining opportunities to assist development of an integrated trail network throughout Otago to inform development of the Long Term Plan.

Moved: Cr Scott

Seconded: Cr Forbes

CARRIED

Resolution

That the Finance Committee:

Requests staff to investigate options to contribute \$100,000 from Council or its subsidiary companies towards construction of a fence at Orokonui Ecosanctuary and report back by 10 June 2020.

Moved: Cr Wilson

Seconded: Cr Calvert

CARRIED

Resolution

That the Finance Committee:

Requests staff to investigate options towards funding a climate carbon footprint model as suggested by WISE Response for Otago in partnership with Dunedin City Council and other local Territorial Authorities and report back by 10 June.

Moved: Cr Wilson

Seconded: Cr Malcolm

CARRIED

Resolution

That the Finance Committee:

Note the doubling of its contribution to the control of lagarosiphon from \$25,000 in 2019/20 to \$50,000 in the 2020/21 annual plan, and review the effectiveness of the current operational plan with an eye towards utilising potential government funds for a stronger approach to lagarosiphon control in Lakes Wanaka and Dunstan, and the Clutha and Kawarau rivers.

Moved: Cr Laws

Seconded: Cr Kelliher

CARRIED

Resolution

That the Finance Committee:

Requests a staff report by February 2021 to inform cost considerations of including a Tomahawk Management Plan in the Long Term Plan.

Moved: Cr Scott

Seconded: Cr Malcolm

CARRIED

Resolution

That the Otago Regional Council:

Ensures as part of finalisation of infrastructure on drainage schemes in 2020/21 year that the community are consulted with as to design, cost and intended outcomes, as per the infrastructure strategy.

Moved: Cr Wilson

Seconded: Cr Hope

CARRIED

Resolution

That the Finance Committee:

Consider the submission from Wakatipu Transport for a one-off funding request be reconsidered as part of the Long Term Plan.

Moved: Cr Forbes

Seconded: Cr Hobbs

CARRIED

Resolution

That the Finance Committee:

- 1. Notes** the options for funding the Otago Regional Council Annual Plan 2020-21.
- 2. Directs** Council staff to apply option two for funding the Otago Regional Council Annual Plan 2020-21.

3. **Receives** the public submissions to the Otago Regional Council Annual Plan 2020-21 process and Wakatipu Ferry Service Trial Proposal as previously distributed to Councillors and as posted on the Council's website.
4. **Deliberates** on the consultation feedback on the Wakatipu Ferry Service Trial Proposal.
5. **Confirms** the trial in the 2020/21 year subject to QLDC and NZTA funding as per the original report.
6. **Deliberates** on the requests for service made in the public submissions to the ORC Annual Plan 2020-21 process as listed in Attachment 1.
7. **Directs** Council staff on changes to the draft Financial Forecasts 2020-21 for inclusion in Annual Plan 2020-21 to be presented for Council adoption at its 24 June 2020 meeting.
8. **Notes** COVID-19 related activity or funding has not been provided for in the Annual Plan 2020-21 and Council intends to progress and consider these proposals and activities separately from the Annual Plan through the 2020-21 year.

Moved: Cr Noone
Seconded: Cr Calvert
CARRIED

Resolution

The Finance Committee:

- 1) **Receives** the Council Activity Performance Report for the period 1 July 2019 to 31 March 2020 (Q3).

Moved: Cr Hope
Seconded: Cr Hobbs
CARRIED

Resolution

That the Finance Committee:

- 1) **Receives** this report.

Moved: Cr Hobbs
Seconded: Cr Calvert
CARRIED

**11.2. Recommendations of the Public Portion of the 10 June 2020 Finance Committee
Recommendations of the 10 June 2020 Finance Committee**

Resolution

That along with the .5 FTE approved at the 3 June Finance Committee meeting, an additional .5 FTE be added, resulting in an additional total of 1.0 FTE for the Emergency Management group to be based at QLDC for a one-year fixed-term contract in 2020/21.

Moved: Cr Hobbs
Seconded: Cr Malcolm
CARRIED

Resolution

That the Committee supports staff in carbon footprint accounting work and requests a detailed report on progress before the end of 2020.

Moved: Cr Deaker
Seconded: Cr Malcolm
CARRIED

Resolution

*That the motion from the 3 June 2020 meeting regarding doubling the contribution to lagarosiphon control read: "That the ORC note the doubling of its contribution to the control of lagarosiphon **in Lake Dunstan** from \$25,000 in 2019/20 to \$50,000 in the 2020/21 annual plan, and review the effectiveness of the current operational plan with an eye towards utilising potential government funds for a stronger approach to lagarosiphon control in Lakes Wanaka and Dunstan, and the Clutha and Kawarau rivers."*

Moved: Cr Laws
Seconded: Cr Kelliher
CARRIED

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
<i>CS1945 Port Otago Director Appointment</i>	Subject to subsection (3), a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds: (a) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.	Section 48(1)(a); To protect the privacy of natural persons, including that of deceased natural persons – Section 7(2)(a); and, To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities – Section 7(2)(h)
<i>OPS1008 Request increase to Chief Executive financial delegation in relation to construction of SH8 Tarras Stock Truck Effluent Disposal facility</i>	Subject to subsection (3), a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds: (a) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.	Section 48(1)(a); To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities – Section 7(2)(h)

This resolution is made in reliance on [section 48\(1\)\(a\)](#) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by [section 6](#) or [section 7](#) of that Act or [section 6](#) or [section 7](#) or [section 9](#) of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.