



AGENDA | 2019

Waitangi West

Photo courtesy of Lois Croon

Mayor and Councillors

Notice is hereby given that an Ordinary Meeting of the Chatham Islands Council will be held in the Council Chambers, Tuku Road, Waitangi, on **THURSDAY, 27 JUNE 2019**, commencing at **1.30pm**.



Owen Pickles
Chief Executive Officer

RECOMMENDATIONS IN REPORTS ARE NOT TO BE TAKEN AS COUNCIL POLICY UNTIL ADOPTED BY THE COUNCIL

AGENDA
Meeting Held 27 June 2019

- | | | | |
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1. Staff

1.1 Resignation of Councillor Eion Chisholm

Date of meeting	27 June 2019
Agenda item number	1.1
Author/s	Councillor Eion Chisholm

Purpose

To advise Council that His Worship the Mayor has received Cr Eion Chisholm's resignation.

Recommendation:

THAT the Chatham Islands Council accepts the resignation from Councillor Eion Chisholm.

Background

An email was received from Councillor Eion Chisholm on 21 May 2019 asking that Council accept his resignation. (Email attached)

Jo Clark

From: Eoin Chisholm <tengaio@xtra.co.nz>
Sent: Tuesday, 21 May 2019 12:22 p.m.
To: Alfred Preece
Cc: owen@cic.govt.nz
Subject: Resignation from Council

Dear Alfred

Please accept my resignation as a Councillor on the Chatham Islands Council effective from 15 December 2018.

Regards

Eoin Chisholm

2. Democracy

2.1 Minutes of the Ordinary Meeting 16 May 2019

Date of meeting	27 June 2019
Agenda item number	2.1
Author/s	Jo Clark – Council Secretary

Purpose

For the Council to receive and confirm the minutes of the Ordinary Meeting of Council held on 16 May 2019.

Recommendations

THAT the minutes from the ordinary monthly meeting of the Chatham Islands Council held on 16 May 2019 be a true and accurate record.

CHATHAM ISLANDS COUNCIL

Minutes of the Ordinary Meeting of the Chatham Islands Council,
held in the Council Chambers, Tuku Road, Waitangi,
on Thursday, 16 May 2019, commencing at 1.30pm

Present: His Worship the Mayor, AWM Preece
Deputy Mayor, JI Clarke
Councillors' M Croon, RS Joyce, NC Ryan, J Seymour and
KL Day.
Councillor EC Tuck joined the meeting via Skype

Management & Officers: Operations Manager, Cindy Butt
Council Secretary, Jo Clark

In Attendance: Fulton Hogan Supervisor, Erin (Tomby) Von Elders
ECan Biodiversity Officer, Kerri Moir

Apologies: Councillor E Chisholm
Chief Executive Officer, Owen Pickles

RESOLVED:
THAT the apologies be accepted.
NC Ryan / JI Clarke CARRIED

His Worship welcomed Cr Tuck to the meeting via Skype. He also welcomed back Operations Manager, Cindy Butt and congratulated her on the birth of her new grandchild. His Worship also acknowledged the passing of the Chief Executives uncle.

1. STAFF

1.1 Chief Executive Officer Leave

The Chief Executive Officer would be on leave 17-24 June 2019. During his absence it is proposed that Operations Manager, Ms Cindy Butt be appointed to be the Acting Chief Executive Officer.

RESOLVED:
THAT Cindy Butt is appointed to be the Acting Chief Executive Officer to cover the period 17-24 June 2019 inclusive.
M Croon / RS Joyce CARRIED

2. DEMOCRACY

2.1 Minutes from Ordinary Meeting 4 April 2019

RESOLVED:
THAT the Minutes of the Ordinary meeting of the Chatham Islands Council, held on Thursday 4 April 2019 be adopted as a true and correct record with amendments.
JI Clarke / EC Tuck CARRIED

3. FINANCE

3.1 Financial Report to 31 March 2019

The financial report to 31 March 2019 had been included in the agenda.

His Worship asked that more financial information around incoming and outgoings be included in the financial reports.

Cr Day referred to breakdown of expenditure, along with graph, and would like to see more detail around the dollar amounts.

RESOLVED:

THAT the financial report as at 31 March 2019 be received.

RS Joyce / J Seymour CARRIED

3.2 Council Dues Report as at 8 May 2019

A report on the status of Council Dues as at 8 May 2019 had been included in the agenda.

Council was yet to receive manifests for April 2019.

Since the agenda had been released, Air Chathams Ltd had paid their Council Dues in full to 28 February 2019. Chatham Islands Shipping Ltd had paid their Council Dues in full to 31 March 2019.

RESOLVED:

THAT the Chatham Islands Council receives the report.

KL Day / JI Clarke CARRIED

4. WORKS & SERVICES

4.1 Fulton Hogan Road Maintenance Contract Monthly Report April 2019

Mr Erin (Tomby) Von Elders gave an update to Council on current roading works.

- Waikato Bridge workmen were back on the island – working on culvert pipe
- Well ahead of the roading contract
- Enough metal stock to cover the winter until crushers start up again.
- Currently low on schist
- Near completion of strengthening Te Matarae Road and water tabling on Owenga Road

Cr Croon noted there was a broken sign outside the play group at Kaingaroa. She also noted the boundary fences from Blind Jims through to the end of the Wharekauri property were in poor condition and mostly broken. She had noticed a horse tangled up in the fence line which was dead, as well as dead stock.

Mr Von Elders said he had removed two cattle the previous week and had spoken with the owner of the dead horse, who would be removing the horse.

Cr Croon noted it was the landowner's responsibility to ensure their fences were of a standard to keep stock in. This was not a 'one off' situation as stock were regularly on the road in that area.

ACTION – A letter be written to the land owner to ask them to fix boundary fences.

RESOLVED:

THAT the report be received.

JI Clarke / NC Ryan CARRIED

4.2 Fulton Hogan Road Water & Wastewater Contract Monthly Report April 2019

Kaingaroa Water Supply

Mr Von Elders advised while monitoring the intake trench at Kaingaroa he had observed 62 cows in and around the water intake area.

His Worship noted that Council had a responsibility to supply clean drinking water. Materials would need to be purchased to hot wire off the area. Both sides of the channel would need to be hot wired off which would be approximately 1.2km.

Mr Von Elders said the size of the intake pipe needed to be increased and a costing was presently being undertaken to indicate how much had already been spent on the channel. Council Engineers would be soon on the island so this would be an urgent matter for them to give some guidance. A solution needed to be found quickly.

The public would need to continue to boil water until there was one passed sample.

Waitangi Waste Water

New seals had been ordered for the plant as oil had been leaking out of the gearbox.

RESOLVED:

THAT the report be received.

M Croon / NC Ryan CARRIED

4.3 Stantec Monthly Report March 2019

Owenga Boat Ramp

A request for feedback from the public on the Owenga Boat Ramp had prompted 7 responses. Shaun Boshier from Stantec New Zealand had been happy with the responses.

RESOLVED:

THAT the report be received.

J Seymour / NC Ryan CARRIED

4.4 Chatham Islands Water & Wastewater Priority Infrastructure Needs

Included in the agenda had been a report from Kirsten Norquay, Stantec New Zealand on priority works for the Water and Wastewater schemes.

Cr Croon questioned whether Council would be seeking funding from Ministry of Health. His Worship responded that if Council did not get an increase in funding in the budget, they had to prepare themselves to make applications to other funding opportunities e.g. Progressive Growth Fund. There were other opportunities but Council needed to be prepared if funding did not come through the 2019/20 budget.

Cr Ryan suggested that all new builds should be made to provide a water tank for water collection as roof water was wasted. His Worship recommended that should be

voluntary, and not enforced. Cr Croon mentioned the proposed Water Tank Scheme was worth pursuing and would be well supported within the community. With a scheme which was paid through rates, it gave assurance of clean drinking water at a reasonable rate. Cr Day would like to see the scheme started as soon as possible to be in place before next summer.

RESOLVED:

THAT the report be received.

JI Clarke / J Seymour CARRIED

5. COMMUNITY SERVICES

5.1 Proposed Civic Complex

The planning for the Civic Complex was nearing completion with a fixed price proposal from Apollo Projects due soon.

There were three issues which required direction from the Council.

1. Funding of the Planning and Design Stage

Council had an agreement with Ngati Mutunga o Wharekauri Iwi Trust, through its Asset Holding Company, which required the Council to share the costs of the planning and design stage equally with Ngati Mutunga o Wharekauri Iwi Trust and Chatham Islands Enterprise Trust.

So far Council has paid \$14.2k and had received further accounts for an additional \$98k.

If the project proceeded to construction, the money would be refunded to the Council and capitalised into the project. If the project did not proceed, these costs would remain as charged.

With advice from Councils accounting support it was proposed these costs be funded from the interest earned on the Museum grant investment. The capital invested was \$1.076m; interest earned to 21 June 2019 would be \$225,261.00.

ACTION: Councillors asked for more clarification around the interest from the Museum grant investment at the next meeting.

2. As previously advised to Council there was an outstanding land issue with regards to the Canterbury District Health Board (CDHB) property which adjoins the proposed construction site.

An email from the CDHB solicitor explained the process required to transfer the site. There were costs associated which, subject Ngati Mutunga o Wharekauri Iwi Trust Asset Holding Company approval, could also be capitalised into the project.

CDHB had offered a 'Licence to Occupy' to avoid holding up the process.

There were two options available –

1. Acquire the piece of land in question from CDHB;
2. Complete a redesign of the office/museum to fit onto the site without needing to acquire the CDHB section

A draft redesigned plan had been received from Apollo which was tabled. Apollo had redesigned the building to fit the site, reducing the staff room, hall and offices.

Councillors were in favour of redesigning the building to fit the site.

Cr Croon clarified there was no room to move the building forward on the site.

3. Water Storage

The designers had progressed the project with the assumption water would be mains supplied.

It had also been proposed that water be harvested from the roof catchment and collected into a 30,000L tank. There was no room on site for a tank but it could be situated on adjoining Council land.

Councillors were in support of collecting their own water in to a 30,000L tank. Cr Day suggested 2 x 30,000L tanks so that in an emergency situation, the building had 60,000L of water storage.

4. Right of Way Adjustment

With the building encroaching onto the 'Com Flat Lane Access', there was a need to alter the right of way access that satisfied the property owners on the subdivision. There was also a need to provide for the Hotel development next to the Council property.

The proposed access had been through the area occupied by the Council building. This had been agreed to (verbally) by the land owners in the subdivision.

It was proposed that Baseline Group be engaged to complete this survey including the CDHB land issue. This was also a cost that subject to Ngati Mutunga o Wharekauri Iwi Trust Asset Holding Company approval could be capitalised.

Cr Ryan was concerned with parking for visitors and staff, and also access for Emergency Services.

ACTION: Clarification on Parking and Access for Emergency Services with an update at the next meeting.

RESOLVED:

- 1. THAT Council supported Option 2 of the proposal;**
 - 2. THAT Baseline Group be engaged to complete the required surveys being subdivision access and CDHB issue;**
 - 3. THAT Council work with the CDHB and its solicitors to resolve the land issues;**
 - 4. THAT costs that will be capitalised in to the project be covered by the interest earned on the Museum investment and repaid after capitalisation; and**
 - 5. THAT provision for the water harvesting be allowed.**
- RS Joyce / EC Tuck CARRIED**

6. REGULATORY

6.1 Update from Environment Canterbury

Ms Kerri Moir tabled a list of current biosecurity issues from Steve Palmer (ECan) which outlined incidences and issues incurred over the previous two years in relation to border security.

Ms Moir gave an update on the current situation.

- Rodent control – re-baiting the bait stations every 2 weeks
- Owenga had been catching many rodents
- Rodent catch at the wharf had slowed down.
- Suspect rat on Pitt Island – nothing had been found by Moki

Cr Day inquired about the yearly rates calendar and suggested instead of calendars, a fridge magnet could be sent out with significant dates, meeting dates, rates due dates, tides/moons on them. Operations Manager, Cindy Butt advised the rates calendars had been printed for this year, but she would put those ideas forward for next year.

His Worship said in the past fridge magnets had been distributed with rapid numbers on them. Mr Von Elders said he had recently been around the island and replaced missing rapid numbers. He advised the correct way of doing rapid numbers was to take GPS co-ordinates.

There was also a discussion on some recent Facebook posts. Operations Manager, Cindy Butt advised Council had policies and procedures in place for staff posting to Facebook and social media. All posts were to be peer reviewed prior to posting, and preferably posted via ECan communications advisors.

RESOLVED:

THAT the report be received.

NC Ryan / JI Clarke CARRIED

6.2 District Licensing Committee Decision – Hotel Chathams Ltd

Cr Croon declared an interest

Included in the agenda was the Decision from the District Licensing Committee in relation to an application by Hotel Chatham's Limited pursuant to Section 127 of the Sale and Supply of Alcohol Act 2012 for the renewal of an On-licence and Off-licence in respect of premises situated at Waterfront Road, Chatham Islands.

The Decision was to be read in conjunction with the Adjournment Decision dated 11 July 2018 in relation to the hearing on 26 June 2018.

In considering the evidence presented at the hearing on 16 April 2019 by the agencies involved and applicant, the Committee was satisfied that a renewal of both the On-licence and Off-licence should be issued, noting the conditions also set out in the Decision.

On behalf of Council, His Worship acknowledged the work Nigel Ryan and his committee had done to get a positive outcome and decision.

RESOLVED:

THAT the information be received.

J Seymour / RS Joyce CARRIED

8. GOVERNMENT

8.1 Report to the Department of Internal Affairs 1 January 2019 to 31 March 2019

The third report to the Department of Internal Affairs in terms of Section 7 of the Deed of Funding covering the 2018/19 financial year had been included in the agenda.

His Worship advised there would be Civil Defence people on the island in the coming week. He would take the opportunity to highlight the need for funding for the proposed emergency services building. The services were essential, but the cost of building was increasing. The emergency services building would allow for all the emergency services to be housed in the one place.

RESOLVED:

**THAT the Chatham Islands Council receives the report.
JI Clarke / NC Ryan CARRIED**

8.2 Late Item – CIC Class 4 Gambling Venue and Board Venue Policy

RESOLVED:

**THAT the Late Item “Chatham Islands Council Class 4 Gambling Venue and Board Venue Policy” be considered as a Late Item.
J Seymour / JI Clarke CARRIED**

The Chatham Islands Council Class 4 Gambling Venue and Board Venue Policy had been open for public consultation, with submissions closing on Friday 10 May 2019.

One submission had been received from the Problem Gambling Foundation of New Zealand which generally supported the Policy, but cautioned against increasing pokie machine numbers for the Chatham Island.

Councillors required more information around the Policy so this late item was deferred until the next meeting.

9. CHATHAM ISLANDS

9.1 Diesel Supply

A letter had been received from Chatham Islands Enterprise Trust requesting permission to install a diesel tank on the Owenga Wharf.

RESOLVED:

**THAT permission is granted to install a diesel supply system on Owenga Wharf.
RS Joyce / NC Ryan CARRIED**

9.2 Late Item - CCFT Acknowledgment of Council Grant

RESOLVED:

**THAT the Late Item “CCFT Acknowledgment of Council Grant” be considered as a Late Item.
JI Clarke / RS Joyce CARRIED**

A letter had been received from Chatham Community Focus Trust thanking Council for the 2019 Grant of \$21,799.93.

RESOLVED:
THAT the letter be received.
J Seymour / JI Clarke CARRIED

9.3 Late Item – CI Community Swimming Pool Trust

RESOLVED:
THAT the Late Item “CI Community Swimming Pool Trust” be considered as a Late Item.
RS Joyce / JI Clarke CARRIED

A letter had been received from Chatham Island Community Swimming Pool Trust thanking Council for their past financial support and requesting that the financial support continue on an annual basis.

His Worship acknowledged the work Cr Tuck and the committee had done to date on the project and also acknowledged the project managers Turton Farm Supplies for doing an extremely good job and Council would look forward to the official opening. Cr Tuck said it had been a great team effort, and Ross Turton had gone above and beyond the call of duty as project manager.

RESOLVED:
THAT the letter be received.
JI Clarke / NC Ryan CARRIED

MEETING CLOSURE

After consideration of the In-camera Agenda, and there being no further business, the meeting was declared closed at 3.42pm.

CONFIRMED THIS 27th DAY OF JUNE 2019.

MAYOR

3. Finance

3.1 Council Dues Report to 19 June 2019

Date of meeting	27 June 2019
Agenda item number	3.1
Author/s	Colette Peni

Purpose

Report to Chatham Islands Council on current Council Dues as at 27 June 2019

Recommendations

THAT the Chatham Islands Council receive the report.

Key points

- Chatham Island Shipping – Outstanding Manifest – NIL
- Air Chathams – Outstanding Manifest – NIL

Background

Carrier	Amount Owing	Month/s invoices outstanding	Details
Air Chathams	\$4,438.04	May 2019	n/a
Chatham Islands Shipping	\$48,454.40	April, May 2019	Manifests for April & May 2019 were not received until June 2019

3. Finance

3.2 Financial Report to 30 April 2019

Date of meeting	27 June 2019
Agenda item number	3.2
Author/s	Tanya Clifford, Corporate Reporting Accountant, Environment Canterbury

Purpose

To present to Council the financial report to 30 April 2019.

Recommendations

THAT the Financial Report to 30 April 2019 be received.

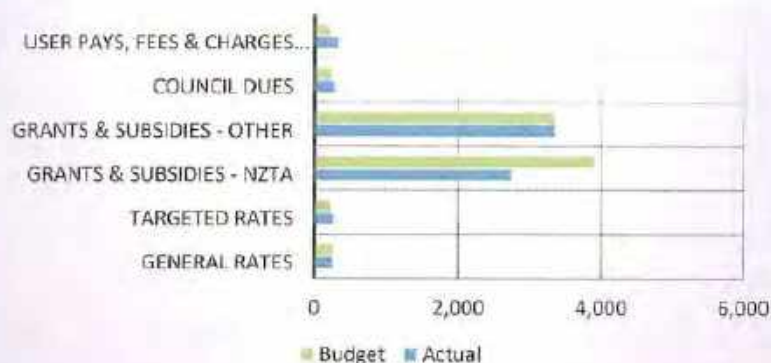
Graphical Financial Information

as at 31 May 2019



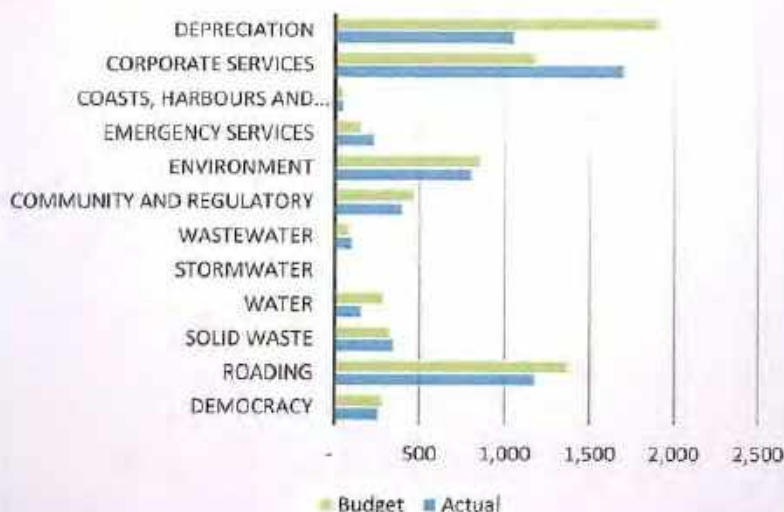
chatham islands council

Revenue



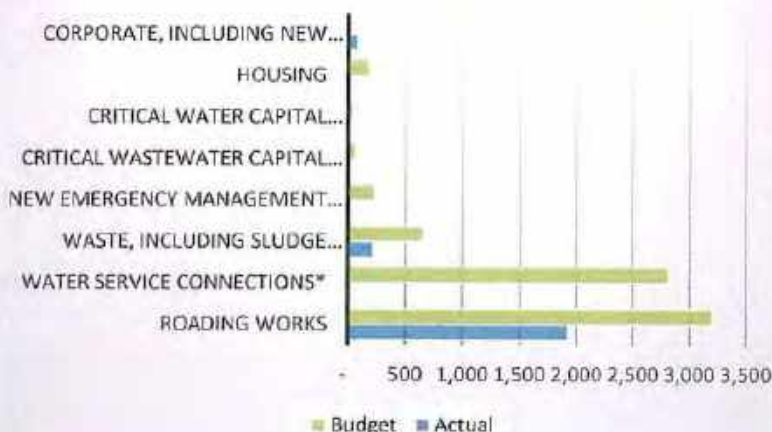
No significant items of concern related to revenue items. However, it is worth noting:
 * NZTA subsidy is driven by actual expenditure of roading works, which are behind budgetary levels.
 * the budget recognised a grant for the sludge lagoon project; which hasn't been drawn down pending project scope review off-set by an unbudgeted grant from the Ministry for the Environment.

Expenditure



No significant items of concern related to expenditure. There are some variances within classifications and minor cut-off adjustments, refer to the full financial report for further information.

Capital Expenditure



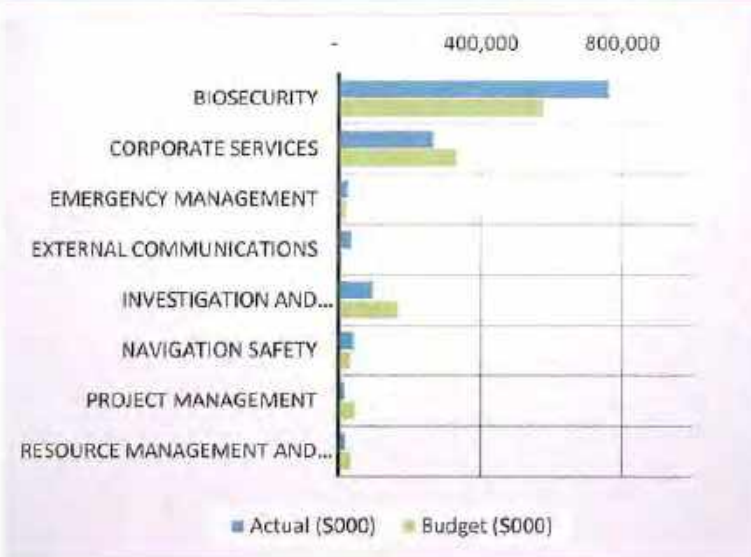
Key capital projects have not fully progressed for the year (pending funding availability) or have been delayed.
 Roading works are behind budget with delays in obtaining project material from overseas, specifically related to the Walkato Bridge project.
 The sludge lagoon project has been deferred pending rescope and housing works have also been delayed.

Cashflow Forecast



The Council has an overdraft facility with their banking provider of \$700k. At the end of May, the cash balance was an overdraft of \$394k. The forecasted cashflow figures have been adjusted to reflect the March cash position along with lower roading expenditure and NZTA grant income as a result of project delays. That being said, Council will need to manage it's cash carefully with a year end deficit of \$900k expected.

ECan Operational Expenditure



No significant variances of note, however:
 * High costs associated with biosecurity due to increased costs of transporting Helicopter to the island and "Flying squad" sent to the Island to assist with marine pest surveillance, willow control and general plant and pest control. Services provided are expected to match contracted levels by year-end, with any unutilised project funds to be held in reserve at ECan, for use in future projects.

Other Financial Information

as at 31 May 2019



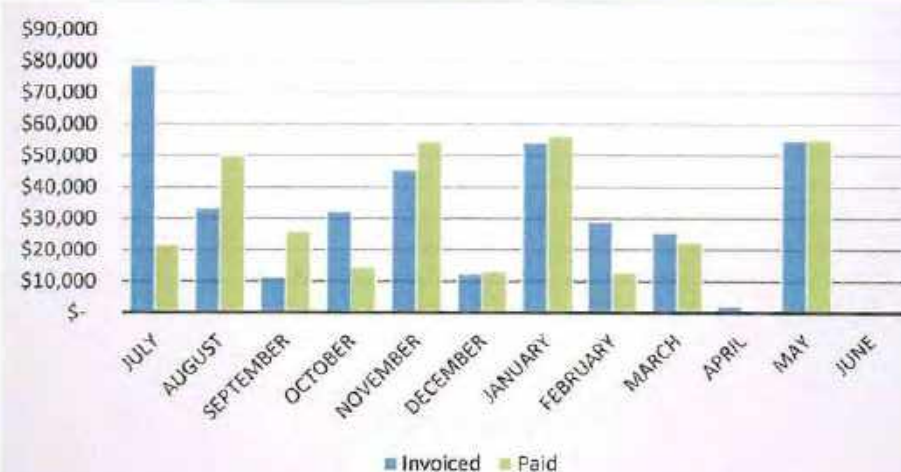
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Revenue rates collectability



Note: All rating instalment have been levied. On average 15% of rates remain outstanding for the year. Penalty payments will be incurred on any outstanding third instalment payments, after the 14th of June.

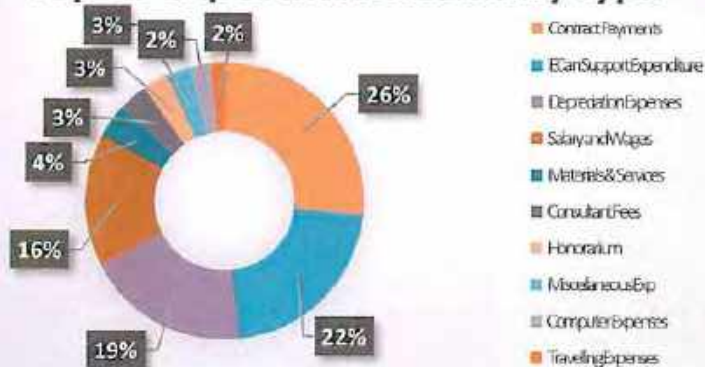
Revenue Council dues collectability



Note: The current outstanding Council Dues balance for May is \$52,892. Current trends are reflective of steady repayments being made. However, amounts have historically not always repaid within a month of invoicing. Delays in collecting Council Dues, increases the risk of funds not being collected.

Expenditure by type

Top 10 expenditure items by type



This graph summarises the Council's top 10 expenditure items by type. 'Contract payments' amount to approximately \$1,475k and 'travelling expenses' equates to approximately \$90k. Remaining expenditure amounts to approximately \$733k.

Statement of Comprehensive Revenue and Expense



chatham islands council

	Actual \$000	Budget \$000	Variance	Note Ref
Revenue				
General rates	268	268	-	1
Targeted rates	278	235	44	1
Grants & subsidies - NZTA	2,748	3,916	(1,168)	2
Grants & subsidies - other	3,358	3,345	13	2
Council Dues	284	252	32	3
User pays, fees & charges and other income	341	219	122	4
Total revenue	7,277	8,234	(957)	
Expenditure				
Democracy	259	285	(26)	
Roading	1,177	1,379	(202)	5
Solid waste	350	326	24	5
Water	155	289	(134)	5
Stormwater	0	-	0	5
Wastewater	104	88	16	5
Community and regulatory	399	468	(69)	6
Environment	804	858	(54)	
Emergency services	230	154	76	7
Coasts, harbours and navigation	48	46	2	
Corporate services	1,701	1,180	521	8
Depreciation	1,054	1,907	(852)	9
Total expenditure by activity	6,282	6,980	(697)	
Total surplus/(loss)	995	1,255	(260)	

Variance explanations:

- 1 Rates are invoiced based on the Council approved rates strike. Note the budgeted targeted rates amount exclude collection of prior period outstanding balances and penalty payments. Actual figures also recognise repayment of warm home loans, which will be off-set against the loan at year-end.
- 2 NZTA subsidy is based on actual expenditure, which is below budget with work being deferred. DIA grant has been fully received, but apportioned across the year. The budget also recognises a grant for the sludge lagoon project (approximately \$340k), which has not been drawn down. Council also received an unbudgeted grant of \$769k in relation to Council's waste management infrastructure.
- 3 Council dues are a Council tax on island imports/exports. There is a notable relationship between works on-island and the income received from Dues. Transactions with on-island shipping/freight companies are current.
- 4 No notable areas of income variance.
- 5 Infrastructural works, delays have occurred associated with the commencement of key projects. Also, with the expected increase in costs associated with the Waikato Bridge construction; approximately \$350k in other projects have been deferred (mainly capital) to support this bridge construction.
- 6 Council has increased expenditure to improve the condition of their housing stock. It was originally intended (budgeted) that the expenditure would be capital in nature, funded by way of loan. With funding restrictions, Council has elected to make smaller improvements, classified as being of 'maintenance' in nature.
- 7 No notable areas of overspend. However it is noted an additional part-time staff member is allocated to the area, which was not included within the budget.
- 8 No notable areas of overspend, although noted a redundancy payment was made in-year. Noted increases in travel, stationery, consultancy and computer expenditure costs compared with budget. These may smooth out over the course of the year, as the budget assumes an equal apportionment of expenditure, which sometimes is more seasonable in nature.
- 9 Depreciation has been run till February, variances related to the delays with roading capital works and other capital projects in year.

Capital expenditure summary	Actual \$000	Budget \$000	Variance	Note Reference
Sources of capital funding				
Subsidies and grants for capital expenditure	1,699	3,130	(1,432)	1
Increase / (decrease) in debt	-	127	(127)	2
Total sources of capital funding	1,699	3,257	(1,558)	
Application of capital funding				
Roading works	1,930	3,205	(1,274)	1
Water service connections*	-	2,814	(2,814)	
Waste, including sludge lagoon project	216	651	(435)	3
New emergency management depo*	8	229	(221)	
Critical wastewater capital replacement*	-	62	(62)	
Critical water capital replacement*	-	45	(45)	
Housing	-	183	(183)	2
Corporate, including new office fit-out*	81	32	49	
Total application of capital funding	2,235	7,220	(106)	
Movement in reserves	(536)	(3,963)	(1,452)	

* Desired projects in the 2018/19 budget, removed due to lack of funding support

Variance explanations:

- 1 The grant figure primarily relates to the NZTA budget, which is reflective of 88% of actual costs incurred. Rooding actual expenditure is behind budget mainly related to the bridge replacement project for Waikato Bridge. The aluminium culverts have been coming from overseas and there has been a delay in their arrival to the Islands. This programme of work has been pushed back, which in turn may mean that some of this project will continue into the 2019/20 financial year (requiring an adjustment to the 2019/20 budget).
- 2 Housing project expected to be progressed in year, funded by debt.
- 3 Sludge lagoon project delayed, pending scope and cost review.

Note, budget figures are allocated on an equal monthly apportionment

3. Finance

3.3 Rates Remission Application Owenga Club

Date of meeting	27 June 2019
Agenda item number	3.3
Author/s	Owen Pickles, Chief Executive Officer

Purpose

That Council considers the application for rates remission from the Owenga Club.

Recommendation

THAT Council grant remission to the Owenga Club to the value of \$2141.72.

Background

Attached is a rates remission application for the Owenga Club.

Council has considered such applications on many occasions in the past and agreed to full remissions.

Due to personal changes, no applications have been made for 2 years which has seen the balance owing reach \$2,141.72.

Council has a published policy for rates remission (refer page 56 of the LTP) –

Sporting, recreation and other community organisations

The remission of rates for community, sporting and other organisations is to facilitate the ongoing provision of non-commercial community services and non-commercial recreational opportunities. The purpose of granting rates remission to an organisation is to:

- *Recognise the public good contribution to community wellbeing made by such organisations*
- *Assist the organisation's survival*
- *Make membership of the organisation more accessible to the general public, particularly disadvantaged groups including children, youth, young families, aged people and economically disadvantaged people.*

The Owenga Club meets the Council's criteria.

Owenga Club (Chatham Island Club)

P.O. Box 158

Chatham Islands

10 June 2019

Chatham Islands Council

P.O. Box 24

Waitangi

Dear Queen and Council,

Re Rates assessment number 519

IE 1 July 2018 30 June 2019

Under section 85 of the LGRA I believe this property meets all requirements for remission.

Chatham Island Club, who owns the property, was formerly an incorporated Society, which has now lapsed. There has been no formal governance structure or A.G.Ms held for several years.

Occasional use as a venue for Golden Oldies and Birthdays, we are fundraising for the Church, a great help with power, We have to replace roof tank water pump Doors and windows

There have been no audited accounts for several years.

The club is now in the position of having a little or no income, no governance, We hope to form a committee to take over these responsibilities. In the meantime we ask for this request to be considered please.

Thanking you.

Eileen Ryan 20 For Owenga Club



chatham islands council

Working towards a sustainable future for our people and our islands

9 Tuku Road

PO Box 24

Waitangi

CHATHAM ISLANDS 8942

Phone: 033050 033

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Email: info@cic.govt.nz

www.cic.govt.nz

19 June 2019

Chatham Islands Club Inc
PO Box 158
Waitangi
CHATHAM ISLANDS 8942

Dear Ratepayer,

Assessment Number: 519

Property Address: Waitangi Wharf Owenga Road Waitangi 8942

The 14th of June 2019 was the last day for the payment of 2018 / 2019 Rates Instalment No. 3 before penalty was applied.

This account is now overdue and has been increased by the statutory 10% penalty on Instalment No. 3.

Arrears at 1st July	\$1,030.39
Receipts	\$0.00
Instalments 1 to 3	\$ 953.58
Penalty – Instalment and Arrears, if any	\$189.04
Total Overdue – Please Pay Immediately	<u>\$2,173.01</u>

The council will refer all accounts in arrears to the mortgagee for payment where there is a mortgage over the property otherwise it is the Council's practice to refer all overdue accounts to a debt collector or the Council's Solicitors for their attention and action. This will be done for accounts that remain unpaid by **Friday 28th June 2019**.

If you are having difficulty meeting this obligation please make contact with my staff or myself.

We will be happy to design an easy payment plan for you.

I look forward to receiving your payment or hearing from you.

Yours faithfully

Owen Pickles
Chief Executive Officer

3. Finance

3.4 Setting of Rates for 2019/20

Date of meeting	27 June 2019
Agenda item number	3.4
Author/s	Tanya Clifford, Corporate Reporting Accountant, Environment Canterbury

Purpose

To enable Chatham Islands Council to set the rates for the 2019/20 financial year, following the adoption of the 2019/20 Annual Plan. The Council now needs to formally adopt the rates resolution setting the rates for the period 1 July 2019 to 30 June 2020.

Recommendations

That the Council:

- 1) Delegates authority pursuant to the Local Government (Rating) Act 2002 to the Chief Executive to:
 - a) apply penalties (stated under resolution d) on unpaid rates in accordance with Sections 57 and 58, and
 - b) approve applications for rates postponement and rates remissions in accordance with Council's policy, and
 - c) carry out all other functions permissible under the Act that are not required to be a Council responsibility.
- 2) Resolves the setting of the rates for the 2019/20 financial year and sets the following rates (including GST), due dates for payment, and penalties under the Local Government (Rating) Act 2002, on rating units for the financial year commencing on 1 July 2019 and ending on 30 June 2020.
- 3) Resolves that these rates are set in accordance with Chatham Islands Council's 2019/20 Annual Plan and the Funding Impact Statement which forms part of the 2019/20 Annual Plan as follows:
 - a. General rates

Council will set a general rate based on the capital value of each rating unit in the territory. The general rate will be set on a differential basis based on land use. The categories and apportionment are:

 - Infrastructure will be charged 5.0% of the General Rate
 - Industrial will be charged 14.5% of the General Rate

- Commercial will be charged 11.0% of the General Rate
- Rural and Residential will be charged 69.5% of the General Rate

This will result in the following rates based on the assessed per \$1 capital value of each rating unit:

Land Use	Rate (GST Inclusive)	Total collected
Infrastructure	0.00301357	\$17,078
Industrial	0.00604435	\$49,527
Commercial	0.00388703	\$40,262
Rural & Residential	0.00180542	\$244,178
Total general rates collected		\$351,045

b. Targeted rates

Targeted rates are applied to the properties which benefit from the service provided. Targeted rates cannot be applied to purposes other than for which they were raised.

Council uses the number of connections for funding the water supply activities, a per pan rate for funding sewerage activities, and a rating unit basis for funding waste management activities and the roading activities.

Council will set targeted rates based on a variety of rating bases as follows:

Targeted rate:	Rate (GST inclusive)	Total collected (GST inclusive)	Rating base
Water	771.80	\$64,831	Fixed amount per Waitangi connection
	771.80	\$15,436	Fixed amount per Kaingaroa connection
Sewerage	802.25	\$74,610	Fixed amount per pan
Solid Waste	185.87	\$62,824	Fixed amount per unit
Roading	144.77	\$64,133	Fixed amount per unit
Fish Rate	0.0056402	\$18,443	Per tonne disposed, for rating units 420, 508 and 635 only.
Total targeted rates collected		\$300,277	

A Warm Homes targeted rate will be charged to properties in this scheme to ensure there is sufficient cash to repay the loan over the loan period.

Actual repayments in 2019/20 have been agreed as part of each individual loan agreement.

The rating basis for each rate type has been defined and approved through the Revenue and Financing Policy adopted as part of Chatham Islands Council's Long Term Plan 2018-28.

c. Rates by instalments

Council proposes to collect the rates in three instalments, issued on: 1 September 2019, 1 January 2020 and 1 May 2020.

d. Penalties

A penalty of 10% is added to each instalment or part thereof that is unpaid after the last date for payment. The penalty dates are 15 October 2019, 15 February 2020 and 15 June 2020. Previous year's rates that remain unpaid will have a further 10% penalty added on 6 July.

These rates and penalties to be set on rating units in the region for the financial year which commences on 1 July 2019 and ends on the 30th day of June 2020.

- 4) Notes this information is extracted from the Chatham Islands Council's Annual Plan 2019/20 and complies with Council's revenue and financing policy.

4. Works & Services

4.1 Fulton Hogan Road Maintenance Report May 2019

Date of meeting	27 June 2019
Agenda item number	4.1
Author/s	Bill Lind – Fulton Hogan Contract Manager

Purpose

To inform and update the Council on the Chatham Islands Road Maintenance programme.

Attached is the May 2019 monthly report from Fulton Hogan that will be presented by Bill Lind (Fulton Hogan Contract Manager).

Recommendation

THAT the report be received.



chatham islands council



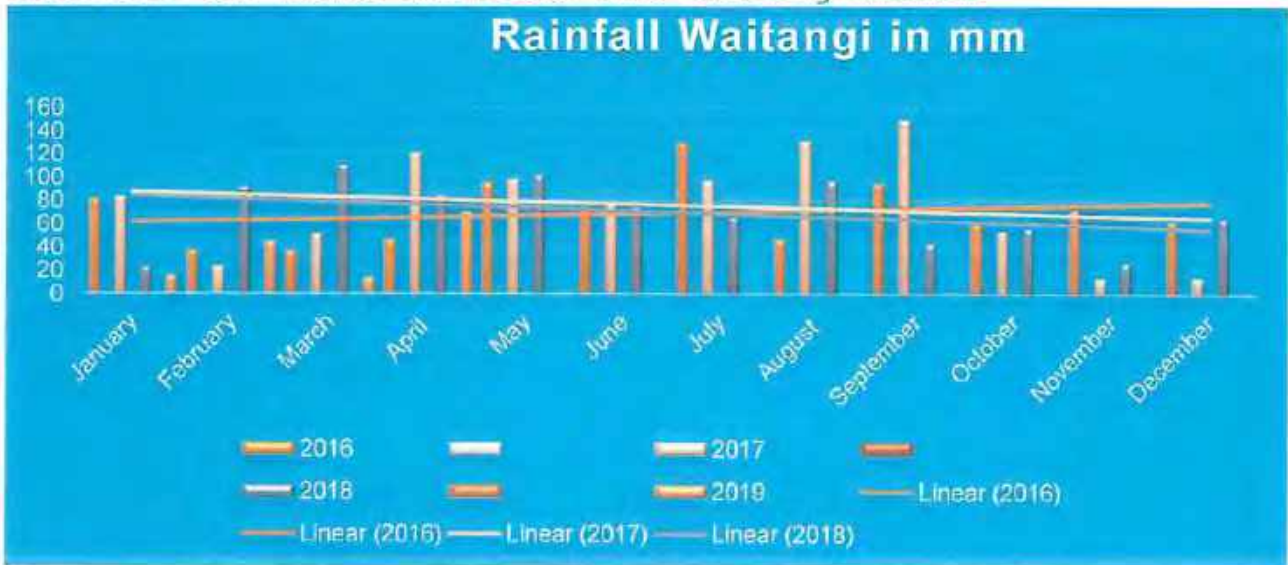
CHATHAM ISLANDS ROAD
MAINTENANCE CONTRACT
MONTHLY REPORT
MAY 2019

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Work Summary

Outline of work carried out during month



81.5mm of rain recorded in the Waitangi yard.

Routine Maintenance and Operations

Very little metaling carried out this month. Grading of the major roads only during the best conditions. No real chance of any spraying with strong winds prevalent this month. Mowing is pretty much up to date and grass growth has slowed a little.

Pavement Renewals

Airbase Road strengthening completed early in the month. Last section of Te Matarae Road has been completed as well.

Sealed Road Resurfacing

None this month.

Drainage Renewals

Rapanui Rd completed. Te Matarae Road routine cutouts and culvert heads and tails done on complete length of the road. We have started on Tuku Road at Tuku gully but the weather has beaten us before we could complete and get the metal on. Waitangi Wharf Owenga road is our next target.

Bridge and Structure Renewals

One culvert completed at Waikato and the second will be completed first week of June.

Traffic Services

Little to report this month.

Minor Improvements

None this month.

Vegetation Control

All mowing up to date. Some spraying still to catch up on.

Dayworks

Drainage work on Maipito and Tuku Road. Test pits completed on Waitangi Wharf Owenga Rd.

Programmed Work for following month

Some digouts North Road to attack. Waikato bridge replacement work continues. Drainage on WWO Rd to complete.

Schedule of Work by Road Name

1. Maintenance Grading

- Carried out as required during the month on the following roads:

Road ID	Disp	Road ID	Start RP	End RP	Quantity M
AIR BASE ROAD	2491	71	0	5871	5871
NORTH ROAD	2492	21	4589	12506	7917
NORTH ROAD	2498	21	12506	19000	6494
AIR BASE ROAD	2499	71	0	1500	1500
AIR BASE ROAD	2541	71	0	5871	5871
NORTH ROAD	2542	21	6500	12506	6006
TUKU ROAD	2504	111	456	1156	700
NORTH ROAD	2506	21	14200	25000	10800
TUKU ROAD	2507	111	1156	14590	13434
RAPANUI ROAD	2508	81	0	1500	1500
NORTH ROAD	2516	21	4589	9069	4480
WAITANGI WHARF - OWENGA ROAD	2517	11	9104	20500	11396
				TOTAL	75.96km

- 2 Unsealed Maintenance Metaling

- Carried out on the following roads using AP32 metal:

Road ID	Disp	Road ID	Start RP	End RP	Quantity
NORTH ROAD	2496	21	44600	44834	16
WAITANGI WHARF - OWENGA ROAD	2505	11	4600	11700	208

WAITANGI WHARF - OWENGA ROAD	2514	11	7500	14500	80
NORTH ROAD	2515	21	14500	24000	24
		Totals		This Month	328 m3
500m3 extra spread. Paid March Claim				Revised Target	21000 m3
				Contract TD	21472 m3

Next Month's Target

Patch metaling will continue where required. Grading should get more effective as conditions get damper.

Crash Damage Report Summary

Crash Damage Report

Date	Event	Action	Repaired Y/N
14/2/18?	Ute left road and rolled WWO Rd RP 4800	No report as yet	No damage to CIC asset
3/3/18	Car hit loading ramp WWO Road RP1039	Police investigation ongoing	No damage to CIC asset
29/5/18	Vehicle vrs calf cnr Maipito Waitangi Wharf Owenga Road	7: 30 am	Minor vehicle damage
25/6/18	Not accident as such but vandalism of new seal on Waitangi Wharf Owenga Road by 2 Quad bikes overnight.	Police investigation	Lucky to get away with little damage.
18/10/18	Vehicle rolled North Rd beyond Wharekauri Rd	Police attended. No report as yet	No damage to CIC asset
27/10/18	Vehicle left road and rolled down bank. Port Hutt Rd RP 4780 Approx.	No report	No damage to CIC asset
11/1/19	Vehicle hit rear of grader working on Airbase Road	Awaiting police report	No injuries, damage to car only, no damage to grader.

Network Inspections

Month	Inspection Type	Faults Identified	Inspected By
June 2018	Daytime	North Road and Kaingaroa Road Potholes being repaired/graded. Wet conditions lack of metal in places. Airbase Road digout required.	Bill Lind
July 2018	Night Time	2 new culverts required on Airbase Road. EMP's needed sealed area North Rd (Done) most other signs all good.	Tomby
August 2018	Daytime	Roads in good condition. New watertabling helping a lot. Tuku Rd needs digout (since done)	Tomby
September	Night Time	North Road and Airbase Road. All good but some minor dirty	Bill Lind

2018		signs. Recent watertabling very effective.	
October 2018	Daytime	Owenga Road a few potholes appearing again. Signs and EMP's have been cleaned. Tuku Road all good, watertabling required in places.	Bill Lind
November 2018	Night Time	Tuku Road looking ok some dirty signs programmed for cleaning. Waitangi Wharf Owenga Road, newly watertabled area all good with new EMP's very effective.	Bill Lind
January 2019	Roadroid	Mowing and spraying needed on most roads. Newly strengthened areas riding very well.	Bill Lind
January 2019	Six Monthly	Some areas noticeably short of maintenance metal. Many signs shot up. Mowing and spraying required in many areas.	Tomby
February 2019	Night Time	Owenga Road all looking good with new EMPs on recently water-tabled areas.	Bill Lind
March 2019	Daytime	Port Hutt and Waitangi West, all good. Some minor metaling has been carried out. Wild cattle are destroying EMPs	Bill Lind
April 2019	Night time	North Road and Owenga Road. Signs still dirty in places, need constant cleaning. Newly rehabbed and water-tabled areas travel well.	Bill Lind
May 2019	Daytime	Te Matarae Road all good with drainage work done. Some worsening digouts on North Rd to be done. Airbase Rd all good but EMP's required through new section.	Bill Lind

Monthly Safety Report and Statistics

Nothing to report.

1. Safety Engagements

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
22/5/18	N	N	N	N	Audit done at Highet Place Re-Hab site. No issues arising.
15/6/18	N	N	N	N	Fish Factory Road Sealing All safe and job running smoothly.
23/7/18	N	N	N	Y	Landfill site. Delivery of cover material. Front bumper of truck caught on debris and damaged.
9/8/18	N	N	N	N	Audit of guys doing EMP's North Rd. No problems found
20/9/18	N	N	N	N	Audit of culvert installation site on North Road. Good tidy site with good manual traffic control.
26/10/18	N	N	N	N	Watertabling WWO Rd all good no safety issues
27/11/18	N	N	N	N	Road strengthening North Road, good TTM no safety issues.
14/12/18	N	N	N	N	Benkleman Beam testing WWO Rd. No safety issues.
11/1/19	Y	Y	N	N	Airbase Rd grading. Car hit rear of grader, No injuries, no damage to our plant but significant damage to uninsured third party vehicle.

18/2/19	N	N	N	N	Audit of TTM Airbase Road. All compliant
6/3/19	N	N	N	N	Culvert replacement Maipito Road. Minor traffic disruptions, residents notified.
24/4/19	N	N	N	N	Grading Tuku Road. No problems identified.
23/5/19	N	N	N	N	Audit again on Airbase Road. All compliant.

Metal Stockpiles

Site	AP30 Schist	AP65	AP30 Basalt	AP100 Schist	AP100 Basalt	AP30 Blend	AP20
Waitaha Schist	0	0	0	7490	0	0	0
Waitaha Basalt	0	1007	2463	0	0	0	892
Paritu	2103	0	0	416	0	0	0
Stoney Crossing	0	842	323	0	0	0	932
Yard	0	0	0	0	0	0	0
Ohinemama	0	0	1384	0	0	0	0
Yard	0	0	0	0	0	0	0
Muirsons Schist	1828	0	0	456	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
TOTALS	3931	1849	4170	8362	0	0	1824

CIC Owned Materials

Signs

Stocktake of Chatham Islands Council Materials					
Item Description	Unit	Purchased	Used May 2019	End Measure	Comments
<i>Signs</i>					
CS85 North Rd	ea.			1	
CS85 Port Hutt Rd	ea.			1	
RG1	ea.			1	
RG2	ea.			1	
RG6	ea.			1	
RM6 White	ea.			5	
RM6 Yellow	ea.			1	
RM7	ea.			5	
P66X242	ea.			7	
PW11	ea.			1	
PW11.1L	ea.			1	
PW11.1R	ea.			1	
PW12L	ea.			1	
PW12R	ea.			1	
PW24	ea.			2	
PW25 65KM	ea.			1	
PW28	ea.			1	
PW34.1	ea.			2	
PW34.2	ea.			2	
PW37	ea.			2	
PW41	ea.			4	
PW44	ea.			1	
PW53	ea.			1	
PW49 FIRE ENGINE	ea.			2	
PW 50	ea.			1	
PWSX1	ea.			2	
RH-4	ea.			2	
PW54	ea.			2	

Marker pegs

EMP	ea.			591	
CULVERT MARKERS	ea.			192	
WHITE RAPID MARKERS	ea.			16	

Misc. Items

ACROW PROPS	ea.			6	
ROAD COUNTER	ea.			2	
ROUGHOMETER	ea.			1	

*Culvert Pipes**ALUFLOW*

Item Description	Unit	Used May 19	Purchased	End Measure
375	m			12
300	m			6
450	m			12
600	m			0
750	m			30
900	m			23

CivilBOSS

225	m			72
300	m	9		129
450	m			36
1000				12

Builders Mix

CEMENT	T			0
GEOGRID	rolls			19
BIDIM CLOTH	rolls			2

Environmental Compliance & Feedback

Environmental Compliance

Date	Site Inspected	Compliant Y/N	Abatement Order Issued	Corrective Action Required	Completed By
18/5/18	Hihet Place Re-Hab	Y	N	N	Bill Lind
21/6/18	Maipito Road OTTA Seal	Y	N	N	Tomby
25/7/18	North Road water tabling	Y	N	N	Tomby
9/8/18	Port Hutt Road Strengthening	Y	N	N	Bill Lind
20/9/18	North Road culvert install	Y	N	N	Pat Tinnelly
21/11/18	WWO Road watertabling	Y	N	N	Bill Lind
14/12/18	Airbase Rd culvert install	Y	N	N	Bill Lind
22/1/19	Grading North Road	Y	N	N	Tomby
18/2/19	Waikato Culvert Airbase road	Y	N	Y	Bill Lind
6/3/19	Clear slip material Wharf road	Y	N	Y	Bill Lind
29/3/19	Waikato Bridge replacement site	Y	N	N	ECAN
17/4/19	Airbase Road strengthening	Y	N	N	Bill Lind
23/5/19	Waikato Culvert site	Y	N	N	Michael Chadderton

Stakeholder Complaints Register

Month	Council/ Public Complaint	Complaint	Repair Undertaken	Response Time
29/5/18	Public	WWO Road needs graded	Awaiting favourable conditions	3 days
5/6/18	Public	Owenga Road needs graded and fish dump full	Road had been graded before complaint received	1hr
21/6/18	Public	North Road needs graded	Grader is on North Road now	1 day
25/6/18	Public	Loose chip on road at Cafe	Chip needs to be left on the road as long as possible to protect surface. Footpath swept today.	4 hrs
29/6/18	Public	Port Hutt Road slippery	Basalt spread on the hills	1day
9/7/18	Public	Tuku Road Scour	Metalled and minor water table built	1 day
12/9/18	Public	Potholes North Road	Filled some potholes and dispatched grader same day	4hrs

Month	Council/ Public Complaint	Complaint	Repair Undertaken	Response Time
27/9/18	Public	New watertabling too deep	Passed to Stantec	1hr
10/10/18	Public	Gorse needs sprayed Te Matarae Rd	Sprayed 25/10/18	10days
2/12/18	Public	Potholes North Road	Potholed	1 day
21/1/19	Public	Potholes/corrugations and dust on North Road	Replied to complaint. Grader already on road by the time complaint received	1 hr
28/2/19	Public	Gates on Te Matarae Road hard to open	Staff sent to repair gates	1hr
14/3/18	Public	Holes in North Road	Holes repaired	1day
28/5/19	Public	Diesel spill on Wharf Road	Signs erected and grit spread.	2hrs

Public Relations & Community Involvement
Sponsored Festival fundraising.

Innovation

Water table Material used for land contouring on farmland.

Summary of Monthly Progress Claim by Work Category

		Separable Portion One - Roading			
Item	Work Category	Value for Month	Value YTD	Annual Budget	% of Annual Budget
1	P&G Other	\$80,909.41	\$973,647.42	\$805,782.09	120.83%
2	Routine Maintenance and Ops	\$101,404.82	\$725,812.30	\$1,273,716.65	56.98%
3	Pavement Renewals	\$52,533.60	\$660,808.68	\$389,340.50	169.73%
4	Sealed Road Resurfacing	\$0.00	\$1,175.16	\$108,129.00	1.09%
5	Drainage Renewals	\$16,384.67	\$136,617.78	\$119,480.00	114.34%
6	Bridge Renewals	\$120,258.63	\$459,454.60	\$60,000.00	765.76%
7	Traffic Services	\$481.84	\$18,100.20	\$13,485.75	134.22%
8	Minor Improvements	\$0.00	\$0.00	\$130,000.00	0.00%
9	Vegetation Control	\$5,408.41	\$61,928.54	\$19,968.75	310.13%
11	Dayworks	\$24,594.13	\$260,458.14	\$242,871.00	107.24%
	Total	\$401,975.51	\$3,298,002.82	\$3,162,773.74	104.28%

1. Miscellaneous

2. Traffic Counting

Begun for 2019.

3. Pitt Island

Visit to check Pitt Island in May

4. Wind Damage

Nil.

Photos



Waikato culvert



Te Matarae Road



Te Matarae Road



Te Matarae Road

4. Works & Services

4.2 Fulton Hogan Water and Wastewater Operation Contract Report May 2019

Date of meeting	27 June 2019
Agenda item number	4.2
Author/s	Bill Lind – Fulton Hogan Contracts Manager

Purpose

To inform and update the Council on the Chatham Islands Water and Wastewater Operation programme.

Attached is the May 2019 report from Fulton Hogan that will be presented by Bill Lind (Fulton Hogan Contract Manager).

Recommendations

THAT the report be received.



chatham islands council



Fulton Hogan



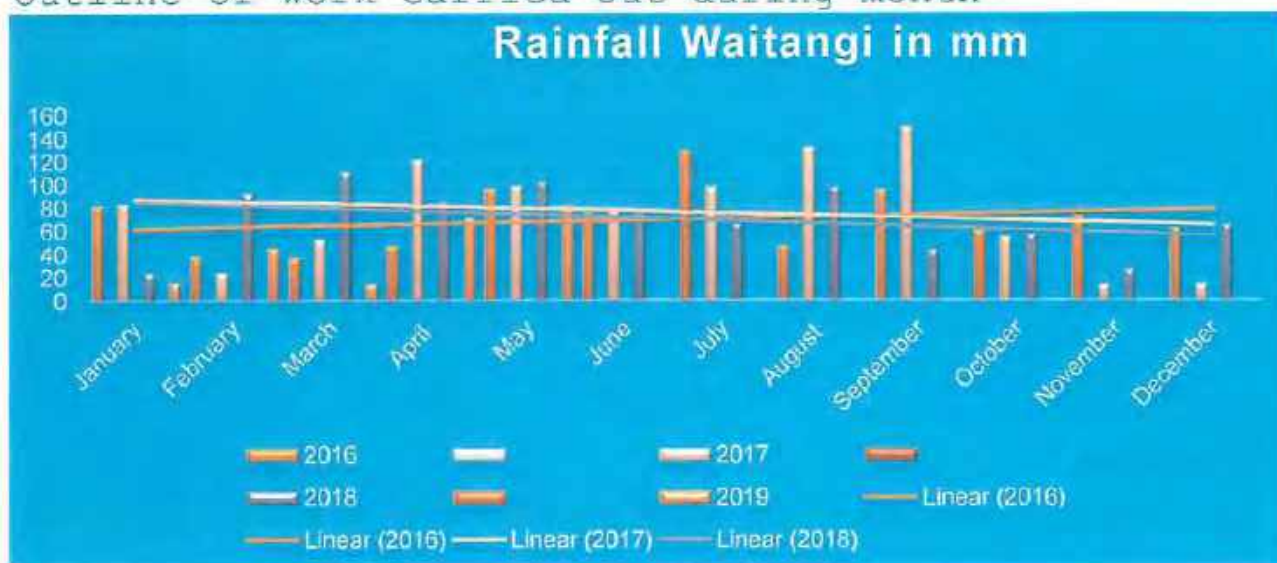
WATER AND
WASTEWATER
OPERATION CONTRACT
MONTHLY REPORT
MAY 2019

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Work Summary

Outline of work carried out during month



81.5mm rainfall recorded in the Waitangi yard.

Water Supply Operation & Maintenance

Waitangi bore seems to be coping ok at the moment but it only takes one small leak to upset the equilibrium. We are continually inspecting the network for leaks. Kaingaroa is still under a boil water notice. The problem is we think a sampling contamination due to the way the sample had to be taken from dipping inside the tank.

Water Treatment

Both plants working well at present. Kaingaroa still has high turbidity levels due to low and fluctuating lake levels.

Wastewater Treatment Plant at Waitangi

RBC #1 is again showing symptoms of something wrong with the shaft. The irrigation pump has been stripped down and we are currently assessing its condition.

Dayworks - Water

Intake channel at the lake has been excavated again and we are keeping a close eye on lake levels.

Dayworks - Wastewater

Nothing to report.

Water and Wastewater Reticulation Network

We are continuously monitoring for leaks in the reticulation, with none detected recently.

Water and Wastewater Treatment Plant: Monitoring

<u>Item</u>	<u>Work Category</u>	<u>Separable Portion Two - Water and Wastewater</u>			
		<u>Value for Month</u>	<u>Value YTD</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
13	Preliminary and General	\$2,163.69	\$46,630.36	\$49,614.04	93.99%
14	Water Supply Ops and Maint	\$922.32	\$10,703.85	\$20,067.84	53.34%
15	Water Treatment	\$2,947.89	\$45,365.01	\$39,801.86	113.98%
16	WWTP Waitangi	\$922.32	\$47,595.48	\$35,580.63	133.77%
17	Dayworks - Water	\$3,138.40	\$11,393.73	\$9,519.14	119.69%
18	Dayworks - Wastewater	\$0.00	\$7,324.10	\$7,090.55	103.29%
19	Water and Wastewater	\$0.00	\$746.09	\$461.16	161.79%

Plant monitoring all going well.

Programmed Work for Following Month

Possible annual maintenance check.

Summary of Monthly Progress Claim by Work Category

	Reticulation				
20	Treatment Plant Monitoring	\$1,188.52	\$13,507.15	\$14,262.24	94.71%
	Total	\$11,283.14	\$183,265.77	\$176,397.46	103.89%

Schedule of Work

Water Meter Report

See appendix

Irrigation Dosing

Monitoring the performance of the field.

Quality Assurance

No issues

Site Safety Report

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
30/4/18	N	N	N	N	Replace dislodged manhole cover at Highet Pl / Tuku Rd intersection.
24/5/18	N	N	N	N	Clear area, digout drain and metal road WWTP
26/6/18	N	N	N	N	RBC removal and bearing replacement at WWTP no issues
9/7/18	N	N	N	N	Replace float switch at old septic tank. No safety issues.
23/8/18	N	Y	N	N	E.coli detected in Kaingaroa reticulation sample
20/9/18	N	N	N	N	3 consecutive complying results received

24/10/18	N	N	N	N	for Kaingaroa reticulation Water blasting of sewer. No problems.
20/11/18	N	N	N	N	Site tidy up around WWTP All good.
21/2/19	N	N	N	N	Replaced float switch on irrigation tank. No safety issues
2/4/19	N	N	N	N	Re-installed RBC #1 motor & gearbox. No issues.

Environmental Non Compliance

Audit visit by Environment Canterbury on 29/3/19. Awaiting results

Monthly Stocktake of Supplies

General Supplies Stockpile - Month Ending May 18

	Stock Purchased	Stock End of Previous Month	Stock Used	Stock Remaining End of Month
Salt		48 bags	20	28
Chlorine		30 L	10	20

PHOTOS



Kaingaroa intake channel

4. Works & Services

4.3 Stantec Monthly Engineers Report April and May 2019

Date of meeting	27 June 2019
Agenda item number	4.3
Author/s	Shaun Boshier, Senior Transportation Engineer, Stantec New Zealand

Purpose

To update and inform Council about its Engineering Services contract.

Attached are the Stantec monthly reports for April and May 2019.

Recommendations

THAT the reports be received.

CIC Engineering Services Contract:

Monthly Progress Report: April 2019

Financial Reporting

Financial Position

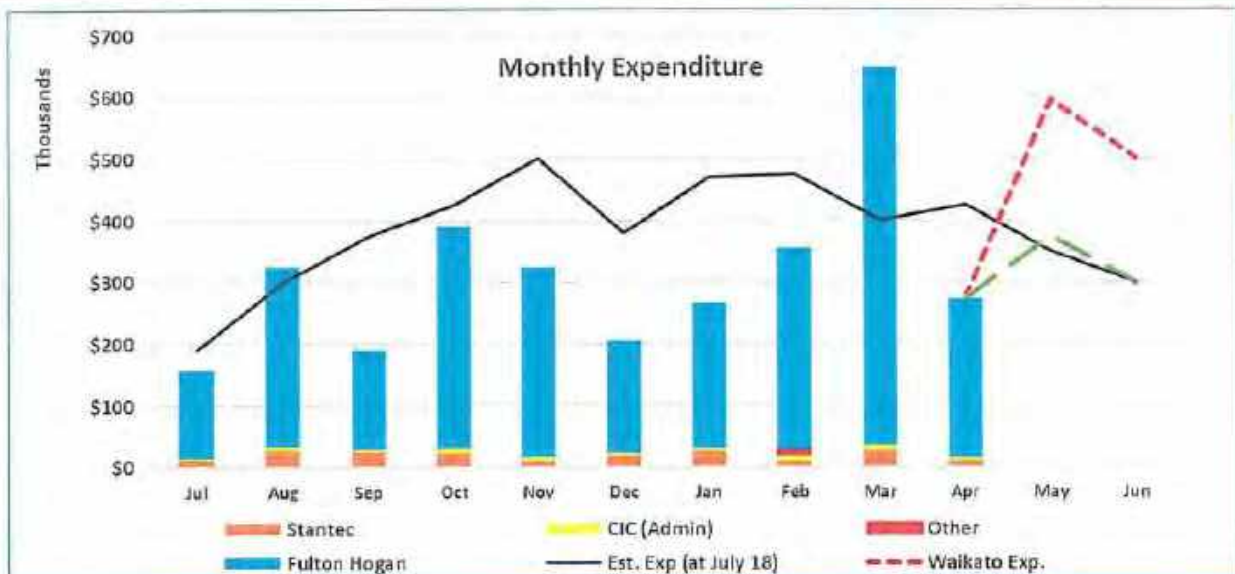
ROADING:

The roading budget spent to date is \$3.122M of the \$4.916M allocated for the 2018/19 financial year. This equates to 64% of expenditure after ten months (83%) of the financial year.

This year's subsidised budget is higher than the typical \$4.0M p.a. as it includes the costs of Waikato Bridge construction. The gap between percentage spent versus percentage of year reduces as expenditure on Waikato Bridge ramps up. However, neither will equal 100% spent by the end of June, as Waikato construction will overrun into 2019/20. We anticipate that 90% of the overall budget will be spent by year's end, with the remaining 10% carried into 2019/20.

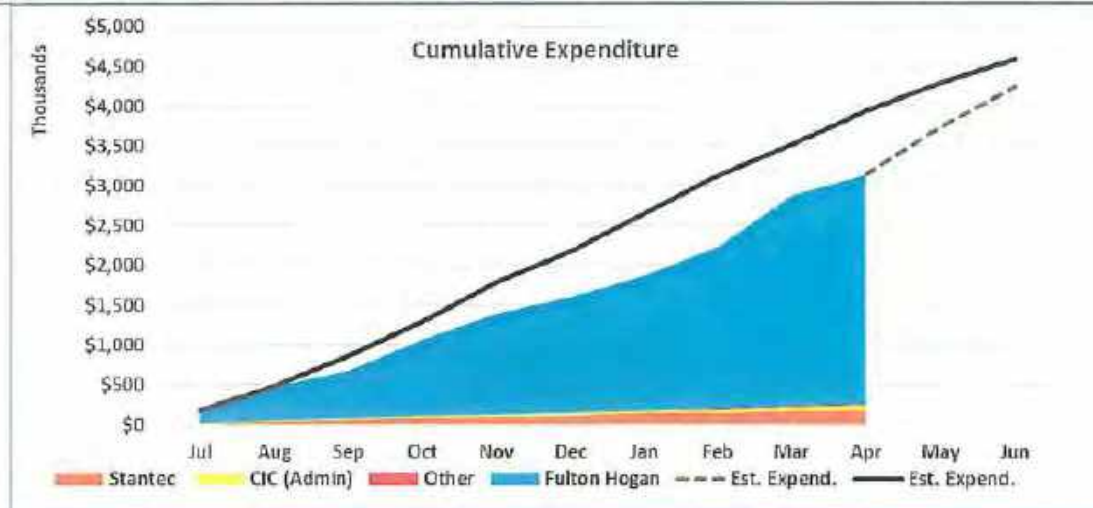
If all the Low Cost/Low Risk projects are excluded (which include Waikato), the Maintenance, Operations and Renewals expenditure to date tracking is 77% vs 83% of the year gone. Therefore, the normal annual work is tracking well and the gap between the two is shrinking. We expect that the percentage difference will be about 96% vs 100% by the end of June.

Expenditure Tracking of NZTA Funding



The green long-dashed line shows the updated estimated expenditure for maintenance & renewals and Low Cost/Low Risk projects (excl. the Waikato Bridge replacement). This now allows for an expected underspend on Low Cost/Low Risk projects (-\$400k) that will need to be carried into next financial year. The red short dashed line shows the forecast Waikato Bridge expenditure for the last two months. The difference between the dashed red and green lines is the estimated cost of Waikato Bridge. Therefore, the **red dashed line** can also be treated as the **overall forecast expenditure** for all works for the rest of the year. The solid black line shows the original July 2018 forecast, which clearly shows the void to the actual November to February claims, when it was anticipated the culverts had arrived and Waikato Bridge replacement was in full swing. Expenditure now plays catch-up in the final two months with the higher red dashed line prediction than the original black estimate.

Due to delays, approx. \$200k of the Waikato project is estimated to be carried over into the 2019/20 year.

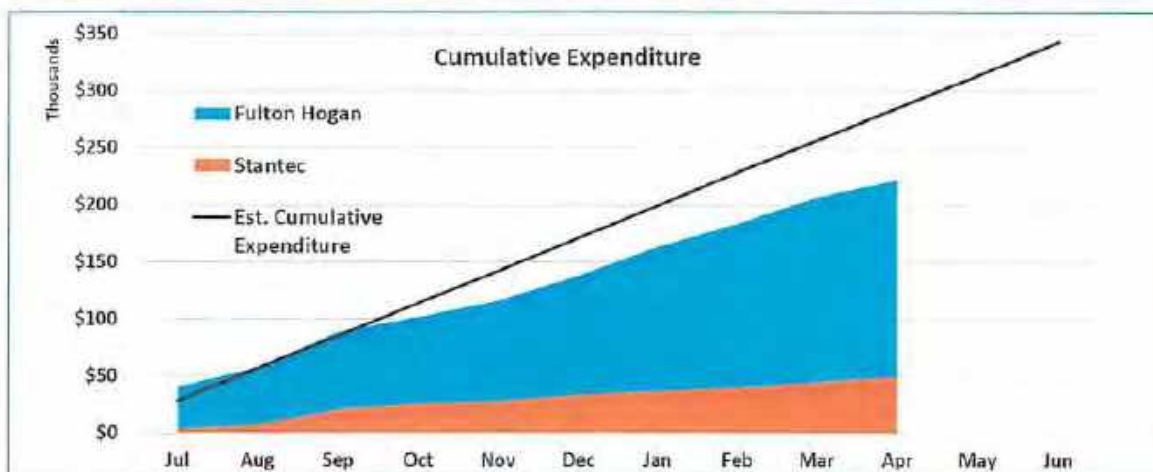


The cumulative graph shows the forecast expenditure of \$4.59M at July 2018. The \$4.91M funding allocation wasn't approved by NZTA until 31 August.

The actual spend is forecast to be \$4.23M, which is \$0.68M less than the budget. The difference is predominantly Low cost/low risk projects and some expected under expenditure on renewal work.

NB: The CIC costs equate to the administration costs of processing a claim and other direct claims by Council.

Expenditure Tracking of 3 Water Funding



The black budget line is based on the forecasts in the 2018-28 LTP for 2018/19. The expenditure is tracking below budget, however that is not to say things could be different in future years as the Waitangi treatment plants get older and continue to need more maintenance interventions.

Road Network updates

Stantec Site Visits

Previous Status:

- Shaun visited during late September 2018. He was accompanied by Senthuran Arulanantham, who conducted geotechnical investigations for a private client and the community pool.
- Nigel and Ali visited late Nov 2018. They were accompanied by our drone surveyor Dave Annan.
- Nigel and Martin visited in late March to accompany NZTA on the technical audit.

Updates:

- Martin will visit on 13th May for an overnight visit to the Waikato Bridge project to inspect the culvert foundation.
- Stantec's next visit contract visit is 21-24 May to coincide with the Maori Land Court personnel visit. This is with regards to the Whangamoe Bridge replacement project.

CIC Catch-ups in Christchurch

Previous Status:

- Shaun and Nigel met with Owen and Alfred (and Mark Weeds of NZTA) in October for a general quarterly catch-up.
- Prior to Christmas Shaun met with Owen and Cindy for introduction prior to her beginning a new role in the new year.
- Stantec met with Owen and Alfred in Christchurch on 21st March to review the past year of the contract. This was a helpful meeting to learn where things have been going well and where improvements can be made.

Updates:

- None

NZTA Correspondence

Previous Status:

- Shaun has been working on the Improvement Plan for Council. This is work that NZTA wants completed for the Roding Asset Management Plan (AMP) plus any other improvements necessary that can be included in there.
- This will be discussed in greater detail at the next Canterbury Road Efficiency Group (REG) meeting that Shaun will attend in mid-December.
- REG is a collaboration between NZTA and Local Government NZ. All Councils within the Canterbury Region attend these meetings, so it is a good chance to share progress and learnings with fellow road maintenance engineers.
- Shaun met with Mark Weeds in February about the Council's improvement plan and a general discussion.

Updates:

- NZTA conducted their first technical audit for 13 years during late March. We await the results to see what recommendations they put forward.
- Shaun completed as many RAMM updates as possible for NZTA to assess performance measures of the network. Needed as part of the technical audit process.

Bridge Work

Previous Status:

- Stantec will soon start to look at options to extend Waikawa culvert on Port Hutt Road.
- Stantec has also started the design required for the temporary river crossings for Nairn and Te Awainanga bridges, in the unlikely event of bridge failure.
- Drone survey of the locations of the proposed temporary crossings occurred in November - Te Awainanga and Nairn.
- The annual bridge posting advert was run in the weekly newsletter and the Chatham Islander magazine during March.
- Calculations on the necessary structures for this work has begun. Indications are that the size and number of pipe necessary for the Nairn River would be very expensive and prohibitive to purchasing to have on hand in case of an emergency.

Updates:

- A check of the initial Te Awainanga calculations continue for review.
- Stantec to summarise in a memo prior to 30 June.

Te Awainanga Bridge approaches

Previous Status:

- Numerous public and Council complaints about the lack of traction and corrugations on this section of the network.
- A short report on possible options was provided to Council, with a recommendation.
- Council adopted the recommendation of the report to look at sealed options.
- Need to wait for NZTA to confirm funding by the end of August. Then need to organise a survey of the road, so that some design options can be progressed for pricing.
- Drone survey was conducted during the November Stantec visit.
- A Stantec designer will create at least two different options with high-level estimates. One option would have a large volume of earthworks and a second option with a reduced volume of earthworks and hence cheaper to construct. The pro's and cons of each option will be reviewed thereafter and put to Council.
- An initial vertical realignment of the steep climb on the Waitangi side of the bridge has a large volume of earthworks necessary. A high level estimate put this at more than one million dollars, which is a price that means the project is not viable.

Updates:

- A second realignment will now be produced to see the cost and whether the change in grade would make a discernible difference to the grade of the approach.
- This work has yet to begin.

Whangamoe Bridge Replacement

Previous Status:

- Stantec have sent a letter to the Maori Land Trustee to start engagement on the Whangamoe project. The same Maori Land parcel is on both sides of the bridge, so land swap is one option, to improve the road alignment.
- Stantec have begun sizing the culvert/s necessary at this bridge. Early indications are that a similar culvert to that installed at Whangatete is necessary.
- Stantec had contacted the Maori Land Trustee about the need for this project. They put us onto local Ngāti Mutunga contact Gail Amaru, to speak with instead.
- Drone survey was conducted during the November visit.
- Gail included the Māori Land Court (MLC) in discussions and Stantec met with Caroline Green (Technical Advisor, Registrar) of the MLC in Christchurch in early March.
- Caroline was very helpful and provided us with some information to help conduct an appropriate engagement with landowners.
- Stantec to create a basic realignment, for the purposes of working out what the balance of land swap might be. Initial thoughts are that it would be a positive land gain for the landowners.

Updates:

- Stantec to visit the Island in late May, the same time as Caroline (from MLC) for landowner consultation.
- Stantec to meet with Caroline in early May to go over the process on the day.

Waikato Bridge – Culvert Replacement

Previous Status:

- DoC reviewed new proposed construction methodology with a stream diversion. They had no concerns if fish passage was adequately allowed for.
- With the NLTP budgets approved on 31 Aug, the culverts can now be ordered so that they arrive on time for construction.
- The diversion consent was approved in late November.
- The culvert pipe was ordered back in September.
- FH supplied an updated quote based on the stream diversion.
- FH were issued construction drawings and survey set out data.
- FH mobilised on 11 February to construct the stream diversion and temporary road detour.
- A public notice was put in the community newsletter about the project and the need for the detour to allow fish passage during construction.
- The culvert pipes are waiting in Napier to be delivered to the Chathams. These were about 1.5 months late.
- The current delay is the ship having not left Norfolk Island to collect the culverts and deliver to Chathams.
- Some ratepayer queries on the stream diversion have been raised and responded to by Stantec.
- The culverts arrived in late March, so work has recommenced on site.
- With the work area pumped of water, the stream bed soil conditions where the culverts are to be located was found to be a very weak peat layer, of a soup-like consistency. To provide the necessary support and foundation for the culverts to rest on, large boulders left over from the Wharf project are going to be dropped into the peat area until such time as they form a type of raft foundation that the specified foundation can be constructed upon.
- Due to the delays, construction is expected to go beyond the 2018/19 financial year.
- Weekly reports are now being sent to Cindy to keep Council informed.

Updates:

- Due to soupy subgrade conditions found on site where the culverts would be placed. Large rockfill has been necessary to create a strong foundation base for the culverts to rest on.
- Large rock left over from the Waitangi Wharf construction have been utilised for this work.
- Stantec provided a design for FH to use onsite and approved a variation to the contract to conduct the work.
- Martin Hoffmann to visit the site on 13th May to review the foundation prior to culvert construction.

Owenga Wharf Boat Ramp

Previous Status:

- The lack of loading ramp at Owenga Wharf means loading the barge with vehicles or with goods is a difficult process that requires construction of a sand ramp for the beached barge.
- Council sent a letter to NZTA highlighting the problem.
- NZTA responded by requesting a Point of Entry (POE) report be created. This is the same process as the Te One to Airport road improvements project.
- Shaun started drafting the POE and posed some questions for the Council and stakeholders to answer.
- Stantec still awaiting the answers to the questions, so that the POE has sufficient information for NZTA to make a decision to proceed or not with further investigation.
- Apparently there was a low response to the questions.
- This project cannot proceed until public feedback is provided.

Updates:

- Three responses were received, which have helped to fill in some blanks and provide some extra context for the POE.
- Shaun to keep writing up the POE and needs to create a high level estimate of the cost of the work.

Network Drainage Improvements

Previous Status:

- Stantec set the 2018-21 funding request to include a lot more budget for drainage improvements on the roading network. This included constructing drainage swales along key routes and replacing a lot of rusted or broken culverts.
- The first series of improvements were on North Road as far as Port Hutt Road.
- The next road targeted is WW-O Road starting at the Owenga seal section and heading back towards Waitangi. This work will continue until FH reach Kopinga Marae (approximately).
- FH have been replacing culverts on WW-O Rd as required, including one wooden box culvert!
- Shaun has requested FH inspect a list of culverts for replacement. A number of these were previously identified at the end of Downers contract as being rusted. Now there is budget to replace them, so confirmation is required first.
- Large prefabricated aluminium culvert pipes (1.0 – 2.0m diameter) are no longer supplied by drainage material companies, so the options are to use heavy concrete pipes, large plastic pipes or multi-plate aluminium culverts (which require onsite assembly like you will see at Waikato Bridge).
- Stantec and FH need to work out which option of the three is going to be most cost effective for Council going forward, when considering purchase price, freight costs and the amount of assembly required.
- Stantec to devise a plan for large sized culvert replacements, based on the type of material, purchase price, freight costs and installation costs.
- This will be used as the guide going forward for culvert purchasing.

Updates:

- It has transpired that purchasing the plastic pipes is only cost effective up to 1550mm (outside dimension) pipes (internal dimension = 1400mm).
- Once we reach 1500mm dimension required, it is cheaper to use aluminium plates that bolt together. This is the same as Waikato culverts, but on a smaller scale.
- 18m of 1600mm aluminium culvert shipped and assembled on Island was estimated at \$30k. For the plastic pipes it was \$58k, so a huge difference there.
- It is noted that the aluminium plate culverts cannot be made smaller than 1500mm, so there is no option other than to use plastic pipes.
- Concrete pipes were also assessed, but due to their weight, were extremely expensive to ship to the Island. They were also limited by the safe lifting capacity of the 13t excavator FH have. So, could only have used the 1050mm pipes.
- To ship 7x 1050mm pipes to make an 18m culvert was estimated at \$98k, we didn't even look at the culvert purchase price.

Stantec Rooding Forward Work Programme – May

Network and Asset Management	<ul style="list-style-type: none"> Finish draft of the Point of Entry document, including a rough order price.
Renewal work	<ul style="list-style-type: none"> Assist FH with drainage renewals.
Waikato Bridge Replacement	<ul style="list-style-type: none"> Overnight site visit of the foundations prior to culvert construction. Maintain contact with FH on progress.
Whangamoe Bridge Replacement Design	<ul style="list-style-type: none"> Meet with landowners and Maori Land Court representatives in consultation on the proposed project and hopefully obtain landowner buy-in to the project. Finalise culvert sizing calculations.
Temporary Bridge plans	<ul style="list-style-type: none"> Bryan Peters to complete final review of calculations conducted by Martin Hoffmann. Confirm the appropriate solution in the unlikely event of a bridge failure. Complete a short report/memo (by 30 June) that summarises the results and recommendations for Council.
Te Awainanga Bridge approaches	<ul style="list-style-type: none"> Determine the feasibility of reducing the vertical grade of the road to improve the rideability on the western side of the bridge. Look at a second option where the grade improvement is less.

Mid-Term Rooding Forward Work Programme (3 months)

Renewals	<ul style="list-style-type: none"> Finalise sealed rehab renewals with FH. Progress some drainage improvements in Waitangi and Te One.
Site visit	<ul style="list-style-type: none"> The second site visit for 2019 to coincide with a landowners meeting for Whangamoe Bridge in late-May.
Waikato Bridge Replacement Design	<ul style="list-style-type: none"> Perform construction monitoring visits as required.
Whangamoe Bridge Replacement Design	<ul style="list-style-type: none"> Continue to work with the Māori Land Court staff with any legal boundary issues.

Long Term Rooding Forward Work Programme

Whangamoe Bridge Replacement Design	<ul style="list-style-type: none"> Engage with Susan Thorpe for an archaeological assessment, once an indicative alignment has been established. Begin road realignment design when approval from landowners and Iwi has been given.
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Rooding Work Under Action

Tuku Road	<ul style="list-style-type: none"> Monitor the failed seal area of the MPA reinstatement (in Waitangi).
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Water and Wastewater update – April 2019

Contract Documentation

Project:	Current Status:
Water Safety Plans and Compliance	<ul style="list-style-type: none"> Approved WSP in place for Waitangi and Kaingaroa. All parties to be familiar with the WSPs and be proactive in identifying issues and new risks. Stantec have updated CCPs for issue to DWA. Stantec to review DWSNZ 2018 amendments and consider implications for current water supplies as well as proposed Waitangi water supply upgrade. Ongoing.
Water Supply	
Project:	Current Status:
Waitangi	<ul style="list-style-type: none"> Water being tankered to Kaingaroa. 2018 central government funding application for water supply upgrades unsuccessful. Council seeking interim funding for new UV unit at existing plant (Tikitiki). Decision pending.
Kaingaroa – Lake Rangitai	<ul style="list-style-type: none"> 2018 central government funding application for water supply upgrades unsuccessful. Council seeking interim funding for extending intake pipeline into deeper water (allowed for new pipeline from shore). May comprise new PE pipeline (i.e. welded joints) laid in existing trench, with screen hanging out into mid water (so accessible), and buoys to mark the route/location. Decision pending. Lake levels are low. Trench is requiring ongoing work to ensure sufficient volume is retained within the trench to meet demand. Change in wind direction saw trench being infilled to extent that no water was able to be extracted in early May. Precautionary boil water notice in place. Macrolite 70/80 media in the filter at Kaingaroa should <u>not</u> be replaced until future source is confirmed. At the time the filter was purchased it was expected that the media would last for about 10 years (ie until 2024). The media is no longer available from the original manufacturers. This was known at the time of filter purchase and so the Council purchased enough media for one replacement (ie to provide sufficient media until about 2034). This media is stored at the WTP. Stantec understood from Filtec that an alternative media to Macrolite 70/80 was being tested at Massey University in 2016/17 to demonstrate whether or not the alternative media reduces protozoa by at least 3-log. Kirsten to discuss condition of existing Macrolite 70/80 media and status of alternative source with Filtec. Ongoing.
Waitangi water supply upgrade	<ul style="list-style-type: none"> Next steps are bore drawdown test and enabling works For bore drawdown test: <ul style="list-style-type: none"> Awaiting connection of power supply by Ian Sanson prior to undertaking 7-day pump test. FH to submit price for NZ based electrician to visit the island and progress this work. The large generator owned by the Hotel will be utilised. Pump will be wasting at 2.5l/s during test so FH will keep a close eye on surface flooding. Richard has discussed with Paul Whyte who advised that consent for the test is not required. FH have installed rainwater collection tanks for washdown at the wharf. Further modifications have been undertaken to connect the tanks for toilet flushing. Adequate backflow prevention is in place. CIC to consider introduction of rules for enforcement of repairs within a certain timeframe to minimise loss of water and ensure the supply network can be maintained. CIC to consider whether charges are applied for taking water from the FH yard and/or if water is only able to be taken during hours when the yard is manned (ie locked at other times). Households connected to the Waitangi scheme pay for this service through their rates. Limiting access hours would provide some control over demand; it appears an increasing number of people are drawing from the tank during the day and an unknown number are drawing from the tank at other times.
Reporting/ Monitoring/	<ul style="list-style-type: none"> Waitangi Water Supply <ul style="list-style-type: none"> Complies with WSP for bacteria (E.coli not detected in raw, treated or network

Sampling April 2019	<p>sample).</p> <ul style="list-style-type: none"> o Non-compliance with DWSNZ for protozoa as Tikitiki bore lost secure status and existing UV disinfection inadequate. Treatment upgrades are required to comply with DWSNZ. o No total coliforms detected in any sample. o Raw water and treated water turbidity satisfactory (0.09 NTU - 0.11 NTU). o FH to check fencing around Tikitiki bore when stock is in the paddock. <ul style="list-style-type: none"> • Kaingaroa Water Supply <ul style="list-style-type: none"> o Complies with WSP for bacteria (E.coli not detected in treated or network sample). o Complies with DWSNZ for protozoa 'as far as practicable' based on approved WSP. Treatment upgrades are required to comply with DWSNZ. o Low levels of total coliforms detected in treated water and network sample. o E.coli and total coliforms detected in raw water as expected with lake water source. NB: Supports need to secure funding to extend intake into deeper part of lake. • MPA Batching Bore (Potential Future Water Supply) <ul style="list-style-type: none"> o MPA bore no longer in operation (or sampled). See June 2018 monthly update for results and conclusions.
Wastewater Treatment	
Project:	Current Status:
WWTP maintenance	<ul style="list-style-type: none"> • Repairs to boundary fence awaiting funding (not awarded 2018/19) and modifications to land application system to address boggiess a few years away. Ongoing. • Stantec to consider legal requirements for commercial premises to install and maintain grease traps to mitigate against blockages within the reticulation network. Sewer again recently blocked by fat and grease. FH to water blast sewer and undertake CCTV survey. • FH have been able to reassemble RBC1 and the unit is now working again. • Stantec / CIC to discuss transfer of future maintenance activities from Reaman Industries to FH. Price received from FH. • FH have repaired the irrigation pump.
Reporting/ Monitoring/ Sampling April 2019	<ul style="list-style-type: none"> • Waitangi Treated Wastewater Discharge <ul style="list-style-type: none"> o Treated wastewater discharge maybe non-complying for 2018/2019 due to period that RBC was offline from late 2018 to early 2019. RBC has been back on line since late March with an associated improvement in treated wastewater quality for all parameters. This month the treated wastewater complied with the consented annual median limits for TSS and COD but not for ammonia and E.coli. .
General	
LTP	<ul style="list-style-type: none"> • Stantec have reviewed the items in the LTP required to maintain the wastewater and wastewater infrastructure and prioritised these in terms of compliance, H&S, environmental and asset renewal. Stantec then sought comment from FH and issued it to CIC for discussion.

Solid Waste update - April

Waste Minimisation Project (MfE Waste Minimisation Fund)

Current Status:

- No further progress this month.
- Stantec has prepared a report about the damage to the roller doors for CIC to forward to its insurer.
- Baler has been commissioned.
- Certificate of Practical Completion has been issued together with a Defects Liability Period "Snag List".
- An additional "Snag List" has been completed following a visit to the islands by Phil Landmark in the week of 15 to 19 October 2018.
- Contractor has been to site to fix the roller doors and attend to other items on the "Snag List".
- The outstanding payments are the balance of retention monies which is \$17,574.66 plus GST due to be paid at the end of May 2019.
- CIC has released the surety bond.

Actions - Stantec

- Follow up on completion of the "Snag List" which includes obtaining the Code of Compliance Certificate.
- Provide advice on whether there is a need for an extractor fan for the glass crusher.

Actions - Council

- CIC to advise on insurance matters relating to the replacement of the roller doors.
- CIC to advise on progress with landfill commissioning.

Landfill Operation

Current Status:

- No further progress in this month.
- Stantec has reviewed the resource consents and identified milestones where information / plans are to be provided.
- Stantec has drafted a landfill operations guide, based on the Landfill Management Plan and resource consent requirements.
- CIC has reviewed the guide and accepts it covers essential areas of operation.
- Stantec has prepared a Leachate Treatment Plant O&M Manual.
- Checks lists 1 and 2 updated and sent to CIC.
- Arrangements made for base line monitoring of groundwater at G3, G4, G5, G6, G8a, G8b, G8c and G8d.

Actions - Stantec

- Finalise the Landfill Operations Guide.

Actions - Council

- CIC to prepare relevant operating manuals and Health & Safety Plans.
- CIC to address outstanding matters highlighted in the Milestone report.
- CIC to complete check lists 1 and 2 (Appendix E of the Leachate Treatment Plant O&M Manual).

Sludge Lagoon Project

Current Status:

- No further progress this month.
- Stantec has done an estimation of the total project price which indicates it will be approximately \$710,000 plus GST. This is based on Fulton Hogan's price of \$644,000 plus GST, and Stantec's fee of \$66,000 plus GST, of which \$51,000 has already been spent. So balance is \$659,000 plus GST.
- The available budget is \$460,000, of which \$390,000 is a grant from MOH and it has paid for the first milestone of \$51,000.
- The shortfall is then \$710,000 - \$390,000 = \$320,000.
- CIC has met with MOH and has obtained approval to carry the available funding (\$339,000) over to next financial year.
- FH has indicated it cannot commit to additional earthworks this financial year, neither does it see opportunity to reduce its prices from those already submitted.
- Project is on hold until next construction season.

Actions - Stantec

- Stantec to devise a way of installing a pipe penetration at the leachate lagoon and sealing it without having to weld the HDPE liner.

Actions - Council

- Council to determine how the balance of funding for this project (approximately \$320,000) is to be sourced.

Other Matters

- No further progress this month.
- Stantec has provided information about recycling drop-off centres for CIC consideration for Owenga and Kaingaroa.
- CIC has agreed with stakeholders on the scope of work needed to remediate the closed landfills.
- A demolition plan has been provided for demolishing the factory at Kaingaroa which will be disposed of in the old landfill and then it is to be closed.
- CIC has commenced with preparing Health & Safety Plans for the MPB and landfill operations.

Actions - Stantec

- No outstanding actions.

Actions - Council

- CIC is to keep a record of the Health & safety training that it carries out in connection with solid waste management activities.

CIC Engineering Services Contract:

Monthly Progress Report: May 2019

Financial Reporting

Financial Position

LOADING:

The roading budget spent to date is \$3.608M of the \$4.916M allocated for the 2018/19 financial year. This equates to 73% of expenditure after eleven months (92%) of the financial year.

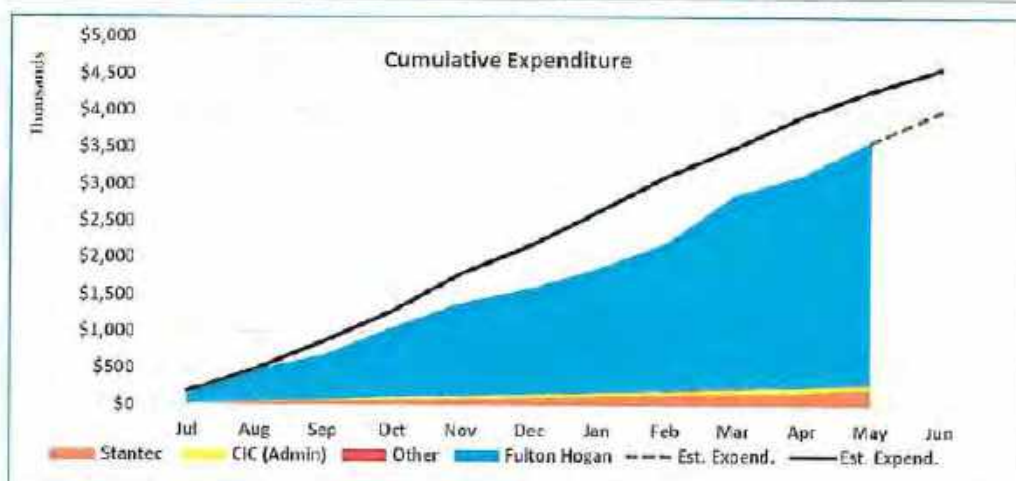
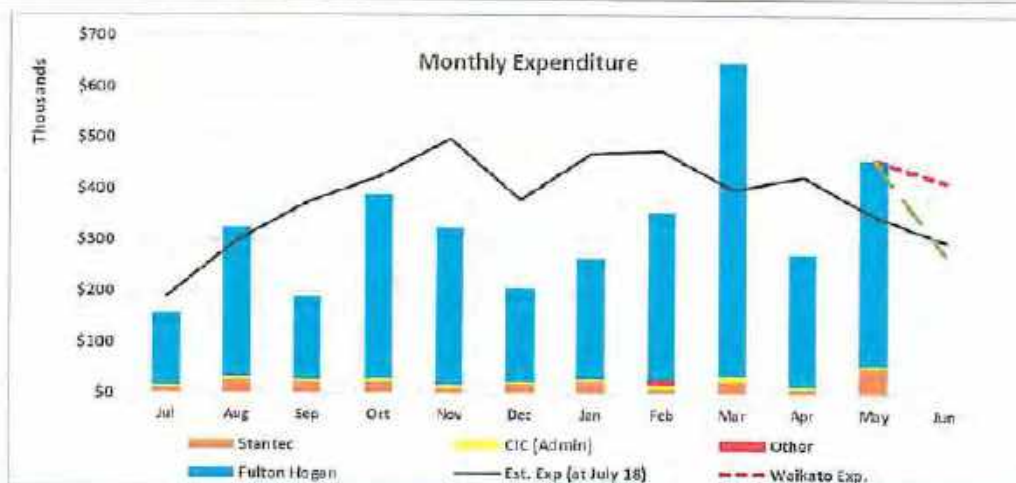
This years' subsidised budget is higher than the typical \$4.0M p.a. as it includes the costs of Waikato Bridge construction. The gap between percentage spent versus percentage of year has decreased as expenditure on Waikato Bridge continues. However, neither will equal 100% spent by the end of June, as Waikato construction will overrun into 2019/20. Last month we anticipated that 90% of the overall budget will be spent by years end, with the remaining 10% carried into 2019/20. However, an error in forecasting the Waikato Bridge expenditure nearly doubled what FH thought they were going to claim. Therefore, we now believe the anticipated spend will be closer to 82% overall.

If all the Low Cost/Low Risk projects are excluded (which include Waikato), the Maintenance, Operations and Renewals expenditure to date tracking is 85% vs 93% of the year gone. We expect that the percentage difference will be about 94% vs 100% by the end of June.

WATER & WASTEWATER:

Expenditure continues to track behind that forecast in the Long Term Plan, however it is noted that if either of the Waitangi treatment plants suffers from a major breakdown, the costs would increase quickly.

Expenditure Tracking of NZTA Funding

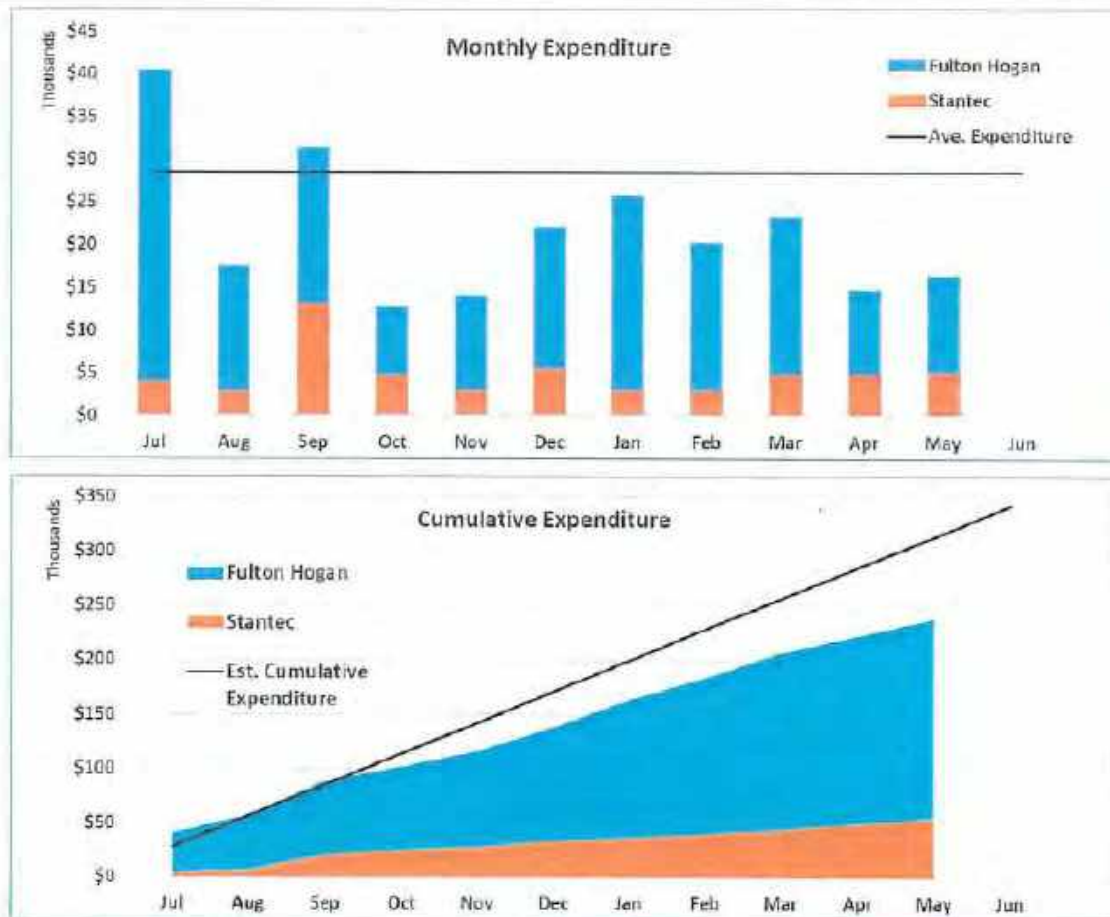


he cumulative graph shows the forecast expenditure of \$4.59M at July 2018. The \$4.91M funding allocation wasn't approved by NZTA until 31 August.

The actual spend is forecast to be \$4.05M, which is \$0.81M less than the budget. The difference is predominantly Low cost/low risk projects and some expected under expenditure on renewal work.

NB: The CIC costs equate to the administration costs of processing a claim and other direct claims by Council.

Expenditure Tracking of 3 Water Funding



The black budget line is based on the forecasts in the 2018-28 LTP for 2018/19. The expenditure is tracking below budget, however that is not to say things could be different in future years as the Waitangi treatment plants get older and continue to need more maintenance interventions.

Road Network updates

Stantec Site Visits

Previous Status:

- Shaun visited during late September 2018. He was accompanied by Senthuran Arulanantham, who conducted geotechnical investigations for a private client and the community pool.
- Nigel and Ali visited late Nov 2018. They were accompanied by our drone surveyor Dave Annan.
- Nigel and Martin visited in late March to accompany NZTA on the technical audit.
- Martin visited on 13th May for an overnight visit to the Waikato Bridge project to inspect the culvert foundation.

Updates:

- Nigel & Martin visited during 21-24 May to coincide with the Maori Land Court personnel visit, with regards to the Whangamoe Bridge project.
- They presented an update on the contract for Council, alongside FH.
- Martin will visit on 10th June for an overnight visit to the Waikato Bridge project to inspect the culvert backfill progress.
- Stantec's next visit contract visit is estimated for September to coincide with the Council meeting.

CIC Catch-ups in Christchurch

Previous Status:

- Shaun and Nigel met with Owen and Alfred (and Mark Weeds of NZTA) in October for a general quarterly catch-up.
- Prior to Christmas Shaun met with Owen and Cindy for introduction prior to her beginning a new role in the new year.
- Stantec met with Owen and Alfred in Christchurch on 21st March to review the past year of the contract. This was a helpful meeting to learn where things have been going well and where improvements can be made.

Updates:

- None in May.
- Will look to make time during late June/early July to catch up if Owen is in town.

NZTA Correspondence

Previous Status:

- Shaun has been working on the Improvement Plan for Council. This is work that NZTA wants completed for the Road Asset Management Plan (AMP) plus any other improvements necessary that can be included in there.
- This will be discussed in greater detail at the next Canterbury Road Efficiency Group (REG) meeting that Shaun will attend in mid-December.
- REG is a collaboration between NZTA and Local Government NZ. All Councils within the Canterbury Region attend these meetings, so it is a good chance to share progress and learnings with fellow road maintenance engineers.
- Shaun met with Mark Weeds in February about the Council's improvement plan and a general discussion.
- NZTA conducted their first technical audit for 13 years during late March. We await the results to see what recommendations they put forward.
- Shaun completed as many RAMM updates as possible for NZTA to assess performance measures of the network. Needed as part of the technical audit process.

Updates:

- Council's Procurement Strategy nears an end, with NZTA sign-off hopefully not far away.
- The document will then need to be adopted by Council at the next meeting and finally published on the Council website.

Bridge Work

Previous Status:

- Stantec to look at options to extend Waikawa culvert on Port Hutt Road.
- Stantec has also started the design required for the temporary river crossings for Nairn and Te Awainanga bridges, in the unlikely event of bridge failure.
- Drone survey of the locations of the proposed temporary crossings occurred in November - Te Awainanga and Nairn.
- The annual bridge posting advert was run in the weekly newsletter and the Chatham Islander magazine during March.
- Calculations on the necessary structures for this work has begun. Indications are that the size and number of pipe necessary for the Nairn River would be very expensive and prohibitive to purchasing to have on hand in case of an emergency.

Updates:

- The temporary river crossings report requires a final review and will be provided to Council prior to 30 June.

Te Awainanga Bridge approaches

Previous Status:

- Numerous public and Council complaints about the lack of traction and corrugations on this section of the network.
- A short report on possible options was provided to Council, with a recommendation.
- Council adopted the recommendation of the report to look at sealed options.
- Need to wait for NZTA to confirm funding by the end of August. Then need to organise a survey of the road, so that some design options can be progressed for pricing.
- Drone survey was conducted during the November Stantec visit.
- A Stantec designer will create at least two different options with high-level estimates. One option would have a large volume of earthworks and a second option with a reduced volume of earthworks and hence cheaper to construct. The pro's and cons of each option will be reviewed thereafter and put to Council.
- An initial vertical realignment of the steep climb on the Waitangi side of the bridge has a large volume of earthworks necessary. A high level estimate put this at more than one million dollars, which is a price that means the project is not viable.

Updates:

- A second realignment will now be produced to see the cost and whether the change in grade would make a discernible difference to the grade of the approach.
- This work has yet to begin.

Whangamoe Bridge Replacement	
<p><i>Previous Status:</i></p> <ul style="list-style-type: none"> • Stantec have sent a letter to the Maori Land Trustee to start engagement on the Whangamoe project. The same Maori Land parcel is on both sides of the bridge, so land swap is one option, to improve the road alignment. • Stantec have begun sizing the culvert/s necessary at this bridge. Early indications are that a similar culvert to that installed at Whangatete is necessary. • Stantec had contacted the Maori Land Trustee about the need for this project. They put us onto local Ngāti Mutunga contact Gail Amaru, to speak with instead. • Drone survey was conducted during the November visit. • Gail included the Māori Land Court (MLC) in discussions and Stantec met with Caroline Green (Technical Advisor, Registrar) of the MLC in Christchurch in early March. • Caroline was very helpful and provided us with some information to help conduct an appropriate engagement with landowners. • Stantec to create a basic realignment, for the purposes of working out what the balance of land swap might be. Initial thoughts are that it would be a positive land gain for the landowners. • Stantec to visit the Island in late May, the same time as Caroline (from MLC) for landowner consultation. • Stantec to meet with Caroline in early May to go over the process on the day. 	<p><i>Updates:</i></p> <ul style="list-style-type: none"> • MLC site visit and discussions with Whangamoe landowners appeared to be successful. Stantec awaits feedback from MLC on a whether a 2nd meeting in the lower North Island for landowners not based on the Chathams. Again Stantec will attend this meeting on behalf of Council (if required).
Owenga Wharf Boat Ramp	
<p><i>Previous Status:</i></p> <ul style="list-style-type: none"> • The lack of loading ramp at Owenga Wharf means loading the barge with vehicles or with goods is a difficult process that requires construction of a sand ramp for the beached barge. • Council sent a letter to NZTA highlighting the problem. • NZTA responded by requesting a Point of Entry (POE) report be created. This is the same process as the Te One to Airport road improvements project. • Shaun started drafting the POE and posed some questions for the Council and stakeholders to answer. • Stantec still awaiting the answers to the questions, so that the POE has sufficient information for NZTA to make a decision to proceed or not with further investigation. • Apparently there was a low response to the questions. • This project cannot proceed until public feedback is provided. 	<p><i>Updates:</i></p> <ul style="list-style-type: none"> • In all five were received, which have helped to fill in some blanks and provide some extra context for the POE. • Shaun has written a first draft of the POE and Owen has had a review. • Final touch is a high level cost estimate of the work.
<p><i>Previous Status:</i></p> <ul style="list-style-type: none"> • None 	<p><i>Updates:</i></p> <ul style="list-style-type: none"> • Shaun has requested Council to consider ideas on how to improve WOF, COF and bridge overweight permit compliance on the Island. This will be tabled at the June meeting.

Waikato Bridge – Culvert Replacement

Previous Status:

- DoC reviewed new proposed construction methodology with a stream diversion. They had no concerns if fish passage was adequately allowed for.
- With the NLTP budgets approved on 31 Aug, the culverts can now be ordered so that they arrive on time for construction.
- The diversion consent was approved in late November.
- The culvert pipe was ordered back in September.
- FH supplied an updated quote based on the stream diversion.
- FH were issued construction drawings and survey set out data.
- FH mobilised on 11 February to construct the stream diversion and temporary road detour.
- A public notice was put in the community newsletter about the project and the need for the detour to allow fish passage during construction.
- The culvert pipes are waiting in Napier to be delivered to the Chathams. These were about 1.5 months late.
- The current delay is the ship having not left Norfolk Island to collect the culverts and deliver to Chathams.
- Some ratepayer queries on the stream diversion have been raised and responded to by Stantec.
- The culverts arrived in late March, so work has recommenced on site.
- With the work area pumped of water, the stream bed soil conditions where the culverts are to be located was found to be a very weak peat layer, of a soup-like consistency. To provide the necessary support and foundation for the culverts to rest on, large boulders left over from the Wharf project are going to be dropped into the peat area until such time as they form a type of raft foundation that the specified foundation can be constructed upon.
- Due to the delays, construction is expected to go beyond the 2018/19 financial year.
- Weekly reports are now being sent to Cindy to keep Council informed.
- Due to soupy subgrade conditions found on site where the culverts would be placed. Large rockfill has been necessary to create a strong foundation base for the culverts to rest on.
- Large rock left over from the Waitangi Wharf construction have been utilised for this work.
- Stantec provided a design for FH to use onsite and approved a variation to the contract to conduct the work.
- Martin Hoffmann to visit the site on 13th May to review the foundation prior to culvert construction.

Updates:

- Progress is going well. Once the fish spawning season exclusion is over, then FH can get back into full swing of completing the project and removing the temporary road and creek diversions.

Network Drainage Improvements

Previous Status:

- Stantec set the 2018-21 funding request to include a lot more budget for drainage improvements on the roading network. This included constructing drainage swales along key routes and replacing a lot of rusted or broken culverts.
- The first series of improvements were on North Road as far as Port Hutt Road.
- The next road targeted is WW-O Road starting at the Owenga seal section and heading back towards Waitangi. This work will continue until FH reach Kopinga Marae (approximately).
- FH have been replacing culverts on WW-O Rd as required, including one wooden box culvert!
- Shaun has requested FH inspect a list of culverts for replacement. A number of these were previously identified at the end of Downers contract as being rusted. Now there is budget to replace them, so confirmation is required first.
- Large prefabricated aluminium culvert pipes (1.0 – 2.0m diameter) are no longer supplied by drainage material companies, so the options are to use heavy concrete pipes, large plastic pipes or multi-plate aluminium culverts (which require onsite assembly like you will see at Waikato Bridge).
- Stantec and FH need to work out which option of the three is going to be most cost effective for Council going forward, when considering purchase price, freight costs and the amount of assembly required.
- Stantec to devise a plan for large sized culvert replacements, based on the type of material, purchase price, freight costs and installation costs.
- This will be used as the guide going forward for culvert purchasing.
- Culvert purchase options for Council:
 - Through a thorough investigation, it has transpired that purchasing plastic pipes is only cost effective up to 1400mm (internal dimension) pipes.
 - Once we reach 1500mm dimension, it is cheaper to use aluminium plates that bolt together. This is the same as Waikato culverts, but on a smaller scale.
 - 18m of 1600mm aluminium culvert shipped and assembled on Island was estimated at \$30k. For the plastic pipes it was \$58k, so a large difference there.
 - It is noted that the aluminium plate culverts cannot be made smaller than 1500mm, so there is no option other than to use plastic pipes.
 - Concrete pipes were also assessed, but due to their weight, were extremely expensive to ship to the Island. They were also limited by the safe lifting capacity of the 13t excavator FH have. So, could only have used the 1050mm pipes.
 - To ship 7x 1050mm pipes to make an 18m culvert was estimated at \$98k, we didn't even look at the culvert purchase price.

Updates:

- Stantec and FH wish to start drainage improvements on Tuku Road after finishing WW-O Rd.
- Stantec had advised FH to contact CIET electricity about locating the buried cable on Tuku Rd, so that drainage improvements can occur.
- A 29 March request by FH has gone unanswered by Ian Sanson to date. Stantec advised FH to now escalate within CIET.
- If no response is forthcoming, we will require CIC assistance to assist us, so that FH staff can safely work on Tuku Road without fear of striking the power cable. Naturally if no cable locate is conducted, then no works will take place. Therefore, CIET will be restricting CIC from improving its own asset.

Stantec Rooding Forward Work Programme – June

Network and Asset Management	<ul style="list-style-type: none"> Submit Point of Entry document for Owenga ramp to NZTA, including a rough order price.
Renewal work	<ul style="list-style-type: none"> Assist FH with drainage renewals where required.
Waikato Bridge Replacement	<ul style="list-style-type: none"> Overnight site visit of compaction of backfill around culverts (half-way up). Maintain contact with FH on progress.
Whangamoe Bridge Replacement Design	<ul style="list-style-type: none"> Correspond with MLC about any Lower North Island landowners meeting and any other requirements of the court. Finalise culvert sizing calculations.
Temporary Bridge plans	<ul style="list-style-type: none"> Complete short report by 30 June that summarises the results and recommendations for Council.
Te Awainanga Bridge approaches	<ul style="list-style-type: none"> Determine the feasibility of reducing the vertical grade of the road to improve the rideability on the western side of the bridge. Look at a second option where the grade improvement is less.

Mid-Term Rooding Forward Work Programme (approx. 3 months)

Renewals	<ul style="list-style-type: none"> Finalise sealed rehab renewals with FH. Progress some drainage improvements in Waitangi and Te One.
Site visit	<ul style="list-style-type: none"> The next site visit for 2019 to coincide with September Council Meeting.
Waikato Bridge Replacement Design	<ul style="list-style-type: none"> Continue construction monitoring as required. No more visits are scheduled, while the defects liability visit would be conducted in September
Whangamoe Bridge Replacement Design	<ul style="list-style-type: none"> Continue to work with the Māori Land Court staff with any legal boundary issues.

Long Term Rooding Forward Work Programme

Whangamoe Bridge Replacement Design	<ul style="list-style-type: none"> Engage with Susan Thorpe for an archaeological assessment, once an indicative alignment has been agreed with landowners. This could be post October 2019 (after the next sitting of the MLC on the Chathams). Move to an 80% road realignment design when approval from landowners and Iwi has been given. Finalising of design to occur post the October court sitting (if judgements are favourable for proceeding).
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Rooding Work Under Action

Tuku Road	<ul style="list-style-type: none"> Monitor the failed seal area of the MPA reinstatement (in Waitangi). Note this section is down for repair in the 2019/20 sealed road rehabs.
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Water and Wastewater update – May 2019

Contract Documentation

Project:	Current Status:
Water Safety Plans and Compliance	<ul style="list-style-type: none"> • Approved WSP in place for Waitangi and Kaingaroa. All parties to be familiar with the WSPs and be proactive in identifying issues and new risks. • Stantec have updated CCPs for issue to DWA. • Stantec to review DWSNZ 2018 amendments and consider implications for current water supplies as well as proposed Waitangi water supply upgrade. Ongoing.

Water Supply

Project:	Current Status:
Waitangi	<ul style="list-style-type: none"> • 2018 central government funding application for water supply upgrades unsuccessful. Council seeking interim funding for new UV unit at existing plant (Tikitiki). Decision pending.
Kaingaroa – Lake Rangitai	<ul style="list-style-type: none"> • 2018 central government funding application for water supply upgrades unsuccessful. Council seeking interim funding for extending intake pipeline into deeper water (allowed for new pipeline from shore). May comprise new PE pipeline (i.e. welded joints) laid in existing trench, with screen hanging out into mid water (so accessible), and buoys to mark the route/location. Decision pending. • Lake levels are low, but water is now back feeding into the trench. Current arrangement is not sustainable, and intake should be moved into deeper water at the earliest opportunity. • Boil water notice (BWN) in place. BWN put in place on 6 May as precautionary measure while raw water intake trench was being re-established. No E.coli had been detected however, stock were seen drinking from and standing in the trench once it was re-established. While the BWN was still in place, high E.coli were detected in the treated water on 28 May. No E.coli were detected the following week (4 June). BWN is to remain in place until 3 consecutive weekly results "clear" and approval to lift the BWN is given by the DWA. • Macrolite 70/80 media in the filter at Kaingaroa should <u>not</u> be replaced until future source is confirmed. At the time the filter was purchased it was expected that the media would last for about 10 years (ie until 2024). The media is no longer available from the original manufacturers. This was known at the time of filter purchase and so the Council purchased enough media for one replacement (ie to provide sufficient media until about 2034). This media is stored at the WTP. Stantec understood from Filtec that an alternative media to Macrolite 70/80 was being tested at Massey University in 2016/17 to demonstrate whether or not the alternative media reduces protozoa by at least 3-log. Kirsten has discussed the condition of existing Macrolite 70/80 media and alternative source with Filtec; awaiting feedback from Filtec.
Waitangi water supply upgrade	<ul style="list-style-type: none"> • Next steps are bore drawdown test and enabling works • For bore drawdown test: <ul style="list-style-type: none"> ◦ Require suitable generator to power the pump. The large generator owned by the Hotel is not suitable as it is too large, but there is a second smaller generator on the island that could become available at the end of June. FH are monitoring. ◦ Pump to be installed above the screen. ◦ Pump will be wasting at 2.5l/s during test so FH will keep a close eye on surface flooding. Richard has discussed with Paul Whyte who advised that consent for the test is not required. • CIC to consider introduction of rules for enforcement of repairs within a certain timeframe to minimise loss of water and ensure the supply network can be maintained. Ongoing. • CIC to consider whether charges are applied for taking water from the FH yard and/or if water is only able to be taken during hours when the yard is manned (ie locked at other times). Ongoing.

Reporting/ Monitoring/ Sampling May 2019	<ul style="list-style-type: none"> • Waitangi Water Supply <ul style="list-style-type: none"> ◦ Complies with WSP for bacteria (E.coli not detected in raw, treated or network sample). ◦ Non-compliance with DWSNZ for protozoa as Tikitiki bore lost secure status and existing UV disinfection inadequate. Treatment upgrades are required to comply with DWSNZ. ◦ Low levels of total coliforms detected in raw water sample. This is atypical for Waitangi – low levels of total coliforms have not been detected in raw water since 2017. Total coliforms were not detected in other samples – as expected with chlorine disinfection at the treatment plant. Nothing of note was identified when Stantec visited the bore site in mid May. ◦ Raw water and treated water turbidity satisfactory (0.15 NTU - 0.18 NTU). ◦ FH to check fencing around Tikitiki bore when stock is in the paddock. • Kaingaroa Water Supply <ul style="list-style-type: none"> ◦ Boil water notice (BWN) in place. See discussion above. ◦ Non-compliance with WSP for bacteria – whilst E.coli wasn't detected in treated or network sample during routine monthly sampling, it was detected in treated water sample on 28 May. This is likely due to a sampling error. Weekly sampling will continue until 3 consecutive "clear" results are obtained and BWN is lifted. ◦ Complies with DWSNZ for protozoa 'as far as practicable' based on approved WSP (NB: all treatment units operational during May). Treatment upgrades are required to comply with DWSNZ. ◦ Low levels of total coliforms detected in treated water and network sample. ◦ E.coli and total coliforms detected in raw water as expected with lake water source. NB: Supports need to secure funding to extend intake into deeper part of lake. • MPA Batching Bore (Potential Future Water Supply) <ul style="list-style-type: none"> ◦ MPA bore no longer in operation (or sampled). See June 2018 monthly update for results and conclusions.
Wastewater Treatment	
Project:	Current Status:
WWTP maintenance	<ul style="list-style-type: none"> • Repairs to boundary fence awaiting funding (not awarded 2018/19) and modifications to land application system to address boggy areas a few years away. Ongoing. • Stantec to consider legal requirements for commercial premises to install and maintain grease traps to mitigate against blockages within the reticulation network. Sewer again recently blocked by fat and grease. FH to make connection for new motel unit which will provide indication of condition. • RBC1 gearbox is leaking oil. Plant requires detailed assessment to ascertain viability of further repairs to prolong the working life. Steve Riley (ex Reaman's service engineer) is available to undertake this assessment.
Reporting/ Monitoring/ Sampling May 2019	<ul style="list-style-type: none"> • Waitangi Treated Wastewater Discharge <ul style="list-style-type: none"> ◦ Treated wastewater discharge maybe non-complying for 2018/2019 due to period that RBC was offline from late 2018 to early 2019. RBC has been back on line since late March with an associated improvement in treated wastewater quality for all parameters. This month the treated wastewater complied with the consented annual median limits for TSS, COD and ammonia but not for E.coli. Results for E.coli continue to be inconsistent and appear related to sampling location.
General	
LTP	<ul style="list-style-type: none"> • Stantec have reviewed the items in the LTP required to maintain the wastewater and wastewater infrastructure and prioritised these in terms of compliance, H&S, environmental and asset renewal. Stantec then sought comment from FH and issued it to CIC for discussion. Ongoing.

Solid Waste update - May

Waste Minimisation Project (MfE Waste Minimisation Fund)

Current Status:

- Code of Compliance Certificate has been received from the Contractor.
- Stantec has prepared a report about the damage to the roller doors for CIC to forward to its insurer.
- Insurer has responded and email passed back to Contractor to follow up on if it wishes.
- Payment claim received from Contractor for outstanding retention monies (\$17,574.66 plus GST).
- Stantec has issued a Technical memo about hazards of dust from the glass crusher.
- Baler has been commissioned.
- Certificate of Practical Completion has been issued together with a Defects Liability Period "Snag List".
- CIC has released the surety bond.

Actions - Stantec

- Complete Payment Claim.

Actions - Council

- CIC to take Building Inspector to the Te One MPB to determine if the window flashings are compliant with the NZ Building Code.
- CIC to advise on progress with landfill commissioning.

Landfill Operation

Current Status:

- No further progress in this month.
- Stantec has reviewed the resource consents and identified milestones where information / plans are to be provided.
- Stantec has drafted a landfill operations guide, based on the Landfill Management Plan and resource consent requirements.
- CIC has reviewed the guide and accepts it covers essential areas of operation.
- Stantec has prepared a Leachate Treatment Plant O&M Manual.
- Checks lists 1 and 2 updated and sent to CIC.
- Arrangements made for base line monitoring of groundwater at G3, G4, G5, G6, G8a, G8b, G8c and G8d.

Actions - Stantec

- Finalise the Landfill Operations Guide.

Actions - Council

- CIC to prepare relevant operating manuals and Health & Safety Plans.
- CIC to address outstanding matters highlighted in the Milestone report.
- CIC to complete check lists 1 and 2 (Appendix E of the Leachate Treatment Plant O&M Manual).

Sludge Lagoon Project	
<p>Current Status:</p> <ul style="list-style-type: none"> No further progress this month. Stantec has done an estimation of the total project price which indicates it will be approximately \$710,000 plus GST. This is based on Fulton Hogan's price of \$644,000 plus GST, and Stantec's fee of \$66,000 plus GST, of which \$51,000 has already been spent. So balance is \$659,000 plus GST. The available budget is \$460,000, of which \$390,000 is a grant from MOH and it has paid for the first milestone of \$51,000. The shortfall is then $\\$710,000 - \\$390,000 = \\$320,000$. CIC has met with MOH and has obtained approval to carry the available funding (\$339,000) over to next financial year. FH has indicated it cannot commit to additional earthworks this financial year, neither does it see opportunity to reduce its prices from those already submitted. Project is on hold until next construction season. 	<p>Actions - Stantec</p> <ul style="list-style-type: none"> Stantec to devise a way of installing a pipe penetration at the leachate lagoon and sealing it without having to weld the HDPE liner. <p>Actions - Council</p> <ul style="list-style-type: none"> Council to determine how the balance of funding for this project (approximately \$320,000) is to be sourced.
Other Matters	
<ul style="list-style-type: none"> No further progress this month. Stantec has provided information about recycling drop-off centres for CIC consideration for Owenga and Kaingaroa. CIC has agreed with stakeholders on the scope of work needed to remediate the closed landfills. A demolition plan has been provided for demolishing the factory at Kaingaroa which will be disposed of in the old landfill and then it is to be closed. CIC has commenced with preparing Health & Safety Plans for the MPB and landfill operations. 	<p>Actions - Stantec</p> <ul style="list-style-type: none"> No outstanding actions. <p>Actions - Council</p> <ul style="list-style-type: none"> CIC is to keep a record of the Health & safety training that it carries out in connection with solid waste management activities.

4. Works & Services

4.4 Waikato Bridge Procurement

Date of meeting	27 June 2019
Agenda item number	4.4
Author/s	Cindy Butt (Operations Manager, Chatham Islands Council) Shaun Bosher (Senior Transportation Engineer, Stantec)

Purpose

The purpose of this report is to retrospectively seek Council approval to award the Waikato Bridge project to Fulton Hogan.

Background

At its meeting held on 18 January 2018 Council deliberated an estimate and proposal from Fulton Hogan to undertake the Waikato Bridge replacement project. At the meeting Council agreed Fulton Hogan be engaged to complete the project and resolved that *"based on the potential savings the Council allow Fulton Hogan to use its local resources for the Waikato Bridge project."* Since that meeting, we note that a procedural oversight was made in that there was no formal resolution made from Council to award the project, via a direct negotiation process, and this report seeks to remedy that.

Recommendation

THAT the Council:

1. **Notes the procedural oversight, and agrees to retrospectively award the 'Waikato Bridge Replacement Project' to Fulton Hogan.**

5. Community Services

5.1 Proposed Civic Complex – Verbal Update

Date of meeting	27 June 2019
Agenda item number	5.1
Author/s	Owen Pickles, Chief Executive Officer

Purpose

To update Council on questions arising from Agenda Item 5.1 Proposed Civic Complex at the meeting on 16 May 2019.

Recommendation

THAT the information be received.

Background

At the Council meeting on 16 May 2019 Councillors asked for more clarification around:

1. The interest from the Museum Grant investment in relation to funding of the planning and design stage; and.
2. Parking and access for emergency services.

The Chief Executive will give a verbal update.

5. Community Services

5.2 Creative Communities Scheme Agreement 2019-2022

Date of meeting	27 June 2019
Agenda item number	5.2
Author/s	Cindy Butt, Operations Manager

Purpose

The purpose of this report is to confirm the '2019-2022 Creative Communities Scheme Agreement' between Creative New Zealand and Chatham Islands Council.

Recommendations

1. THAT the report be received.

Introduction

On behalf of the Council, this agreement has been signed. The agreement provides Council with a base grant of \$15,000 in 2019/20 to deliver the Creative Communities Scheme on the Chatham Islands.

A letter from Cath Cardiff (Senior Manager, Arts Development Services, Creative NZ) is attached for your information.

Council will be updated as the application process is initiated.

10 June 2019

Owen Pickles
Chief Executive
Chatham Islands Council
PO Box 24
Waitangi, Chatham Islands 8942

Tēnā koe Owen

New contracts for Creative Communities Scheme

Thank you for your ongoing commitment to partnering with Creative New Zealand to deliver the Creative Communities Scheme (CCS).

In our letter dated 18 March 2019, which followed a limited scope review of the Scheme, we sought your feedback on proposed changes to the CCS funding formula and the guidelines for assessment committees.

The purpose of our review was to ensure that CCS is aligned with our Investment Strategy Te Ara Whakamua 2018–2023, which was published in April 2018.¹ We are reviewing all our programmes to ensure we are supporting an arts sector that has **diversity and reach**, is creating **dynamic arts** and is **resilient**.

In April 2019, taking into account feedback received from territorial authorities, the Arts Council confirmed the proposed changes to the scheme. Feedback was received from nine councils, and was generally supportive of the changes. A small number of councils provided feedback that was outside the scope of the review, for example, around the Scheme's three funding criteria. We have noted these points and will feed them into a future review of the Scheme.

The changes outlined below have now been incorporated into the Agreement.

Funding formula

The formula for determining the level of funding provided to each territorial authority will, from 1 July 2019, be as follows:

Component	New formula from 1 July 2019
Base grant	\$15,000
Variable component (per capita amount)	\$0.60
Plus	GST component

The current formula uses 2013 Census data. Given delays in the release of 2018 Census data, we will use Stats NZ population estimates as at 30 June 2018 to calculate the per capita component for the 2019/20 financial year. We expect to adjust funding levels to align with Census data from the start of the financial year after the release of the 2018 data. Latest advice is that population data will be available from September 2019, meaning it is likely we will make any adjustments from the 2020/21 financial year.

¹ *Investment Strategy Te Ara Whakamua 2018–2023*. Available at: www.creativenz.govt.nz/about-creative-new-zealand/corporate-documents/investment-strategy-te-ara-whakamua-2018-2023

Delivery to Māori, Pasifika and other diverse communities

From 1 July 2019 we are:

- **requiring** Auckland Council, Wellington City Council and Christchurch City Council to appoint to their CCS assessment committee(s) a minimum of one person with knowledge of local Asian arts activity and knowledge of one or more local Asian communities
- **encouraging** other councils, and particularly metropolitan councils (ie, those with populations over 90,000) with significant Asian populations, to appoint to their CCS assessment committee(s) a minimum of one person with knowledge of local Asian arts activity and knowledge of one or more local Asian communities.

When referring to Asian people we use the Level 1 Stats NZ definition/population grouping.²

Contracts

The 2019-2022 CCS Agreement, signed by Creative New Zealand, is appended to this email. If you have any questions or would like to discuss the Agreement, please get in touch with Janelle Salisbury, Contracts Adviser Janelle.salisbury@creativenz.govt.nz

Please ensure you review the Agreement and return the signed copy to ccsadmin@creativenz.govt.nz by 30 June 2019. No payments will be made until the executed Agreement has been returned.

Nāku noa, nā



Cath Cardiff
Senior Manager, Arts Development Services

cc Creative Communities Scheme Administrators

² Stats NZ Classification - Ethnicity, Level 1. Available at: <http://archive.stats.govt.nz/methods/classifications-and-standards/classification-related-stats-standards/ethnicity.aspx>

6. Regulatory

6.1 Activity Report from Environment Canterbury

Date of meeting	27 June 2019
Agenda item number	6.1
Author/s	Environment Canterbury Staff

Purpose

To provide an update on the services being performed by Environment Canterbury for the Chatham Islands Council contract.

Recommendations

THAT the report be received.

Background

The following reports are for your information only. All resolutions included in these reports were considered at the Steering Group meeting on 14 June 2019.

Chatham Islands Council Steering Group

Date of meeting	14 June 2019
Activity	Resource Management
Author	Lisa Jenkins Principal Planner

Purpose

1. To inform the Chatham Islands Council of anticipated future planning requirements for implementing national policy and standards.

Recommendations

That the Chatham Islands Council:

1. **Notes the Resource Management Future Planning Requirements report**

Key points

2. There are a number of national guidance instruments that require the Chatham Islands Council to make changes to their planning framework. Of particular note, the National Policy Statement for Freshwater Management requires a process for updating the Plan to begin by 2025 and the National Environmental Standards for Plantation Forestry require changes to the Plan as soon as possible.
3. Other standards or policy statements require specific content to be included in the Chatham Islands Resource Management Document (CIRMD) when it is next reviewed.
4. There are also a number of national instruments in development that may, in the future, require the CIC to make changes to its planning framework.

Anticipated future planning requirements

5. National direction for Resource Management planning often imposes requirements on all local authorities to include provisions in plans to achieve specific outcomes.
6. There have been several new national standards and policy statements introduced since the review of the CIRMD was completed. There are also some national policies that were in place as the CIRMD was developed that have since been updated.

National Policy Statement for Freshwater Management (NPS-FM)

7. The NPS-FM sets out a national objectives framework for freshwater management that all regional authorities are responsible for implementing. regional authorities are

required to notify a progressive implementation programme is they do not expect to be able to implement the NPS-FM by 2025. In 2015 the CIC adopted the following Progressive Implementation programme for the NPS-FM:

Implementation Programme to give effect to the 2014 National Policy Statement (NPS) on Freshwater Management

The Chatham Islands Council (CIC) intends to give effect to Policy (E1(c) of the NPS through the following programme of defined time-limited stages. The Council considers that it is not practical or feasible that the NPS can be fully implemented by December 2025, so intends that the implementation date should be 31 December 2030.

The Council intends to engage with all interested persons and groups in order to identify the appropriate policies to put in place, including those policies which identify and protect those cultural resources associated with freshwater that the community has itself identified.

- *By November 2016 the Council will identify and collate all the current data relevant to freshwater.*
- *By November 2017 the Council will identify any necessary additional data that is required to assess the state and quality of freshwater resources on the Islands.*
- *The Council will develop a programme of community consultation to identify the social, cultural and economic values of freshwater resources on the Islands.*
- *The Council will map the identified social, cultural and economic values of the Islands freshwater resources where it is appropriate to do so.*
- *The Council, in conjunction with the Island community, will identify any present or possible future changes to freshwater values. Those changes will include natural and human-induced changes.*
- *The Council will prepare outline policies which will address the protection of freshwater resources and give effect to the appropriate Policies of the 2014 NPS on Freshwater Management and will identify the necessary statutory and voluntary means of protecting freshwater resources.*
- *The Council will commence the First Schedule process of the Resource Management Act to incorporate into the Chatham Islands Resource Management Document those objectives, policies and methods (including rules) which are considered most appropriate for the management of freshwater resources.*

8. The programme identifies implementation of the NPS-FM will take place by 2030. However, if the CIRMD is reviewed before 2030, the NPS-FM will need to be given effect to within the CIRMD. Giving effect to the National Objectives Framework in the NPS-FM, would require a significant lead in time prior to a plan review or change being notified. Community engagement would need to start no later than 2025.

New Zealand Coastal Policy Statement (NZCPS)

9. The NZCPS was given effect to through the 2014 review of the CIRMD. The Department of Conservation have not yet made a recommendation to the Minister of Conservation to approve the CIRMD. The Department have indicated further work is required in order to give effect to the NZCPS, but have not specified what that work is. In 2017, the Minister of Conservation commissioned a report identifying perceived¹ gaps between the CIRMD and the NZCPS. That report indicated the Department of Conservation would seek significant investigations, particularly into natural character and landscape values, should the CIRMD be reviewed in the future.
10. Future work is likely to be needed in relation to the NZCPS. While it is not clear if natural character or landscape assessments would need to be completed in order to make the CIRMD fully operative, it is likely this work would need to be done as a part of any future plan review.

National Policy Statement for Renewable Electricity Generation (NPS-REG)

11. The NPS-REG requires provisions to be included into policy statements and plans to provide for the development, operation and maintenance of renewable electricity generation activities. The CIRMD does not include provisions specifically for renewable electricity generation activities but is generally enabling of network utility development.
12. If the Plan is reviewed in the future it may be necessary to include more specific provisions for renewable electricity generation development.

National Policy Statement on Urban Development Capacity (NPS-UDC)

13. The NPS-UDC provides direction on planning for urban environments. The NPS-UDC defines urban environments as areas designed to contain 10 000 people or more. Given the low population of the Chatham Islands, the CIRMD gives sufficient effect to this NPS. No further planning work is likely needed to give effect to this National Policy Statement.

National Planning Standards

14. In April 2019, the first set of National Planning Standards were released. The National Planning Standards set out mandatory components, structure and format for resource management policy statements and plans. Included in the planning standards are directions for when the standards must be implemented. For combined plans, such as the CIRMD, the planning standards do not have to be implemented until 2029 or upon the next review of the CIRMD (whichever is sooner).

¹ the Department of Conservation does not have jurisdiction to determine if the CIRMD “gives effect” to the NZCPS – that jurisdiction lies with the Courts.

15. The extent of the content and format changes required for the CIRMD to comply with the planning standards would necessitate a full Plan review. To comply with the planning standards implementation requirements, the CIRMD would need to be reviewed by 2029.
16. The national planning standards also set out requirements for provision of resource management plans in an online format. Chatham Islands Council is specifically excluded from this requirement.

Indicated NPS for versatile and high-class soils (see “Our Land” report 2018)

17. In April 2018, Minister David Parker indicated he has instructed officials to start work on an NPS for versatile and high-class soils. While we have not seen anything that might indicate what that NPS would involve, it is likely that Councils will be asked to review their development areas in order to provide protection to soils classified as high class or highly versatile (i.e. productive with minimal inputs).
18. The CIC have indicated that they would like to have soil properties on Chatham Island mapped. I have made enquiries with the Land Use Capability team at the Ministry for the Environment, but there is no national project currently underway, or likely to be pursued in the near future, that could accommodate the mapping of soils on Chatham Island.

Indicated National Policy Statement for Biodiversity

19. The Government has indicated it is working on the development of a National Policy Statement for biodiversity. On its website, the Ministry for the Environment states the NPS will likely require “a more proactive approach from local authorities”. Reading between the lines, it is likely any NPS on biodiversity will require all local authorities to identify areas of significant biodiversity or habitat within plans. This will mean prior to any Plan review, the Chatham Islands Council will likely need to undertake an ecological survey of Chatham Island.
20. In the short term, MfE have indicated the NPS for biodiversity will be available for comment sometime in June to August this year. It would be useful for the Council to seek planning advice on the draft and determine if a submission from the CIC would be worth pursuing.

Resource Management (National Environmental Standards for Plantation Forestry) Regulations 2017 (NES-PF)

21. The NES-PF were introduced in 2018. Included in the NES-PF are a number of rules that councils are required to insert into their plan. These provisions can be inserted by way of public notification and it is not necessary to follow the process set out in Schedule 1 of the RMA.
22. CIC has indicated that its preference is to incorporate the NES-PF provisions at the time the CIRMD is made fully operative. This will mean the CIRMD will need to be reissued

only once. The CIRMD can be made fully operative once it had approval from the Minister of Conservation.

Resource Management (Measurement and Reporting of Water Takes) Regulations 2010 (NES - water metering)

23. The NES - water metering applies over consents that allow for freshwater to be taken at a rate of 5l/second or greater. The NES requires certain conditions to be included in resource consents for water takes. The NES also includes some requirements for consent holders to monitor (via water meters) and report on what water has been taken. While appropriate conditions have likely been included in water take consents applied for since 2010, it is unclear if older consents have retrospectively had these conditions included. There has also been no reporting on water takes by consent holders and some compliance and enforcement work may be required to make sure this happens.

Other National Environmental Standards (NES)

24. The Resource Management (National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health) Regulations 2011 were introduced in 2012. This NES does not require specific provisions to be included in planning documents but does need to be implemented in consenting processes.
25. The Resource Management (National Environmental Standards for Electricity Transmission Activities) Regulations 2009 only apply to the national grid that is operated by Transpower. Transpower do not operate on the Chathams.
26. The Resource Management (National Environmental Standards for Telecommunication Facilities) Regulations 2016 were introduced in November 2016 and generally enable telecommunication infrastructure where it complies with plan provisions managing noise, significant trees, heritage values, landscape values, biodiversity values, the coastal Marine Area, rivers and lakes and earthworks. The NES does not require changes to the planning framework but does need to be considered in consenting activities.
27. The Resource Management (National Environmental Standards for Sources of Human Drinking Water) Regulations 2007 sets minimum standards for permitted activity rules. Given this standard was in effect at the time the CIRMD was reviewed, it is likely the plan complies with the requirements.
28. The Resource Management (National Environmental Standards for Air Quality) do not require specific provisions to be included in the planning framework unless a polluted airshed has been identified. This NES is mainly concerned with ambient air quality issues and there are no ambient air quality concerns for the Chatham Islands. The NES does impose some restrictions on materials that can be burnt and also restricts the type of woodburner that can be installed on properties less than 2 ha. These provisions are implemented through building consent and resource consenting and compliance programmes.

Anticipated Proposed National Environmental Standards

29. The Government has indicated it is investigating or developing national environmental standards for marine aquaculture, the outdoor storage of tyres and for on-site wastewater. It is likely all three of these standards will require changes to the CIRMD and impact how these issues are managed on the Chathams. However, it is likely the standards will be written so provisions can be incorporated into the CIRMD without the need for submissions and hearings.

Cost, compliance and communication

Financial implications

30. Any planning work will have financial implications for the Chatham Islands Council. The likely costs of implementation of the NPS-FM and additional implementation of the NZCPS have been set out in previous papers and in memos prepared for the Chatham Islands Council.

Risk assessment and legal compliance

31. The Chatham Islands Council is obligated to give effect to national policy statements and environmental and planning standards.

Next steps

32. As new national policy statements or environmental standards are developed, Environment Canterbury will review all consultation material and make recommendations to the Chatham Islands Council.

Chatham Islands Council Steering Group

Date of meeting	14 June 2019
Activity	Communications
Author	Liz Wright Lead Advisor and Stakeholder Engagement, Communications

Communications updates

1. Website updates
 - a. News story added: *Wherever you pay rates it pays to vote*
 - i. This was also posted on Facebook.
 - b. Council meeting agenda for May added to the website.
2. Publications
 - a. The 2019/2020 rates calendar was printed in May.
3. Website report for the period Wednesday 17 April to Tuesday 4 June
 - a. Summary/key findings
 - i. 78% of users on the site were new visitors.
 - ii. 63% of users came from search results.
 - iii. Only 30% of the 53 users who completed the homepage survey live on the Chatham Islands.
 - iv. Visits were down based on the previous 49 days.
 - b. Snapshots:

What has been viewed on the website?

	Page Title	Page Views ▾	Δ
1.	Home » Chatham Islands Council	1,021	-355 ↓
2.	Visit the Chatham Islands » Chatham Islands Council	387	-130 ↓
3.	Meet the Team » Chatham Islands Council	250	-70 ↓
4.	Page Not Found » Chatham Islands Council	174	-47 ↓
5.	News and Events » Chatham Islands Council	141	-57 ↓
6.	Search all Documents » Chatham Islands Council	132	-18 ↓
7.	Contact » Chatham Islands Council	129	-111 ↓
8.	Your Council » Chatham Islands Council	100	-39 ↓
9.	Creative Communities funding » Chatham Islands Council	100	99 ↑
10.	Your Rates » Chatham Islands Council	92	-9 ↓
	Grand total	3,748	-1,124 ↓
1 - 10 / 183 < >			

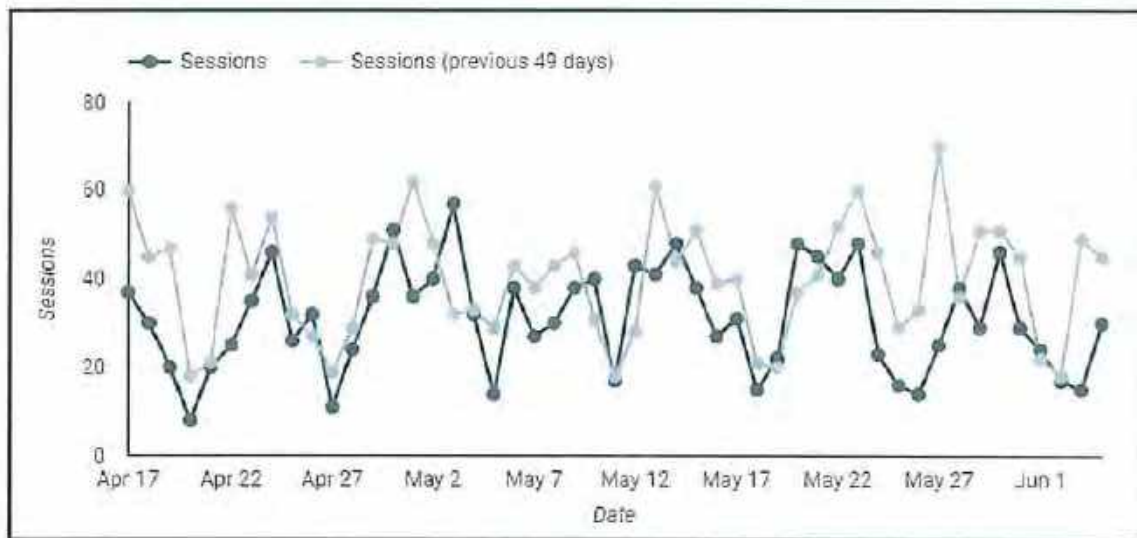
Where was the website traffic coming from?

"(direct)/(none)" is from typing into browser address bar, or via bookmark/favourite.

"organic" is from search results. | "referral" is a link from another website.

	Source/Medium	Sessions ▾	Δ
1.	google / organic	965	-320 ↓
2.	(direct) / (none)	369	-28 ↓
3.	localcouncils.govt.nz / referral	32	2 ↑
4.	bing / organic	31	-2 ↓
5.	m.facebook.com / referral	24	-43 ↓
	Grand total	1,522	-436 ↓
1 - 5 / 35 < >			

When was the website visited?



How have visitors used the website?

How many times was the website visited?

Sessions
1,522
↑ +43%

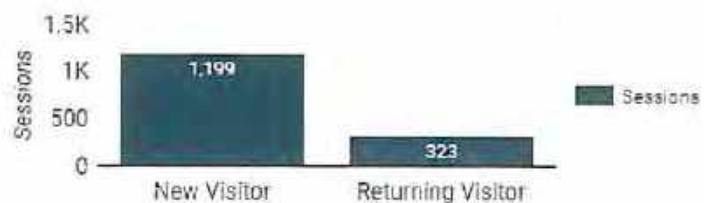
How many users visited the website?

Users
1,273
↑ +33%

How many pages were viewed on the website per visit?

Pages/Session
2.46
↑ +0.03

How many visits were from new vs returning visitors?



Which types of device were used?



Chatham Islands Council Steering Group

Date of meeting	14 June 2019
Activity	Biosecurity
Author	Steven Palmer Biosecurity Advisor Special Projects

Border Control

- Routine rodent baiting has been on-going at the high-risk sites.
- The suspected Rat incursion on Pitt Island has been investigated. Kerri Moir and "Moki" were on the Island within a week of the faeces being found at the schoolhouse. Moki didn't detect Rat activity there or in a wider search area. Samples of the faeces were collected and presented to DoC Chatham Islands to send on for DNA analysis. No result reported back to date but all who have viewed the sample say it just looks like a big mouse.
- Dirty freight arriving is still an issue.
- All four "ports" have now had "invasive crab" monitoring carried out. No unwanted species found.

On Island Pest Management Activities

1. Robin Seymour located 35 Canada Geese at one site and is preparing control.
2. A team of Environment Canterbury Biosecurity staff were on the Island for 7 days in early May and carried out some marine surveys and scattered gorse control.
3. Debbie Edington (also Environment Canterbury) is associated with Enviro Schools and was also on the Island during the above period. This was very well received by Te One and Kaiangaroa Schools.
4. The "Vets" were on the Island in early May as well assisting with the Cat de-sexing project which we help fund (\$1000).
5. Kerri Moir has taken some leave in late May and will also be joining the specialist dog teams again on Great Mercury Island (as she did last year) in early June. The cost of this are chargeable back to the Department of Conservation.

Chatham Islands Council Steering Group

Date of meeting	14 June 2019
Activity	Compliance Update for May 2019
Author	Gillian Jenkins

Purpose

To provide an update on the result of recent compliance activities on the Islands.

Recommendations

- No current recommendations

Key points

1. The draft compliance report is going through its final review by ECan staff and will be made available for CIC comments on the draft within the next 2 weeks.

Next steps

2. Draft report will be furnished to the Chatham Islands Council once reviewed.

Chatham Islands Council Steering Group

Date of meeting	14 June 2019
Activity	Biosecurity
Author	Verity Halkett / Gaynor Smith

Purpose

1. Environment Canterbury is assisting the Chatham Islands to review its Regional Pest Management Strategy (RPMS)
2. This paper provides an update on the review process.

Recommendations

3. That the Chatham Islands Council Steering Group note commencement of the project.

Key points

4. Budget for the project has been confirmed, and Place Group have also been confirmed as the contractor to deliver the first Phase.

Background

5. The Steering Group was last briefed on the review at the 8 February Steering Group meeting.
6. The Chatham Islands are required by the National Policy Direction for Pest Management 2015 (NPD) to review their RPMS to ensure alignment with the NPD.
7. There is a requirement in the Chatham Islands contract for Environment Canterbury to review and redraft the RPMS. The contract also includes actions for marine biosecurity (surveying, reporting on and developing a marine plan).
8. The new Regional Pest Management Plan (RPMP) will ensure that Chatham Islands are well placed to manage future pest issues and prevent costly infestations.

Project Approach

9. Place Group are yet to confirm timeframes for commencing Phase 1 of the project, which will run for approximately 6 weeks. This has an estimated cost of \$55,000.
10. The aim of the Phase 1 is to identify the requirements to confirm scope of the review, and the consultation approach needed. Central to this is to map stakeholder engagement and develop a Consultation and Engagement Plan. This is to ensure we get the right input and engagement during the development of the biosecurity documents and reduce the risk of challenges on the regulatory document.

11. Phase 1 will provide greater understanding of the package¹ that is needed to effectively and practically manage biosecurity risks. There are four package options:
 - Development of RPMP or;
 - RPMP and integrated Pathway Management Plan; or
 - RPMP and standalone Pathway Management Plan; or
 - RPMP, Pathway Management Plan and Strategy.
12. Staff will brief both the Steering Committee and the Chatham Islands Council on the findings of Phase 1, including the following documents:
 - Preparation of a Requirements Document
 - Development of a light project plan
 - Consultation and engagement plan guide engagement with stakeholders.
13. Staff will also seek direction on the next phase, and the package to be proceeded with.

Cost, compliance and communication

Financial implications

14. This project is required under the Chatham Islands Council contract and budget has been confirmed.

Significance and engagement

15. Phase 1 will include the development of an engagement plan to ensure that consultation with the community, key stakeholders and agencies meets the criteria in the Biosecurity Act 1993 and mitigates risks of challenges when the Plan is proposed.

Next steps

16. The contract with Place Group will be signed off within the next two weeks.
17. Work on Phase 1 will commence at the earliest opportunity, pending Place Group confirming availability of appropriate resources. The Steering Group and Chatham Islands Council will be notified as soon as this is confirmed.
18. Staff will brief the Steering Group and Chatham Islands Council by the next Steering Group meeting at the latest.

Attachments

{attachment-list}

¹ For more information on the options, please refer to the attachment.

Chatham Islands Pest Management Review – Process overview and options

TOOLS

REGULATORY TOOL	Regional Pest Management Plan <ul style="list-style-type: none"> Can contain rules for land occupiers All pests that are specified in RPMPs cannot be moved, sold or propagated Each pest needs to have an objective for control and this needs to be measurable Enables Biosecurity Officers to control pests using powers Need to undertake cost-benefit analysis for each pest Need to measure, monitor and report on each pest
REGULATORY TOOL	Pathway Management Plan <ul style="list-style-type: none"> Can contain rules to prevent the spread of harmful organisms Does not designate organisms as pests Each pathway needs to have an objective for control and this needs to be measurable Enables Biosecurity Officers to use powers under the Biosecurity Act Need to undertake cost-benefit analysis for each pathway Need to measure, monitor and report on each pathway
NON-REGULATORY TOOL	Pest Management Strategy <ul style="list-style-type: none"> Complete the approach and all actions undertaken on Chatham Islands to prevent impacts from biosecurity threats Does not designate organisms as pests Provide detail on the non-regulatory programmes undertaken (education and awareness, voluntary pest/organism operations, border control operations) Does not have any statutory monitoring or reporting requirements

CONSULTATION

Regional pest and pathway management plans do not need to go through a full consultation process (public submissions and hearings), should the Council determine that sufficient consultation has been undertaken in advance. This includes ensuring that all those affected by the plan/s have been consulted (Ministers, local authorities, iwi, other persons).

DIRECT CONSULTATION

Direct consultation prior to and/or after notifying the proposal can be undertaken with the community, iwi, government agencies, and other stakeholder groups (Fisheries and Enterprise Trust etc). This could include public community events, as well as targeted meetings with stakeholders and community groups.

Direct consultation may mean that hearing processes are not required.

PUBLIC NOTIFICATION

Public notification (full consultation by means of formally notifying the proposal for feedback) may be required if it is not possible to consult with everyone that may be affected by the plan through direct consultation.

This would involve hearing public submissions and may require a hearing panel to be established to consider the submissions.

PROCESS

The process varies from a Resource Management Act Plan process, there are similarities but also key differences. Significantly, that a Proposal is developed rather than a Draft Plan. Consultation is not required in every case, but where it is the Proposal that public provide feedback on.



PROGRAMMES

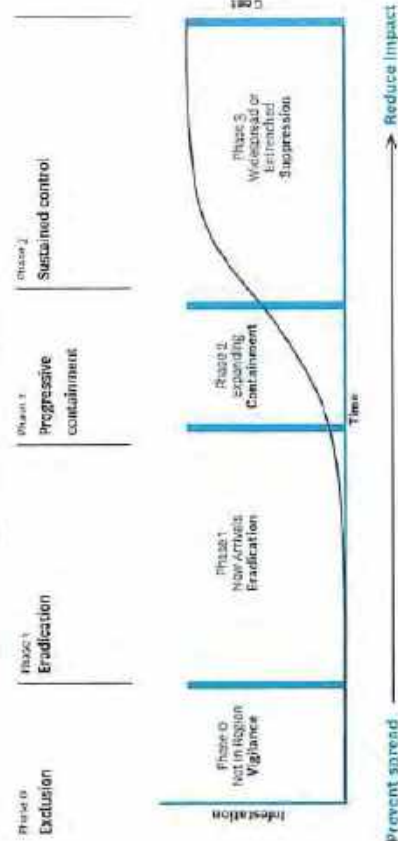
Pests in an RPMP must be managed under one of five programmes

Exclusion	To prevent the establishment of the pests that are present in New Zealand, but not yet established in an area.
Eradication	To reduce the level of infestation of the pest to zero levels in the short to medium term.
Progressive Containment	To contain or reduce the geographic distribution of a pest to an area over time.
Sustained Control	To provide ongoing control of a pest to reduce its impacts on values and spread to other properties.
Site-led	That a pest, that is capable of causing damage to a place, is excluded or eradicated from that place, or is contained, reduced, or controlled within the place to an extent that protects the values of that place.

Pest Infestation Model

This model shows pest infestation curve and the corresponding RPMP Programmes.

The model demonstrates the benefit in managing pests in Phase 0 or 1 before they become widespread.



OPTIONS COMPARISON

	Option 1	Option 2	Option 3	Option 4
	Revised Pest Management Plan	Revised Pest Management Plan & Integrated Pathway Management Plan	Revised Pest Management Plan & Pathway Management Plan	Revised Pest Management Plan & Pathway Management Plan & Strategy
Details	<ul style="list-style-type: none"> Undertake review to ensure that the requirements of the Act and the NPD are met 2017 Snapshot Report provides the basis for the review Cost benefit analysis required for all pests listed in the RPMP 	<ul style="list-style-type: none"> Undertake review to ensure that the requirements of the Act and the NPD are met 2017 Snapshot Report provides some pest information for the review Include pathway management plan details within the pest management plan document Cost benefit analysis required for all pests listed in the RPMP and the PMP 	<ul style="list-style-type: none"> Undertake review to ensure that the requirements of the Act and the NPD are met 2017 Snapshot Report provides some pest information for the review Standalone pathway management plan Cost benefit analysis required for all pests listed in the RPMP and the PMP 	<ul style="list-style-type: none"> Undertake review to ensure that the requirements of the Act and the NPD are met 2017 Snapshot Report provides some pest information for the review and some wider strategy information Include pathway management plan details within the pest management plan document Produce strategy document compiling all biosecurity activities Cost benefit analysis required for all pests listed in the RPMP and the PMP (not required for the Strategy)
Pros	<ul style="list-style-type: none"> This is the minimum to ensure that Biosecurity Officers can use legal powers to manage biosecurity threats present in Chatham Islands Assuming there are no significant departures from the Environment Canterbury approach, the legal opinions sought from that process can be applied Lowest cost option 	<ul style="list-style-type: none"> This is a cost-effective way of providing regulatory controls for both pests and pathways 	<ul style="list-style-type: none"> Enables the pest and pathway plans to be reviewed independently 	<ul style="list-style-type: none"> This is a cost-effective way of providing regulatory controls for both pests and pathways Developing a strategy to sit alongside the plans provides the full view of reducing biosecurity risk not just the regulatory tools
Cons	<ul style="list-style-type: none"> No regulatory provision for actions to prevent introduction of harmful organisms (no pathway management) 	<ul style="list-style-type: none"> Greater legal support is likely to be required to develop pathway provisions, increasing costs 	<ul style="list-style-type: none"> Greater legal support is likely to be required to develop pathway provisions, increasing costs Producing two plans rather than one increases the effort and cost 	<ul style="list-style-type: none"> Greater legal support is likely to be required to develop pathway provisions, increasing costs Increased effort to produce the strategy as well as the plan
Caution		<ul style="list-style-type: none"> Further investigation is needed to ensure that this combined structure meets the legal requirements 		<ul style="list-style-type: none"> Further investigation is needed to ensure that this combined structure meets the legal requirements

Chatham Islands Council Steering Group

Date of meeting	14 June 2019
Activity	Civil Defence Emergency Management
Author	James Thompson

Purpose

1. To provide an update on CDEM support provided to the Chatham Island Council.

Recommendations

That the Chatham Islands Council:

1. Receive the Civil Defence Emergency Management report

Report

2. Jessica Petersen and Andrew Howe spent a week on the Island 20 to 24 of May. Both along with the CI Emergency Manager delivered two training sessions to Emergency Operations Centre (EOC) staff. A good range of community, council staff and councillors took part in these two sessions.
3. Jessica spent some time with the CI Welfare Manager discussing and sharing information to help develop both the Welfare Manager as well as the on-island welfare function. As result of this is that Jessica will arrange for the Welfare Manager to come to Christchurch to attend a Welfare Coordination Group meeting as well as to be introduced to welfare agencies. This will allow for roles and responsibilities in welfare on the Chatham Islands to be further discussed and developed.
4. Brief discussions have been held with the CI Emergency Manager to consider what further support will be for the rest of this calendar year. One area of support will be on island radio operator training.

File reference	
Peer reviewers	

Chatham Islands Council Steering Group

Date of meeting	14 June 2019
Activity	CIC Corporate Services update
Author	Tanya Clifford Corporate Reporting Accountant

Purpose

1. To provide an update on the services being performed under the corporate services umbrella for the Chatham Islands Council Regional Council contract.
2. This paper is informative only, no decision required.

Background

3. *On-going funding support:* The confirmed level of support from the annual crown contribution for the 2019/20 budget was at the 'status quo' level of funding. This means, the Council will need to self-fund the 12% NZTA funding shortfall and any other unfunded capital projects. The Minister of Local Government has "*directed officials at the Department to continue to work with you [CIC] on meeting your statutory obligations within your current budget*". The narrative suggests additional funding will not be forthcoming. However, at this stage an out of budget appropriation remains a possibility.
4. *2019/20 Budget and Annual Plan:* A draft 2019/20 budget was prepared assuming that an additional \$1.2 million would be provided from the Crown appropriation to support infrastructural investment on-island. This has not been the case, awaiting direction from Council as to the required adjustments to the proposed budget. Once this information has been confirmed, we will work with our design team to update the 2019/20 Annual Plan document. Regardless, the impact to Council of the 'status quo' level of funding has further ramifications in terms of asset planning and asset deterioration, cash management and the audit 'going concern' assessment in terms of financial viability.
5. *Pre-election report:* The pre-election report is a prescribed document, which requires disclosure of financial information and identifying significant issues facing the Council. The purpose is to stimulate informed debate about local authority funding and expenditure issues during local election campaigns. It is expected the report be publicly available prior to August. We will be working with CIC to draft and publish the document.
6. *Annual Report:* Given the approved level of funding support for the 2019/20 financial year remaining at the status quo funding level, one of the noted ramifications includes a detrimental impact on the Council's cash and working capital figures. The impact is considered serious enough that the going concern assumption (that the entity will exist one year after the annual report is approved) may be called into

question. Council may wish to consider entering discussions with Audit New Zealand early in relation to this matter.

7. The Chatham Islands Council (CIC) Annual Report 2017/18 was completed without qualification, but it was not adopted prior to the statutory reporting deadline. Delays occurred with Audit New Zealand requiring approval from the technical team on several matters, including the approach to rectify underlying system inconsistencies. There may be flow on implications with the 2018/19 audit that may receive additional audit scrutiny (in addition to going concern, per above).
8. *Payroll:* Environment Canterbury (ECan) are now providing additional assistance processing payroll for all CIC staff, including PAYE reporting and transition to payday filing. We have been working through issues associated with the one-off event cost of responding to an oil spill on island.
9. *Reporting:* ECan is in the process of updating the current CIC steering group dashboard report, Council reporting and DIA quarterly report (based on direction from the DIA). This provides an opportunity to refresh the information currently being presented. We would appreciate receiving feedback on desired information for inclusion within these reports.

Attachments

Nil

7. Emergency Management

7.1 Civil Defence and Emergency Management – Oil Spill Response Exercise

Date of meeting	27 June 2019
Agenda item number	7.1
Author/s	Alex van Wijngaarden, Maritime NZ

Purpose

To present Council with a report on the recent Oil Spill Response exercise.

Recommendation:

That the report be received.

Background

Attached is a report from Alex van Wijngaarden of Maritime NZ summarising the oil spill exercise that occurred on the Chatham Islands on 29 April 2019.



Chatham Island Oil Spill Response

MAY 2019

Prepared by: Alex van Wijngaarden

Introduction

Regional and Unitary Councils have the statutory responsibility to maintain and manage regional response capability with respect to marine oil spills as set out in the Maritime Transport Act (1994)¹ and the New Zealand Marine Oil Spill Response Strategy.

To maintain response capability, the Chatham Island Council has an approved Marine Oil Spill Contingency Plan (OSCP) which was recently reviewed and approved by the Director Maritime NZ. The OSCP is required to be reviewed every 3 years. In addition, exercising trained oil spill response personnel, with support and oversight from Maritime NZ, takes place on an annual basis. Staff from Marine Pollution Response Services (MPRS) dedicate a 4-day window to workshop/exercise with trained response personnel.

2019 Exercise Programme

All Regions are required to undertake two exercises annually, a desk-top and an equipment deployment exercise. These exercises are set by the Exercise Leader, MPRS, and can be either an MNZ Directed Exercise, or one based on a locally developed scenario. Exercise dates are set by MNZ, usually take place during separate quarters of the financial year and are generally attended by MPRS Staff.

Owing to the logistics and costs associated with two separate visits to the Chatham Islands, a week-long annual visit by MPRS Staff aims to oversee both exercises and provide support and mentoring to current Regional Response personnel. In addition, new personnel are given the opportunity to have an insight into the mechanics of oil spill response at a practical level and, it is hoped, to attract them to joining the response team.

2019 Exercises

MNZ Staff arrived on the Chathams on Monday 29 April and met with the current Senior Responder, Nigel Ryan to map out the week's activities. As the exercise programme was based on expected weather during the week, it was decided to conduct the desk-top exercise on the first day (Tuesday 30 April) followed by the equipment deployment on the second day (Wednesday 1 May).

Day 1 – 30 April

Response personnel convened at the Emergency Operations Centre and were presented with the

¹ Maritime Transport Act Section 288

following scenario

A morning flight reported an oil slick of approximately 2.5 km long and 0.5 km wide approximately 9 nautical miles north of Ocean Mail Beach. Weather conditions were: NW wind 15-20 knots, mainly cloudy with passing rain showers.

Since members of the Island EMT were unable to attend, the exercise was run in a part seminar, part exercise thus allowing for response personnel to undertake some tasks following a general discussion on response principles and to clarify areas of uncertainty.

Without exception, participants were able to construct an Action Plan supported by various Task Plans to achieve the identified exercise Aims and Objectives. It should be noted that several participants were 'new' to oil spill response but the practical knowledge and background of Island residents that these individuals possess went a long way in solving what are essentially practical situations.

Exercise participants and roles

Name	Role
Nigel Ryan	ROSC
Robin Seymour	Env Advisor/Drone Operator
Piri Remi	Logistics
Lauri Ryan	Logistics
Craig Kerwin	Operations
Shane Goomes	Operations
Mark Coburn	Env/Wildlife
Charlotte Pirika-Coburn	Wildlife
Cam Gregory-Hunt	Planning

Day 2 – 1 May

The day-2 exercise involved the deployment of oil spill response equipment from the Island's central Oil Spill Response stock-pile. Again, as there were a number of 'new' individuals, a teaching/doing approach was adopted.

The exercise scenario was as follows:

A small vessel alongside the Fisherman's wharf was taking on water and losing diesel in the

process. In total, the vessel carried 1,000 litres of Diesel and about 50 liters of lubricating oil. The task was to boom² the vessel, deploy an oil recovery device (Skimmer) and to pump recovered product into a shore-based receptacle (flexi dam)

Equipment identified was transported from the oil spill equipment store (Chatham's Trust facility) to the wharf and then progressively deployed as the plan set out. Equipment used was:

- Rapid Deployment Boom (99 meters)

- Land/sea boom (20 meters)

- Weir Skimmer and power pack

- Flexi dam – for recovered material

- Use and demonstration of new pumping resources from the equipment stock pile

Again, the practical background that responders have played a big role in the efficient deployment of equipment, making this part of the exercise successful.

Following recovery of equipment, this was transported back to the 'shed' for cleaning and rehabilitation. This occurred on Day 3, 2 May.

In summary, this was shown to be a very competent and well-drilled team, with now 3 consecutive years of 'same faces'.

Well done Joss and Nigel for maintaining the team dynamics. This was a good drills confirmation activity, in poor weather, and included new recruits for future proofing the team at Chatham Islands

Learning Opportunities

With a small population base, it is impossible to provide the range of trained Emergency Management Team members for all eventualities. Making use of existing expertise in the Planning and Logistics functions to support the Operational aspects of oil spill response is the only solution for continued effective oil spill response capability. The Operational Manager function requires an in-depth knowledge of oil spill response techniques.

By the end of May, Oil Spill Response and Emergency Management leaders will be advised of the dates of the next visit – expected to be April/May 2020. The aim of this early advice is to ensure that Planning and Logistics support can exercise with the Operation function of oil spill response.

² A boom is a floating 'fence' used to either encircle the subject target or to deflect oil in a specific direction where it can be recovered.

The number of trained Regional Responders is commensurate with the risk profile for the Island. However, on the 'day' some of those may not be available and it has been suggested that additional Responders be trained to the Regional Responder level.

It has also been suggested that the current Senior Responders (Nigel Ryan and Joss Thomas) identify at least another 2-3 current Regional Responders with a view of them attending Senior Responder training.

Stakeholder Relationships

In any response, it is vital to have established relationships with key Stakeholder Groups. MNZ noted the very good relationship that is in place between the Port Manager and Response personnel. This relationship has resulted in some immediate response equipment being located at the port for an 'initial strike' response.

MNZ Staff also took the opportunity for an informal visit to Kopinga marae where the welcome, although initially strained, was cordial and we were made to feel very welcome. In addition to an overview of Moriori history, it was also explained that the marae was the Welfare Centre for the Island and, in the event of a large response, NRT responders were likely to be accommodated there.

Regional Marine Oil Spill Contingency Plan

The Chatham Island Marine Oil Spill Contingency Plan was recently reviewed and brought up-to-date. Some Annexes remain outstanding due to the consultation process requirements. This is particularly relevant for the Environmental Annex. Annexes that related to Personnel and Equipment are dynamic and will require regular updating. It was noted that a number of copies of the 'old' Plan were still in circulation within the EOC. It is suggested that these be removed/destroyed. Council's Chief Executive has assigned management of the Marine Oil Spill Contingency Plan to the Council's Emergency Manager.

Costs of Response Training

All costs associated with oil spill response are funded from the Oil Pollution Fund, a fund contributed to by vessels over 20 meters in length. The fund is administered by Maritime New Zealand. In other words, Councils will not be 'out of pocket' for training of and responding to marine oil spills.

Equipment Storage.

The Chatham Island equipment stockpile is located at the Chatham Island Trust facility (the old freezing works). There have been ongoing discussions centered on moving the stockpile to the Port in the 'old' shed. Recognising that this facility is in a tsunami inundation zone, it has been decided that the bulk of the equipment will remain in the current location but moved to the new Emergency center once this has been constructed. Some immediate response equipment – Rapid Deployment Boom and sorbent pads and booms have been located in the Port shed.

Conclusion

The Chatham Island Oil Spill Response capability has evolved and matured over the past years and Council can have confidence that local Response Personnel are capable of dealing with the spills that generally occur in the waters of the Chatham Islands. For marine oil spills that are beyond the capability of local resources, any local response will be enhanced through support from the National Response Team.

8. Government

8.1 Gambling Venues Policy

Date of meeting	27 June 2019
Agenda item number	8.1
Author/s	Owen Pickles, Chief Executive Officer

Purpose

Council requested the item be deferred from the last Council meeting held on 16 May 2019 so that the Chief Executive could be present to answer questions of clarification.

Recommendation

1. THAT the submission from the Problem Gambling Foundation of New Zealand be received.
2. THAT the Gambling Venues Policy be adopted, subject to consideration by the Council.

Background

Submissions closed on the Gambling Venues Policy on 10 May 2019 and only one submission had been received from the Problem Gambling Foundation of New Zealand. A copy of the submission and the Policy are attached.

Submission Form

Chatham Islands Council – Gambling Venues Policy

In accordance with the Local Government Act 2002, the Chatham Islands Council is required to adopt a Class 4 Gambling Venue Policy for its district. Let us know what you think of the Gambling Venues Policy by 4.30 pm on Friday 10 May 2019.

Name: Tina McIvor
Organisation name: PGF Group – The Problem Gambling Foundation of New Zealand
Contact address: Level 5, 148 Cuba Street, Wellington
Contact phone number: 04 9798359
Email: Tina.mcivor@pgf.nz
Preferred contact method: Email

We generally support the Gambling Venues Policy

General comment(s) on the Chatham Islands Council Review of the Gambling Venues Policy:

Although we support the current policy of a maximum of three venues and two machines to a venue we caution against any increase in pokie machine numbers for the Chatham Islands. A sinking lid that does not allow new venues would be a more preventative approach to the harm caused by gambling.

Over 190 thousand dollars was lost to the two EGMs in the Chatham Islands in the previous 12 months to December 2019. That means each EGM in the Chatham Islands took an average of \$95,389 from the district in the last reported 12 months. This is money that would otherwise be spent in the local economy on consumer goods, recreation and social activity.

Because of the small size of the industry in the Chatham Islands, the venue manager will know any problem gamblers and should be exercising a robust programme of host responsibility. The Council can take a pro-active approach to ensure that this is indeed the case by adopting a duty of care. The Invercargill City Council has duty of care guidelines attached to their gambling policy which includes:

“Council encourages responsible gambling practices as outlined below. Where Council has concerns about the operation of existing gambling venues these will be reported to the DIA. Council inspectors do not have enforcement powers over venues in terms of their gambling activities.

BEST PRACTICE SUPPORTING ACTION

Host Responsibility and Harm Minimisation policy:

The applicant has in place a host responsibility and harm minimisation policy. The programme conforms to best practice as set out by national guidelines or standards should these become available.

Staff training programme or activities:

The applicant demonstrates that staff and management are familiar with its Host Responsibility and Harm Minimisation policy.

The programme provides information on:

- The potential effects of gambling on customers.
- The identification of problem gambling traits.
- The processes for approach, intervention and follow up for patrons with suspected problem gambling.
- Identification practices for patrons appearing under 25 and actions to be followed.
- Systems in place to support self barring.
- Recognition of intoxicated patrons and steps to be followed to prevent intoxicated patrons from gambling.
- Systems to be followed if children are left unattended in premises or nearby premises.

Policy on under age access to TAB Venues:

The licensee must ensure that appropriate signage is in place indicating age restrictions so that this is visible, at the point(s) of entry into the gambling area. Policy on identification checks for patrons appearing under 25. Staff training on identification of patrons appearing under 25 and actions to be followed. Provision of problem gambling information: The licensee must ensure that patrons have access to appropriate information on problem gambling and problem.

BEST PRACTICE SUPPORTING ACTION

Gambling help services and the gambling help line phone number information:

Additional material on problem gambling and help services displayed in at least one other area within the premises.

Clocks are visible in premises. The licensee ensures that clocks are visible from gambling machines and are displayed on a wall large enough to be seen from a distance.

Self barring of patrons is supported. The licensee ensures that systems to support self barring and exclusion by patrons are put in place. There is staff training on systems to support self barring or exclusion of patrons.

Children are not left unattended while gambling is undertaken:

The licensee will take active steps to prevent parents leaving their children unattended without adult supervision including:

- Requiring employees to report incidents where a child had been left unattended, either inside the premises or immediately outside the premises, and,
- Where the child has been left unattended, the licensee will take steps to locate an adult responsible for the child. If this attempt is unsuccessful, the licensee will contact the police.

Intoxicated patrons are prevented from gambling Staff training on identification of intoxicated patrons and actions to be followed if intoxicated patrons attempt to gamble. The licensee will take all practicable steps to ensure that no person who appears intoxicated is allowed to gamble."

We do not wish to speak to this submission.

Your name and contact details are required for transparency and the decision-making process. It also means we are able to update you on progress. All submissions will be publicly available through inclusion in Council agendas and / or retrievable by request under the Local Government Official Information and Meetings Act 1987.

Submit to Chatham Islands Council by 4.30 pm on Friday 10 May 2019 via –

Delivery to Council at 9 Tuku Road, Chatham Islands 8942

Post to PO Box 24, Chatham Islands 8942

Email to secretary@cic.govt.nz



chatham islands council

P O Box 24, Chatham Islands, 8030
 Phone: 03 305 0033 – Fax: 03 305 0044
 Email: info@cic.govt.nz

Gambling Venues Policy 2019

This policy is written in terms of the Gambling Act 2003 and covers the control of non-casino class 4 gaming machine venues (pokies).

A Objectives of the Policy

- * To ensure the Council and community has influence over the provision of new gambling within the Chatham Islands Territory.
- * To allow those who wish to participate in pokie machine gambling to do so within the Territory.

B Where Class 4 Gambling Venues may be established

- * Class 4 Gambling Venues may be established within the Territory subject to meeting application and fee requirements.

C Number of Venues

- * The number of Class 4 Gambling Venues shall be restricted to a maximum of three (3).

D Numbers of Pokie Machines to be allowed

- * All venues shall be allowed a maximum of two (2) pokie machines.

E Applications

- * Applications for Council consent must be made on the approved form and must provide:
 - i. Name and contact details for the application
 - ii. Location of the premises proposed for the Class 4 Licence
 - iii. The names of management and staff
 - iv. Evidence of Police approval for owners and managers of the venue
 - v. A 12 month business plan or budget for the establishment, covering both gambling and other activities proposed for the venue
 - vi. A site plan covering both gambling and other activities proposed for the venue, including details of each floor of the venue
 - vii. If the premises is licensed in terms of the Sale of Liquor Act 1989, details of those licences

F Application Fees

- * These will be set by the Council from time to time and shall include consideration for:
 - i. The cost of processing the application including any consultation and hearings involved
 - ii. The cost of triennially reviewing the Class 4 Gambling Venues Policy
 - iii. The cost of inspecting Class 4 gambling venues on a regular basis to ensure compliance with consent of licence conditions
 - iv. A contribution towards the cost of triennial assessments of the economic and social impact of gambling within the Territory.

8. Government

8.2 Crown Funding Support 2019/2020

Date of meeting	27 June 2019
Agenda item number	8.2
Author/s	Chief Executive, Owen Pickles

Purpose

To update Council of Crown Funding for the 2019/2020 year.

Recommendations

1. That the information be received.
2. That Council continues to seek opportunities to achieve sustainability.

Background

Attached is a letter from Hon Nanaia Mahuta Minister of Local Government confirming the Council's funding support for the 2019/2020 financial year. Also attached is the relevant page from the Governments Budget.

With the level of funding remaining at the levels set in 2014, the Council will continue to face operating restriction with an inability to progress its capital works programme.

Compliance is also compromised especially in the RMA activities.

The roading programme remains underfunded by \$120k.

All of this is disappointing as no notice has been taken of the review undertaken by McGredy Winder for the Department of Internal Affairs.

The Crown support funding was introduced in 2004 following an extensive review of the Council's sustainability which involved DIA, Local Government Commission and Local Government New Zealand. Cabinet at that time resolved to:

1. That the Crown funds the Chatham Islands Council sufficient to meet the costs of the Chatham Islands Council meeting all of its statutory responsibilities subject to:
 - 1-1 Future work being done to establish the amount of funding required and the mechanisms for delivering the funds.
 - 1-2 Council seeking tenders for the provision of regional functions....

This has provided the basis for subsequent reviews but in recent times appears to have been lost sight of.

There are however some glimmers of hope. Internal Affairs staff have followed the Ministers direction and opened discussion with NZTA with the view to addressing the shortage in road funding.

The Ministry for the Environment has established a contestable fund to assist Councils with compliance with the National Policy Statements.

Minister Eugenie Sage has recommended this fund to the Council as a possible solution. In the meantime we have instigated a spending review over the Councils activities with priorities being given to contractual commitments. This will continue during the early part of the financial year.

A revised Annual Plan has been drafted by the accountants with the view of presenting a pessimistic view of the Councils future.

It has been good to see all staff and contracted support up for the challenge.



30 MAY 2019

Alfred Preece, Mayor
Chatham Islands Council
9 Tuku Road
Waitangi
Chatham Islands

Tēnā koe Alfred

As you will now be aware, the Department of Internal Affairs' (the Department's) bid to increase the Chatham Islands Council Non-Departmental appropriation through Budget 2019 was unsuccessful. The Government faced many competing priorities this year and unfortunately was unable to fulfil them all.

I am aware of the funding and compliance pressures the Chatham Islands Council (the Council) is currently facing, particularly because of the decrease in the funding assistance rate provide by the New Zealand Transport Agency. I have directed my officials at the Department to continue to work with you on meeting your statutory obligations within your current budget. I expect this to include working with other agencies to try and reduce compliance costs for the Council.

I note the positive progress being made through the Chatham Islands Investment Strategy and the Stakeholder Forum to increase inter-agency collaboration. I hope that this can be leveraged to take some of the pressure off the Council.

I understand that it will be disappointing to have not received the funding requested. However, I am confident that we can all work together to meet the Council's challenges.

Heoi anō

Hon Nanaia Mahuta
Minister of Local Government

3.4 - Non-Departmental Other Expenses

Chatham Islands Council (M49)

Scope of Appropriation

This appropriation is limited to contribution to the cost of the Chatham Islands Council meeting its statutory responsibilities.

Expenses

	2018/19		2019/20
	Final Budgeted \$000	Estimated Actual \$000	Budget \$000
Total Appropriation	3,206	3,206	3,206

What is Intended to be Achieved with this Appropriation

This appropriation is intended to achieve support for effective local government services for residents of the Chatham Islands.

How Performance will be Assessed and End of Year Reporting Requirements

An exemption was granted under section 15D(2)(b)(iii) of the Public Finance Act as the amount of this annual non-departmental other expense appropriation is less than \$5 million.

Service Providers

Provider	2018/19 Final Budgeted \$000	2018/19 Estimated Actual \$000	2019/20 Budget \$000	Expiry of Resourcing Commitment
Chatham Islands Council	3,206	3,206	3,206	N/A

Chatham Islands Wharves - Operational Costs (M41)

Scope of Appropriation

This appropriation is limited to the on-going costs of operation, maintenance and depreciation associated with the Chatham Islands wharves.

Expenses

	2018/19		2019/20
	Final Budgeted \$000	Estimated Actual \$000	Budget \$000
Total Appropriation	3,539	3,539	3,539

8. Government

8.3 LGNZ Rural Sector Meeting 6 & 7 June 2019

Date of meeting	27 June 2019
Agenda item number	8.3
Author/s	Owen Pickles, Chief Executive

Purpose

To update Council on the '*Rural & Provincial Sector Meeting*' held in Wellington on 6 & 7 June 2019.

Recommendations

THAT the report be received.

Background

The LGNZ Rural and Provincial Sector meeting was held in Wellington 6 & 7 June 2019.

Council was represented by Mayor Alfred Preece, Cr Jason Seymour and Chief Executive Officer Owen Pickles.

A verbal report will be provided at the meeting.

9. Chatham Islands

9.1 Chatham Islands Port Liaison Group Meeting 28 May 2019

Date of meeting	27 June 2019
Agenda item number	9.1
Author/s	Owen Pickles, Chief Executive Officer

Purpose

The purpose of this report is to update Council on the current position of the new port facility.

Recommendations:

THAT the report be received.

Background

The Chatham Islands Port Liaison Group was established as a means to provide feedback from the community to Chatham Islands Ports Ltd.

A meeting was held on 28 May 2019 and facilitated by the Department of Internal Affairs. NZTA staff were also in attendance.

The biggest takeaway from the meeting was that since the new port has been operating, no weather related shipping delays have occurred.

Some minor operational matters were identified including the protection of the Waitangi Water Supply.

It was good to hear monitoring of the beach movements is continuing with reports to be provided to the Council.

Meeting minutes

Port Liaison Group

Date and time of meeting	28 May 2019, 6.30 pm
Location	The Den
Attendees	Tessa Horler, Chatham Islands Shipping Limited Craig Kerwin, Chatham Islands Port Limited (CIPL) Monique Croon, Ngāti Mutunga o Wharekauri Iwi Trust Greg Horler, Chatham Islands Port Limited/Farmers representative Stuart Hughes, Chatham Islands Port Limited Simon Carey, Chatham Islands Enterprise Trust Owen Pickles, Chatham Islands Council (CIC) Richard Topham, New Zealand Transport Agency Janice Brass, New Zealand Transport Agency Richard Hardie, Department of Internal Affairs Andrew Freeth, Department of Internal Affairs
Apologies	Jeff Clark, Cray 6 Representative Phil Seymour, Chatham Islands Enterprise Trust Gail Amaru, Ngāti Mutunga o Wharekauri Iwi Trust
Chair	Richard Hardie

1. Operations update (Craig Kerwin)

- 1.1 There has been a focus on getting everything compliant. Programmed improvements are in place for the fuel transfer system, rainwater tanks and isolation switches for the shed and port lighting.
- 1.2 There have been no shipping delays due to the port facility which is a significant improvement.
- 1.3 Overall, users of the wharf have been good, with some warnings issued. Communication with fishermen and farmers, including visits, has been working well.
- 1.4 Noted the need for a permanent dangerous goods station on the Island and increased petrol storage on the Wharf to reduce shipping risk.

ACTION: CIPL to progress work towards a permanent dangerous goods station and increased petrol storage on the Wharf.

- 1.5 The following issues were noted:

(a) Water draw off from town supply.

(b) Boats in haul out area blocking public road.

ACTION: CIPL to work with CIC on the two identified issues.

- 1.6 CIPL recommends Craig is appointed as a Deputy Harbourmaster so that he can enforce the Maritime Transport Act 1994 and Chatham Islands Navigational Safety Bylaws 2013.

ACTION: DIA investigating the process of appointing a Deputy Harbourmaster and will advise CIPL and CIC.

2. Health and Safety

- 2.1 Third-party groups using the Wharf present a health and safety risk because the port manager has limited control over their actions.

ACTION: CIPL to draft health and safety policy for third-party groups using the Wharf.

- 2.2 More formal health and safety training on the Island in general would be valuable.

ACTION: Discuss health and safety training at the Stakeholder Forum on June 12.

- 2.3 Possible silting at Waitangi beach was raised. The RMA requires silting to be monitored. The last report was produced in December.

ACTION: NZTA to circulate environmental monitoring report through Chatham Islands Council.

3. Future meetings

- 3.1 It was determined to hold future meetings on an issues basis, as needed.
- 3.2 NZTA will monitor the CIPL monthly report to determine the need for a meeting. Users can request a meeting through CIPL, NZTA or DIA

Summary of action points

Item	Action	Date raised	Owner	Due date
1.	CIPL to progress work towards a permanent dangerous goods station and increased petrol storage on the Wharf.	28/5/2019	CIPL	TBD
2.	CIPL to work with CIC on: <ul style="list-style-type: none"> water draw off from town supply; boats in haul-out area blocking public road. 	28/5/2019	CIPL, CIC	TBD
3.	CIPL to draft health and safety policy around third-party groups using the Wharf.	28/5/2019	CIPL	TBD

4.	Discuss health and safety training at the Stakeholder Forum on June 12.	28/5/2019	DIA	June 2019
5.	NZTA to circulate environmental monitoring report through Chatham Islands Council	28/5/2019	NZTA	June 2019

9. Chatham Islands

9.2 Chatham Islands Visitor Industry Group Tourism Strategic and Business Plan 2019-2022

Date of meeting	27 June 2019
Agenda item number	9.2
Author/s	Owen Pickles, Chief Executive

Purpose

To present Council with the draft Chatham Islands Visitor Industry Group Tourism Strategic and Business Plan 2019-2022.

Recommendation

THAT the draft Chatham Islands Visitor Industry Group Tourism Strategic and Business Plan be received.

Chatham Islands Visitor Industry Group

Tourism Strategic and Business Plan

2019 – 2022



Prepared May 2019

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Chatham Islands Tourism Strategic Plan 2019-2022

1. Introduction, Vision, Mission and Values

The Chatham Islands, Rekohu in Moriori and Wharekauri in Maori, are at a pivotal point in the development of tourism with a number of significant projects about to impact on the Islands. These include the planning of the proposed airport extension and introduction of larger planes, potentially Boeing 737s, the growth in accommodation by at least 32 more hotel style rooms together with smaller providers, the development of a new museum that has the potential to serve the purpose of a central touch point with visitors for information and a much needed indoor attraction, and the establishment of several new activity operators. The industry is set to become a much bigger player and sustainable driver industry, alongside fishing and farming for the Chatham Islands.

To meet the occupancy targets of the new accommodation providers, tourism visitor numbers on the Islands must at least double within the next two years. This level of growth is constrained by the fact that the current airline service is at near capacity throughout the main season. The need for increased visitors therefore supports the business case for the introduction of larger aircraft, or more frequent air services into the Island. This level of increase in visitors impacts on many things that are constrained on the island including employment, housing, site capacity with the lack of public toilets, tours and infrastructure. It elevates the need for a greater investment in many aspects of tourism, including marketing.

While the demand exists to bring more visitors to the Islands, strong concerns are held around whether the Islanders want and can manage any real growth in visitor numbers, the level of return coming back to the community from tourism and the impact on the Chatham Islands way of life.

These considerations and concerns have provided the foundation for the endorsement of the Chatham Islands Visitor Industry Group vision, mission and values together with the seven strategic goals.

The Vision for tourism on the Islands is:

A sustainable Chatham Islands visitor industry, providing engaging experiences and quality services to visitors for the benefit and enhancement of the Chatham Islands community.

This centres on four key areas:

Sustainability – of the natural and physical environment, tourism industry and businesses and the community.

Engaging experiences – ensuring all visitors leave having had a welcoming, authentic and enriching experience on the Island.

Quality services – that all operators are offering high quality, safe products, services and experiences.

Benefit and enhancement of the Chatham Islands community – the industry is adding positive tangible value back to the community.

What does the industry want tourism on the Islands to look like in five years time?

- The Islands lifestyle remains essentially the same.
- Chatham Islanders control tourism.
- Tourism businesses become financially viable standalone entities.
- The number of visitors has reached growth over 200% to financially support the return on investment made currently in accommodation units.
- There is a greater spread of visitation over the shoulders and winter period.
- All visitor sites are proactively managed with the assets protected and appropriate infrastructure in place.
- Visitors are at the higher value end of the market, largely in organised tours or as guided independents. All have accommodation booked before arriving. There is no freedom camping on the Island. Visitors are all fully versed in the protocols of tourism on the Island including the standing of mana whenua, Hokotehi Moriori and Ngati Mutunga.
- The community welcomes tourism and receives a tangible return.
- Fish are plentiful, protected and the take by visitors is at levels the islanders are agreeable with.
- More housing exists for tourism employee staff and families.
- More young Chatham Islanders are encouraged into tourism being introduced through programmes established within the school curriculum.
- The industry is implementing a proactive marketing strategy across traditional and online vehicles that is integrated with operators and has measured results.
- There is a unified approach to tourism with operators working together and engaged in the Chatham Islands Visitor Industry Group.
- The industry is leading sustainable practice on the island including plastic reduction, recycling and water conservation.

The Mission of the Chatham Islands Visitor Industry Group is:

To develop the visitor industry on the Chatham Islands in a manner that is economically, environmentally and culturally sustainable and providing benefits back to the Island community.

The Values agreed are:

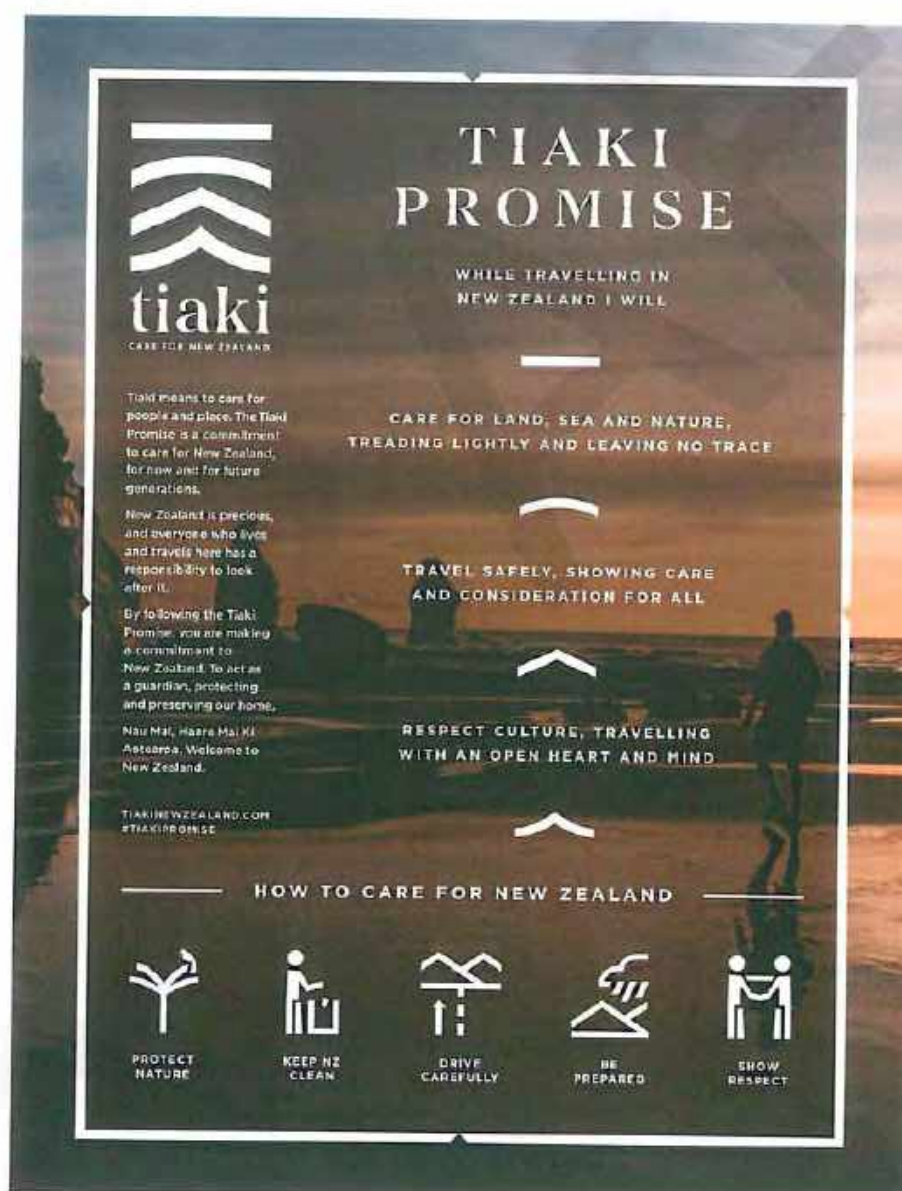
Kaitiakitanga (Guardianship and Protection)

Manaakitanga (Mutual Respect)

Whanaungatanga (Sense of family, Working together)

The plan also adopts the Tiaki Promise and the New Zealand Tourism Sustainability Commitment

THE TIAKI PROMISE



THE NEW ZEALAND TOURISM SUSTAINABILITY COMMITMENT



Chatham Islands Tourism Development

has agreed to adopt the

New Zealand Tourism Sustainability Commitment

HE KUPU TAURANGI KIA TOITU AI TE TĀPOITANGA

OUR VISION: LEADING THE WORLD IN SUSTAINABLE TOURISM

OUR BUSINESS WILL:

ECONOMIC

- 1 Focus on long term financial performance
- 2 Invest capital to grow, and/or to improve quality and productivity
- 3 Innovate and have effective strategies to mitigate the effects of seasonality

VISITOR

- Undertake customer satisfaction monitoring, evaluation and reporting.
- Innovate to improve or upgrade our offering to enhance visitor experience.
- Educate visitors about New Zealand's cultural and behavioural expectations.

HOST COMMUNITY

- 7 Pay a fair wage to all staff.
- 8 Support our workforce to flourish and succeed.
- 9 Actively engage with the communities in which we operate.
- 10 Have socially and environmentally sustainable supply chains.

ENVIRONMENT

- 11 Continue to ecological restoration initiatives.
- 12 Have carbon reduction programmes towards carbon neutrality.
- 13 Have waste reduction and management programmes.
- 14 Engage with our visitors and communities on the importance of restoring, protecting and enhancing New Zealand's natural environment.

We will also:

- Strive to live the sustainability values and outperform the requirements.
- Work purposefully to adopt the Commitments into our business practices.
- Monitor and report progress on each Commitment within our business.
- Respond to TIA's annual survey on our progress on each Commitment.
- Tell stories about what we, and the industry are doing and achieving.



WWW.SUSTAINABLETOURISM.NZ

Andrew Grey-Purvis
Tourism Development Manager
Chatham Islands Tourism Development

Chris Roberts
CHIEF EXECUTIVE
TOURISM INDUSTRY ASSOCIATION

C. Roberts



2. The Current Situation

Tourism on the Islands is set to grow. While no accurate statistics exist yet on visitors to the Islands, estimates based on information provided by accommodation operators and Air Chathams indicated around 1700 – 2000 people visit per year. The majority come with around 20 tour companies that promote the Islands as part of their itinerary, four of which provide most visitors. Most are over 60 years old, live in New Zealand and stay for five to seven days. The estimated average spend by visitors in tour groups per day is \$440 per person based on current pricing. While employment fluctuates with the season, the industry directly employs at least 70 people within the accommodation and activity sectors. In addition, there are a number of secondary jobs for which part of the work is a spinoff from tourism, for example, in the retail, mechanical and management sectors.

There are eight accommodation providers on Chatham Island offering 84 rooms to a total of 156 guests. Pitt Island has one provider with five rooms and capacity for 10 people. Kopinga Marae also has the capability, if required, to cater for overnight guests. They are not currently focusing on being an accommodation provider. In addition, Hotel Chathams is opening a further block of nine double, first class units in November 2019 with a further nine units, lounge, bar and new reception and office to open by 2022. There are two new providers planning to open a further five rooms with a total of 16 beds in 2019.

The Chatham Islands is seeing a 44% growth in accommodation units in the year between November 2018 and November 2019. This includes the reopening of Henga Lodge last November (23 new units), the Hotel Chathams development (9 units) and the two new providers (5 units).

To achieve the targets of the owners of these properties, visitor numbers will have to more than double by the end of the 2019-20 season. An alternative the properties could consider is a move to a premium pricing strategy with a higher return per visitor requiring a lower number of visitors.

The largest proposed infrastructure development is the introduction of a the new plane service by Air Chathams. This would replace the aging fleet servicing the island before the end of 2021. Given the increase in visitors required to meet the growth in accommodation, this potential expanded capacity is much needed, the two developments going hand-in-hand.

A number of businesses have expanded and new ones have either recently begun or are being planned. The fifteen activity and five accommodation developments identified to date are outlined in Table 1 opposite.



Table 1. Tourism Business Development on the Chatham Islands

Activities	
Vince Dix	Falconer 2 Scenic Cruises including sunset tours surveyed for 20 passengers
Kerry Fleming Chatham Islands Tours	Chatham Islands Tours - Tours with 20 seat 4WD
Celine Gregory-Hunt	Opening of River Onion Café and Gallery
Chatham Islands Museum Trust	New Museum with potential visitor information hub and indoor experience functions.
Chatham Islands NZ Travel Brokers Marcel Tuuta	On Island Inbound and Outbound Tourism Operator that is part of NZ Travel Brokers Franchise
Chatham Islands Food Events Francesca Bonventre and Kaai Silbery	Local Wild Food Challenge Chatham Islands on a Plate Chatham Islands Freeze Dried Honey
Department of Conservation	Hapupu Interpretation Project - A capital bid is being prepared for the development of a building to tell the story of the area, in some way replicate the tree carvings and develop visitor amenities in the Hapupu reserve.
Hokotehi Moriori Trust	Considering eco tourism opportunities. Walking, biking, kayaking with a unique Moriori experience. A pilot was undertaken in January 2019. Also diversifying into other walking opportunities, engagement in tree planting, other conservation and cultural experiences.
Treks with Charlie Horse Charlotte Pirika	3 horses, treks on appointment - began operating Dec 2018
Waitangi Seafoods Pita Thomas	Small shop to supply seafood - proposed to open 2019
Alfred and Robyn Preece	Fencing on the Millennium Site - Reopen following this work.
Chatham Island Food Co Delwyn Tuanui	Premium 2kg Blue Cod Gift Pack with criteria for quality and boat/fishermen it came from - Available 2019 Fresh 500g vacuum pack fillets and paua for tourists in planning - available 2019 Expansion of fish factory tours for groups for the coming season. Display window and glass tank in the future - pending demand. Plans for a live well experience at Owenga with paua, sea urchins, kina, cod - live experience into the future.
Nathaniel Whaitiri	Fish and Chip cart at Kaingaroa - opened 2019
Port Hutt - Kevin Clarke	Opening up Port Hutt for visitors under concessions
Brent Mallinson	Helicopter Tours and Transfers - Proposal paper being drafted to develop a business case for helicopter services for search and rescue, gorse spraying, fire-fighting, monitoring and tourism.
Accommodation	
Henga Lodge	Reopened in November 2018 with 23 rooms including 12 new single on-suite units.
Hotel Chatham	Forget Me Knot Suite - 9 self-contained five star units opening November 2019 Stage 2 - 9 further units plus lounge, bar, reception and office proposed to open by 2022.
Debbie Campling	3 double rooms at Port Hutt
Oscar and Katrina Nilsson	Looking at cabins in the future
Megan Lanauze-King and Glen King	10 bed accommodation block comprising a cottage that sleeps 4 and a bunkroom that sleeps 6. Opening 2019

Within the 2017 report *Chatham Islands - Enabling a sustainable economy* by Martin Jenkins the fishing industry was reported as employing an estimated 135 people and generating \$18.6 million in GDP in 2016, farming contributed 62 jobs and \$4.8 million in GDP. The tourism industry was reported to be the fastest growing sector on the island employing around 38 and contributing close to \$2.1M in GDP in 2016.

With around 1700-2000 visitors staying an average of 5 days and spending \$440 per day, the direct contribution (without multipliers) back to the economy is around \$3.7 million to \$4.4 million and with flights included around \$6 million. If visitor numbers double, this would have the industry competing with farming as the second economic driver.

SNAPSHOT OF MARKET ANALYSIS

Average length of stay¹

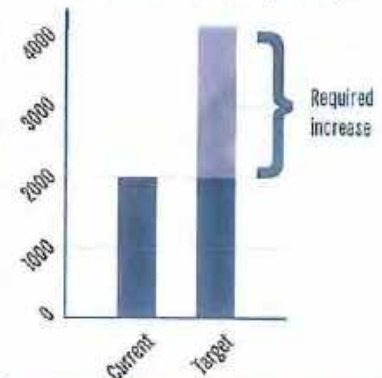


Average est. spend³

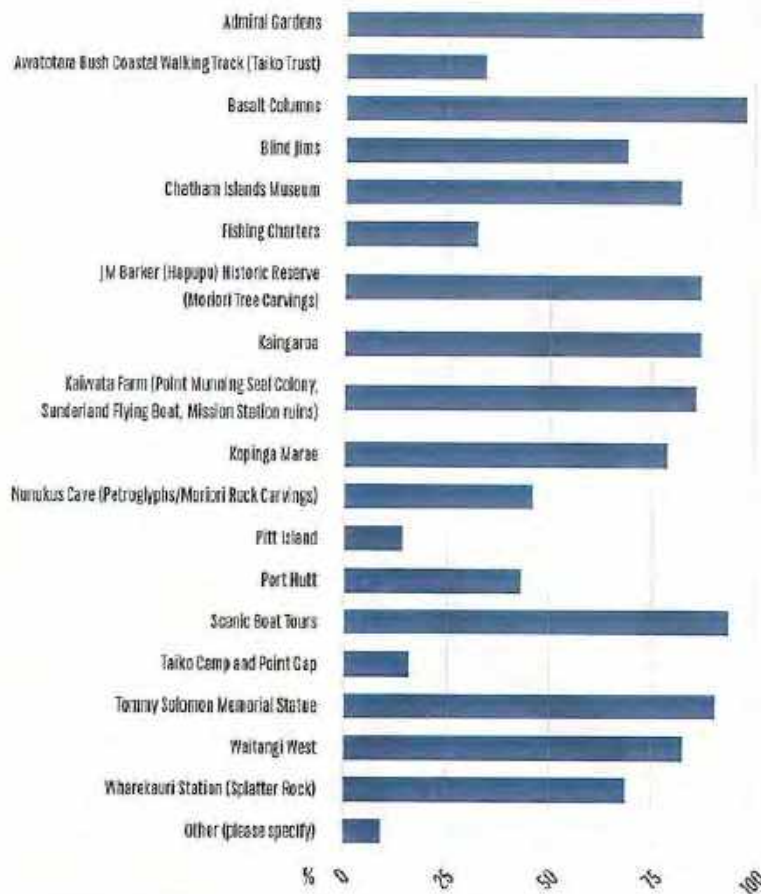


\$440
/day/visitor

Visitor numbers (2021)³



Attractions visited¹



Visitor origin (est.)¹



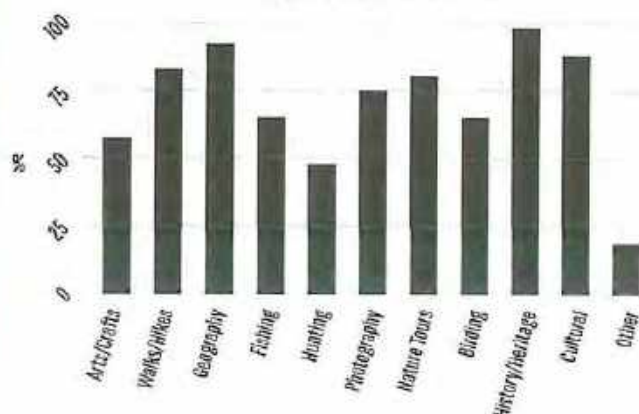
Domestic NZ
International

Visitor Gender¹



Male (48%)
Female (49%)
Prefer not to say (3%)

Visit motivations¹



Visitor Age¹



20-29 years (1%)
30-39 years (1%)
40-49 years (1%)
50-59 years (13%)
60-69 years (40%)
70+ years (43%)
Prefer not to say (1%)

Sources:
1. Chatham Islands Visitor Industry Survey
2. Chatham Islands - Embracing a sustainable economy, Martin Jenkins
3. Chatham Islands Tourism Strategic Planning Research

3. *Challenges, Opportunities and Key Issues*

The Strategic and Business plans have been prepared following industry planning meetings, consultation with around 80 people involved in the sector and an independent visitor survey. The main themes to come through this process are summarised below however a wider range of other feedback has also been incorporated into the plans.

The Growth Challenge - An overwhelming vision for tourism is for smaller incremental steps of growth in visitors that is in tune with the Islands' capacity to manage tourism. While smaller growth in summer and filling the shoulders and winter is ideal, for the existing financial occupancy targets of the largest accommodation operators, the increase will have to be significant. Between Henga Lodge reopening and with the Hotel Chatham expansion alone, accommodation has expanded by 32 rooms. The minimum increase required for these operations to be sustainable is understood to equate to growth of over 200% within the next two years.

Currently there is very little airline capacity in the main tourism season to support this required growth. This is a potential risk for current operators. Indications from the main tourist companies servicing the Islands is that they would increase the number of tours if greater capacity of flights and accommodation existed. This elevates the need for a greater and more strategic investment in marketing.

Growth in tourism will place added pressure on employment. The pool of people seeking employment on the Islands is small and it is difficult to get good staff to work in the sector as wages are seen as low in comparison to other occupations. Most people involved in tourism manage several jobs to enable full-time employment. For those jobs proposed to be filled from the mainland, the current housing shortage will need to be addressed and capital housing projects on the Islands advanced.

Catering for an increase in tourists also flows down to site development supporting the need for installation of more toilets, shelters, interpretation, seating and addressing any health, safety and sustainability issues at each site. An immediate plan and application to the Tourism Infrastructure Growth Fund (TIF) is required to assist with funding this. There will also be increasing demand for tours and transportation. The development of additional attractions, especially those offering indoor and evening activities such as the museum and Hapupu Interpretation projects, are also important. There is also likely to be an increase in the demand for food, particularly lunches.

Air Services - The visitor industry is seen to negatively impact on islanders unable to get seats on flights for personal, medical or business reasons and freight can be delayed for long periods of time. The cost of flights is both negative and positive. While it places a major constraint of increasing visitation on the island thus limiting the industry's growth, it also elevates the traveller to those that are prepared to invest more and are of higher value. Concerns are held that larger planes with shorter flight times and more capacity could introduce more low value visitors. Larger planes could also reduce the frequency of flights. Regular, reliable air services to Pitt Island are also required.

Fish take by visitors - While accepted that most visitors are taking lawful amounts and very little in comparison to commercial fishing, many islanders believe visitors should have greater restrictions on recreational catch than locals. The main fishing charters both limit take by visitors. Concern also centres on the take of paua from popular fishing spots for islanders and the likely depletion of this resource for locals. The Fishing Forum is where any recommended changes should be made. A further issue is the way the island is marketed, promoting plentiful seafood catch as an attraction for coming to the Islands.

Access over private land - The main attractions are on private land with access at the discretion of owners. For many of these sites to continue to be available, operators and independent travellers need to abide by the terms on which access is granted with prior notification, correct payment of fees and navigation through agreed areas only. Independent travellers also need to be aware of the areas they are allowed to go on the island. No access and trespassing signs supplied to landowners has been suggested.



Protection of Assets – A number of the natural, physical and cultural assets are at risk of being lost and require restoration and special site management. Work is already being undertaken by Hokotehi Moriori Trust and the Department of Conservation on the dendroglyphs (tree carvings) and the Memorial to Totororo (residents who have lost their lives through drowning), and the whale pot at Kaingaroa. Preservation and management of the site of the petroglyphs (rock carvings) is required. Strengthening and restoration work is also required on the Stone Cottage and Ponga Whare, both Heritage New Zealand Category 1 listed sites. Restoration and ensuring of the White House (currently on land under treaty settlement negotiations) and ensuring it is retained and incorporated into a visitor walk has been proposed. While on private land and therefore in private ownership, funding of many of these projects by the owners is limited or not something that is considered their project. As these assets form an important part of the tourism product on the Island they should be considered as requiring coordination and support from the industry.

The Department of Conservation has a vision for the Island to be predator free. A range of funding is available for this. They have indicated they will present a plan for this to the CIVIG.

Social License and Giving Back to the Community – Many in the industry believe most locals have limited knowledge of the scale and benefits of the industry to the Island and that this should be communicated publicly to gain greater support for the tourism industry. Further, it is perceived that many operators and visitors to the Islands would be prepared to give back financially or through their expertise and that opportunities for this should be made evident to visitors. Evidence confirming this is already emerging through the visitor survey.



Seven Strategic Goals

Seven goals have been identified as the Strategic Plan priorities and direction for the next three to five years. These are as follows:

1. Growing Strong, Collaborative, Focused Leadership

This goal looks at elevating the work of the CIVIG, establishing a clear direction with measureable outcomes that address the core issues and infrastructure required to plan for and manage the growth required to sustain and develop the industry. This is likely to require additional resourcing.

2. Gaining Community Acceptance and Social Licence

One of the core values of the industry is that it should not adversely impact on the lifestyle on the Chatham Islands; rather it should add value to the economy or community. This goal looks to address the issues tourism is understood to be creating and aims to establish ways it can provide direct tangible value back to the Islands.

3. Developing Our Authentic, Unique, Quality Visitor Experience

The visitor experience on the Islands should be welcoming, of quality, enriching, safe and positively memorable. This goal focuses on that experience from the first impressions on arrival, the sites and attractions visited through to the storytelling and hosting.

4. Developing Island Led Sustainable Practices

While some sustainable practices have been put in place by operators, there is no collective, dedicated approach to sustainability of the environment. Reduction of plastics, conservation of water, recycling, beach clean-ups, reducing take of fish by visitors and care around sites are some of the initiatives proposed and could be included in an island strategy and sustainability scorecard.

5. Protecting and Promoting the Globally Unique Chatham Islands Natural and Cultural Heritage

The Islands have many national and internationally important geological, natural, physical and cultural features that are at risk and require protection. This goal supports the current projects and proposes some additional features that are special to the Island and require protection.

6. Supporting and Promoting Business, New Business And Business Opportunities

This goal looks to provide support and assist with training for existing and new businesses to ensure they offer a quality experience, comply with island protocols and compliance requirements and are financially viable.

7. Delivering a Strategic, Collaborative, Measured Marketing Plan

Market research and visitor insights are important foundations in driving planning and promotional investment. Online and social media platforms coupled with the integration of Customer Relationship Management (CRM) tools open the opportunity to diversify the current marketing strategy. Partnerships and niche marketing are further ways the CIVIG could expand on to leverage promotional spend. This goal looks to diversify the current marketing investment which has a strong focus on industry and regional shows to incorporate much more targeted online and traditional hard copy media campaigns and put benchmarks and measurements in place.

These strategic goals have been developed into a Business Plan of Actions to be undertaken over the next 3-5 years.

Chatham Islands Tourism Strategic Plan

Vision

A sustainable Chatham Islands visitor industry, providing engaging experiences and quality services to visitors for the benefit and enhancement of the Chatham Islands community

Mission

To develop the visitor industry on the Chatham Islands in a manner that is economically, environmentally and culturally sustainable and providing benefits back to the Island community.

Strategic Focus

Strong Collaborative Leadership

Sustainability

Community Benefit/ Social Licence

Natural, Physical and Cultural Asset Protection

Enriched Visitor Experience

Successful Businesses

Strategic Marketing

CMWG resourced and members actively addressing macro issues

Visitors fully versed in Island protocols
Community welcomes and tangibly benefits from visitor industry

Arrival and site developments implemented
Benchmark indicators and Net Promoter Score established and actioned

Sustainability Scorecard/Action Plan agreed and implemented

Existing projects supported and new projects developed to protect the Islands natural, physical and cultural assets

Existing and New businesses operating responsibly and profitably

Overall Outcomes/ KPIs

Tourism Market Research and benchmarks established and incorporated into planning.
Marketing Database established.
Marketing achieving visitor number targets

Enablers

Industry Commitment and Leadership

Resourcing and Capability

Partnerships and Collaboration

Chatham Islands Visitor Industry Group Business Plan 2019-2022

7 Strategic Goals

The seven goals identified within the Strategic Plan have been developed into 30 initiatives to be delivered in the Business Plan. These have been prioritised into immediate, short and longer term project implementation timeframes. Some already have people identified to lead or follow them up.

Implementing this plan is seen as challenging without a greater funded resource. Developing the business case for a tourism manager role has been given the highest priority. Establishing the delivery mechanism for most initiatives will follow pending the successful securing of funding for this role.

1. Growing Strong, Collaborative, Focused Leadership

This first goal addresses the direction of the CIVIG as the leadership body for tourism. It focuses on having strong leadership, active involvement from many more in the industry and a focused direction with measurable outcomes to achieve. The CIVIG is also working actively alongside the CIET, CIC supporting and planning for new infrastructure developments particularly of new air services and facilities, housing and broadband.

KEY INITIATIVES FOR 2019 – 2022

Initiative	Targets/Key Performance Indicators	Timing	Responsibility
Initiative 1. Reviewing the structure and expanding the membership of the CIVIG to all those identified as in the industry and engaging as many as possible in the delivery of this plan. This includes working with mana whenua (Hokotehi Moriori and Ngati Mutunga) at the forefront of planning.	Review undertaken, and most industry operators engaged in CIVIG by the AGM.	October 2019	
Initiative 2. Determining the nature of and gaining the financial resources required to implement the plan.	Nature of implementation of key priorities and funding confirmed to deliver the plan.	October 2019	Designated Committee
Initiative 3. Organising events to encourage involvement and advancing industry knowledge including: <ul style="list-style-type: none"> An annual tourism forum with all key stakeholders present to discuss the current and future direction for the Island. A programme of local and visiting guest speakers (business people and visitors with tourism expertise and knowledge are on island) to keep industry members informed and up-to-date. 	Annual forum held. Programme of meetings and events/speakers confirmed	Annually between July to October Annually in October	CIVIG Secretary
Initiative 4 Providing industry leadership in the larger infrastructure developments on the Island. <p>4.1 Being actively involved and working with Air Chathams in the planning for improved air services, the implications for the visitor industry, discussing seating and freight issues and collaborative marketing. Supporting the development of a business case to determine the viability of helicopter services on Chatham and Pitt Islands.</p> <p>4.2 Working with the Chatham Islands Housing Trust to explore solutions to the housing issue, especially housing for tourism employees.</p> <p>4.3 Supporting the CIC and CIET in projects to address broadband, cell phone and power infrastructure provision.</p>	Meetings held with Air Chathams and with ongoing liaison mechanism established Housing proposal developed with Chatham Islands Housing Trust. Support as required.	July 2019	

Immediate

Short term

Longer term

2. Gaining Community Acceptance and Social Licence

Not everyone on the Island embraces tourism and sees it adding value to the economy or community. Key issues emerging are the perception of the industry changing the nature and lifestyle of the Islands way of life, crossing of private land by some operators and visitors, the volumes of fish leaving the Islands with visitors, the removal of artefacts (including sharks teeth), the wider range of air transportation issues around displacement of freight and local airplane seats for visitors.

KEY INITIATIVES FOR 2019 – 2022

Initiative	Targets/Key Performance Indicators	Timing	Responsibility
<p>Initiative 5. Developing an information plan fully versing visitors on all things they need to know about the Island and its protocols before they arrive. This includes content:</p> <ul style="list-style-type: none"> on the website (potentially a downloadable Visitor Information Passport) in the new Air Chathams inflight magazine and PDF with ticketing in all accommodation on gates to private property <p>The type of information proposed to be included is: pre-booking accommodation is essential before coming; guided experiences are advised; protocol/rules around access to and respect of private property and non-removal of artefacts (e.g. sharks teeth); expectation on the taking of kai moana; biosecurity information; medical and pharmaceutical services and road safety.</p>	Visitor information/passport established and publicised online and in related places	October 2019	
Initiative 6. Colour-coding all hard copy and digital visitor maps to show private and public land so this is very clear to visitors where they can go and where permission is required. Updating guidebooks where this clarity is also needed.	Maps updated with content of land ownership and access	October 2019	
Initiative 7. Acknowledging mana whenua at the beginning of communications.	Mana whenua content included in promotional material	Ongoing	
Initiative 8. Drawing the Fishing Forum committee together to discuss and determine an agreed solution to the issues of visitor catch.	Visitor fish and catch issues addressed	October 2019	CIVIG Secretary
Initiative 9. Developing a communication strategy with the community including through a digital Customer Relationship Management tool and through articles in the Chatham Islander on happenings in the industry, addressing issues like private land access and fishing and the benefits and positives from tourism.	<p>Communication Relationship Management Tool (CRM) established.</p> <p>Articles published in Chatham Islander</p>	Ongoing	
Initiative 10. Setting up a means for operators and visitors to give back to Island projects. This could include a focus group of leading people who are visitors to the Island.	<p>Donation system established and promoted. Funding going into island projects.</p> <p>Focus group concept established, projects for support identified and underway.</p>	October 2019	
Initiative 11. Exploring the establishment of a visitor levy to help fund tourism infrastructure.	Feasibility of a levy explored.		
Initiative 12. Working with the schools to integrate tourism into the curriculum and provide exposure to jobs in the industry	Industry members actively working on tourism programmes with the schools.		Francesca Bonventre

Immediate

Short term

Longer term

3. *Developing Our Authentic, Unique, Welcoming, Quality Visitor Experience*

The aim of this goal is to ensure that the visitor experience on the Island is welcoming and one of quality, from the time of booking to departure. This includes the arrival on the Island, the attractions and experiences visited, the quality of services and authenticity of the stories told.

KEY INITIATIVES FOR 2019 – 2022

Initiative	Targets/Key Performance Indicators	Timing	Responsibility
Initiative 13. First Impressions – Developing a welcoming and attractive airport arrival with information and interpretation.	Airport arrival upgraded as an attractive visitor arrival experience with visuals and information.		
Initiative 14. Site Developments – Creating a plan for the main visitor sites (including the Norman Kirk Memorial Reserve) that includes toilets, signage, interpretation, protection and addresses Health & Safety. For Pitt Island this includes servicing of toilets, interpretation around the Caravan Bush Track and the development and maintenance of the Canister Loop Track on the South end of Pitt Island.	Successful application lodged with the Tourism Infrastructure Fund (TIF) and sites enhanced.	October 2019 Implemented by December 2019	Orrin Kapua
Initiative 15. Involvement in the planning for the new museum, including the development of an Visitor Information Hub within it – enabling this to be a central point of contact for visitors, a hub and spoke method of promoting Island attractions, an authentic storytelling location, an indoor and wet weather attraction, a venue for talks and presentations including commercial operations and a potential evening attraction.	Museum opened with visitor information and clear links between stories and sites. Presentations for visitors held regularly and helping fund the museum.	2021	Jocelyn Powell
Initiative 16. Promoting a positive Island image – removal of visual rubbish, old cars and machinery and a spruce up of features of places people visit e.g. Waitangi township.	Island clean up event held and specific areas enhanced.		Ces Lanauze
Initiative 17. Providing training for guides including the telling of the authentic history of the Island.	An annual series of training events, including local story telling for operators and guides. Elders invited to lead story telling.		

4. *Developing Island Led Sustainable Practices*

Some initiatives in environmental sustainability already exist. Examples are the hotel with reduction in plastics in lunch packaging, issuing metal water bottles and beach clean-ups. Sustainable environment, fishing, water conservation in accommodation venues, carbon footprint, saving power and systems to add power back into the grid have been proposed.

KEY INITIATIVES FOR 2019 – 2022

Initiative	Targets/Key Performance Indicators	Timing	Responsibility
Initiative 18. Establishing a list of sustainable practices that operators agree to achieve and working towards these.	A scorecard of implemented sustainable practices is created.		

Immediate

Short term

Longer term

5. *Protecting and Promoting the Important and Globally Unique Chatham Islands Natural, Physical and Cultural Heritage*

The Chatham Islands have many unique geological, physical, cultural and environmental features that are at risk and require protection. A number of entities already have projects underway to address this. The CIVIG supports this work. It is home to a number of ecologically significant conservation reserves and habitats with rare plant and bird life, including 18 bird species unique to these Islands. Of the 320 indigenous flora on the Chathams at least 29 species are found nowhere else in the world. The Chatham Islands are also home to 30% of New Zealand's threatened species and it has the highest level of endemism in the New Zealand biogeographic region - 47 plant, 16 bird, over 50 invertebrate and one lizard endemic taxa. A number of the Island's birds are on world birding lists, with viewing highly sought after by many in the international birding community.

KEY INITIATIVES FOR 2019 – 2022

Initiative	Targets/Key Performance Indicators	Timing	Responsibility
<p>Initiative 19. To support projects that protect the unique natural, physical and cultural features of the Chatham Islands including the following:</p> <ul style="list-style-type: none"> • Support, as required, the Department of Conservation, Hokotehi Moriori Trust and organisations involved in the protection of the rakau momori, Hapupu Interpretation Project and the petroglyphs. • The development and implementation of a Predator Free Chathams to remove possums, wild cats and rats from Chatham and Pitt Islands and the creation of more bird watching opportunities. • The limiting of the effects on threatened plants and ecosystems that are unique to the Chatham Islands from feral cattle and pigs. • The work of the Taiko Trust. • The protection, restoration and interpretation of historic sites and assets including the Stone Cottage, Ponga Whare and potentially the White House. 	<p>Hapupu Interpretation Project completed.</p> <p>DOC projects are actively supported (as required).</p> <p>Tangible new investment is made into the Taiko Trust.</p> <p>Individual projects are identified and plans are prepared for physical heritage assets to be preserved and restored. Work is underway.</p>	<p>Ongoing</p> <p>Ongoing</p>	
Initiative 20. To work with Heritage New Zealand on the implementation of the Tohu Whenua New Zealand Landmarks Project on the Chatham Islands.	Tohu Whenua landmarks have been identified and a pou, interpretation and promotion is in place at each site.		

Immediate

Short term

Longer term

6. *Supporting and Promoting New Businesses and Business Opportunities*

As the industry leaders, members see it as important that they all strive to do things well, that all health and safety plans are in place and safe practices adhered to. Over the last year a number of new businesses have emerged. Some would welcome support, particularly with marketing. Working with new businesses and promoting new opportunities should be an ongoing function in the plan. Also included in this goal is providing training on the topics identified.

KEY INITIATIVES FOR 2019 – 2022

Initiative	Targets/Key Performance Indicators	Timing	Responsibility
Initiative 21. Promoting and assisting businesses to address health and safety, business compliance issues and to work collectively with landowners and other operators.	All operators have Health and Safety plans in place and are adhering to these.		
Initiative 22. Supporting the development of new business ventures.	New businesses are encouraged and supported and collectively marketed.	Ongoing	
Initiative 23. Identifying and providing industry training. Topics identified and offered by CIVIG members include: understanding and telling local authentic stories, marketing, taking food up the value chain, Health and Safety, how to develop high value tourism.	Industry training is being provided.		
Initiative 24. Support for the development of more cultural and arts based tourism attractions and opportunities to meet and interact with local people.	Developed on a case by case basis.		
Initiative 25. Exploring opportunities for greater spend by visitors.	New products for the Island are identified.		

Immediate

Short term

Longer term

7. Strategic, Collaborative, Measured Marketing

Market research is important in planning, establishing benchmarks and monitoring. This is currently undertaken in an informal way through hard copy surveys available at the airport that are analysed manually. Air Chathams has also begun collecting and supplying information on flight bookings. This plan looks to establish a formal online market research system.

Currently the main marketing is undertaken via the website, brochures and attending field days. There is limited measurement of the return on this investment. Even though the Chatham Islands market demographic is older, online marketing is still a powerful tool and attractor to this group. A diversified, targeted marketing plan is proposed. The focus of campaigns needs to be on the shoulders and winter. Both traditional and online marketing should link back to an integrated Customer Relationship Management (CRM) database for measurement and remarketing purposes.

The Island's promotion of events requires consideration. The Chatham Islands Festival was set up as a local event to bring the community together. Promoting this to visitors and catering for increased numbers, and the expectations it brings, is putting a strain on organisers and resources who would like to keep this as a local event going forward. New events could be developed to drive visitation in the shoulders and winter. These could target niche market activities that are able to be planned within the capacity of the Island and target specific groups within the mainland.

KEY INITIATIVES FOR 2019 – 2022

Initiative	Targets/Key Performance Indicators	Timing	Responsibility
Initiative 26. Elevating the status of the Islands' nationally and internationally unique features in promotional material.	Content professionally prepared.	October 2019	
Initiative 27. Introducing online market research and data analysis; disseminating the bi-monthly reports to members and actioning responses to areas of concern.	Currently online content reviewed; processes in place, research underway.	July 2019 Ongoing	
Initiative 28. Developing a diversified marketing strategy that includes traditional promotions integrated with a new online based system that incorporates:			
1. Establishing a CRM (e.g. Campaign Monitor) linked to the website. This allows sign up to a database for remarketing and newsletters. It provides capture of potential visitors and a degree of measurement of campaigns, particularly the current field days.	CRM established Website reviewed	June 2019 August 2019	
2. Identifying the trade shows to be retained, developing promotions at these that link with online marketing.	Marketing Plan developed and implemented	August 2019	
3. Undertaking a small targeted leading media (NZ Herald/Dominion/Press) hardcopy and Facebook campaign driving growth in the shoulders and winter.	Campaigns undertaken	Ongoing	
4. Working with Tourism New Zealand to identify further mainland tour companies that may include the Chatham Islands amongst their product offering.	Tourism New Zealand Contacted, companies contacted.	August 2019 October 2019	
5. Preparing regular articles for leading mainland newspapers and magazines	3 Articles prepared	Content in each issue	
6. Working in partnership with Air Chathams' marketing.	Content in Airline publication		
7. Niche marketing into specific global interest group sectors, particularly birding, and ensuring a presence on their online platforms.		October 2019	
8. Creating an online content image library of free to use promotional photos.	Images to website developer	Ongoing	
9. Targeting the age groups from 45+.			
Initiative 29. Determining an Island events strategy.	Events strategy developed		
Initiative 30.1. Developing some branded photo opportunities at significant sites on the Islands.	Branded photo opportunities developed.		
30.2 Exploring the installation of a sundial sculpture at a key location as an icon for the Island, and main promotional photo opportunity, identifying the Island's unique global position as the first place to see the sun.	Concept of sculpture explored.		

Immediate

Short term

Longer term

In-Camera Agenda

Mayor to Move

I move that the public be excluded from the following part of the proceedings of the meeting:

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

Item nos.	Minutes/report of:	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
1	Chief Executive Officer	Minutes of In Camera Meeting 16 May 2019	Good reason to withhold exists under Section 7	Section 48(1)(a)
2	Health & Safety Officer	Health & Safety Report	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by holding the whole or relevant part of the proceedings of the meeting in public, are as follows:

Item Nos	
1	Would be likely to prejudice the commercial position of the person or persons who are the subject of the information. 7(2)(b)(ii) To maintain legal professional privilege. 7(2)(h) To enable the Council holding the information to carry out, without prejudice or disadvantage, commercial activities. 7(2)(i)
2	Protect the privacy of natural persons 7 (2)(a)