



# AGENDA | 2022

Notice is hereby given that an Ordinary Meeting of the 10th triennium (2022-2025) Chatham Islands Council will be held on:

**Date:** 15 December 2022  
**Time:** 1.30pm  
**Location:** Council Chambers  
Tuku Road  
Waitangi  
Chatham Islands

## MEMBERSHIP

### CHAIRPERSON

Mayor, Monique Croon

### MEMBERS

Deputy Mayor, Keri Lea Day

Celine Gregory-Hunt

Graeme Hoare

Greg Horler

Steve Joyce

Judy Kamo

Nigel Ryan

Amanda Seymour

Owen Pickles  
Chief Executive



## Karakia

Kia hora te marino  
Kia whakapapa pounamu te moana  
Hei huarahi mā tātou I te rangi nei  
Aroha atu, aroha mai  
Tātou I a tātou katoa  
Hui e! Tāiki e!

May peace be widespread  
May the sea be like greenstone  
A pathway for us all this day  
Let us show respect for each other  
For one another  
Bind us all together!

**AGENDA**  
**Meeting Held 15 December 2022**

- |           |   |            |             |
|-----------|---|------------|-------------|
| <b>1.</b> | <b>Staff &amp; Governance</b>   |            |             |
| 1.1       | Declaration of Member C Gregory-Hunt  |            | P 1-2       |
| <b>2.</b> | <b>Democracy</b>  |            |             |
| 2.1       | Minutes from Ordinary Meeting 10 November 2022                                      | (D 2.1d)   | P 3-10      |
| 2.2       | CEO Report  | (D 2.1d)   | P 11-14     |
| <b>3.</b> | <b>Finance</b>  |            |             |
| 3.1       | Adoption of the Unaudited Annual Report and Unaudited Annual Report Summary 2021/22 | (F 3.5a)   | P 15-17     |
| <b>4.</b> | <b>Works &amp; Services</b>   |            |             |
| 4.2       | Fulton Hogan Road Maintenance Contract Monthly Report November 2022                 | (WS 4.1b1) | P 18-34     |
| 4.3       | Fulton Hogan Water & Wastewater Contract Monthly Report July & August 2022          | (WS 4.1b1) | P 35-42     |
| 4.5       | Three Waters Better-Off Funding Tranche One   | (WS 4.8)   | P 43-44     |
| 4.6       | Roughness Survey  | (WS 4.8)   | P 45-58     |
| 4.7       | Water Sampling  | (WS 4.8)   | P 59-61     |
| <b>6.</b> | <b>Regulatory</b>   |            |             |
| 6.1       | Environment Canterbury Activity Report  | (R 6.11a)  | P 62        |
|           | <b>Public Excluded Agenda</b>   |            | <b>P 63</b> |
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# 1. Staff / Governance

## 1.1 Declaration of Member C Gregory-Hunt

<b>Date of meeting</b>	15 December 2022
<b>Agenda item number</b>	1.1
<b>Author/s</b>	Jo Guise, Executive Assistant

### Purpose

For elected member Celine Gregory-Hunt to make an oral declaration before she can act as a member of Council.

### Background

Under section 14 (1) of the LGA:

- (1) A person may not act as a member of a local authority until—
  - (a) that person has, at a meeting of the local authority following the election of that person, made an oral declaration in the form set out in subclause (3); and
  - (b) a written version of the declaration has been attested as provided under subclause (2).
- (2) The written declaration must be signed by the member and witnessed by—
  - (a) the chairperson; or
  - (b) the mayor; or
  - (c) a member of the local authority; or
  - (d) the chief executive of the local authority; or
  - (e) in the absence of the chief executive, some other officer appointed by the chief executive.

As elected member Celine Gregory-Hunt was absent from the Statutory meeting and the meeting on 10 November 2022, she must make her oral declaration before acting as a member of Council. The declaration is attached to this report.

## Chatham Islands Council



### Declaration by Member

I, \_\_\_\_\_ declare that I will faithfully and impartially and according to the best of my skill and judgment execute and perform, in the best interests of the Chatham Islands, the powers, authorities, and duties vested in, or imposed upon, me as a member of the Chatham Islands Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Chatham Islands this 15th day of December 2022.

Signature \_\_\_\_\_

Signed in the presence of:

Monique Croon  
**Her Worship the Mayor**

Owen Pickles  
**Chief Executive**

## 2. Democracy

### 2.1 Minutes of an Ordinary Meeting 10 November 2022

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<b>Date of meeting</b>	15 December 2022
<b>Agenda item number</b>	2.1
<b>Author/s</b>	Jo Guise – Executive Assistant

#### **Purpose**

For the Council to receive and confirm the minutes of the Ordinary Meeting of Council held on 10 November 2022.

#### **Recommendations**

1. **THAT the minutes from the Ordinary meeting of the Chatham Islands Council held on 10 November 2022 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 10 November 2022,  
commencing at 1.30pm**

**Present:** Her Worship the Mayor, M Croon  
Deputy Mayor, K Day  
Cr G Horler  
Cr RS Joyce  
Cr A Seymour  
Cr N Ryan  
Cr G Hoare  
Cr J Kamo,

**Management & Officers:** Chief Executive, Mr Owen Pickles  
Operations Manager, Colette Peni  
Finance Technical Lead, Mereraina Hemara (Minutes)

**Apologies:** Cr C Gregory-Hunt

**RESOLVED:  
THAT the apologies be accepted.  
A SEYMOUR / G HOARE / CARRIED**

*Mayor Monique Croon opened the meeting and acknowledged the whanau pani of Gerard Muir, recently passed Area Manager of Moana Pacific Chatham Islands.*

### **1. STAFF**

#### **1.1 Appointment of Acting Chief Executive**

**RESOLVED:  
THAT Council appoints Operations Manager, Colette Peni, to be the Acting Chief Executive during the Chief Executive's absence.  
RS JOYCE / KL DAY / CARRIED**

### **2. DEMOCRACY**

#### **2.1 Minutes from Ordinary meeting 15 September 2022**

**RESOLVED:  
THAT the minutes from the Ordinary meeting of the Chatham Islands Council held on Thursday 15 September 2022 be adopted as a true and accurate record with amendments noted.  
N RYAN / A SEYMOUR / CARRIED**

#### **2.2 Performance, Audit & Risk Committee Minutes (PARC)**

**RESOLVED:  
THAT the Chatham Islands Council receives the PARC minutes for the meeting held on Thursday 15 September 2022.  
K DAY / A SEYMOUR / CARRIED**

2.3 Minutes from the Inaugural meeting 20 October 2022

**RESOLVED:**

**THAT the minutes from the Inaugural meeting of the 10<sup>th</sup> Triennium Chatham Islands Council held on Thursday 20 October 2022 be received.**

**RS JOYCE / J KAMO / CARRIED**

2.4 Elected Members Remuneration

**RESOLVED:**

**THAT Council adopts the following remuneration –**

**Mayor \$55,263**

**Deputy Mayor \$24,270**

**Councillor/CDEM \$18,218**

**Councillor Base \$13,765**

**KL DAY / J KAMO / CARRIED**

The Chief Executive provided a verbal breakdown of how funds were allocated, noting the amendment of -\$7 less for the Deputy Mayor remuneration due to miscalculation.

2.5 Performance, Audit & Risk Committee Independent Chair

**RESOLVED:**

**THAT Philip Jones be re-appointed the independent chair for the Performance, Audit & Risk Committee.**

**N RYAN / G HORLER / CARRIED**

2.6 Committee Structure 2022-2025

**RESOLVED:**

**THAT:**

**1. The PARC members appointed are the Mayor, Deputy Mayor, Cr G Horler & Cr RS Joyce;**

**2. Mr Philip Jones be appointed PAR Committee Chair;**

**3. The Grants committee members appointed are Cr's G Hoare, J Kamo, A Seymour & C Gregory-Hunt;**

**4. Cr N Ryan is re-appointed District Licensing Committee Chair; and**

**5. Workshops with be held as scheduled.**

**G HORLER / G HOARE / CARRIED**

Mayor Croon clarified that committee members were the core working group, but any other Councillor was welcome to attend committee meetings and add input via permission of the Chair.

2.7 CEO Report

**RESOLVED:**

**THAT the Chatham Islands Council receives the report.**

**J KAMO / G HOARE / CARRIED**

The Operations Manager provided an update regarding the installation of the Waitangi public toilet.



### 3. FINANCE

#### 3.1 Financial Report – September 2022

**RESOLVED:**

**THAT the Chatham Islands Council receives the Financial Report ending 30 September 2022.**

**K DAY / G HOARE / CARRIED**

### 4. WORKS & SERVICES

#### 4.1 Stantec Engineering Reports – August & September 2022

**RESOLVED:**

**THAT the Chatham Islands Council receives both reports.**

**RS JOYCE / G HOARE / CARRIED**

Council agreed that only relevant updates be included in monthly reports. The Chief Executive would action the request.

#### 4.2 Fulton Hogan Road Maintenance Reports – September & October 2022

**RESOLVED:**

**THAT the Chatham Islands Council receive both reports.**

**G HOARE / N RYAN / CARRIED**

Cr Horler questioned whether Fulton Hogan undertook a road check prior to mowing road verges. He noted there was very little grass on the Tuku Road after it had been grazed, but was mowed regardless. He suggested waiting until the new year before it should be mowed.

Cr Kamo queried the use of weed spray between Pages corner and Te One on the road verges instead of mowing. Mayor Croon clarified the spray used was non-toxic once dry, and noted it was a controversial subject which could be discussed with Nigel Lister from Stantec on his next visit.

#### 4.3 Fulton Hogan Water & Wastewater Operation Contract Reports – September & October 2022

**RESOLVED:**

**THAT the Chatham Islands Council receives both reports.**

**RS JOYCE / G HOARE / CARRIED**

The Chief Executive advised the last of the Three Waters stimulus funding has now been invoiced.

#### 4.4 Fulton Hogan Waste Management Operation Contract Report – August 2022

**RESOLVED:**

**THAT the Chatham Islands Council receives the report.**

**J KAMO / K DAY / CARRIED**

Cr Horler suggested an there be an investigation into large metal shredder and the feasibility for such equipment procurement.

#### 4.5 Procurement Strategy Endorsement

**RESOLVED:  
THAT the information be received.  
K DAY / G HOARE / CARRIED**

### 6. REGULATORY

#### 6.1 Activity Report from Environment Canterbury

**RESOLVED:  
THAT the Chatham Islands Council receives the report.  
G HOARE / N RYAN / CARRIED**

It was noted that the IT services contract had now been advertised.

#### 6.2 Agriculture Emissions

Consultation was open on the Government's proposal of an Agriculture Emissions Levy.

ECan staff had drafted a submission on Council's behalf and had also had a meeting with Chatham Islands farmers for their input.

Submissions would close on 18 November 2022.

**RESOLVED:  
THAT:  
1. The report be received;  
2. That the submission be approved after consideration / inclusion of the Chatham Islands farmers comments.  
N RYAN / G HORLER / CARRIED**

### 8. GOVERNMENT

#### 8.1 Report to the Department of Internal Affairs to 30 September 2022

**RESOLVED:  
THAT Council receives the 'Report to the Department of Internal Affairs to 30 September 2022'.  
G HOARE / RS JOYCE / CARRIED**

### 9. CHATHAM ISLANDS

#### 9.1 Cruise Ship Visits

**RESOLVED:  
THAT:  
1. There be no restriction on the size of the cruise ship visiting; and  
2. The limit of the number of disembarking passengers to be 150 at any given time.  
A SEYMOUR / G HORLER / CARRIED**

*The Meeting moved in to Public Excluded at 2.59pm and out at 3.15pm.*

## 9.2 Confirmation of Water Tank Funding

Mayor Croon advised Council had received confirmation of funding of \$500k + GST for water tanks to build resilience for those not on the reticulated water supply. The Mayor acknowledged the work that Rana Solomon and Owen Pickles had put in to the project.

**RESOLVED:  
THAT the report be received.  
J KAMO / G HOARE / CARRIED**

## MEETING CLOSURE

After consideration of the Public Excluded Agenda, and there being no further business, the meeting was declared closed at 3.20pm.

**CONFIRMED THIS 15th DAY OF DECEMBER 2022**

**MAYOR**

Meeting Date	Meeting Item #	Task	Owner	Status	Date Updated	Comments
13 May 2021	6.1	Invite SBS Biosecurity to come to discuss biosecurity issues with Council	CE	Active	31 May 2021	Postponed to new year.
24 June 2021	4.1	Shaun Boshier to investigate different lighting for the Te One Transfer station	OM	Active	17 Aug 2021	Deferred till new WM building
21 October 2021	2.1a	Rateable value Maori Land – Clarify updated figure	OM	Active		Available after 1 July 2022
27 January 2022	PE 5.	Council explore options for charges and penalties for Waste	CE	Active		In process
23 June 2022	-	CE to discuss CCTV cameras with Solicitors	CE	Active	15 Sept 22	In process - A privacy impact assessment be completed prior to public consultation
4 August 2022	4.5	Meeting with Kaingaroa Wharf Committee to be arranged	CE	Active		In process - Comms on safety upgrade sent
4 August 2022	4.5	Meeting with Owenga wharf users to be arranged	CE	Active		In process - Comms on upgrade sent
15 September 2022	2.3	- Discuss some type of bollard for the public toilet in Waitangi - Discuss with Tourism Manager the board at the Waitangi West toilet – a gate would be more suitable	CE	Closed Active		- Completed - In process
15 September 2022	4.2	Comms to public re signs & dead cattle – emphasising the cost to council	EA	Active		In process – after elections
15 September 2022	4.7	WMMP – Councils comments be provided before public consultation	OM	Active		In process

10 November 2022	3.1	Financial Report – Reporting changes – contact J Wallace				
10 November 2022	6.2	Put Emissions Levy out for public consultation		Completed		Advertised 14 November 2022
10 November 2022	PE 3	Set up meeting with Landowner & N Lister & Council to find a solution to the road encroachment matter				In process

## 2. Democracy

### 2.2 CEO Report

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<b>Date of meeting</b>	15 December 2022
<b>Agenda item number</b>	2.2
<b>Author/s</b>	Owen Pickles, Chief Executive

#### **Purpose**

This report is to provide an update on activities the Chief Executive has been involved with since the last Council meeting.

#### **Recommendations**

**THAT the Chatham Islands Council receives the report.**

#### **Attachments**

1. Report of the Chief Executive

## Chatham Islands Council CEO Report

### Compliance

#### 1. Crown Appropriation.

- Richard Hardie from DIA called on 31<sup>st</sup> January to advise that we are out of time for any budget bid to be made this year and as a consequence and funding increase approved will not take effect until 2023/24 year.
- This contradicts the advice contained in the letter received jointly from Minister of Local Government Hon Nanaia Mahuta and Minister of Internal Affairs Hon Jan Tinetti dated 13 July 2021.
- This issue was raised with Hon Kiri Allan when she met with the Council on 3<sup>rd</sup> February 2022 and The Mayor has followed up with a letter to Ministers Mahuta and Tinetti.
- The Mayor. Paul Eagle and I met with Minister Mahuta on 18<sup>th</sup> May where we again emphasized the need to follow the McGredy Winder recommendations and that without the funding increase Council would not be able to achieve compliance across the new RMA standards.
- Minister Mahuta provided assurances that the funding increase would be presented to The Treasury in July 2022 so that it can be locked in for Budget 2023.
- The 2022 allocation is \$4.373M which is up \$23k on last year.
- DIA is working on a revised budget bid.
- A report on the Chatham Islands CDEM Group capability was received by the Council at the 4<sup>th</sup> August 2022 meeting. This was forwarded on to both DIA and Canterbury Regional Council.
- 17<sup>th</sup> August DIA confirmed that a budget bid incorporating McGredy Winder and CDEM Review recommendations was progressing.
- 25 October DIA confirmed again that the bid is tracking through the budget approvals process.

### Projects

#### 1. 3 Waters

- Chatham Islands have been included within entity C which includes the Wellington, Manawatu, Hawkes Bay, Tasman, Nelson and Marlborough Regions. Government has announced that it will legislate these reforms.
- Attending zoom meetings with Entity C councils as required.
- Completing information requests about professional services and service delivery people resources.
- The first tranche of better off funding has been made available for application. Meetings with Council and meetings with Council and Imi/Iwi will be required to determine priorities.
- Working through the very detailed application process ahead of the 30<sup>th</sup> September deadline.

- \$350k has been made available from the Government to enable the Council to respond to information requests. These have been for full asset management plans, Valuations, forward works programs and capital upgrades.
- 3 waters officials due to make a familiarization visit early December 2022.

## 2. Public Toilets

- The Tourism Investment Fund has allocated \$225k for the establishment of a new toilet block in Waitangi. This should be on Island during April. Weights of the old and new are providing challenges for the contractors.
- Wellington City Building compliance has delayed the progress of this project due to the proposed site being untitled. We have provided documents to show that the land is road reserve administered by the Council.
- A revised application has been submitted with a decision pending.
- Toilets at the 8 rural sites are now being installed. The one for Waitangi West is providing a challenge with permission to site on private land being withdrawn. An alternative within the road reserve is being considered. This has since been finalized.
- Waitangi toilet is in place and will open when a missing part arrives.

## 3. Kaingaroa and Owenga Wharf

As per the report to Council on 4<sup>th</sup> August Hunter Civil are expected to be on Island from November 2022 to attend to these works.

Public and wharf users have been notified.

- Steve Baker Hunter Civil is on site.

## 4. Warm Homes Project

A collaborative project with Imi, Iwi, EECA, and Council is underway. This is being led by Eamon Coulter the Government lead for the Island.

It started out as being a renewal of a programme run by the Council 10 years ago when insulation and clean heating appliances were funded by CIC less subsidy and recovered from punters on the rates accounts over 10 years.

We are looking at overall house conditions with the view to winning subsidies to include weather tightness in addition to insulation and heating. A 10-house sample is currently being evaluated. Awaiting the results of the 10-house review being prepared by LWT Building.

## 5. Audit

A meeting with the new Audit Director Yvonne Yang and her staff on 30<sup>th</sup> June set the scene for the audits which will begin early August 2022.

- Audit has further advised that due to lack of resources the audits have been further delayed until 2023.
- Julian Tan will lead the audit process. Julian will contact the Mayor with a revised audit schedule.



## 6. Bitumen Storage

Downer are storing and processing bitumen at the Council's top yard. Containers full of bitumen will be heated to liquify before being transported to the airport for use on the runway.

- The neighbours have been consulted on the possibility of generator noise being created.

## 7. Petrol

With the closure of Waitangi Hardware came the loss of the Island's only petrol retailer.

- The Chatham Islands Enterprise Trust offered to import 20,000l with the intention of retailing this through the Waitangi Hardware systems.
- My attempts to broker a relationship between these parties failed leaving the Island with a looming petrol shortage.
- At time of writing a temporary solution had been found but the long-term problem will take some solving.
- The first 17,000l of petrol ran out 28 November. This with all costs include cost \$60,232 to supply. \$60,350 was recovered through sales.
- It is pleasing to see the arrangement will continue with supply due to arrive on the next boats from Timaru and Napier.

## Meetings

Kirsten Norquay and Andrew Wong monthly catch up	7 November
WCC Regulatory Managers visit	8 November
Philip Jones visit	8-10 November
Heather Shotter CEO 3 Waters Transition	9 November
Chief District Court Judge	10 November
CIET AGM/ Hugh Rennie book launch	10 November
Zone 5 &6 meeting at Richmond	14/15 November
Hon Kieran McAnulty	15 November
E.Can Steering Group Meeting	29 November
Michael Fulton re Yard and Contract	1 December
Tom McClurg re investment opportunities	1 December
Jodie Cayford DIA Re Council review	5 December
Chatham Island Coastal Resilience workshop	5 December
Michael Fulton	6 December
Ian McSherry 3 Waters transition	6 December
Andrew Wong and David Hogg Stantec	6-9 December
Bruce Anderson re Infrastructure Review	7 December

## 3. Finance

### 3.1 Adoption of the Unaudited Annual Report and Unaudited Annual Report Summary 2021/22

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<b>Date of meeting</b>	15 December 2022
<b>Agenda item number</b>	3.1
<b>Author/s</b>	Jaden Wallace, Corporate Reporting Accountant, Environment Canterbury

#### Purpose

1. To provide Council with the draft 2021/22 Unaudited Annual Report and Unaudited Annual Report Summary, to be reviewed and approved prior to being made publicly available on the Council's website.

#### Recommendations

**THAT the Council:**

1. **Receives and approves the draft Unaudited Annual Report and Unaudited Annual Report Summary for the year ended 30 June 2022.**
2. **Note that the audit for the 2021/22 financial year has been delayed and therefore Council will not currently comply with section 99 of the Local Government Act, requiring audit of information in the annual report and summary. Furthermore, no letter of representation will be signed, nor an Independent Auditor's Report issued. Approval will be delayed until the audit has been completed, with a subsequent meeting being held to adopt an audited Annual Report and Summary Annual Report for the year ended 30 June 2022, in compliance with section 99 of the Local Government Act.**
3. **Notes that the prior year audit for the 2020/21 financial year is still delayed and is not complete. This audit is anticipated to begin in February or March 2023.**
4. **Notes that the Department of Internal Affairs are aware of the situation and the Council's proposed response.**
5. **Approves the upload of the Unaudited Annual Report and Unaudited Annual Report Summary for the year ended 30 June 2022 to Council's website.**
6. **Note that reported figures or other disclosures may change subsequent to review by Audit New Zealand.**

## Background

2. Chatham Islands Council is required to prepare and adopt an Annual Report and Annual Report Summary under Section 98 of the Local Government Act 2002, which states:

...

*(2) The purposes of an annual report are—*

*(a) to compare the actual activities and the actual performance of the local authority in the year with the intended activities and the intended level of performance as set out in respect of the year in the long-term plan and the annual plan; and*

*(b) to promote the local authority's accountability to the community for the decisions made throughout the year by the local authority.*

*(3) Each annual report must be completed and adopted, by resolution, within 4 months after the end of the financial year to which it relates. [extended to 31 December 2022]*

*(4) A local authority must, within 1 month after the adoption of its annual report, make publicly available—*

*(a) its annual report; and*

*(b) a summary of the information contained in its annual report.*

*(5) The summary must represent, fairly and consistently, the information regarding the major matters dealt with in the annual report.*

*Note: Due to COVID-19 border restrictions, our Auditors, Audit New Zealand have insufficient staff resources to complete the required reviews by the amended statutory deadline of 31 December 2022. Consequently, Audit New Zealand have elected to defer the review until the new year.*

Section 99 of the Local Government Act 2002 requires the Annual Report and Annual Report Summary include an Auditor-Generals report. With no audit occurring, the Auditor-General's report has been excluded from both documents, and therefore Council will be non-compliant with this section until an audit has occurred, and reports are provided.

3. Except for being unaudited, the 2021/22 Annual Report contains all financial statements and notes required by Tier 2 of the Public Benefit Entity Standards, and all disclosures required by the Local Government Act 2002 and by the Local Government (Financial

Reporting and Prudence) Regulations 2014. It should be noted that the comparative figures (2020/21) in the financial statements remain unaudited.

4. The 2021/22 Annual Report and Annual Report Summary will not be compliant with Section 99 of the Local Government Act 2002 until an audit has been completed and Auditor-General's report supplied.
5. To ensure a greater level of timely reporting and accountability, Council is encouraged to disclose reporting information early on the Council's website. Such a disclosure will require that the document clearly identify that it is unaudited.

## **Key points**

6. The Chatham Islands Council has recognised an operating surplus of \$0.03 million for the year, this being the difference between our total operating income less our operating expenditure. We expected to achieve a surplus of \$1.89 million and therefore the surplus is less than predicted by \$1.86 million. The primary reasons for the reduced surplus at year-end are due to; additional non-capital elements of expenditure related to the Museum community complex costs, increased expenditure on Insurance which is reflective of the higher risk of natural disaster and the enhanced repair costs, and lastly, increased travel expenditure related to the Kiwi Can Do programme.
7. Chatham Islands Council's operating surplus excludes the cost of purchasing capital assets, such as the cost of improving our roading infrastructure. Therefore, to understand the financial impacts, consideration should be given to the in-year cash movement. With reliance placed on central government funding. Positive cash movements remain challenging for Council. However, prudent spending on the purchase of fixed assets has largely assisted in the Council achieving a positive net increase in cash in the 2021/22 financial year.

## **Attachments**

- i. Chatham Islands Council, Unaudited Annual Report 2021/22
- ii. Chatham Islands Council, Unaudited Annual Report Summary 2021/22



# Chatham Islands Council

Unaudited Annual Report

2021/22



chatham islands council

*Our people, our Islands, our future*

# Profile of the Chatham Islands

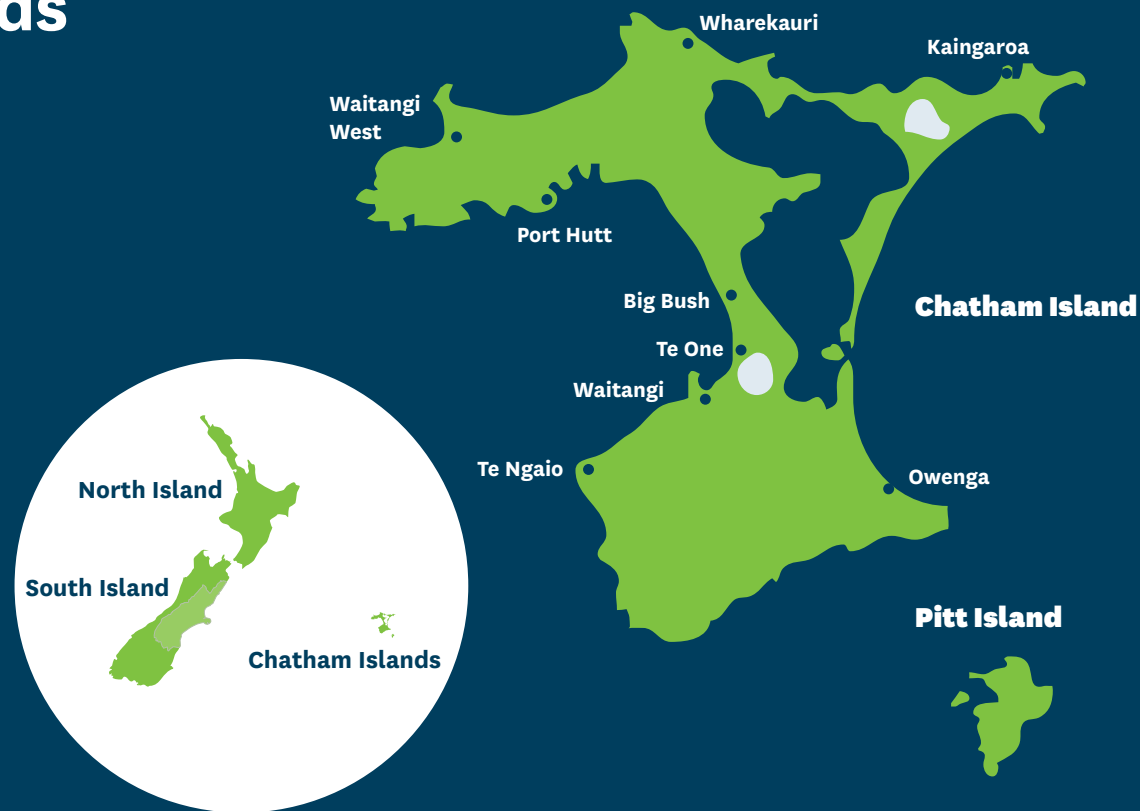
The Chatham Islands and its people are a unique community, isolated by 800 kilometres of ocean from mainland New Zealand.

The Chatham Islands consist of two main inhabited islands, Chatham Island and Pitt Island. Pitt Island lies 23km south east of Chatham Island and both islands are surrounded by a number of smaller islands, all within a radius of approximately 50km. The main island, Chatham, has an area of 90,000 hectares. Pitt Island has an area of 6,300 hectares.

The Islands were formed by a volcanic up-thrust and the land surface is predominantly flat with a number of peaks, the largest peak rising to 188 metres. A significant landmark of Chatham Island is 'Te Whanga' which is a large lagoon that covers approximately 20,000 hectares or about one-fifth of the Island. There are five settlement areas on the main Island – Waitangi, Te One, Owenga, Port Hutt and Kaingaroa.

The 'livelihood' for the majority of Islanders is dependent on fishing and farming. Their continued welfare and the Islands' viability are linked with the sustainable management of the natural and physical resource base.

Chatham Islands Council is the smallest local authority in New Zealand. It has both district and regional council responsibilities.



## The Islands at a glance

Usually 660 people live in the Chatham Islands.

Its population is the smallest in size out of the 78 Councils in New Zealand.

In total, 57% of households have access to the Internet, compared with 79% of households throughout New Zealand.

In the Chatham Islands, 5% of households have access to a cellphone, compared with 85% for New Zealand. This is because there is no cell phone coverage on the Chatham Islands.

Among households in private occupied dwellings, 38% own the dwelling, with or without a mortgage; the equivalent figure is 44% for New Zealand as a whole.

The unemployment rate in Chatham Islands territory is 1.6% for people aged 15 years and over, compared with 4.0% for all of New Zealand.

Source: Statistics New Zealand 2018 Census Data

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## The Council's vision

The Council is working towards creating a resilient and sustainable community that embraces diversity and builds growth for our people, our Islands and our future.

These are the Council's priorities for ensuring that:

- We lead with integrity and respect.
- We work collectively for the greater good of the community to achieve community aspirations.
- We strive towards a sustainable future and actively pursue opportunities that can enhance the wellbeing and prosperity of our community.
- We are accountable to our community and transparent in our decision-making.

# Mayor and Chief Executive's report

## Kioranga, kia ora, greetings,

It is with pleasure that we present the 2021/22 unaudited Annual Report for the Chatham Islands Council. Thank you for taking the time to read it. Our auditors have deferred the audit, because of an auditor shortage in New Zealand as a result of COVID-19 border restrictions. This delay has again resulted in the Council being unable to meet its statutory reporting deadline of 31 December 2022.

Council has elected to publish an unaudited version in the intervening period, to ensure transparency and accountability to its community in a timely manner. Your interest in the Chatham Islands Council means a lot to us.

Once again, the Chatham Islands Council has done its best to provide a great service to its community in the face of many challenges. We are grateful that we have all worked together in the Islands amidst a global pandemic to keep the population safe. Our weekly regional leadership group meetings allowed us to be adequately informed and to respond as needed. We thank all of those involved.

Alongside the challenges that COVID-19 presented, a lack of funding continues to be an ongoing barrier to offering comparable services to that of mainland New Zealand. As always, the Council relies heavily on funding from central government to operate, as we don't have the population to fund our work through rates. We are careful to not unfairly burden our ratepayers, but in doing so our funding situation remains unpredictable and may delay desired projects, including infrastructure upgrades.

Government reforms have been plenty, all providing different challenges for the community. Reforms in the Resource Management space and as a response to climate change have been both challenging and costly while other reforms like the Three Waters proposals have provided the Council with additional funds to enable infrastructure upgrades to occur. The "better off" allocation will provide the Council with approximately \$9m to spend on community good projects in the years ahead.

A highlight has been the relocation of the Council office in January 2022 into the new building. This was built by Ngati Mutunga O Wharekauri Iwi Trust and leased to the Council. It is pleasing to see the meeting facilities being well used by the community.

We were also pleased to see the RB2 completed delivering the Islands cell phone coverage and improved broadband facilities. With these services going live in December 2021 it completed nearly 10 years of lobbying efforts.

We have continued to build relationships with our regional partners including Hokotehi Moriori Trust, Ngati Mutunga O Wharekauri Iwi Trust, and Chatham Islands Enterprise Trust. We also continue to maintain good relationships with the Government and its officials and acknowledge local MP Paul Eagle for his assistance with this. There are many changes being imposed by the Government that will affect the way the Council operates that flow into the community. We continue to advocate for the Islands interests where we can.

Finally, we thank councillors, staff and our external support providers. All have worked hard for the betterment of the Chatham Islands community. We greatly appreciate the dedication and support of all.

**Monique Croon**  
Mayor

**Owen Pickles MNZM JP**  
Chief Executive



# Introduction

Our 2021/22 Unaudited Annual Report is an account of Chatham Islands Council's financial and service performance in the year from 1 July 2021 to 30 June 2022. The document has not been audited as the work has been deferred, because of an auditor shortage in New Zealand as a result of COVID-19 border restrictions. The Annual Report outlines what we committed to achieving in the 2021-31 Long-Term Plan for the year and describes how we delivered it.

## The report can be divided into four sections:

1. The overview, including a summary of our strategic approach, function and highlights of the year.
2. Financial statements, detailing the Council's position and performance in financial terms.
3. Service performance summaries, which detail the work completed in each major area of Council activities.
4. Financial accountability at an activity level is detailed in our funding impact statements in Appendix 1.

## The Chatham Islands Council's key financial accountability documents are as follows:

### The Long-Term Plan and Annual Plan

The Long-Term Plan and the Annual Plan are forward-looking documents, detailing how the Council plans to manage its finances and infrastructural programmes. They also cover what projects are to be undertaken or prioritised and how this is to be funded. These plans also document how the Council consults with its community including Moriori and Māori. It identifies the Council's plans for the medium and long-term, including coping with uncertainty and changing circumstances along with any assumptions they have made in creating the plan.

### Annual Report

The Annual Report is a reflective document, detailing what was achieved compared with what was intended with the objectives set in the Long-Term Plan or Annual Plan. It is the Council's key financial accountability document. It also provides ratepayers and other interested parties with a report on how well the Council's assets are being looked after and how well the Council is performing as an organisation. The Annual Report informs readers about the Council's progress towards achieving its vision.

# Moriori and Māori engagement

The Council has an obligation to take into account the principles of the Treaty of Waitangi/ Te Tiriti o Waitangi – and to recognise and provide for the special relationship between and with Moriori, Māori, their culture, traditions, land and miheke or taonga.

The obligation to consult includes recognising those who hold t'chakat henu or mana whenua or ancestral rights of land ownership. Within the Chatham Islands, the Council recognises the t'chakat henu and Hokotehi Moriori Trust and Ngāti Mutunga o Wharekauri Iwi Trust as groups that represent mana whenua within the territory. The Council recognises the obligation to actively promote Moriori and Māori participation in the decision-making process.

The key goals of the Council in progressing relationships with imi/iwi are:

- Working towards formalising working relationships.
- Building capacity to enhance participation in the decision-making process.
- Providing information to assist Moriori and Māori to effectively contribute to the decision-making process.
- Providing education and raising awareness among staff and elected members so that they can gain an appreciation of the Moriori and Māori values and traditions in relation to the Local Government Act 2002 and the Resource Management Act 1991.
- Consulting with Moriori and Māori on key decisions.

The Council also recognises an obligation to the Chatham Islands community under the Long-Term Plan 2021-31 in enhancing and acknowledging the importance of t'chakat henu/ tangata whenua.

## 2021/22 in review

The 2021/22 financial year was another impacted by the uncertainties generated by COVID-19 where virtual meeting became normal. It was also an exciting time for the Council as it moved into its new accommodation.

### Sustainable water and wastewater

The proposed Government Three Waters Reform progressed with the Chatham Islands being included in Entity C. Lots of information requests were responded to as the new entity started to gain an understanding of commitments and responsibilities that will transfer to it.

As part of the Reforms some funding in the form of the Three Waters Stimulus Fund became available. This together with a grant from the Ministry of Health enabled the Council to complete urgently required upgrades to its water and wastewater networks which was most appreciated.

There is still much to be done to address source and capacity issues in Waitangi which will become a task for the new entity.

### Waste management strategy and progress

In August 2021 the Council contracted Fulton Hogan Ltd to operate its waste management activities.

Working closely with Fulton Hogan, Council's engineers Stantec, and the Ministry for the Environment, the waste management activity made substantial progress during the year under review. Funding for a weigh bridge facility and a new waste recovery building was secured. The sanitary landfill began to receive waste.

### Roading programme of works

Roading works have progressed in accordance with our asset management plan. Roothing is the Council's largest area of expenditure with an approved programme of approximately \$4m annually. Roothing is supported by Waka Kotahi as part of the land transport programme with a financial assistance rate of 88%.

### Council office

The Ngati Mutunga O Wharekauri Iwi Trust Asset Holding Company funded new office facility was completed in December 2021 with the Council moving into the facility in January 2022.

The building along with the adjoining museum were officially opened by the Prime Minister Rt Hon Jacinda Aderm on 25 November 2022.

### Communications upgrade

In December 2021 cell phone coverage went live on the Chatham Islands as part of the Governments RB2 project which also provided improved broadband services.

While not funded by the Council, the completion of this project was the result of nearly 10 years of lobbying, so it was very satisfying to see this finally happen.

### Climate change

As a group of islands, we are increasingly vulnerable to the impacts of climate change. Any changes to the land or water level poses a threat to our way of life for current and future generations. Council is committed to taking a collaborative approach to addressing and identifying local causes and impacts of climate change, which includes strategically varying our core Council infrastructure and internal policies to reduce or mitigate any greenhouse gas emissions. We are working to protect and enhance our natural environment to ensure we meet our obligations. We take these steps to enable our community to remain buoyant in response to any climate changes.

### Looking Forward

Over the next ten years the Council will endeavour to progress current projects that contribute to enhancing the wellbeing of the community and realizing community outcomes.

#### Key projects include:

- Making safe repairs to Kaingaroa wharf
- Repairs to Owenga wharf
- Community housing upgrades
- A new emergency management operations centre
- Roothing projects



# Overview of our financial performance

## Overview of our financial performance

Our aim, as part of our financial strategy, is to ensure Council can continue to provide effective services now and into the future by:

- Managing funds in a financially prudent manner with the aim of achieving a balanced budget each year, and ensuring projected operating revenues are at a level sufficient to meet that year's projected operating expenses.
- Advocating for sustainable and committed funding from the Government and to fully utilise available subsidies and, where possible, searching for alternative sources of funding through user pays or other partnerships.
- Ensuring rates and council dues are affordable by limiting rates increases to align with expected rates of inflation and not adjusting council dues charges.
- Maintaining current levels of service provided, with an expectation that service levels will only increase where external support is provided.
- Focusing on maintaining core services and infrastructure as cost-effectively and efficiently as possible, ensuring that funding efficiencies remain of paramount importance.
- Developing Council's capacity and capability to build, maintain and renew assets by limiting expenditure to where it is reasonable and economic to do so. Council interprets this as only progressing projects which are fully funded either by way of capital grant or where Council has an ability to borrow and repay debt. Such an approach may defer projects, which may result in a higher risk of asset failure and the asset deteriorating at a faster rate over time.

## Our financial performance

This overview provides a summary of our unaudited results for the 2021/22 financial year. Our focus during the year has been on managing our finances prudently and operating within the confines of our financial assistance packages provided by the Crown and rates received from our community. This is also known as achieving a balanced budget. With a recognised net surplus of \$0.03 million, Council has achieved that balanced budget for the year.

The Council's unaudited financial result is unfavourable compared with the 2021/22 year of the 2021-31 Long-Term Plan, which estimated an operating surplus of \$1.88 million. This is due in part to the additional non-capital elements of expenditure related to the Museum community complex costs, increased expenditure on Insurance which is reflective of the higher risk of natural disaster

and the enhanced repair costs, and lastly, increased travel expenditure related to the Kiwi Can Do programme.

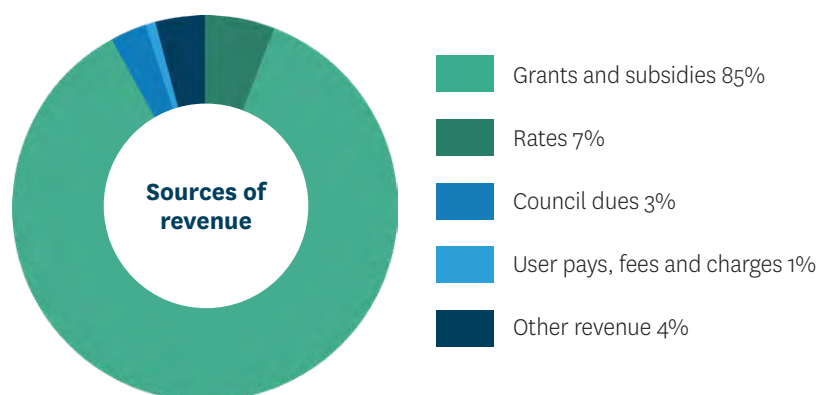
Our Council rates remain in line with inflationary movements and council due charges remain unchanged for the year. Council remains committed to ensuring rates paid by our community remain affordable and comparable with other similar Councils.

The Council ended the year with an improved cash position, moving from an overdraft of \$0.26 million in 2020/21, to a positive balance of \$0.05 million, which was below the closing cash position expected in the 2021/22 year of the 2021-31 Long-Term Plan.

## Our sources of funds

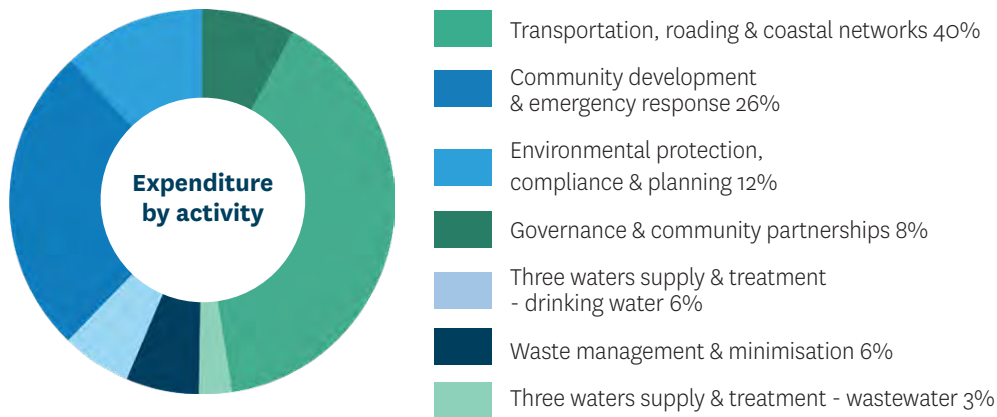
Council receives income from a range of sources but is primarily reliant on central government grants to remain operational. The budget assumed funding would be provided during the year to support on-Island projects, including infrastructural development integral to improving facilities for our community.

**A summary of our funding sources for the year is detailed in the graph below:**



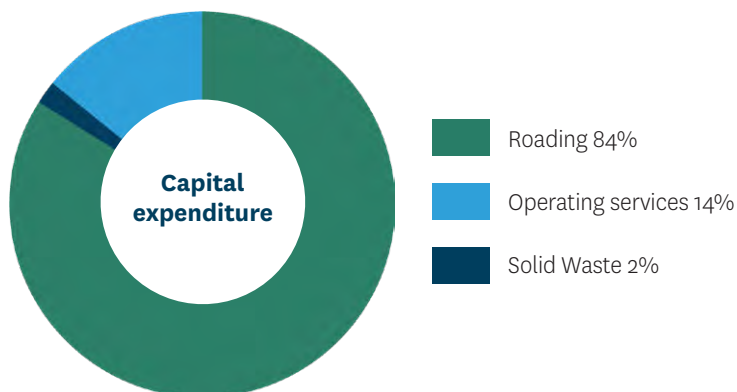
## Our allocation of funds

Operating expenditure by activity is summarised in the graph below; the largest portion of expenditure relates to on-island transportation, roading and coastal networks, with particular emphasis on the roading network.



## Our capital expenditure

The graph below summarises the Council's capital expenditure programme by area. Our capital expenditure primarily relates to maintaining and improving our roading infrastructure.

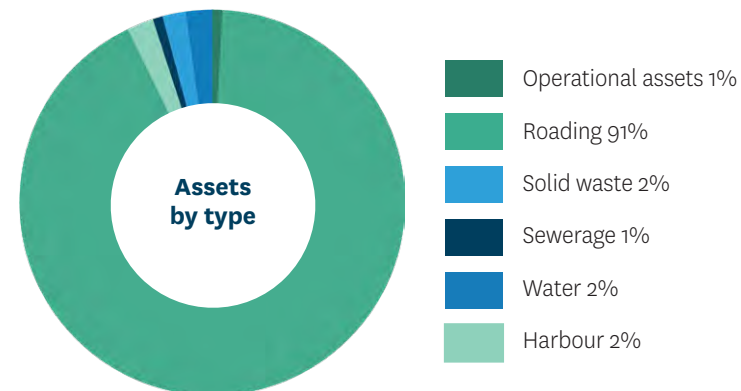


## Our assets and capital works programme

Council holds long-term assets of \$98.7 million, including operational and infrastructure assets. When investing in infrastructure, we consider affordability to the Council and ratepayers, electing to defer capital works until funding can be secured. This means our financial position remains healthy and debt low. However, the cost to the community is that critical work where funding cannot be secured, such as with our water and wastewater infrastructure is often delayed, with levels of service experienced by our community being below expectation.

With the Council unable to invest in infrastructure outside of roading works, asset quality is likely to deteriorate over time. In addition, this reduces the quality of service that we can offer to our residents and increases the risk of asset failure. Infrastructural assets were revalued as at 30 June 2022, with an increase in value of \$14.2 million recognised.

The graph below summarises the Council's capital expenditure programme by area. Our capital expenditure primarily relates to maintaining and improving our roading infrastructure



# Financial statements

## Statement of compliance and responsibility

### Compliance

Councillors and management of Chatham Islands Council confirm the statutory requirements in relation to the Annual Report, as outlined in the Local Government Act 2002, have been complied with during the year, with the following exception:

- Under section 98(7) of the Local Government Act 2002, Council is required to complete and adopt its Annual Report prior to 31 December 2022. Council was unable to comply with this requirement for the year ended 30 June 2022 due to COVID-19 restrictions causing an auditor shortage.

### Responsibility

Councillors and management of Chatham Islands Council accept responsibility for the preparation of the annual financial statements and the judgements used in them. They also accept responsibility for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial and service performance reporting.

In the opinion of the Councillors and management of Chatham Islands Council, the financial statements fairly reflect the financial position of the Council as at 30 June 2022, and the results of its operations, cash flows and the service performance achievements for the year ended on that date.



**Monique Croon**  
Mayor



**Owen Pickles MNZM JP**  
Chief Executive

Thursday 15th December 2022



# Financial statements

## Statement of comprehensive revenue and expense for the year ended 30 June 2022

	Note	Unaudited actual 2021/22 \$000	Long Term Plan 2021/22 \$000	Unaudited actual 2020/21 \$000
<b>Revenue</b>				
Rates	2	708	631	625
Grants & subsidies	2	9,031	9,421	10,524
Council dues		325	265	307
User pays, fees and charges		100	108	114
Interest		1	56	28
Other revenue		407	357	431
Share of surplus of associate		(4)	133	118
<b>Total revenue</b>	1	<b>10,568</b>	<b>10,971</b>	<b>12,147</b>
<b>Expenditure</b>				
Depreciation and amortisation	8	2,748	2,857	2,587
Personnel costs	3	1,134	1,036	1,037
Financial costs		9	6	11
Other expenditure	4	6,647	5,187	7,296
<b>Total expenditure</b>	1	<b>10,538</b>	<b>9,086</b>	<b>10,931</b>
<b>Total surplus/deficit</b>		<b>30</b>	<b>1,885</b>	<b>1,216</b>
<b>Comprehensive revenue and expense</b>				
Increase/(decrease) in revaluation reserve	8, 13	14,207	-	-
<b>Total other comprehensive revenue and expense</b>		<b>14,207</b>	<b>-</b>	<b>-</b>
<b>Total comprehensive revenue and expense</b>		<b>14,237</b>	<b>1,885</b>	<b>1,216</b>

These statements should be read in conjunction with the Statement of Accounting Policies and Notes to the Financial Statements.

## Statement of changes in equity for the year ended 30 June 2022

	Note	Unaudited actual 2021/22 \$000	Long Term Plan 2021/22 \$000	Unaudited actual 2020/21 \$000
<b>Equity at the start of the year</b>		<b>83,614</b>	<b>84,683</b>	<b>82,398</b>
Total comprehensive revenue and expense		14,237	1,885	1,216
<b>Equity at the end of the year</b>	13	<b>97,851</b>	<b>86,568</b>	<b>83,614</b>

## Statement of financial position as at 30 June 2022

	Note	Unaudited actual 2021/22 \$000	Long Term Plan 2021/22 \$000	Unaudited actual 2020/21 \$000
<b>Current assets</b>				
Cash & cash equivalents	5	44	512	27
Cash funds held in trust	5	4	-	4
Cash investments	6	179	-	178
Current trade and other receivables	7	671	1,272	1,563
<b>Total current assets</b>		<b>898</b>	<b>1,784</b>	<b>1,772</b>
<b>Non-current assets</b>				
Non-current trade and other receivables	7	-	477	-
Investment in associate		180	200	184
Property, plant and equipment	8	98,675	85,548	84,482
<b>Total non-current assets</b>		<b>98,855</b>	<b>86,225</b>	<b>84,666</b>
<b>Total assets</b>		<b>99,753</b>	<b>88,009</b>	<b>86,438</b>





## Statement of financial position as at 30 June 2022 (continued)

	Note	Unaudited actual 2021/22 \$000	Long Term Plan 2021/22 \$000	Unaudited actual 2020/21 \$000
<b>Current liabilities</b>				
Bank overdraft	5	-	-	292
Trade and other payables	9	1,622	1,694	2,211
Personnel cost liabilities	10	92	88	112
Current portion of provisions	11	25	25	25
Current portion of borrowings	12	23	67	28
<b>Total current liabilities</b>		<b>1,762</b>	<b>1,875</b>	<b>2,668</b>
<b>Non-current liabilities</b>				
Non-current portion of borrowings	12	140	567	156
<b>Total non-current liabilities</b>		<b>140</b>	<b>567</b>	<b>156</b>
<b>Total liabilities</b>		<b>1,902</b>	<b>2,442</b>	<b>2,824</b>
<b>Net assets</b>		<b>97,851</b>	<b>85,567</b>	<b>83,614</b>
<b>Public equity</b>				
Accumulated funds and reserves	13	97,851	85,567	83,614
<b>Total public equity</b>		<b>97,851</b>	<b>85,567</b>	<b>83,614</b>

## Statement of cash flows for the year ended 30 June 2022

	Note	Unaudited actual 2021/22 \$000	Long Term Plan 2021/22 \$000	Unaudited actual 2020/21 \$000
<b>Cash flow from operating activities</b>				
Receipts from rates revenue		702	587	585
Receipts from grants and subsidies		9,628	9,038	10,628
Receipts from Council dues		341	248	292
Interest received		1	56	28
Receipts from other revenue		792	381	(100)
Payments made to employees		(1,154)	(1,036)	(1,035)
Interest paid		(9)	(6)	(11)
Other payments to suppliers		(7,236)	(5,038)	(8,231)
<b>Net cash flow from operating activities</b>		<b>3,065</b>	<b>4,231</b>	<b>2,156</b>
<b>Cash flow from investing activities</b>				
Purchase of fixed assets		(2,733)	(3,895)	(3,283)
Sale/(purchase) of other assets		(1)	119	1,294
<b>Net cash flow from investing activities</b>		<b>(2,734)</b>	<b>(3,776)</b>	<b>(1,989)</b>
<b>Cash flow from financial activities</b>				
Loans raised		-	-	-
Repayment of loans		(21)	(34)	(37)
<b>Net cash flow from financial activities</b>		<b>(21)</b>	<b>(34)</b>	<b>(37)</b>
<b>Increase/(decrease) in cash held</b>		<b>310</b>	<b>421</b>	<b>130</b>
Opening cash balance		(261)	91	(391)
<b>Closing cash balance</b>	5	<b>49</b>	<b>512</b>	<b>(261)</b>

Goods and Services Tax: The GST component of operating activities reflects the net GST paid to and received from Inland Revenue. The GST component has been presented on a net basis, as the gross amounts do not provide meaningful information.

*These statements should be read in conjunction with the Statement of Accounting Policies and Notes to the Financial Statements.*

# Financial statements

## Statement of accounting policies

For the year ended 30 June 2022

### Reporting entity

Chatham Islands Council is a Unitary Local Authority under the Chatham Islands Council Act 1995 and the Local Government Act 2002 and is domiciled and operates in New Zealand. Chatham Islands Council has designated itself as a public benefit entity for financial reporting purposes. The primary objective of the Council is to provide goods and services for community or social benefit rather than to make a financial return. The financial statements of Chatham Islands Council are unaudited and for the year ended 30 June 2022. The unaudited financial statements were authorised by Council for issue on Thursday 15 December 2022.

### Basis of preparation

The financial statements are prepared in accordance with the requirements of the Local Government Act 2002, which requires information to be prepared in accordance with New Zealand Generally Accepted Accounting Practice (NZ GAAP). The financial statements comply with Public Benefit Entity International Public Sector Accounting Standards (PBE IPSAS). This includes preparing the accounts on a going concern basis. Refer to note 18 in the financial statements for further details on our going concern assumption.

The Local Government Act 2002 also requires Council to complete and adopt its Annual Report prior to 31 December 2022. Council was unable to comply with this requirement for the year ended 30 June 2022 due to an auditor shortage at Audit NZ.

### Changes in accounting policies

Standards and amendments issued but not yet effective where Council has elected not to early adopt include: PBE IPSAS 41 Financial Instruments, which supersedes PBE IPSAS 9 Financial Instruments and PBE IPSAS 29 Financial Instruments. The new standard is effective for annual periods beginning on or after 1 January 2022. The Council has elected to not early adopt this standard, there is expected to be no significant change from applying the new standard.

### Measurement base

The financial statements have been prepared on a historical cost basis, modified by the revaluation of certain infrastructural assets.

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand (\$000). The functional currency of Chatham Islands Council is New Zealand dollars.

### Critical financial assumptions, judgements and estimations

The financial statements require management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, revenue and expenses. These estimates and the associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and, if applicable, future periods if the revision affects both current and future periods.

### Budget figures

The budget figures in the financial statements are those approved by Chatham Islands Council as part of the annual planning process. The Council has approved no additional expenditure outside the planning process.

The budget figures have been prepared in accordance with NZ GAAP and are consistent with the accounting policies adopted by the Council for the preparation of these financial statements.

**The following accounting policies, which materially affect the measurement of results and financial position, have been applied.**

### Revenue recognition

Revenue is measured at the fair value of consideration received or receivable. The recognition criteria for specific revenue items are described below:

- Rates revenue is recognised when it is levied. General rates and targeted rates are non-exchange transactions.
- The Waka Kotahi NZ Transport Agency roading subsidies are recognised when the conditions pertaining to eligible expenditure have been fulfilled. These subsidies and grants are non-exchange transactions.



- Government assistance and grants are recognised when eligibility is established. Grants are non-exchange transactions.
- Other grants and bequests are recognised when control over the asset is obtained. Grants are non-exchange transactions.

### **Borrowing costs**

Borrowing costs are recognised as an expense in the period in which they are incurred.

### **Leases**

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

Chatham Islands Council does not have any finance leases.

### **Taxation**

Chatham Islands Council is a public authority and consequently is exempt from the payment of income tax, except for income derived from Council Controlled Organisations.

### **Goods and services tax**

All amounts in the financial statements are exclusive of GST, except for debtors and creditors, which are shown inclusive of GST. The net amount of GST recoverable from or payable to the IRD is included as part of receivables or payables in the Statement of Financial Position.

The net amount of GST paid to or received from the IRD, including the GST relating to investing and financing activities, is classified as a net operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held on call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

For the purposes of the statement of cash flows, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts.

Trade and other receivables are measured at cost, less any provision for impairment.

A provision for impairment is established when there is evidence that the Council will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of the amounts expected to be collected.

### **Trade and other receivables**

Trade and other receivables are measured at cost, less any provision for impairment.

A provision for impairment is established when there is evidence that the Council will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of the amounts expected to be collected.

### **Other financial assets**

Financial assets are initially recognised at fair value through surplus or deficit plus transaction costs unless they are carried at fair value through surplus or deficit in which case the transaction costs are recognised in the surplus or deficit.

Cash investments include investments in bank with maturities exceeding three months. They are initially measured at the amount invested, adjusted for interest received.

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. These assets are included in current assets, except for maturities greater than 12 months after the balance date, which are included in non-current assets.

Purchases and sales of financial assets are recognised on trade-date, the date on which the Council commits to purchase or sell the asset. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the Council has transferred substantially all the risks and rewards of ownership.

# Financial statements

## Investment in an associate

Associates are entities over which the Council has significant influence but not control. Investments in associates are accounted for using the equity method. The Council has a 25% interest in the Chatham Islands Housing Partnership Trust. The purpose of the Charitable Trust is to relieve hardship caused through isolation and reduced access to housing.

The reporting date of the Chatham Islands Housing Partnership Trust is 31 March. There are no significant restrictions on the ability of the associate to transfer funds to the Council in the form of cash dividend or similar distributions, or to repay loans or advances.

The Council's share of an associate's profits or losses is recognised in the surplus or deficit.

## Property, plant and equipment

The initial or subsequent cost of an item of property, plant and equipment is recognised as an asset where it is probable that future economic benefits or service potential will flow to the Council. Costs that do not meet these criteria are expensed. Where an asset is acquired in a non-exchange transaction for nil or nominal consideration, the asset is initially recognised at fair value.

Work in progress is recognised at cost less impairment and is not depreciated.

Asset classes that are revalued are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value. The valuation cycle for revalued asset classes is normally five years. The results of revaluing are credited or debited to an asset revaluation reserve for that class of asset. Where this results in a debit balance in the asset revaluation, this balance is expensed in the statement of comprehensive revenue and expense.

## The Council has the following classes of assets:

### Operational assets

Land and buildings were valued at deemed cost by way of Government Valuation, as at 1 July 1989. Subsequent additions are valued at cost. All other operational assets are valued at cost less accumulated depreciation.

### Infrastructure assets

**Roading:** Roothing assets (excluding land under roads) were revalued by Stantec Ltd (Registered Engineers) at depreciated replacement cost, as at 30 June 2022. Subsequent additions are included at cost. Land under roads is recorded at cost and is not depreciated.

**Storm water and sewerage reticulation:** The reticulation systems were valued by Stantec Ltd (Registered Engineers) as at 30 June 2022. The valuation provided is depreciated replacement cost. Subsequent additions are included at cost.

**Solid waste:** Solid waste assets were valued by Stantec Ltd (Registered Engineers) as at 30 June 2022. The valuation provided is depreciated replacement cost. Subsequent additions are included at cost.

**Water:** The reticulation systems were valued by Stantec Ltd at depreciated replacement cost as at 30 June 2022. Subsequent additions are included at cost.

**Harbour:** Harbour assets were valued by Stantec Ltd at depreciated replacement cost as at 30 June 2022. Subsequent additions are included at cost.



## Depreciation

Depreciation is provided on a straight-line basis on all assets. Rates are calculated to allocate the asset's cost or valuation less estimated residual value over their estimated useful life, as follows.

Asset	Years
<b>Operational assets</b>	
Vehicles	5-10 years
Furniture/fittings	5-10 years
Buildings	25-50 years
Office equipment	5 years
Parks and reserves	25 years
<b>Asset</b>	<b>Years</b>
<b>Infrastructure assets</b>	
<b>Roading</b>	
Top surface (seal)	10 years
Pavement (base course)	
Sealed	60 years
Unsealed	Not depreciated
Pavement	
Unsealed (wearing course)	8 years
Sub-base and formation	Not depreciated
Culverts	70-75 years
Footpaths and kerbs	35 years
Signs	8 years
Retaining walls	60 years
Bridges	60 years

Asset	Years
<b>Water reticulation</b>	
Pipes, valves, hydrants	25 years
Pump stations	5-35 years
Tanks	80 years
<b>Sewerage reticulation</b>	
Pipes and other reticulation assets	60-80 years
<b>Solid waste</b>	
Landfill, transfer stations and other assets	5-35 years
<b>Storm water system</b>	
Pipes	40-60 years
<b>Harbour</b>	
Owenga wharf	50 years

## Intangible assets

Intangible assets are primarily the costs associated with acquiring computer software, which is valued at cost less accumulated amortisation.

## Amortisation

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. The useful lives and associated amortisation rates of major classes of intangible assets have been estimated as follows.

Asset	Years
Computer software	5 years

# Financial statements

## Impairment of property, plant and equipment and intangible assets

If an asset's carrying amount exceeds its recoverable amount, the asset is impaired and the carrying amount is written down to the recoverable amount. For revalued assets, the impairment loss is recognised against the revaluation reserve for that class of asset.

For assets not carried at a revalued amount, the total impairment loss is recognised in the Statement of Comprehensive revenue and expense.

## Trade and other payables

Short-term payables are recorded at their face value.

## Personnel cost liabilities

Provision has been made in respect of the Council's liabilities for annual leave, at balance date. This has been calculated on an actual entitlement basis. Chatham Islands Council does not recognise a liability for sick leave.

## Provisions

Chatham Islands Council recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event; in such cases, it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are not recognised for future operating losses. Provisions are measured at the present value of the future expected expenditure.

## Borrowings

Borrowings are initially recognised at their fair value plus transaction costs. After initial recognition, all borrowings are measured at amortised cost using the effective interest method. Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

## Public equity

Equity is the community's interest in Chatham Islands Council and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into a number of reserves.

### The components of equity are:

- Retained earnings.
- Restricted reserves.
- Asset revaluation reserves.

Restricted reserves are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by Chatham Islands Council. Restricted reserves are those subject to specific conditions accepted as binding by Chatham Islands Council and that may not be revised by Chatham Islands Council without reference to the Courts or a third party. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met. Also included in restricted reserves are reserves restricted by Council decision. The Council may alter them without reference to any third party or the Courts. Transfers to and from these reserves are at the discretion of the Council.

## Council Controlled Organisations

The Council has one Council Controlled Organisation, the Chatham Islands Mayoral Disaster Relief Fund Trust, as a body to receive grants to respond to emergency events on the Chatham Islands. For the year ended 30 June 2022, the entity was dormant and had no assets or liabilities, nor did the entity make any transactions during the year. Therefore, the parent and group accounts are the same. The Council has exempted this organisation from reporting under Section 7 of the Local Government Act 2002.

## Notes to the financial statements

### Note 1: Summary of revenue and expenditure by activity

The cost of service for each of the Council's activities has been derived by allocating revenue and expenditure items directly to each activity statement, where directly attributable. Other indirect items (overheads) are those that cannot be identified in an economically feasible manner to an activity. These items are allocated to each activity using cost drivers. This may result in disproportionate gains or losses at an activity level where revenue and expenditure categories are matched.

There has been no changes in the allocation methodology during the year.

	Unaudited actual 2021/22 \$000	Unaudited actual 2020/21 \$000
<b>Revenue by activity</b>		
Leadership & community partnerships	1,622	1,522
Transportation, roading & coastal networks	3,767	5,007
Three waters supply & treatment - wastewater	239	4,443
Three waters supply & treatment - drinking water	627	403
Waste management & minimisation	214	340
Community development & emergency response	2,945	-
Environmental protection, compliance & planning	1,154	432
<b>Total revenue</b>	<b>10,568</b>	<b>12,147</b>
<b>Expenditure by activity</b>		
Leadership & community partnerships	801	925
Transportation, roading & coastal networks	4,241	5,290
Three waters supply & treatment - wastewater	295	3,086
Three waters supply & treatment - drinking water	628	1,051
Waste management & minimisation	645	311
Community development & emergency response	2,699	-
Environmental protection, compliance & planning	1,229	268
<b>Total expenditure</b>	<b>10,538</b>	<b>10,931</b>
<b>Net surplus/(deficit)</b>	<b>30</b>	<b>1,216</b>



### Note 2: Revenue

Rates are further broken down in the table below:

Rates revenue	Unaudited actual 2021/22 \$000	Unaudited actual 2020/21 \$000
General rates	328	311
<b>Targeted rates</b>		
Roading	92	58
Solid waste	97	71
Water	74	74
Sewerage	89	80
<b>Total targeted rates</b>	<b>352</b>	<b>283</b>
Rates penalties	28	32
<b>Total rates revenue</b>	<b>708</b>	<b>626</b>

### Rating base information

The following rating base information is disclosed using rating base information at the end of 30 June 2021.

	30 June 2021
The number of rating units	639
The total land value of rating units	98,009,250
The total capital value of rating units	248,927,000

# Financial statements

Grants and subsidies is further broken down in the table below:

Grants and subsidies	Unaudited actual 2021/22 \$000	Unaudited actual 2020/21 \$000
Department of Internal Affairs	4,355	4,096
Waka Kotahi NZ Transport Agency roading subsidy	3,233	3,853
Ministry of Culture & Heritage	309	969
New Zealand Lotteries Commission	-	1,000
Department of Conservation	-	98
Ministry of Business, Innovation & Employment	-	136
Ministry of Health	-	156
Other	1,134	215
<b>Total grants &amp; subsidies</b>	<b>9,031</b>	<b>10,523</b>

## For the Council, the principal grants and reimbursements are from the following sources:

- The Department of Internal Affairs provides an annual contribution to meet the Council's statutory obligations. The Crown's annual contribution was for \$4.4 million for 2021/22. This level of financial support is committed for the foreseeable future. The Crown's contribution is enough to cover our operating requirements but does not cover depreciation of infrastructure assets; which means we are unable to effectively plan for or invest in infrastructural development. Council made an application for additional support for an investment programme and funding required for identified areas of financial shortfall.
- The Waka Kotahi NZ Transport Agency reimburses part of the Council's costs for maintaining the local roading infrastructure. The reimbursement from Waka Kotahi is for costs already incurred, with no unfulfilled conditions or other contingencies relating to the reimbursements. The current level of support provided by Waka Kotahi is at 88% of actual costs incurred. Council currently fund any Waka Kotahi shortfall from reserves; which further draws on Council's cash liquidity.

## Note 3: Expenditure – personnel costs

Key management personnel of the Council include the Mayor, Councillors and the Chief Executive. The assessed total full time equivalent of the key management personnel is assessed as 14 for the year ended 30 June 2022 (as at 30 June 2021, 10). Due to the difficulty in determining the full time equivalent figure for the Mayor and Councillors, the figure is based on head count.

### Mayoral and Councillor remuneration

The following people held office as elected members of the Council's governing body, receiving the following levels of remuneration during the reporting period:

Name	Position	Unaudited actual 2021/22	Unaudited actual 2020/21
Monique Croon	Mayor	55,350	54,675
Gregory Horler	Deputy Mayor	25,154	23,236
Keri Day	Councillor	18,917	17,393
Celine Gregory-Hunt	Councillor	18,917	17,393
Graeme Hoare	Councillor	18,917	17,393
Richard Joyce	Councillor	18,917	17,393
Oscar Nilsson	Councillor	8,828	17,393
Amanda Seymour	Councillor	18,917	17,393
Jason Seymour	Councillor	18,917	17,393
Nigel Ryan	Councillor	9,674	-
<b>Total Honoraria</b>		<b>212,509</b>	<b>199,663</b>

The Remuneration Authority is responsible for setting the remuneration levels for elected members. The elected members receive an annual salary, as opposed to a combination of meeting fee payments and annual salary. Elected members receive no other non-monetary benefits. Furthermore, there have been no appointments of elected members to other boards, with the purpose of representing Council's interests. Related party transactions are disclosed as part of note 16.





### Chief Executive remuneration

The total remuneration of the Chief Executive for the year ended 30 June 2022 was \$207,071 (as at 30 June 2021 \$205,061).

Name	Position	Unaudited actual 2021/22	Unaudited actual 2020/21
Owen Pickles	CE	207,071	205,061
<b>Total</b>		<b>207,071</b>	<b>205,061</b>

### Staffing levels and remuneration

Name	Unaudited actual 2021/22	Unaudited actual 2020/21
Short term employment benefits	419,580	404,725
<b>Total compensation of key management personnel</b>	<b>419,580</b>	<b>404,725</b>

### Other employee numbers and remuneration bands:

As at 30 June 2022, the Council employed nine full time and two full time equivalent employees (as at 30 June 2021, the comparative figures of employment were 12 full time and two full time equivalent employees). The table below identifies the number of people employed by the Council at the end of the financial year and identifies the breakdown of remuneration levels of employees into bands. Where a band contains less than five staff members, the band is combined with the next highest band.

Band	Unaudited actual 2021/22	Unaudited actual 2020/21
< \$59,999	8	6
\$60,000 - \$219,999	6	8
<b>Total</b>	<b>14</b>	<b>10</b>

Name	Position	Unaudited actual 2021/20	Unaudited actual 2020/21
<b>Full time staff and FTE</b>			
Full time staff		9	12
FTE equivalent for part time staff		2	2

### Severance payments

For the year ended 30 June 2022, the Council made no severance payments outside normal contractual terms (for the year ended 30 June 2021, \$nil).

### Note 4: Expenditure - other significant items

Included within expenditure are the following notable items:

Other expenses	Unaudited actual 2021/22 \$000	Unaudited actual 2020/21
Audit fees - financial statement	52	80
Audit fees - other	-	52
Donations	411	132
Bad debts	-	-
Lease expense	45	43
Interest expense	9	11

Depreciation expenditure separately disclosed as part of activity statements.

# Financial statements

## Note 5: Cash and cash equivalents

Cash and cash equivalents include the following for the purposes of the statement of cash flows.

	Unaudited actual 2021/22 \$000	Unaudited actual 2020/21 \$000
Cash at bank and on hand	44	27
Funds held in trust	4	4
Bank overdraft	-	(292)
<b>Total cash and cash equivalents</b>	<b>48</b>	<b>(261)</b>

The funds in trust represent money transferred to the Council from the Chatham Islands Radio Society (now ceased). The Council utilises these funds to support television reception services and running a radio service for the Island.

The Council's 2021-31 Long-Term Plan forecasted a net closing cash balance (including investments and funds held in trust) in 2021/22 of \$512,000. The Council's cash position is primarily a result of increased expenditure costs caused by higher than expected inflation and unbudgeted Chatham Community Complex Expenditure. The Council has an overdraft arrangement in place with its on-Island banking facility to cover any overdrafts, which includes the ability to provide adequate security against any required short-term borrowing or increased overdraft limit. Whilst additional funding support has been forthcoming in the 2021/22 financial year, Council remains reliant on external funding to meet operating requirements and the asset upgrade programme.

## Note 6: Other financial assets

The Council's investment programme is limited to holding term deposits with the on-Island ANZ bank.

Where the investment term exceeds three months, the investment is classified as a cash investment.

Name	Unaudited actual 2021/22	Unaudited actual 2020/21
Investments	179	178

## Note 7: Trade and other receivables

Debtors and other receivables are non-interest bearing and receipt is normally on 30-day terms. Therefore, the carrying value of debtors and other receivables approximates their fair value.

	Unaudited actual 2021/22 \$000	Unaudited actual 2020/21 \$000
Rates	128	122
Other debtors <sup>1</sup>	543	1,441
Warm Homes loans advanced current	-	-
<b>Total current trade and other receivables</b>	<b>671</b>	<b>1,563</b>
Warm Homes loans advanced non-current	-	-
<b>Total non-current trade and other receivables</b>	<b>-</b>	<b>-</b>
<b>Consisting of:</b>		
Receivables from non-exchange transactions <sup>2</sup>	671	1,563
Receivables from exchange transactions <sup>2</sup>	-	-

<sup>1</sup> Council has no impairment provision. The movement in the provision for the impairment of trade and other receivables for 2021/22 was nil (2020/21 nil)

<sup>2</sup> Non-exchange transactions includes outstanding amount for rates, grants, infringements, and fees and charges that are partly subsidised by rates. Exchange transactions includes outstanding amounts for commercial sales, and fees and charges that have not been subsidised by rates.

## Note 8: Property, plant and equipment

Movements for each class of property, plant and equipment are as follows.

Unaudited actual 2021/22	Opening cost/ revaluation \$000	Accumulated depreciation \$000	Carrying value at the start of the year \$000	Additions/ transfers \$000	Impairment/ disposals at cost \$000	Depreciation \$000	Revaluation \$000	Closing accumulated depreciation \$000	Carrying value at the end of year \$000
<b>Operational assets</b>									
Land	278	-	278	-	-	-	-	-	278
Buildings	1,487	(846)	641	235	-	(32)	-	(878)	844
Furniture and fittings	129	(120)	9	-	-	(2)	-	(122)	7
Plant and office equipment	275	(213)	63	117	-	(17)	-	(230)	163
Vehicles	314	(182)	132	-	-	(23)	-	(205)	109
Parks and Reserves	99	(85)	14	-	-	(1)	-	(86)	13
<b>Total operational assets</b>	<b>2,583</b>	<b>(1,446)</b>	<b>1,137</b>	<b>353</b>	<b>-</b>	<b>(76)</b>	<b>-</b>	<b>(1,522)</b>	<b>1,413</b>
<b>Infrastructural assets</b>									
Roading	83,106	(6,060)	77,046	2,052	-	(2,386)	13,354	(8,446)	90,066
Solid waste	2,814	(380)	2,434	49	-	(141)	(68)	(521)	2,274
Stormwater	14	(11)	3	-	-	-	-	(11)	3
Sewerage	1,089	(179)	910	279	-	(58)	-	(237)	1,131
Water	1,723	(140)	1,583	-	-	(38)	738	(178)	2,283
Harbour	1,491	(121)	1,370	-	-	(48)	183	(169)	1,505
<b>Total infrastructural assets</b>	<b>90,237</b>	<b>(6,891)</b>	<b>83,346</b>	<b>2,380</b>	<b>-</b>	<b>(2,672)</b>	<b>14,207</b>	<b>(9,563)</b>	<b>97,261</b>
Work in progress	-	-	-	-	-	-	-	-	-
<b>Property, Plant and Equipment</b>	<b>92,819</b>	<b>(8,337)</b>	<b>84,482</b>	<b>2,733</b>	<b>-</b>	<b>(2,748)</b>	<b>14,207</b>	<b>(11,085)</b>	<b>98,675</b>

### Core assets 2021/22

Included within the infrastructure assets are the following core Council assets.

Unaudited actual 2021/22	Closing book value \$000	Additions \$000	Vested \$000	Replacement cost \$000
<b>Water</b>				
Treatment Plants and Facilities	502	-	-	
Other Assets	1,781	-	-	
<b>Sewerage</b>				
Treatment Plants and Facilities	509	-	-	
Other Assets	622	-	-	

Unaudited actual 2021/22	Closing book value \$000	Additions \$000	Vested \$000	Replacement cost \$000
<b>Stormwater</b>				
Storm Drainage	3	-	-	
<b>Roads and Footpaths</b>				
Roads and Footpaths	90,066	2,052	-	105,569
<b>TOTAL</b>	<b>93,483</b>	<b>2,052</b>	<b>-</b>	<b>105,569</b>

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Unaudited actual 2020/21	Opening cost/ revaluation \$000	Accumulated depreciation \$000	Carrying value at the start of the year \$000	Additions/ transfers \$000	Impairment/ disposals at cost \$000	Depreciation \$000	Revaluation \$000	Closing accumulated depreciation \$000	Carrying value at the end of year \$000
<b>Operational assets</b>									
Land	278	-	278	-	-	-	-	-	278
Buildings	1,451	(815)	636	36	-	(31)	-	(846)	641
Furniture and fittings	129	(118)	11	-	-	(2)	-	(120)	9
Plant and office equipment	268	(195)	73	8	-	(18)	-	(213)	63
Vehicles	314	(158)	156	-	-	(24)	-	(182)	132
Parks and Reserves	99	(81)	18	-	-	(4)	-	(85)	14
<b>Total operational assets</b>	<b>2,538</b>	<b>(1,367)</b>	<b>1,172</b>	<b>44</b>	<b>-</b>	<b>(79)</b>	<b>-</b>	<b>(1,446)</b>	<b>1,137</b>
<b>Infrastructural assets</b>									
Roading	80,214	(3,841)	76,373	2,892	-	(2,219)	-	(6,060)	77,046
Solid waste	2,672	(239)	2,434	142	-	(141)	-	(380)	2,434
Stormwater	14	(11)	3	-	-	-	-	(11)	3
Sewerage	1,089	(121)	968	-	-	(58)	-	(179)	910
Water	1,723	(99)	1,624	-	-	(41)	-	(140)	1,583
Harbour	1,491	(73)	1,418	-	-	(48)	-	(121)	1,370
<b>Total infrastructural assets</b>	<b>87,203</b>	<b>(4,384)</b>	<b>82,820</b>	<b>3,034</b>	<b>-</b>	<b>(2,508)</b>	<b>-</b>	<b>(6,891)</b>	<b>83,346</b>
Work in progress	-	-	-	-	-	-	-	-	-
<b>Property, Plant and Equipment</b>	<b>89,742</b>	<b>(5,750)</b>	<b>83,991</b>	<b>3,078</b>	<b>-</b>	<b>(2,587)</b>	<b>-</b>	<b>(8,337)</b>	<b>84,482</b>

## Core assets 2020/21

Included within the infrastructure assets are the following core Council assets.

Unaudited actual 2020/21	Closing book value \$000	Additions \$000	Vested \$000	Replacement cost \$000
<b>Water</b>				
Treatment Plants and Facilities	348	-	-	603
Other Assets	1,235	-	-	1,697
<b>Sewerage</b>				
Treatment Plants and Facilities	409	-	-	1,175
Other Assets	500	-	-	992

Unaudited actual 2020/21	Closing book value \$000	Additions \$000	Vested \$000	Replacement cost \$000
<b>Stormwater</b>				
Storm Drainage	3	-	-	13
<b>Roads and Footpaths</b>				
Roads and Footpaths	77,046	2,892	-	103,517
<b>TOTAL</b>	<b>79,541</b>	<b>2,892</b>	<b>-</b>	<b>107,997</b>



## Note 8: Property, plant and equipment (continued)

### Insurance of Assets

Included within the infrastructure assets are the following core Council assets.

Insurance of assets	Unaudited actual 2021/22 \$000	Unaudited actual 2020/21 \$000
Total value of assets covered by insurance contracts	2,635	2,635
The maximum amount to which assets are insured under Council insurance policies	6,942	6,942

The Council is not covered by any financial risk sharing arrangements in relation to its assets.

The Council self-insures a portion of its assets. The majority of Council's self-insured assets are roading infrastructural assets; they are not insured as any remedial work required will be carried out through the Waka Kotahi NZ Transport Agency funded roading programme. No property, plant and equipment is pledged as security for liabilities. There are no restrictions over the title of these assets.

## Note 9: Trade and other payables

The Council's trade and other payables are generally non-interest bearing and are normally settled on 30-day terms. Therefore, the carrying value of payables approximates their fair value, these are summarised in the table below:

	Unaudited actual 2021/22 \$000	Unaudited actual 2020/21 \$000
<b>Payables under exchange transactions</b>		
General creditors	1,622	1,815
<b>Payables under non-exchange transactions</b>		
Revenue in advance	-	396
Other	-	-
<b>Total non-exchange transactions</b>	-	396
<b>Total payables</b>	<b>1,622</b>	<b>2,211</b>

## Note 10: Employment Entitlement Liabilities

A provision for personnel cost liabilities (holiday leave and outstanding remuneration) is recognised as a liability when benefits are earned but not paid, this includes the following items:

	Unaudited actual 2021/22 \$000	Unaudited actual 2020/21 \$000
<b>Employment benefit liabilities</b>		
Annual leave	88	82
Accruals for employment benefits	4	30
<b>Total Employment Benefit Liabilities</b>	<b>92</b>	<b>112</b>

See also note 3 for payroll rate information.

Council does not provide any retirement or long service leave benefits to staff.

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## Note 11: Borrowings

	Unaudited actual 2021/22 \$000	Unaudited actual 2020/21 \$000
<b>Term liabilities</b>		
Current portion of term liabilities	23	28
Non-current Portion of term liabilities	140	156
<b>Total term liabilities</b>	<b>163</b>	<b>184</b>

The Council maintains a prudent borrowings position in relation to our equity and annual revenue. Council will enter into borrowing arrangements where there is sufficient assurance that additional funding assistance can be obtained to repay borrowings.

Council's current borrowings have supported upgrades to Council's buildings and the on-Island Warm Homes loan scheme. Interest costs associated with the Council's borrowings is disclosed in note 4.

The Council received a 20-year suspensory loan of \$90,000 from Housing New Zealand that must be repaid if the Council does not meet the conditions of the loan prior to 2029. Due to the uncertain nature of this suspensory loan, the Council will not recognise the loan as revenue until it is certain the funding conditions will be met.

The carrying amount of term liabilities repayable within one year approximates their fair value, as the effect of discounting is not significant.

## Note 12: Provisions

A provision for the future costs of closing our landfills sites was historically estimated based on expected costs to remediate the site and land. These landfills are now closed, with sites remediated. The full landfill provision has now been recognised. Additional future remediation on monitoring may be required, such costs are estimated to be minimal and will be recognised as an expense when incurred.

A provision has also been made for the estimated refund of one year of Council Dues to the Pitt Island Barge Society. Council Dues are repayable on the production of audited accounts by the Pitt Island Barge Society on an annual basis.

A summary of our provisions, including movements in material provisions above are summarised below:

	Unaudited actual 2021/22 \$000	Unaudited actual 2020/21 \$000
<b>Landfill post closure costs</b>		
Opening balance	-	20
Movement in provision	-	(20)
<b>Closing balance</b>	<b>-</b>	<b>-</b>
Consisting of:		
Current	-	-
Non-current	-	-
<b>Pitt Island Barge Society</b>	<b>25</b>	<b>25</b>
<b>Total provisions</b>	<b>25</b>	<b>25</b>

## Note 13: Equity

The Local Government Act 2002 requires the Council to manage its finances prudently and in a manner that promotes the current and future interests of the community. Our general funds are largely managed as a derivative of managing revenues, expenses, assets, liabilities, investments and general financial dealings.

The objective of managing these items is to achieve intergenerational equity, which is a principle promoted in the Local Government Act 2002 and applied by the Council. Intergenerational equity requires today's ratepayers to meet the costs of utilising the Council's assets but does not expect them to meet the full cost of long-term assets that will benefit ratepayers in future generations. Additionally, the Council has asset management plans in place for major classes of assets, detailing renewal and programmed maintenance. These plans ensure ratepayers in future generations are not required to meet the costs of deferred renewals and maintenance.

The Local Government Act 2002 requires the Council to make adequate and effective provision in its Long-Term Plan to meet the expenditure needs identified in those plans. The Local Government Act 2002 sets out the factors that the Council is required to consider when determining the most appropriate sources of funding for each of its activities. The sources and levels of funding are set out in the funding and financial policies in the Council's Long-Term Plan.



**Chatham Islands Council has the following reserve funds:**

- **General Funds** – Revenue appropriation account to fund future development.
- **Emergency Services Reserve** - Funds are set aside for emergency events such as natural disasters.
- **Mayoral Relief Reserve** – Funds are set aside for emergency relief.
- **Asset Revaluation Reserve** – Reserves generated by revaluations in property, plant and equipment and other assets.

Equity reserves include the following notable funds:

	Unaudited actual 2021/22 \$000	Unaudited actual 2020/21 \$000
<b>General funds</b>		
Opening balance	18,301	17,084
Plus net surplus for the year	30	1,217
Adjust for transfer (to)/from other reserves	-	-
<b>Closing balance</b>	<b>18,331</b>	<b>18,301</b>
<b>Emergency services reserve</b>		
Opening balance	250	250
Adjust for transfer (to)/from other reserves	-	-
<b>Closing balance</b>	<b>250</b>	<b>250</b>
<b>Mayoral relief reserve</b>		
Opening balance	25	25
Adjust for transfer (to)/from other reserves	-	-
<b>Closing balance</b>	<b>25</b>	<b>25</b>

<b>Assets revaluation reserve</b>		
Opening balance	65,039	65,039
Revaluation/(impairments)	14,207	-
<b>Closing balance</b>	<b>79,246</b>	<b>65,039</b>
<b>Total equity at end of year</b>	<b>97,852</b>	<b>83,615</b>

# Financial statements

## Note 14: Statement of commitments

The Council has no contractual commitments for the acquisition of property, plant and equipment as at 30 June 2022 (as at 30 June 2021, nil).

The Council has in place a number of contracts with external service providers to provide engineering services on infrastructural assets. The scope of future work is dependent on organisational priorities, funding availability, and due to these uncertainties, no disclosure has been made.

Contract commitments	Unaudited actual 2021/22 \$000	Unaudited actual 2020/21 \$000
Not later than 1 year	46	45
Between 1 and 5 years	201	194
More than 5 years	338	391
	<b>585</b>	<b>630</b>

## Note 15: Statement of Contingencies

The Council has in place a number of contracts with external service providers to provide engineering services on infrastructural assets. The scope of future work is dependent on organisational priorities, funding availability, and due to these uncertainties, no disclosure has been made.

Council is not aware of any contingent assets or liabilities as at 30 June 2022, for Council or any associates, (as at 30 June 2021, nil).

## Note 16: Related party transactions

Related parties comprise of entities Council has control or significant influence over and key management personnel, including the Mayor, Councillors and the Chief Executive.

Council has entered into transactions with related entities during the year. These transactions were part of a normal supplier relationship and on terms and conditions no more or less favourable than those reasonable to expect the Council would have adopted in dealing with the party on an arm's length basis in the same circumstances.

In addition to the information disclosed above, the Council also provides accommodation to one staff member, at a market based rental rate as approved by Council.

## Note 17: Going concern

Chatham Islands Council is the smallest council in New Zealand, with less than one thousand residents and rateable units. This makes the Council unique in that funding sources available to other councils, such as rate increases, growth, or debt are not considered financially sustainable options for the Chatham Islands Council, as this would unfairly burden our ratepayers.

Consequently, there is a significant reliance on external support from the Government in the form of the annual Crown contribution and the roading subsidy from Waka Kotahi NZ Transport Agency to ensure the Council remains operating one year after the annual report is signed, also known as the going concern assumption.

The Waka Kotahi subsidy rate remains set at 88% of roading expenditure. Historically, the Council has self-funded the difference as the funding from the Crown's annual appropriation was insufficient to cover this shortfall, leading to a deteriorating cash position. In the current and future reporting years, there is an indication of additional funding being forthcoming, although this is not confirmed until May each year as part of the appropriation process. At this stage, it is assumed going forward, there will be sufficient funding to cover our operating requirements including our financial strategy of maintaining a balanced budget.





Council has achieved a positive cash movement for the year and also recognised a small operating surplus. Therefore, the accounts have been prepared on a going concern basis as there are currently overdraft facilities in place with the Island bank to cover expected cash movements for the 2022/23 financial year and Council is expected to receive greater levels of financial support. Council will continue to work with central government agencies to negotiate additional financial support and improve our cash position.

Given the above, the going concern assumption has been considered in preparing the financial statements for the year ended 30 June 2022 and is assessed as appropriate. The financial statements have therefore been prepared using the going concern assumption.

### **Note 18: Explanation of major variances against budget**

Explanations for major variations from the Council's budget figures in its 2021-31 Long-Term Plan are as follows:

#### **Statement of comprehensive revenue and expense**

Council has been fortunate to receive an \$9.0 million in grants and subsidies during the year to support our commitment to the community and the environment.

Department of Internal Affairs contribution was \$4.4 million, an increase of \$0.6 million from 2020/21. Our roading subsidy provided by Waka Kotahi NZ Transport Agency has decreased by \$0.6 million, as a direct result of decreased roading expenditure. Our current subsidy received is 88% of actual costs incurred by the Council.

Increased expenditure costs were caused by higher than expected inflation and unbudgeted Chatham Community Complex Expenditure.

### **Statement of financial position**

The majority of the variances to the 2021/22 of the Long-Term Plan budget in the Statement of Financial Position, relate to the budget figures for the period being driven by the closing balances as at 30 June 2020, adjusted by expected changes for the 2020/21 financial year, to create an expected opening position as at 1 July 2021.

### **Note 19: Subsequent events after the end of the reporting period**

Under section 98(7) of the Local Government Act 2002, the Council is required to complete and adopt its Annual Report prior to 31 December 2022. Council was unable to comply with this requirement for the year ended 30 June 2022 due to the effects of COVID-19.

With these exceptions, there are no other events after the end of the reporting period that require adjustment to the unaudited financial statements or the notes to the financial statements.

# Financial statements

## Financial prudence graphs

Annual Report disclosure statement for the year ended 30 June 2022

### What is the purpose of this statement?

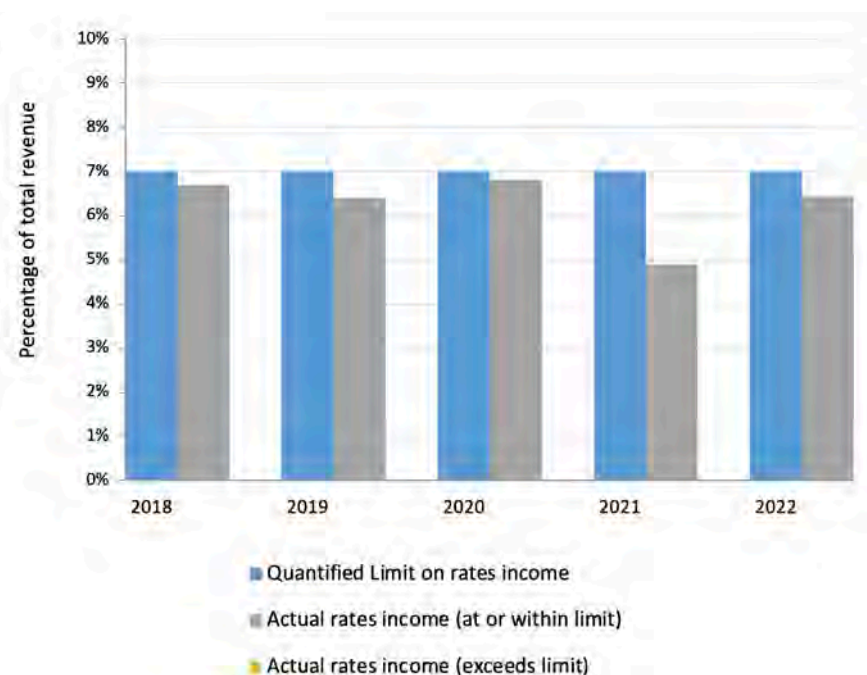
The purpose of this statement is to disclose the council's financial performance in relation to various benchmarks to enable the assessment of whether the council is prudently managing its revenues, expenses, assets, liabilities and general financial dealings. The council is required to include this statement in its annual report in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the regulations). Refer to the regulations for more information, including definitions of some of the terms used in this statement.

### Rates affordability benchmark

The Council meets the rates affordability benchmark if: its actual rates income equals or is less than each quantified limit on rates and its actual rates increases equal or are less than each quantified limit on rates increases.

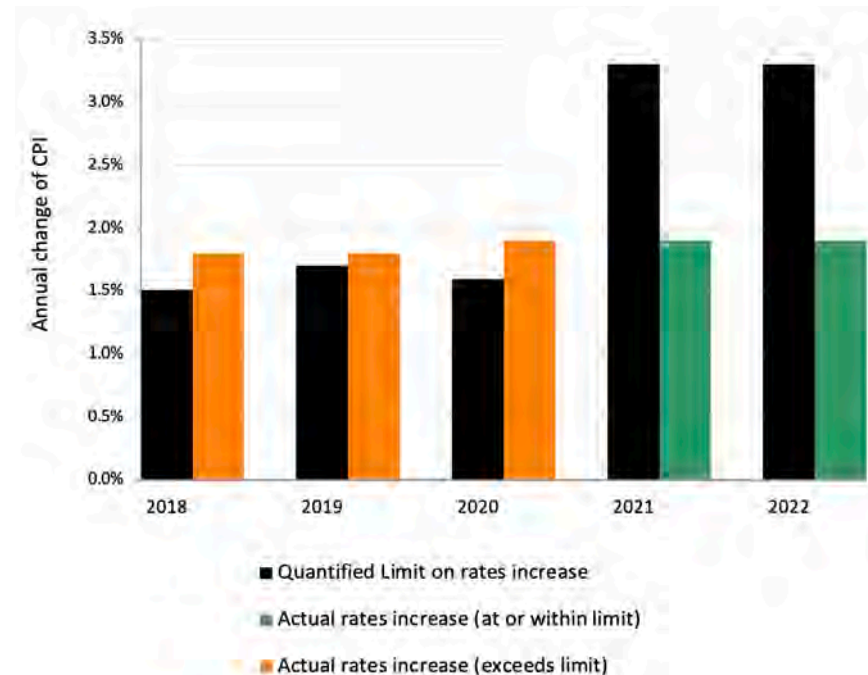
#### Rates (income) affordability

The following graph compares the council's actual rates income with a quantified limit on rates contained in the financial strategy included in the council's long-term plan. The quantified limit is total rates equates to approximately 7% of total revenue in any given year.



#### Rates (increases) affordability

The following graph compares the council's actual rates increases with a quantified limit on rates increases included in the financial strategy included in the council's long-term plan. The quantified limit is the annual inflation rate.

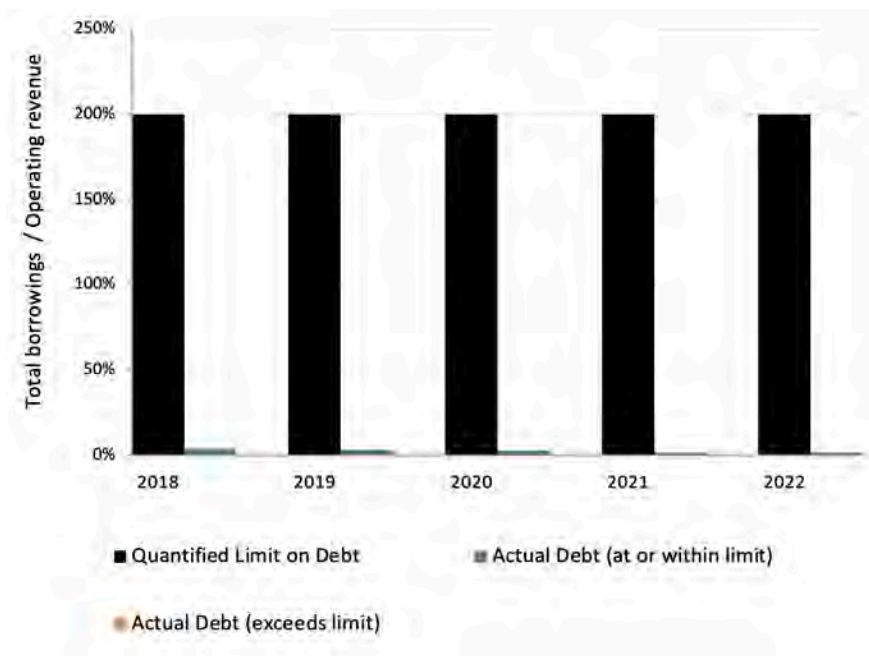




### Debt affordability benchmark

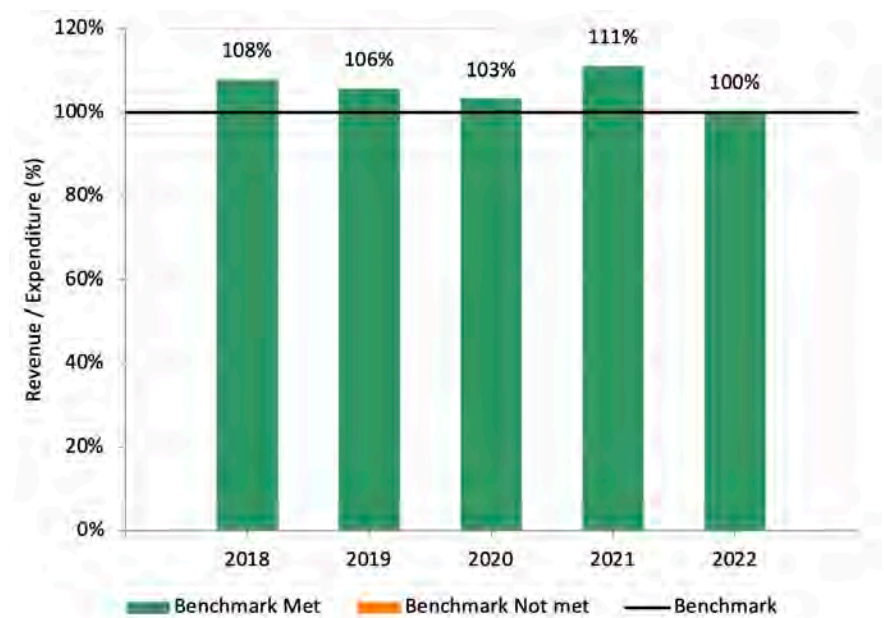
The council meets its debt affordability benchmark if its actual borrowing is within each quantified limit on borrowing.

The following graph compares the councils actual borrowing with a quantified limit on borrowing stated in the financial strategy included in the council's long term plan.



### Balanced budget benchmark

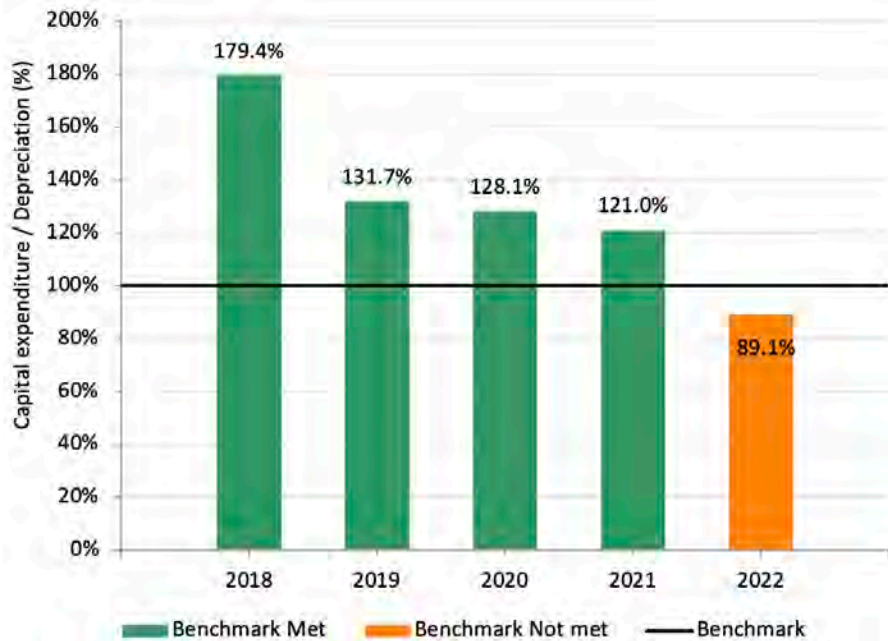
The following graph displays the council's revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments and revaluations of property, plant or equipment) as a proportion of operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant and equipment). The council meets this benchmark if its revenue equals or is greater than its operating expenses.



# Financial statements

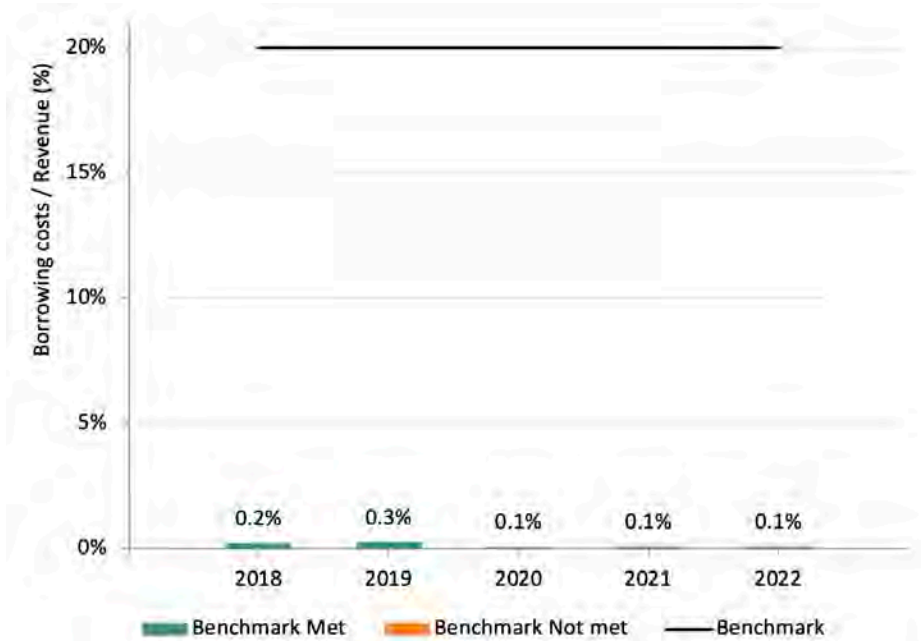
## Essential services benchmark

The following graph displays the council's capital expenditure on network services as a proportion of depreciation on network services. The council meets this benchmark if its capital expenditure on network services equals or is greater than depreciation on network services.



## Debt servicing benchmark

The following graph displays the council's borrowing costs as a proportion of revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments and revaluations of property, plant or equipment). A local authority meets the debt servicing benchmark for a year if its borrowing costs for the year equal or are less than 10% of its revenue defined as above.





### Debt control benchmark

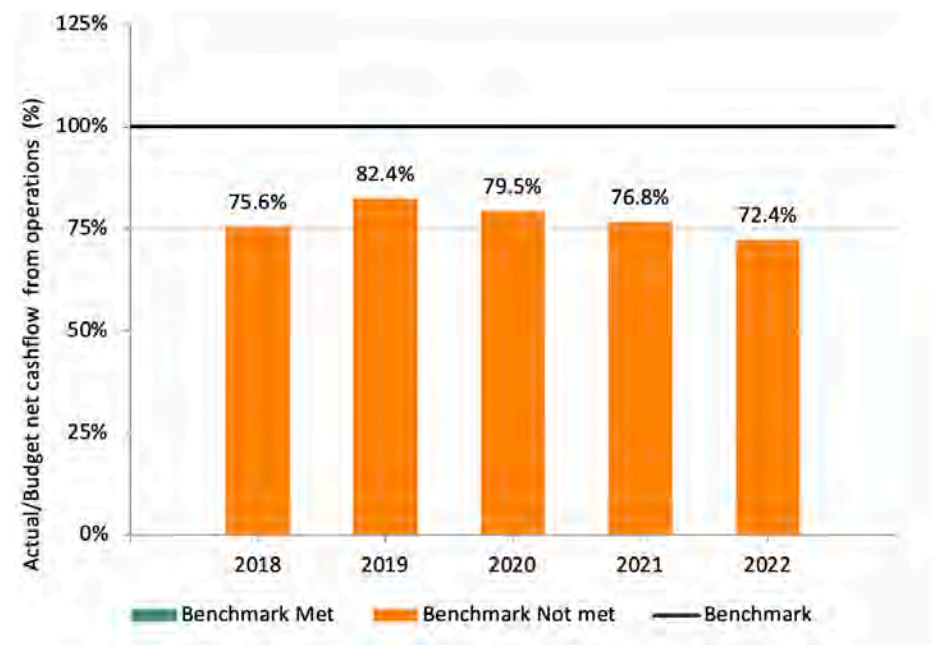
The following graph displays the council's actual net debt as a proportion of planned net debt. In this statement net debt means financial liabilities less financial assets (excluding trade and other receivables).

The Council meets the debt control benchmark if its actual net debt equals or is less than its planned net debt.



### Operations control benchmark

This graph displays the council's actual net cash flows from operations as a proportion of its planned net cash flow from operations. The council meets the operations control benchmark if its actual net cash flow from operations equals or is greater than its planned net cash flow from operations.



The operations control benchmark shows whether actual net operating cash flow is equal to or less than planned. The above graph reflects the reality of funding issues faced by the Council over the years. It is impossible for the Council to meet its legislative obligations and to operate in a self-sufficient manner without support from central government, given the small ratepayer base and a lack of investments. Many projects that were budgeted had to be postponed due to lack of funding.

# Service performance summaries

## Leadership and Community Partnerships

### *We aim to meet our statutory responsibilities and provide effective governance and leadership*

Our leadership and governance function comprises of elected representatives from the Island. They are provided with guidance and other support to enable them to carry out their legislative responsibilities, making informed decisions on behalf of our people.

#### Key activities and rationale for providing the service

- **Informing residents about issues or challenges and listening to residents' views and other feedback.**
- **Making decisions on behalf of our community.**
- **Managing partnerships with t'chakat henu, tangata whenua and other groups.**
- **Producing agendas and minutes for Council and other meetings.**
- **Managing local elections.**



These activities enable the interests of our Islanders to be represented in a fair and equitable manner and provides opportunities for the community to partner in our decision-making processes.

#### Community outcomes

Leadership and community partnerships contribute to the resilient community and embracing diversity community outcomes by ensuring the principles of the Te Tiriti o Waitangi/Treaty of Waitangi are recognised, and that relationships with Moriori and Māori are strengthened and maintained.

These areas also contribute to the building growth community outcome by advocating for funding or other contributions from the Government to benefit the Island, and fostering strong relationships with the Chatham Islands Enterprise Trust and other organisations to provide development opportunities on-Island.

## Ensure Council decision-making is informed by community participation

Targets	Measure	Unaudited result for 2021/22
Engage with and provide opportunities for community voices to be heard  <b>ACHIEVED</b> 	Survey residents annually on whether the information supplied by Council was sufficient 2021/22: 60% 2022/23: 63% 2023/24 and ongoing years: 66%  Survey residents annually on whether they know how to contact the Council and Councillors (80% know how to contact the Council and Councillors)  Publish Council agendas and meeting information at least three working days before a meeting, with key stakeholder organisations contacted and asked to participate in significant discussions.	75% of residents who responded to the Residents Survey are confident that the decisions made by Council in 2021/2022 are in the best interest of the community.
Ensure residents are confident that Council decisions are well-informed and made in the best interests of the community  <b>ACHIEVED</b> 	Survey residents annually on whether they are confident that Council decisions are made in the best interests of the community, including consideration of imi and iwi matters. 2021/22: 60% confident or very confident 2022/23: 63% confident or very confident 2023/24 and ongoing years: 66% confident or very confident  Establish a hui with Council, imi and iwi at least three times a year, to provide opportunities for imi and iwi to contribute to the decision-making processes of the Council (target for 2021/22)  Identify and appoint a staff member to engage with imi and iwi and develop relationships (target for 2021/22)  Develop and implement processes for imi and iwi to be supported to participate in Council decision-making (ongoing target)	Of the residents who responded to the Residents Survey 95% felt that Council captures the voice of the community when making decisions. With 77% receiving their updates via Council's monthly e-newsletter.

<p>Enable Moriori and Māori to participate in Council decision-making</p> <p><b>ACHIEVED</b></p> <p>✓</p>	<p>Establish a hui with Council, imi and iwi at least three times a year, to provide opportunities for imi and iwi to contribute to the decision-making processes of the Council (target for 2021/22).</p> <p>Identify and appoint a staff member to engage with imi and iwi and develop relationships (target for 2021/22)</p>	<p>Council, Iwi, Imi and Chatham Islands Enterprise Trust meet monthly as part of a “Four Entities” forum to discuss current island wide issues and to update each other regarding projects each entity is engaged in.</p> <p>The Chatham Islands Council Chief Executive has been appointed to engage with Imi and Iwi and this meeting occurs once a month.</p>
<p>Maintain and build strong relationships with Government and Island partners to advocate for opportunities and outcomes that benefit the Chatham Islands</p> <p><b>ACHIEVED</b></p> <p>✓</p>	<p>Engage with one or more Government agencies at least annually, to advocate for funding allocation or other benefits for imi, iwi and other Island communities</p>	<p>Council, Imi, Iwi and Chatham Islands Enterprise Trust engage with Government departments and other entities at least twice a year as part of a Stakeholders Forum which discusses island wide issues.</p>



# Service performance summaries

## Transportation, roading and coastal networks

The aim of the transportation, roading and coastal networks group of activities is to link our populated communities and Islands, keep our people connected, safe and active, and contribute to the sustainability and growth of our local economy.

Harbour control is undertaken primarily to ensure safety in our waterways. The Chatham Islands have approximately 360km of coastline that is used extensively for commercial fishing, along with some recreational and aquaculture industries.

### Key activities and rationale for providing the service

- **A core function of Council is the maintenance and management of the local roading network (there are no State Highways), including street lighting, footpaths, and signage. A well-planned, safe, and integrated network for walking contributes to our communities' quality of life.**
- **Council is required to address matters of navigation and safety including the preparation, maintenance, and review of regional marine oil spill contingency plans. The Chatham Islands' area of responsibility extends to the 12 nautical mile territorial boundary.**

### Community outcomes

The transportation, roading and coastal networks activity contributes to the resilient community, embracing diversity sustainable action and building growth community outcomes as these services and assets enhance community and economic wellbeing.

Our transportation infrastructure enables goods to reach markets and people to travel to work, providing vital connections for economic growth and greater access and mobility.

Council is also able to respond and recover from the impact of all marine hazards, ensuring maritime management protects and reduces the impact of harm to the environment and supporting the economic development and sustainability of the fishing industry.

## Operate and maintain a safe and reliable roading network that is in good condition and fit for purpose

Targets	Measure	Unaudited result for 2021/22
<p>Ensure residents are satisfied with the quality and safety of the sealed road network</p> <p><b>NOT ACHIEVED</b> <b>✗</b></p>	<p>Survey residents annually on whether they are satisfied with the quality and safety of the sealed road network (60% of residents satisfied or very satisfied)</p>	<p>53% of residents who responded to the Residents Survey are satisfied with the chip-sealed roading.</p>
<p>Ensure residents are satisfied with the quality and safety of the unsealed road network</p> <p><b>NOT ACHIEVED</b> <b>✗</b></p>	<p>Survey residents annually on whether they are satisfied with the quality and safety of the unsealed road network (60% of residents satisfied or very satisfied)</p>	<p>Of the residents who responded to the Residents Survey 43% are satisfied with the unsealed road network with comments such as "Gravel roads have improved on last year" and "Well done to all involved. Roads are very well maintained and a huge improvement on roads."</p>
<p>Ensure there are low levels of serious harm on our road network</p> <p><b>ACHIEVED</b> <b>✓</b></p>	<p>Ensure the number of fatal or serious injury crashes on the road network does not exceed two per year</p>	<p>One serious injury crash.</p>
<p>Ensure the road roughness is at an acceptable level</p> <p><b>ACHIEVED</b> <b>✓</b></p>	<p>Ensure the average smooth travel exposure (roughness) on the sealed and unsealed network is rated at or below 70 and 120 respectively on the National Association of Australia State Road Authorities (NAASRA) road classification system</p>	<p>Average Sealed NAASRA: 52 Average Unsealed NAASRA: 88</p>





<p>Ensure there is sufficient road and footpath maintenance that aligns with the roading asset management plan, ensuring the roads are maintained to a safe standard</p> <p><b>NOT ACHIEVED</b> ✘</p>	<p>Complete 95% of the annual roading programme as originally planned, while considering the safety of road users and maintenance staff for all activities</p>	<p>Council's sealed road resurfacing programme is not conducted on an annual basis as it is not cost effective to relocate materials and equipment to the island for short periods of work. 21/22 was not a sealing season, and none of the sealed network was resurfaced.</p> <p>21% of the sealed network is planned to be resurfaced in the 22/23 financial year.</p> <p>All footpaths were maintained to the required specification.</p>
<p>Respond in a timely manner to customer service requests</p> <p><b>ACHIEVED</b> ✔</p>	<p>Ensure Council staff respond to all customer service requests relating to the road or footpath network within five working days</p>	<p>100% of customer requests were forwarded to the relevant contractor within five working days.</p>
<p>Identify, preserve, protect, and conserve the cultural heritage of the Islands, and respond appropriately to the discovery of human remains</p> <p><b>ACHIEVED</b> ✔</p>	<p>Ensure legislative requirements are followed (Coroners Act 2006 and Heritage New Zealand Pouhere Taonga Act 2014) Consult imi and iwi to identify any matters of cultural significance prior to completing major earthworks outside of the existing road corridor</p>	<p>A heritage assessment was undertaken prior to Realignment works carried out on North Road, and Iwi and Imi representatives were consulted before the Culvert replacements on Waitangi Wharf – Owenga Road. All other works were maintenance of existing roads with no excavations outside of road corridors.</p>

## Enable safe navigation for vessels in the coastal area

Targets	Measure	Unaudited result for 2021/22
<p>Manage navigation safety in accordance with leading practice</p> <p><b>ACHIEVED</b> ✔</p>	<p>Apply a safety management system consistent with the New Zealand Port and Harbour Marine Safety Code (the Code) and conduct an internal annual review</p> <p>Conduct an external review by a Code panel every three to four years, with the next review expected in 2023</p>	<p>The Safety Management System is up to date and consistent with the Port and Harbour Marine Safety code. A review has recently been conducted.</p>
<p>Ensure Owenga wharf is available for safe and efficient movement of people, stock, and goods</p> <p><b>ACHIEVED</b> ✔</p>	<p>Ensure there are no instances of the wharf being unavailable while sea and weather conditions are suitable</p>	<p>A heritage assessment was undertaken prior to Realignment works carried out on North Road, and Iwi and Imi representatives were consulted before the Culvert replacements on Waitangi Wharf – Owenga Road. All other works were maintenance of existing roads with no excavations outside of road corridors.</p>

# Service performance summaries

## Three Waters Supply and Treatment

Safe drinking water and appropriate collection, treatment and disposal of wastewater are essential to the health and wellbeing of our people and our environment. The Government has launched the Three Waters Reform programme, which is expected to review how local government delivers its Three Waters service delivery arrangements. The review is expected to be completed by 2023 and is likely to transfer some obligations to a small number of multi-regional entities. The exact size, shape and design of these entities remains unclear. For the purposes of this Long-Term Plan, it is assumed that the responsibility for managing the Three Waters programme (including providing levels of service, collection of rates, and payment of operating and capital expenditure – including any associated debt repayment), will rest with the Council.

### Key activities and rationale for providing the service

- **Potable water supply:** Council is responsible for the treatment and distribution of water through our reticulated water schemes. It is Council’s responsibility to ensure firefighting performance standards are met in urban water supply areas.
- **Wastewater:** Council manages and maintains reticulated sewerage schemes and services for the treatment and disposal of waste. We monitor maintenance requirements of onsite wastewater disposal systems. Water and wastewater assets consist of treatment plants, reservoirs, pipeline reticulation, and pump stations.
- **Storm water:** Council undertakes to minimise damage to property from flooding of buildings and property from surface run-off, as well as reduced erosion and water pollution. The main risk is mitigated by controlling the levels at Te Whanga lagoon by opening the Hikurangi Channel as and when required. This is necessary to protect land around Te Whanga lagoon from inundation and to maintain the balance of marine life. There are no other flood protection or control assets.



### Community outcomes



The Three Waters supply and treatment activity contributes to the resilient community and sustainable action community outcomes as these services and assets enhance community wellbeing.

## Provide portable water supply that meets the needs of our community now and into the future

Targets	Measure	Unaudited result for 2021/22
<p>Ensure residents connected to a Council water scheme are satisfied with the service</p> <p><b>NOT ACHIEVED</b> <b>X</b></p>	<p>Survey residents annually on whether they are satisfied with the service (50% of residents satisfied or very satisfied)</p>	<p>The 2021/22 Residents Survey shows only 40% of residents who are connected to a water scheme are satisfied.</p> <p>In 2020/21, 27% of residents expressed satisfaction.</p> <p>Funding secured from the Ministry of Health and DIA was spent over the last two financial years (2020/21-2021/22) to address the most urgent issues with its water schemes. See target “Water is safe to drink”.</p>
<p>Ensure water supplied by Council water schemes is potable i.e. safe to drink</p> <p><b>NOT ACHIEVED</b> <b>X</b></p>	<p>Ensure it is not necessary to issue any temporary advisory notices to boil water – as determined in consultation with the Ministry of Health</p> <p>Ensure Council’s potable water complies with Part 4 of the Ministry of Health’s NZ Drinking Water Standards (bacteria compliance criteria)</p> <p>Ensure Council’s potable water complies with Part 5 of the Ministry of Health’s NZ Drinking Water Standards (protozoal compliance criteria)</p>	<p>A temporary boil water notice was issued in the 2021/22 for the Kaingaroa Water Supply Scheme from February to March 2022. This BWN was prolonged in part due to COVID-19 restrictions at the time.</p> <p>Improvements have been through the Three Waters reform programme to help mitigate further boil water notices</p> <p>The Waitangi water supply was non-compliant with the drinking water standards primarily due to inadequate monitoring. The Kaingaroa water supply was non-compliant due to inadequate treatment. Distribution zone compliance was achieved. This is generally consistent with 2020/21.</p> <p>Funding received by Council was to address urgent issues with both water schemes. This work will improve compliance.</p> <p>Council has been participating in the Three Waters reform programme. Water projects were aimed at improving safety and resilience.</p>





<p>Ensure the percentage of real water loss from Council's networked reticulation system is managed at an acceptable level</p> <p><b>ACHIEVED</b></p> 	<p>Ensure the percentage of real water loss from the Council's networked reticulation system does not exceed 20%</p>	<p>Information was not collected this year. However, no incidences of water loss were reported that exceeded 20%. This is consistent with 2020/21.</p>
<p>Respond in a timely manner to reports of faults</p> <p><b>ACHIEVED</b></p> 	<p>Where the Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times are measured:</p> <ol style="list-style-type: none"> <li>Attendance for urgent call-outs: the time from when the Council receives notification to when service personnel reach the site does not exceed two hours.</li> <li>Resolution of urgent call-outs: the time from when the Council receives notification to when service personnel confirm resolution of the fault or interruption does not exceed eight hours.</li> <li>Attendance of nonurgent call-outs: the time from when the Council receives notification to when service personnel reach the site does not exceed two hours.</li> <li>Resolution of non-urgent call-outs: the time from when Council receives notification to when service personnel confirm resolution of the fault or interruption does not exceed eight hours.</li> </ol>	<p>The following median response times were Measured in 2021/22:</p> <ul style="list-style-type: none"> <li>All issues were resolved within eight hours.</li> <li>No urgent call-outs had occurred during the year.</li> <li>No non-urgent call-outs were received.</li> <li>No resolution to non-urgent call-outs required.</li> </ul> <p>This is generally consistent with 2020/21.</p>

<p>Ensure the percentage of real water loss from Council's networked reticulation system is managed at an acceptable level</p> <p><b>NOT ACHIEVED</b></p> 	<p>Ensure the total number of complaints received about any of the following:</p> <ul style="list-style-type: none"> <li>Drinking water clarity</li> <li>Drinking water taste</li> <li>Drinking water odour</li> <li>Drinking water pressure or flow</li> <li>Continuity of supply</li> <li>Council's response to any of these issues does not exceed 2% of properties connected (or approximately two complaints for all connected properties)</li> </ul>	<p>One complaint was received in the 2021/22 financial year related to the drinking water taste at Kaingaroa. This has been resolved through a full investigation. No corrective actions or improvements were identified through the investigation.</p> <p>Council continues to seek funding to improve the reliability of its drinking water supply in terms of quantity and quality. Given Council's financial position, Council is unable to guarantee continuity of water supply and the level of service experienced by our residents is unlikely to improve. The trend of increasing summer tourist numbers puts further pressure on the water supply.</p>
<p>Manage demand for potable water</p> <p><b>ACHIEVED</b></p> 	<p>Ensure the average consumption of drinking water per day per resident, within the territorial authority district, is less than 500L/person/day</p>	<p>Average annual usage in 2021/22 was 260L/person/day in Waitangi and 225L/person/day in Kaingaroa.</p> <p>This is similar to 2020/21, where usage was 320L/person/day in Waitangi and 200L/person/day in Kaingaroa.</p>

# Service performance summaries

## Provide a well-managed wastewater system to protect public health and the physical environment

Targets	Measure	Unaudited result for 2021/22
<p>Ensure residents are satisfied with the wastewater system</p> <p><b>ACHIEVED</b></p> 	<p>Survey residents annually on whether they are satisfied with the wastewater system (50% of residents satisfied or very satisfied) Ensure the number of complaints received about any of the following:</p> <ul style="list-style-type: none"> <li>Wastewater odour</li> <li>Sewerage system faults</li> <li>Sewerage system blockages</li> </ul> <p>Council's response to any of these issues does not exceed 2% of properties connected (or approximately two complaints for all connected properties)</p>	<p>In 2021/22, 75% of the residents who responded to the Residents Survey are satisfied with the wastewater system. Council monitors satisfaction with our wastewater system by:</p> <ul style="list-style-type: none"> <li>Maintaining and monitoring a complaints and enquiries register.</li> <li>Council receives monthly reports on its wastewater system from its environmental engineers, with need to urgently carry out various remedial works as funding allows. Monthly reports on wastewater system are in the monthly council meeting agenda which are available on Council's website. Funding received from the Ministry of Health and the Government's Three Waters reform programme has been used to carry out urgent capital works on the wastewater system.</li> </ul> <p>The aim of the wastewater projects that were completed were to improve or design improvements to the wastewater system.</p> <p>No complaints regarding the sewerage system received in 2021/22. This is consistent with 2020/21 when no complaints were received.</p> <p>Council continues to seek funding to carry out remedial works to maintain an appropriate level of service.</p>
<p>Ensure the sewerage system meets community requirements</p> <p><b>ACHIEVED</b></p> 	<p>Ensure the number of dry-weather wastewater overflows from the sewerage system is less than five per year, or does not exceed 2% of properties connected (or approximately two complaints for all connected properties)</p>	<p>In 2021/22 there were no dry weather sewerage overflows; 0% of properties connected. This is consistent with 2020/21.</p>

<p>Comply with our Resource Management Document regarding wastewater discharge</p> <p><b>ACHIEVED</b></p> 	<p>Ensure two or fewer reports of non-compliance with resource consent conditions (annually) for discharge from Council's sewerage system, measured by the number of:</p> <ul style="list-style-type: none"> <li>Abatement notices</li> <li>Infringement notices</li> <li>Enforcement orders</li> <li>Convictions</li> </ul>	<p>In 2021/22 there were no notices or orders issued. This is consistent with the 2020/21.</p>
<p>Respond in a timely manner to reports of faults</p> <p><b>ACHIEVED</b></p> 	<p>Meet the following median response times when attending wastewater overflows resulting from a blockage or other fault in the Council's sewerage system:</p> <p>Attendance time is the time from when the Council receives notification to when the service personnel reach the site does not exceed 12 hours</p> <p>Resolution time: the time from when the Council receives notification to when the service personnel confirms resolution of the blockage or other fault does not exceed 24 hours</p>	<p>No incidences of blockages or faults occurred in 2021/22.</p>



## Manage storm water to minimise and manage flood events

Targets	Measure	Unaudited result for 2021/22
Ensure storm water management is adequate for flood risk management  <b>ACHIEVED</b> 	Ensure the number of flooding events does not exceed two per year  Ensure that for any flooding event, the number of habitable floors affected does not exceed 2% of properties connected (or approximately two complaints for all connected properties)  All decisions to open Te Whanga lagoon will be made in consultation with imi and iwi	No flooding events occurred. This is consistent with that of the 2021/22 financial year.
Ensure storm water discharge is compliant with our Resource Management Document  <b>ACHIEVED</b> 	Ensure three or fewer reports of non-compliance with resource consent conditions, annually, for discharge from Council's storm water system each year, measured by the number of: <ul style="list-style-type: none"> <li>- Abatement notices</li> <li>- Infringement notices</li> <li>- Enforcement orders</li> <li>- Convictions</li> </ul>	No discharge notices issued, or other noncompliance event identified in 2021/22 financial year. This is consistent with that of the 2020/21 financial year.
Respond in a timely manner to flooding events  <b>ACHIEVED</b> 	Meet a median response time of no more than two hours when attending a flooding event, measured from the time that Council receives notification to the time that the service personnel reach the site	No flooding events occurred in the 2021/22 financial year. This is consistent with that of the 2020/21 financial year..
Ensure residents are satisfied with storm water management  <b>ACHIEVED</b> 	Ensure the number of complaints received about the performance of storm water management does not exceed 2% of properties connected (or approximately two complaints for all connected properties)	No complaints were received in 2021/22. A joint committee must agree to open Te Whanga as set out in Section 4.2.2.1(iii) of the Chatham Islands Resource Management document. This compares to three complaints received in the 2020/20 financial year relating to the high levels of Te Whanga.

## Waste Management and Minimisation

Waste management facilities provide refuse and recycling services to protect the health of our communities and our environment.

### Key activities and rationale for providing the service

The Council provides waste management and minimisation services to meet the needs and expectations of our people. Council is required to have strategies in place to reduce the amount of waste directed to landfill and increase the amount that is recycled. Council also maintains closed landfills and responds to illegal dumping incidents.


### Community outcomes

Waste management and minimisation contributes to the embracing diversity and sustainable action community outcomes. Our solid waste and minimisation structure allows material delivered to Council facilities to be processed or disposed of in an appropriate and sustainable manner. These activities will be managed to minimise the impact on the environment.

# Service performance summaries

## Provide efficient and effective waste management activities and services

Targets	Measure	Unaudited result for 2021/22
Respond in a timely manner to written requests or complaints regarding waste management  <b>NOT ACHIEVED</b> 	Ensure Council staff respond to all complaints within five working days of receipt	There were 4 requests or complaints received during 2021/22. 98% of these were not responded to within 5 working days.
Ensure storm water discharge is compliant with our Resource Management Document  <b>ACHIEVED</b> 	Survey residents annually on whether they are satisfied with the landfill and recycling service and ease of use (65% of residents satisfied or very satisfied)	Of the residents who responded to the Residents Survey 66% were satisfied with Waste Management Services.
Ensure waste minimisation activities and services are effective  <b>NOT MEASURED</b>	Measure the volume of waste to landfill once commissioned and in use (target 2021/22)  Establish a benchmark for annual volume of waste to landfill (target 2022/23)  Ensure the amount of waste going to landfill is less than benchmark volume (target 2023/24 and ongoing years)	Waste disposal at Owenga Landfill started in July 2022, so there is minimal data available to determine if there is a reduction in waste going to landfill.
Ensure residents are aware of waste management services provided by Council and how to use them  <b>ACHIEVED</b> 	Ensure communication and engagement activities relating to waste management are undertaken at least quarterly  Regular messages about waste management and minimisation activities and projects are circulated in our monthly Council e-newsletter, the Chatham Islands Community Focus Trust weekly newsletters, on our website, and on our Facebook page  The Te One transfer station has employees available to help residents unload rubbish and educate them on the significance of separating recyclables	Council provides a monthly newsletter which gives residents information on waste management services. Additionally, signs have recently been installed at the transfer stations to assist residents with understanding what materials can be recycled and where they need to be deposited.  A sign has also been placed at Owenga Landfill entrance advising residents conditions of entry.

Ensure all landfill activities, facilities and services comply with resource consent conditions, landfill management plans (developed in partnership with imi and iwi), and appropriate legislative requirements  <b>NOT ACHIEVED</b> 	Respond to identified non-compliance issues within five working days  Ensure the landfill management plan addresses potential impacts on imi and iwi mahi kei/mahinga kai	The Landfill site was not operational until July 2022 and as such no activities took place during the 2021/2022 period.  The Landfill Management Plan does not specifically mention addressing those potential impacts. It does however address environmental impacts and environmental monitoring is set up to monitor the effects on surface water and on groundwater.
Ensure availability of adequate landfill space permitted for the disposal of municipal solid waste to ensure sustainability of waste disposal services  <b>NOT MEASURED</b>	Ensure sufficient landfill space permitted for the disposal of municipal solid waste for at least one year (current requirements are approximately 1,000 cubic metres)	Disposal in the new landfill cell commenced in July 2022. The cell has an approximate life of 5 years, at a disposal rate of about 1,000m3 per year, so would be expected to be available until June 2027.
Ensure available landfill space is optimised by compaction of waste  <b>NOT MEASURED</b>	Ensure that from 2022/23, waste compaction density, measured by survey, is greater than 0.6 tonnes/m3 (can be measured once annual volume of waste to landfill is established)	This measure can only be determined once a full year of waste disposal has occurred at the landfill. This will happen at the end of June 2023, and every year thereafter.
Ensure landfill activity is provided in a safe manner, with all health and safety risks to nearby residents managed and mitigated  <b>NOT MEASURED</b>	Ensure there are no reports of injury or illness attributable to the use of the facilities	The Landfill site was not operational until July 2022 and as such no activities took place during the 2021/2022 period.



## Community services and emergency management

Council provides facilities for the enjoyment and use of our community, including community housing, parks and reserves, sports fields, the library, and emergency management services. These contribute to the development of a healthy, active, functioning community.

Council also seeks to provide an efficient and effective system of emergency management response and planning that minimises the potential effect of all hazards on the community and the environment.

### Key activities and rationale for providing the service

- **Community services:** Council aims to ensure that parks and reserves meet community expectations and encourages community involvement. The Council seeks to promote community development through recreation, the arts, and encourages sharing of heritage, as it believes this will build a strong community while preserving and respecting achievements of the past. The Council seeks to promote, maintain and sustain a safe environment for both commercial and recreational maritime activities.
- **Emergency management:** This activity allows the Council to carry out hazard-based risk management in four areas: reduction of risk, readiness for events, and response and recovery after an event.

### Community outcomes

Community services contribute to the resilient community and embracing diversity community outcomes by providing material and experiences to increase local historical/cultural information and connection.

Emergency management services also contribute to the resilient community, sustainable action and building growth community outcomes by promoting readiness and preparedness through community education and providing suitable response training for staff and volunteers.



### Provide services to the communities we serve, including library and dog and animal control services



Targets	Measure	Unaudited result for 2021/22
Ensure residents are satisfied with community services, including library and dog and animal control services  <b>NOT ACHIEVED</b> <b>✗</b>	Survey residents annually on whether they are satisfied with community services  (70% of residents satisfied or very satisfied)	65% of residents who responded to the Residents Survey are either satisfied or very satisfied with Council's community services with Permits, food & alcohol licensing and recycling and rubbish services being the services residents understood were services residents most identified with Council.
Respond in a timely manner to complaints about operations and facilities  <b>ACHIEVED</b> <b>✓</b>	Investigate all complaints about operations and facilities within 24 hours, with minor faults remedied within 24 hours of notification.	There was one complaint registered during the 2021/22 period. This was responded to in a timely manner.
Ensure residents are aware of Council community services provided  <b>NOT ACHIEVED</b> <b>✗</b>	Survey residents annually on how many key community services they can identify that are provided by Council  (75% of residents are able to identify at least three key areas e.g. dog/ animal control, library, and recreational services)	82% of residents who responded to the Resident Survey were able to identify two key areas. Permits, food & alcohol licensing and recycling or rubbish services. While 73% of residents who responded to the Residents Survey could identify a third area (Planning, resource and building consent).

# Service performance summaries

## Emergency Management

Provide information and advisory services to enable people to understand risks and make informed decisions, and enable emergency management as required

Targets	Measure	Unaudited result for 2021/22
Ensure residents feel prepared and know what to do in an emergency <b>ACHIEVED</b> 	Survey residents annually on whether they feel prepared and know what to do in an emergency (75% of residents feel prepared or well-prepared)	76% of residents who responded to the Residents Survey feel they are prepared and know what to do in an emergency.
Ensure residents are aware Sustainable action of emergency management procedures <b>NOT ACHIEVED</b> 	Ensure communication and engagement activities relating to emergency management are undertaken at least quarterly Regular messages about emergency management are circulated in our monthly Council e-newsletter, the Chatham Islands Community Focus Trust weekly newsletters, on our website, and on our Facebook page(s)	Lack of emergency management staff meant we were unable to get as much communication out to the community as we would have liked but all-important information was put out during the COVID situation. New directives focus on the COVID information out to the community.

Ensure the Emergency Management Operations Centre can respond in the event of an emergency, including deployment of staff and volunteers, availability of emergency management equipment, control facilities, and communication systems <b>NOT ACHIEVED</b> 	Hold an annual emergency event training exercise Ensure all staff and volunteers participate in at least one skills training session annually Test emergency management equipment quarterly	Staff are new to this role and have undergone training and this will continue - 45% ready. Annual exercise held once a year. All staff will participate in exercise per year and any training that is provided during the year. Equipment has not been tested quarterly due to under staffing in emergency management office. This has been rectified with the added part time staff employed for EM Readiness.
Maintain current marine oil spill response preparedness and response capability, which is compliant with the Maritime Transport Act 1994 <b>NOT ACHIEVED</b> 	Ensure at least one water equipment deployment exercise is conducted annually	The plan is current. No deployment exercise was conducted in the financial year.



## Environmental management, protection and monitoring

Council has responsibilities under legislation to safeguard public health, safety, and welfare. Biodiversity, biosecurity and regulatory activities, such as the identification and management of pests, issue of consents, the enforcement of bylaws, and the provision of liquor licenses are undertaken for the benefit of our communities and to ensure that everyone enjoys our Islands.

The Chatham Islands' isolation has meant that many of the animal and plant pests common in New Zealand are not present on the Islands. We are also fortunate to have many indigenous plants and native animals on the Islands. Many of our flora and fauna species and ecosystems are endemic to the Chatham Islands and if adversely affected by pests, could disappear from their natural habitats.

### Key activities and rationale for providing the service

Council seeks to sustain natural resources to maintain a sound resource base and protect the environment from risks that could be detrimental to the needs of our community. We also endeavour to protect our environment from unwanted plant and animal pests. Many of Council's policies and plans are statutory documents or processes required under legislation.

Council's state of the environment monitoring and information work tracks progress against agreed environmental outcomes, identifies new issues, and provides information of use to the public. Council processes resource consent applications and undertakes compliance activities to reduce the impact of human activity on other people and the environment.

### Community outcomes

This work contributes to our sustainable action and embracing diversity community outcomes by planning, promoting, regulating and monitoring the use and development of our natural and physical resources, considering the impacts of climate change and aiming to retain our unique island culture, heritage and biodiversity.

These activities also contribute to our resilient community outcome by working with the community on initiatives to protect and restore the environment.

These activities also contribute to our building growth community outcome. We work with landowners to enhance the prosperity and security of their land by developing plans to managing pests that threaten our environment. By protecting our unique environment, we will provide future opportunities for growth within our community, particularly related to tourism.



# Service performance summaries

## Community outcomes

**Ensure the efficient and effective delivery of consenting and compliance services to achieve the sustainable management of natural resources and provision of compliant community services**

Targets	Measure	Unaudited result for 2021/22
<p>Process resource consents within statutory timeframes</p> <p><b>ACHIEVED</b> ✓</p>	<p>Process all resource consents within statutory timeframes</p> <p>Imi and iwi cultural matters are considered as part of the resource consents decision-making process</p>	<p>All processed within stat timeframes.</p>
<p>Respond in a timely manner to breaches of the Resource Management Act 1991 and breaches of resource consent conditions, including initiation of investigations when required</p> <p><b>ACHIEVED</b> ✓</p>	<p>Assess the risk of all notifications of breaches of the Resource Management Act 1991 or resource consent conditions as soon as practicable and investigate within five working days, seeking assistance when required</p>	<p>Council, through their contractor has not monitored sites due to covid-19 restrictions for the 2021 – 2022 reporting year. A biennial compliance audit against the CIRMD and the RMA is scheduled for 2023.</p> <p>In relation to the Resource Consents monitoring, Monitoring of the Chatham Islands Tuuta Airport Longer and Stronger Project has been undertaken remotely with teams meeting and photographic evidence supplied by the contractor and consultant. No non-compliance's were identified during this process. However, a number of recommendations were made around good management practice. No other monitoring was undertaken due to covid restrictions.</p> <p>No breaches of the Resource Management Act 1991 or consent conditions were reported in 2021/2022 to their contractor to investigate further.</p>

<p>Process liquor licence applications within statutory timeframes</p> <p><b>ACHIEVED</b> ✓</p>	<p>Process all liquor licence applications within statutory timeframes</p>	<p>100% within statutory timeframes.</p>
<p>Maintain compliance of food premises</p> <p><b>ACHIEVED</b> ✓</p>	<p>Ensure no issues of non-compliance are identified or reported in connection with food premises</p>	<p>No issues identified.</p>
<p>Ensure all dogs are registered and well cared for</p> <p><b>ACHIEVED</b> ✓</p>	<p>Undertake at least one inspection annually of all dogs to ensure they are registered, and to check animal welfare</p>	<p>One dog inspection occurred during May/ June 2022. This did not include Pitt Island.</p>

## Environmental protection

### Work in partnership with the community to protect the Islands from environmental and economic damage from pest species

Targets	Measure	Unaudited result for 2021/22
Prevent incursions and establishment of new terrestrial pest species  <b>ACHIEVED</b> ✓	Undertake two inspections at identified risk sites for pests annually, with no new pests becoming established (with results of inspections published on our website)	Inspections on-going. No new pests found as a result of these inspections although we have had "new" pest reports coming in from the community which are all investigated, and we still pick up the odd incursion in freight.
Reduce animal and plant pest populations in identified sites and/ or geographic areas to minimise impacts on primary industry, human health and indigenous biodiversity  <b>ACHIEVED</b> ✓	<p>Ensure gorse infestation does not increase from the baseline figures captured in 2012</p> <p>Reduce the trend in the coverage of eradication pest plants at known sites*</p> <p>Reduce the number of Canada geese from the baseline level of 36</p> <p>Reduce the number of feral goats from the baseline level of 109</p> <p>*Eradication pest plants are those with limited distribution or density. The eventual goal is eradication at known sites on the Island, although 'zero density' is more practical to achieve in some cases. This includes pests referenced in Council's pest management plan, such as Chilean rhubarb, banana passionfruit, and broom glyseria maxima</p>	<p>Landowner initiated control supported through a \$30,000 "Chemical Contestable Fund" annually.</p> <p>Endeavour to provide a annual helicopter service to the Island and spray a minimum of 180 hectares of Gorse in partnership with Landowners.</p> <p>All known sites inspected at least once annually and any plants found are controlled.</p> <p>Reduce the known population by 75% each year with eradication being the goal.</p> <p>Work with Landowners to reduce the known population by 50% annually.</p> <p>Collaborate with all stakeholders to contain any invasive pest species.</p>



# Service performance summaries

<p>Maintain biosecurity of internal borders between Chatham Island, Pitt Island, and mainland New Zealand</p> <p><b>ACHIEVED</b> ✓</p>	<p>Provide at least one training session to freight handlers at major ports supplying the Chatham Islands</p> <p>Establish a partnership with Biosecurity NZ to develop a marine biosecurity plan as part of the internal border protection (by 30 June 2024) or formalise a working partnership</p>	<p>SPS Biosecurity have fulfilled this training role.</p> <p>The Marine Biosecurity partnership on-island is working well but the National input / response could be improved especially once Unwanted Organism presence is detected and confirmed.</p>
<p>Monitor for invasive marine pests that are present in mainland New Zealand or are likely to arrive from other destinations</p> <p><b>ACHIEVED</b> ✓</p>	<p>Undertake an underwater surveillance programme on all ports on Chatham and Pitt Islands, notifying the Ministry for Primary Industries of any pest incursions</p>	<p>All four Chathams Ports are dived twice annually by our resident Dive Team.</p> <p>They also found the recent presence of Mediterranean Fanworm which was promptly dealt with. A joint on-going surveillance plan is currently being developed in association with MPI including partial funding for 4 dives over the next 2 years.</p>
<p>Ensure landowners, occupiers and other residents are aware of and follow pest management practices, including the requirements that recognised pest species are not to be introduced, sold, propagated or distributed</p> <p><b>ACHIEVED</b> ✓</p>	<p>Ensure communication and engagement activities relating to pest management, including marine pests, are undertaken at least quarterly</p> <p>Regular messages about pest management are circulated in our monthly Council e-newsletter, the Chatham Islands Community Focus Trust weekly newsletters, on our website, and on our Facebook page, and other promotional opportunities are utilised where available</p>	<p>Most incursions (or pest queries) are now being reported to our resident Biosecurity staff rather than us finding them. This is a direct reflection of the communities increased awareness of Biosecurity. Very encouraging outcome.</p> <p>We have addressed the odd instance where incoming freight (plants and animals) could constitute a risk. This could be because the “medium” i.e Soil, accompanying the plants is the risk.</p>

<p>Work in partnership with others including imi, iwi and Department of Conservation to undertake pest management as an integral part of enhancing biodiversity</p> <p><b>ACHIEVED</b> ✓</p>	<p>Undertake pest management at restoration project sites in conjunction with imi, iwi and Department of Conservation</p>	<p>Collaborate with all stakeholders to maximize “pest free” initiatives on a site by site basis.</p>
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## Monitoring

### Monitor and provide accurate and timely water quality and quantity data, for use by the community and decision-makers

Targets	Measure	Unaudited result for 2021/22
<p>Sample and analyse water quality and quantity</p> <p><b>ACHIEVED</b></p> <p>✓</p>	<p>Sample and analyse water against agreed water quality and quantity standards at the locations and frequency as listed in the monitoring plan, developed in consultation with imi and iwi Hold community meetings with interested parties, including imi and iwi</p>	<p>The water quality monitoring programme of 13 stream and 8 lake and Te Whanga lagoon sites have been sampled quarterly (4 times per year) in 2021-22.</p>
<p>Monitor river flows and Te Whanga lagoon level with data provided to imi and iwi and made publicly available</p> <p><b>ACHIEVED</b></p> <p>✓</p>	<p>Monitor and continuously record river and lagoon water levels and rainfall data on Chatham Island at all sites listed on the monitoring plan, with all sites telemetered and data available on our website</p> <p>Record and report regular (at least quarterly) validation/calibration visits</p>	<p>Hydrometric recording sites for rivers, lake levels and climate (rainfall) were operated and data loaded onto the Council website from at least 6 regular visits in 2021-22.</p> <p>Site visits assured sites were maintained and calibrated to required quality standards.</p>
<p>Ensure water quality and hydrology data is available to the public</p> <p><b>NOT ACHIEVED</b></p> <p>✗</p>	<p>Publish a summary report of the state and performance of the hydrometric network (telemetered data), and the water quality network monitoring, by the end of August for the previous financial year (report provided to Council and then made available on our website)</p>	<p>Report has not been completed by the end of August due to staff availability and health issues. Report will be provided to Council and be available on the website early in the new year (January 2023).</p>



## Council funding impact statement

The Local Government Act 2002 and the Local Government (Financial Reporting and Prudence) Regulations 2014 require the Council to adopt a Funding Impact Statement both for the Council and for each group of activities. The objective of the policy makers is to provide information that is more easily understood. The Funding Impact Statement must identify: the sources of funding to be used, the amount of funds expected to be produced from each source, and how the funds are to be applied.

Revenue and expenditure in the Funding Impact Statements are recognised on a basis consistent with the financial statements. However, transactions with no funding impact, such as depreciation, have been removed. The regulations also require the Funding Impact Statement for each group of activities to disclose internal charges and cost allocation and not eliminate these as required by Generally Accepted Accounting Practice (GAAP).

The Revenue and Financing Policy contained in the Long-Term Plan 2021-31 sets out Chatham Islands policies with respect to which funding mechanisms are to be used to finance the operating and capital expenditure.

Reconciliation of operating funding to statement of comprehensive revenue and expense	Unaudited actual 2021/22 \$000	Long Term Plan 2021/22 \$000	Unaudited actual 2020/21 \$000	Annual Plan 2020/21 \$000
Surplus/(deficit) of operating funding	840	1,181	1,140	570
Subsidies and grants for capital expenditure	1,942	3,428	2,545	2,239
Less depreciation	2,748	2,857	2,587	2,292
Plus investment in associate	(4)	133	118	-
<b>Statement of total comprehensive and income</b>	<b>30</b>	<b>1,885</b>	<b>1,216</b>	<b>517</b>

COUNCIL	Unaudited actual 2021/22 \$000	Long Term Plan 2021/22 \$000	Unaudited actual 2020/21 \$000	Annual Plan 2020/21 \$000
<b>Source of operating funding</b>				
General rates, uniform annual charge, rates penalties	356	318	343	311
Targeted rates	352	313	208	266

Subsidies and grants for operating purposes	6,444	5,993	5,622	5,173
Fees and charges	100	102	74	71
Interest and Dividends from Investments	1	56	-	60
Local authorities fuel tax, fines, infringement fees, and other receipts	1,377	628	3,236	566
<b>Total operating funding</b>	<b>8,630</b>	<b>7,410</b>	<b>9,483</b>	<b>6,447</b>
<b>Applications of operating funding</b>				
Payments to staff and suppliers	5,620	6,223	6,579	4,090
Financial costs	9	6	11	24
Other operating funding applications	2,161	-	1,752	1,763
<b>Total application of operating funding</b>	<b>7,790</b>	<b>6,229</b>	<b>8,343</b>	<b>5,877</b>
<b>Surplus/(deficit) of operating funding</b>	<b>840</b>	<b>1,181</b>	<b>1,140</b>	<b>570</b>
<b>Source of capital funding</b>				
Subsidies and grants for capital expenditure	1,942	3,428	2,545	2,239
Gross proceeds from sale of assets	-	119	-	-
Increase/(decrease) in debt	-	(67)	(28)	138
<b>Total source of capital funding</b>	<b>1,942</b>	<b>3,480</b>	<b>2,517</b>	<b>2,377</b>
<b>Application of capital funding</b>				
Capital expenditure				
- to improve the level of service	2,378	1,634	145	-
- to replace existing assets	355	2,261	2,933	2,544
Increase/(decrease) in reserves	49	766	579	403
<b>Total applications of capital funding</b>	<b>2,782</b>	<b>4,661</b>	<b>3,657</b>	<b>2,947</b>
<b>Surplus/(deficit) of capital funding</b>	<b>(840)</b>	<b>(1,181)</b>	<b>(1,140)</b>	<b>(570)</b>
<b>Funding balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Appendix 1 – Funding impact statements

LEADERSHIP & COMMUNITY PARTNERSHIPS	Unaudited actual 2021/22 \$000	Long Term Plan 2021/22 \$000	Annual Plan 2020/21 \$000
<b>Source of operating funding</b>			
General Rates, Uniform Annual General Charges, Rates Penalties	-	-	-
Targeted Rates	-	-	-
Subsidies and Grants for Operating Purposes	1,391	908	1,332
Fees and Charges	-	-	-
Internal Charges and Overheads Recovered	1	-	-
Local Authorities Fuel Tax, Fines, Infringement Fees, and Other Receipts	124	239	42
<b>Total operating funding</b>	<b>1,516</b>	<b>1,148</b>	<b>1,373</b>
<b>Applications of operating funding</b>			
Payments To Staff And Suppliers	36	303	292
Finance Costs	-	-	-
Internal Charges and Overheads Applied	743	612	607
Other Operating Funding Applications	-	-	-
<b>Total application of operating funding</b>	<b>779</b>	<b>915</b>	<b>899</b>
<b>Surplus (deficit) of operating funding</b>	<b>737</b>	<b>233</b>	<b>474</b>
<b>Source of capital funding</b>			
Subsidies and Grants for Capital Expenditure	107	-	-
Development and financial contributions	-	-	-
Increase (Decrease) in Debt	-	-	-
Gross proceeds from sale of assets	-	119	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total Source of capital funding</b>	<b>107</b>	<b>119</b>	<b>-</b>
<b>Application of capital funding</b>			
Capital expenditure			

-- to meet additional demand	-	-	-
-- to improve the level of service	-	-	-
-- to replace existing assets	122	-	-
Increase (Decrease) in Reserves	722	352	474
Increase (Decrease) of investments	-	-	-
<b>Total applications of capital funding</b>	<b>844</b>	<b>352</b>	<b>474</b>
<b>Surplus (deficit) of capital funding</b>	<b>(737)</b>	<b>(233)</b>	<b>(474)</b>
<b>Funding balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Excludes depreciation</i>	<i>13</i>	<i>17</i>	<i>20</i>





<b>TRANSPORTATION, ROADING &amp; COASTAL NETWORKS</b>	<b>Unaudited actual 2021/22 \$000</b>	<b>Long Term Plan 2021/22 \$000</b>	<b>Annual Plan 2020/21 \$000</b>
<b>Source of operating funding</b>			
General Rates, Uniform Annual General Charges, Rates Penalties	-	-	-
Targeted Rates	92	78	57
Subsidies and Grants for Operating Purposes	1,790	2,133	1,600
Fees and Charges	2	11	-
Internal Charges and Overheads Recovered	-	-	-
Local Authorities Fuel Tax, Fines, Infringement Fees, and Other Receipts	49	41	42
<b>Total operating funding</b>	<b>1,933</b>	<b>2,263</b>	<b>1,699</b>
<b>Applications of operating funding</b>			
Payments To Staff And Suppliers	1,609	1,534	1,544
Finance Costs	-	-	-
Internal Charges and Overheads Applied	194	160	159
Other Operating Funding Applications	-	-	-
<b>Total application of operating funding</b>	<b>1,803</b>	<b>1,694</b>	<b>1,703</b>
<b>Surplus (deficit) of operating funding</b>	<b>130</b>	<b>569</b>	<b>(4)</b>
<b>Source of capital funding</b>			
Subsidies and Grants for Capital Expenditure	1,834	3,428	2,239
Development and financial contributions	-	-	-
Increase (Decrease) in Debt	-	-	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total Source of capital funding</b>	<b>1,834</b>	<b>3,428</b>	<b>2,239</b>
<b>Application of capital funding</b>			
Capital expenditure			

-- to meet additional demand	-	-	-
-- to improve the level of service	2,052	1,634	-
-- to replace existing assets	32	2,261	2,544
Increase (Decrease) in Reserves	(120)	102	(309)
Increase (Decrease) of investments	-		
<b>Total applications of capital funding</b>	<b>1,964</b>	<b>3,997</b>	<b>2,235</b>
<b>Surplus (deficit) of capital funding</b>	<b>(130)</b>	<b>(569)</b>	<b>4</b>
<b>Funding balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Excludes depreciation</i>	<i>2,438</i>	<i>2,562</i>	<i>1,993</i>

## Appendix 1 – Funding impact statements

THREE WATERS SUPPLY & TREATMENT - PORTABLE WATER	Unaudited actual 2021/22 \$000	Long Term Plan 2021/22 \$000	Annual Plan 2020/21 \$000
<b>Source of operating funding</b>			
General Rates, Uniform Annual General Charges, Rates Penalties	-	-	-
Targeted Rates	74	73	71
Subsidies and Grants for Operating Purposes	544	215	97
Fees and Charges	-	-	-
Internal Charges and Overheads Recovered	-	-	-
Local Authorities Fuel Tax, Fines, Infringement Fees, and Other Receipts	9	9	3
<b>Total operating funding</b>	<b>627</b>	<b>297</b>	<b>171</b>
<b>Applications of operating funding</b>			
Payments To Staff And Suppliers	535	219	191
Finance Costs	-	-	-
Internal Charges and Overheads Applied	54	44	44
Other Operating Funding Applications	-	-	-
<b>Total application of operating funding</b>	<b>589</b>	<b>263</b>	<b>235</b>
<b>Surplus (deficit) of operating funding</b>	<b>38</b>	<b>33</b>	<b>(64)</b>
<b>Source of capital funding</b>			
Subsidies and Grants for Capital Expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (Decrease) in Debt	-	-	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total Source of capital funding</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Application of capital funding</b>			
Capital expenditure	-	-	-

-- to meet additional demand	-	-	-
-- to improve the level of service	-	-	-
-- to replace existing assets	9	-	-
Increase (Decrease) in Reserves	29	33	(64)
Increase (Decrease) of investments	-	-	-
<b>Total applications of capital funding</b>	<b>38</b>	<b>33</b>	<b>(64)</b>
<b>Surplus (deficit) of capital funding</b>	<b>(38)</b>	<b>(33)</b>	<b>64</b>
<b>Funding balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Excludes depreciation</i>	39	44	42



THREE WATERS SUPPLY & TREATMENT - WASTEWATER	Unaudited actual 2021/22 \$000	Long Term Plan 2021/22 \$000	Annual Plan 2020/21 \$000
<b>Source of operating funding</b>			
General Rates, Uniform Annual General Charges, Rates Penalties	-	-	-
Targeted Rates	89	68	66
Subsidies and Grants for Operating Purposes	139	121	124
Fees and Charges	-	-	-
Internal Charges and Overheads Recovered	-	-	-
Local Authorities Fuel Tax, Fines, Infringement Fees, and Other Receipts	12	11	4
<b>Total operating funding</b>	<b>240</b>	<b>200</b>	<b>194</b>
<b>Applications of operating funding</b>			
Payments To Staff And Suppliers	166	120	119
Finance Costs	-	-	-
Internal Charges and Overheads Applied	69	57	56
Other Operating Funding Applications	-	-	-
<b>Total application of operating funding</b>	<b>235</b>	<b>177</b>	<b>175</b>
<b>Surplus (deficit) of operating funding</b>	<b>5</b>	<b>23</b>	<b>18</b>
<b>Source of capital funding</b>			
Subsidies and Grants for Capital Expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (Decrease) in Debt	-	-	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total Source of capital funding</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Application of capital funding</b>			
Capital expenditure			

-- to meet additional demand	-	-	-
-- to improve the level of service	279	-	-
-- to replace existing assets	11	-	-
Increase (Decrease) in Reserves	(286)	23	18
Increase (Decrease) of investments	-	-	-
<b>Total applications of capital funding</b>	<b>5</b>	<b>23</b>	<b>18</b>
<b>Surplus (deficit) of capital funding</b>	<b>(5)</b>	<b>(23)</b>	<b>(18)</b>
<b>Funding balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Excludes depreciation</i>	<i>60</i>	<i>60</i>	<i>60</i>

## Appendix 1 – Funding impact statements

WASTE MANAGEMENT & MINIMISATION	Unaudited actual 2021/22 \$000	Long Term Plan 2021/22 \$000	Annual Plan 2020/21 \$000
<b>Source of operating funding</b>			
General Rates, Uniform Annual General Charges, Rates Penalties	-	-	-
Targeted Rates	97	95	72
Subsidies and Grants for Operating Purposes	98	666	416
Fees and Charges	1	2	-
Internal Charges and Overheads Recovered	-	-	-
Local Authorities Fuel Tax, Fines, Infringement Fees, and Other Receipts	19	12	16
<b>Total operating funding</b>	<b>215</b>	<b>776</b>	<b>504</b>
<b>Applications of operating funding</b>			
Payments To Staff And Suppliers	464	688	516
Finance Costs	-	-	-
Internal Charges and Overheads Applied	39	32	32
Other Operating Funding Applications	-	-	-
<b>Total application of operating funding</b>	<b>503</b>	<b>720</b>	<b>548</b>
<b>Surplus (deficit) of operating funding</b>	<b>(289)</b>	<b>56</b>	<b>(44)</b>
<b>Source of capital funding</b>			
Subsidies and Grants for Capital Expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (Decrease) in Debt	-	-	-

Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total Source of capital funding</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Application of capital funding</b>			
Capital expenditure			
-- to meet additional demand	-	-	-
-- to improve the level of service	47	-	-
-- to replace existing assets	6	-	-
Increase (Decrease) in Reserves	(342)	56	(44)
Increase (Decrease) of investments	-	-	-
<b>Total applications of capital funding</b>	<b>(289)</b>	<b>56</b>	<b>(44)</b>
<b>Surplus (deficit) of capital funding</b>	<b>289</b>	<b>(56)</b>	<b>44</b>
<b>Funding balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Excludes depreciation</i>	<i>142</i>	<i>118</i>	<i>118</i>



<b>COMMUNITY DEVELOPMENT &amp; EMERGENCY RESPONSE</b>	<b>Unaudited actual 2021/22 \$000</b>	<b>Long Term Plan 2021/22 \$000</b>	<b>Annual Plan 2020/21 \$000</b>
<b>Source of operating funding</b>			
General Rates, Uniform Annual General Charges, Rates Penalties	356	318	311
Targeted Rates	-	-	-
Subsidies and Grants for Operating Purposes	1,482	695	1,296
Fees and Charges	45	50	-
Internal Charges and Overheads Recovered	-	-	-
Local Authorities Fuel Tax, Fines, Infringement Fees, and Other Receipts	1,062	301	176
<b>Total operating funding</b>	<b>2,945</b>	<b>1,365</b>	<b>1,783</b>
<b>Applications of operating funding</b>			
Payments To Staff And Suppliers	1,928	610	420
Finance Costs	-	6	-
Internal Charges and Overheads Applied	720	592	587
Other Operating Funding Applications	-	-	-
<b>Total application of operating funding</b>	<b>2,648</b>	<b>1,208</b>	<b>1,007</b>
<b>Surplus (deficit) of operating funding</b>	<b>297</b>	<b>157</b>	<b>776</b>
<b>Source of capital funding</b>			
Subsidies and Grants for Capital Expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (Decrease) in Debt	-	(67)	-
Gross proceeds from sale of assets	1	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
<b>Total Source of capital funding</b>	<b>-</b>	<b>(67)</b>	<b>-</b>

<b>Application of capital funding</b>			
Capital expenditure			
-- to meet additional demand	-	-	-
-- to improve the level of service	-	-	-
-- to replace existing assets	118	-	-
Increase (Decrease) in Reserves	179	90	776
Increase (Decrease) of investments	-	-	-
<b>Total applications of capital funding</b>	<b>297</b>	<b>90</b>	<b>776</b>
<b>Surplus (deficit) of capital funding</b>	<b>(297)</b>	<b>(157)</b>	<b>(776)</b>
<b>Funding balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Excludes depreciation</i>	<i>51</i>	<i>49</i>	<i>51</i>

## Appendix 1 – Funding impact statements

ENVIRONMENTAL PROTECTION, COMPLIANCE & PLANNING	Unaudited actual 2021/22 \$000	Long Term Plan 2021/22 \$000	Annual Plan 2020/21 \$000
<b>Source of operating funding</b>			
General Rates, Uniform Annual General Charges, Rates Penalties	-	-	-
Targeted Rates	-	-	-
Subsidies and Grants for Operating Purposes	999	1,255	612
Fees and Charges	52	39	-
Internal Charges and Overheads Recovered	-	-	-
Local Authorities Fuel Tax, Fines, Infringement Fees, and Other Receipts	102	69	112
<b>Total operating funding</b>	<b>1,154</b>	<b>1,363</b>	<b>724</b>
<b>Applications of operating funding</b>			
Payments To Staff And Suppliers	881	971	1,031
Finance Costs	-	-	-
Internal Charges and Overheads Applied	341	281	279
Other Operating Funding Applications	-	-	-
<b>Total application of operating funding</b>	<b>1,223</b>	<b>1,252</b>	<b>1,310</b>
<b>Surplus (deficit) of operating funding</b>	<b>(69)</b>	<b>111</b>	<b>(586)</b>
<b>Source of capital funding</b>			
Subsidies and Grants for Capital Expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (Decrease) in Debt	-	-	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-

<b>Total Source of capital funding</b>	-	-	-
<b>Application of capital funding</b>			
Capital expenditure			
-- to meet additional demand	-	-	-
-- to improve the level of service	-	-	-
-- to replace existing assets	56	-	-
Increase (Decrease) in Reserves	(125)	111	(586)
Increase (Decrease) of investments	-	-	-
<b>Total applications of capital funding</b>	<b>(69)</b>	<b>111</b>	<b>(586)</b>
<b>Surplus (deficit) of capital funding</b>	<b>69</b>	<b>(111)</b>	<b>586</b>
<b>Funding balance</b>	-	-	-
<i>Excludes depreciation</i>	6	8	8



## Appendix 2 – Glossary of terms

These definitions are intended to define terms in this Annual Report in plain English. For legal definitions, refer to the Local Government Act 2002.

### Activity

Groups of related services, projects or goods provided by or on behalf of the Council are combined into an activity. These activities are then put into groups of activities.

### Annual Plan

The Annual Plan is produced in the intervening years between Long-Term Plans. It includes an updated budget and explains variations to the Long-Term Plan. It also confirms arrangements for raising revenue for the next financial year. The community must be consulted on the Annual Plan if the Annual Plan indicates significant or material differences from the content of the Long-Term Plan.

### Annual Report

The Annual Report reports on the performance of the Council against the objectives, policies, activities, performance measures, indicative costs, and sources of funds outlined in the Annual Plan and the Long-Term Plan.

### Asset

Something of value that the Council owns on behalf of the people of the Chatham Islands, such as roads, drains, parks and buildings.

### Asset management plan

A long-term plan for managing an asset to ensure that its capacity to provide a service is maintained and costs over the life of the asset are kept to a minimum.

### Capital costs

These include transactions that have an effect on the longer-term financial position of the Council. Items include transfer of funds to reserve accounts, and the purchase or construction of assets.

### Capital value

Value of land including improvements.

### Community outcomes

A set of statements that describe the vision the Chatham Islands has for its future. The community outcomes of the Chatham Islands are outlined in the Long-Term Plan. The Council seeks to contribute to these outcomes through its various activities.

### Current assets

Assets that can be readily converted to cash, or will be used up during the year. These include cash and debtors.

### Current liabilities

Creditors and other liabilities due for payment within the financial year.

### Depreciation and amortisation

Depreciation and amortisation are accounting concepts that recognise the consumption or loss of economic benefits embodied in items of property, plant and equipment or intangible assets. Depreciation and amortisation spread the cost of property, plant, equipment, software, etc. over their useful lives as an operating expense.

### Group of activities

Council groups all its services into categories of activities (which equates to group activities in the Local Government Act 2002).

### Imi/Iwi

People or tribe.

### Infrastructure assets

Infrastructure assets are utility service networks i.e. water, sewerage, storm water and roading. They also include associated assets such as water pump outlets, sewage treatment plant, street lighting, and bridges.

### Land value

Value of land excluding improvements.

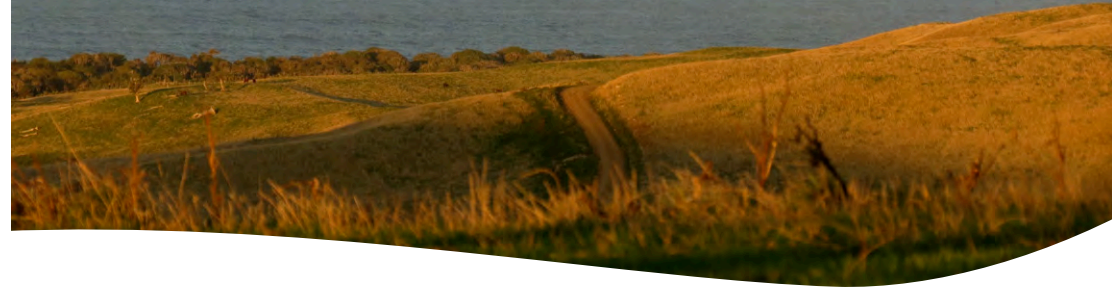
### Local Government Act 2002

The Local Government Act 2002 is the primary legislation that governs the Council's operations and actions.

### Long-Term Plan (LTP)

A 10-year plan that sets out the Council's response to community outcomes and how the Council will manage its finances and the community's resources.





### **Operating expenditure**

Expenditure through the Council's activities on such items as salaries, materials and electricity.

### **Operating revenue**

Money earned through the activities in return for a service provided, or by way of a grant or subsidy to ensure particular goods or services are provided. Examples include subsidies, rental revenue, permits, fees and council dues.

### **Operating surplus/(deficit)**

Operating surplus and operating deficit are accounting terms meaning the excess of revenue over expenditure and excess expenditure over revenue respectively. Revenue and expenditure in this context exclude capital items such as the cost of capital works. An operating surplus/(deficit) is inclusive of non-cash items such as revenue and expenditure owing but not paid (debtors and creditors) and depreciation.

### **Performance measures**

These have two parts: first, a simple explanation of the measure by which performance will be assessed; and second, performance targets. The Council uses these measures when reporting on how it has performed in its various activities.

### **Property, plant, equipment and intangible assets**

These consist of software, hardware, land and buildings and infrastructure assets including sewerage and water systems, and roading. They are sometimes referred to as fixed assets and or capital assets.

### **Public equity**

Public equity represents the net worth of Chatham Islands Council if all the assets were sold for the values recorded and the liabilities were extinguished.

### **Regulatory role**

The Council has a regulatory role as it operates under and enforces a range of legislation.

### **Resources**

These are the assets, staff and funds needed to contribute to the activities of the Council including goods, services and policy advice.

### **Service provider**

The Council provides services as required by law (e.g. sewerage services) or by community mandate (e.g. playgrounds).

### **Significance**

Significance means the degree of importance of the issue, proposal or decision of matter before the Council in terms of its likely impact on or consequences for the current and future social, economic, environmental and cultural wellbeing.

### **Significance policy**

This policy sets out the way in which the Council determines how significant a project or decision is and therefore the level of consultation and analysis required.

### **Statement of cash flows**

This describes the cash effect of transactions and is broken down into three components: operating, investing and financing activities.

### **Statement of comprehensive revenue and expense**

This can also be referred to as the profit and loss statement. It shows the financial results of the various Chatham Islands Council activities at the end of each period as either a surplus or a deficit. It does not include asset purchases or disposals.

### **Statement of financial position**

This shows the financial state of affairs at a particular point in time. It can also be referred to as the Balance Sheet.

### **Sustainable development**

Sustainable development is generally defined as development that meets the needs of the present without compromising the capacity of future generations to meet their own needs.

### **Wellbeing**

In this document, wellbeing includes the social, economic, cultural and environmental aspects of a community. The community outcomes are factors of wellbeing.

# The organisation

## **Council**

### **Mayor**

Monique Croon

### **Deputy Mayor**

Keri Lea Day

### **Councillors**

Celine Gregory-Hunt

Graeme Hoare

Greg Horler

Richard Joyce

Judy Kamo

Nigel Ryan

Amanda Seymour

## **Council Staff**

Chief Executive

Owen Pickles

owen@cic.govt.nz

Operations Manager

Colette Peni

operations@cic.govt.nz

Emergency Manager/Controller

Rana Solomon

rana@cic.govt.nz

## **Engineers**

Stantec Ltd (Christchurch)

Nigel Lister, Shaun Boshier, Ali Siddiqui

Bryan Peters – Roads and bridges

Richard Bennett, Kristen Norquay –

Water and wastewater

Phil Landmark –

Waste management and minimisation

## **Contractors**

Environment Canterbury

Fulton Hogan Ltd

## **Resource management**

Beca Ltd

## **Solicitors**

Wynn Williams

## **Bankers**

ANZ (Waitangi – Chatham Islands)

## **Auditors**

Audit New Zealand

(on behalf of the Auditor-General)





chatham islands council

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R22/9



# Chatham Islands Council

## Unaudited Summary Annual Report

### 2021/22



chatham islands council

*Our people, our Islands, our future*

# Profile of the Chatham Islands

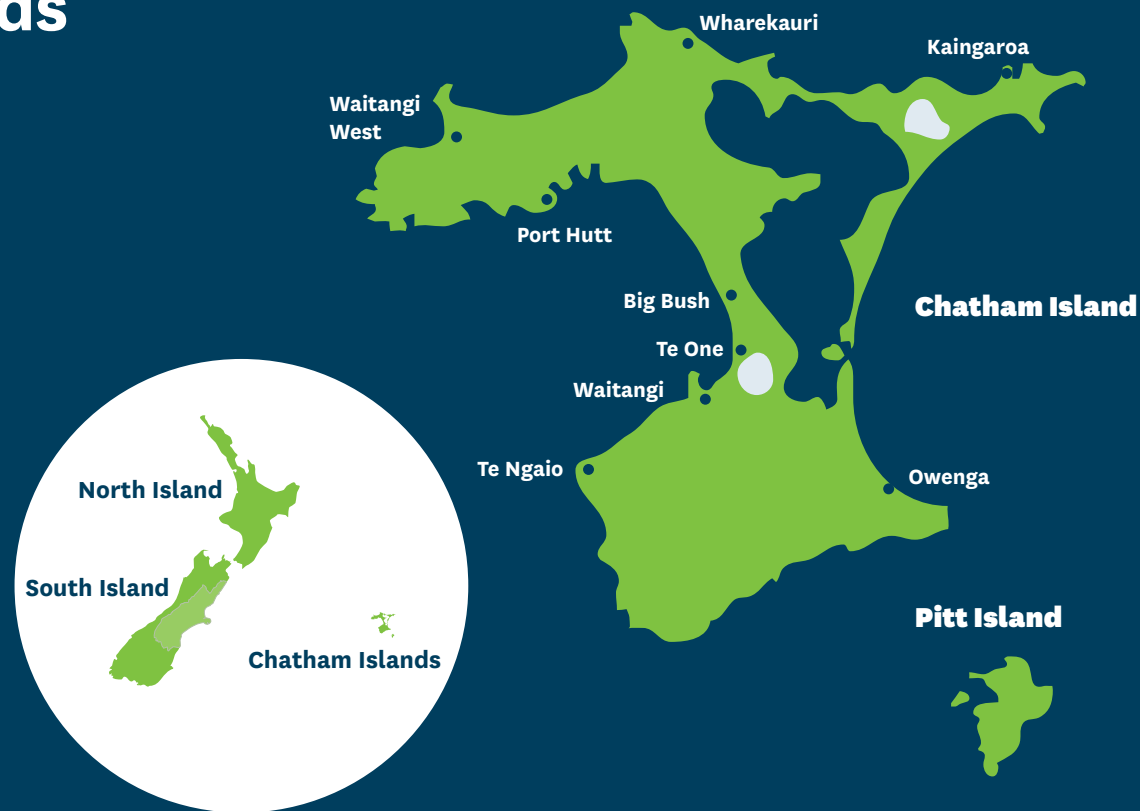
The Chatham Islands and its people are a unique community, isolated by 800 kilometres of ocean from mainland New Zealand.

The Chatham Islands consist of two main inhabited islands, Chatham Island and Pitt Island. Pitt Island lies 23km south east of Chatham Island and both islands are surrounded by a number of smaller islands, all within a radius of approximately 50km. The main island, Chatham, has an area of 90,000 hectares. Pitt Island has an area of 6,300 hectares.

The Islands were formed by a volcanic up-thrust and the land surface is predominantly flat with a number of peaks, the largest peak rising to 188 metres. A significant landmark of Chatham Island is 'Te Whanga' which is a large lagoon that covers approximately 20,000 hectares or about one-fifth of the Island. There are five settlement areas on the main island – Waitangi, Te One, Owenga, Port Hutt and Kaingaroa.

The 'livelihood' for the majority of Islanders is dependent on fishing and farming. Their continued welfare and the Islands' viability are linked with the sustainable management of the natural and physical resource base.

Chatham Islands Council is the smallest local authority in New Zealand. It has both district and regional council responsibilities.



## The Islands at a glance

Usually 660 people live in the Chatham Islands.

Its population is the smallest in size out of the 78 Councils in New Zealand.

In total, 57% of households have access to the Internet, compared with 79% of households throughout New Zealand.

In the Chatham Islands, 5% of households have access to a cellphone, compared with 85% for New Zealand. This is because there is no cell phone coverage on the Chatham Islands.

Among households in private occupied dwellings, 38% own the dwelling, with or without a mortgage; the equivalent figure is 44% for New Zealand as a whole.

The unemployment rate in Chatham Islands territory is 1.6% for people aged 15 years and over, compared with 4.0% for all of New Zealand.

Source: Statistics New Zealand 2018 Census Data

# Mayor and Chief Executive's report

## Kioranga, kia ora, greetings,

It is with pleasure that we present the 2021/22 unaudited Annual Report for the Chatham Islands Council. Thank you for taking the time to read it. Our auditors have deferred the audit, because of an auditor shortage in New Zealand as a result of COVID-19 border restrictions. This delay has again resulted in the Council being unable to meet its statutory reporting deadline of 31 December 2022.

Council has elected to publish an unaudited version in the intervening period, to ensure transparency and accountability to its community in a timely manner. Your interest in the Chatham Islands Council means a lot to us.

Once again, the Chatham Islands Council has done its best to provide a great service to its community in the face of many challenges. We are grateful that we have all worked together in the Islands amidst a global pandemic to keep the population safe. Our weekly regional leadership group meetings allowed us to be adequately informed and to respond as needed. We thank all of those involved.

Alongside the challenges that COVID-19 presented, a lack of funding continues to be an ongoing barrier to offering comparable services to that of mainland New Zealand. As always, the Council relies heavily on funding from central government to operate, as we don't have the population to fund our work through rates. We are careful to not unfairly burden our ratepayers, but in doing so our funding situation remains unpredictable and may delay desired projects, including infrastructure upgrades.

Government reforms have been plenty, all providing different challenges for the community. Reforms in the Resource Management space and as a response to climate change have been both challenging and costly while other reforms like the Three Waters proposals have provided the Council with additional funds to enable infrastructure upgrades to occur. The "better off" allocation will provide the Council with approximately \$9m to spend on community good projects in the years ahead.

A highlight has been the relocation of the Council office in January 2022 into the new building. This was built by Ngati Mutunga O Wharekauri Iwi Trust and leased to the Council. It is pleasing to see the meeting facilities being well used by the community.

We were also pleased to see the RB2 completed delivering the Islands cell phone coverage and improved broadband facilities. With these services going live in December 2021 it completed nearly 10 years of lobbying efforts.

We have continued to build relationships with our regional partners including Hokotehi Moriori Trust, Ngati Mutunga O Wharekauri Iwi Trust, and Chatham Islands Enterprise Trust. We also continue to maintain good relationships with the Government and its officials and acknowledge local MP Paul Eagle for his assistance with this. There are many changes being imposed by the Government that will affect the way the Council operates that flow into the community. We continue to advocate for the Islands interests where we can.

Finally, we thank councillors, staff and our external support providers. All have worked hard for the betterment of the Chatham Islands community. We greatly appreciate the dedication and support of all.

**Monique Croon**  
Mayor

**Owen Pickles MNZM JP**  
Chief Executive

# 2021/22 in review

The 2021/22 financial year was another impacted by the uncertainties generated by COVID-19 where virtual meeting became normal. It was also an exciting time for the Council as it moved into its new accommodation.

## Sustainable water and wastewater

The proposed Government Three Waters Reform progressed with the Chatham Islands being included in Entity C. Lots of information requests were responded to as the new entity started to gain an understanding of commitments and responsibilities that will transfer to it.

As part of the Reforms some funding in the form of the Three Waters Stimulus Fund became available. This together with a grant from the Ministry of Health enabled the Council to complete urgently required upgrades to its water and wastewater networks which was most appreciated.

There is still much to be done to address source and capacity issues in Waitangi which will become a task for the new entity.

## Waste management strategy and progress

In August 2021 the Council contracted Fulton Hogan Ltd to operate its waste management activities.

Working closely with Fulton Hogan, Council's engineers Stantec, and the Ministry for the Environment, the waste management activity made substantial progress during the year under review. Funding for a weigh bridge facility and a new waste recovery building was secured. The sanitary landfill began to receive waste.

## Roading programme of works

Roading works have progressed in accordance with our asset management plan. Roothing is the Council's largest area of expenditure with an approved programme of approximately \$4m annually. Roothing is supported by Waka Kotahi as part of the land transport programme with a financial assistance rate of 88%.

## Council office

The Ngati Mutunga O Wharekauri Iwi Trust Asset Holding Company funded new office facility was completed in December 2021 with the Council moving into the facility in January 2022.

The building along with the adjoining museum were officially opened by the Prime Minister Rt Hon Jacinda Adern on 25 November 2022.

## Communications upgrade

In December 2021 cell phone coverage went live on the Chatham Islands as part of the Governments RB2 project which also provided improved broadband services.

While not funded by the Council, the completion of this project was the result of nearly 10 years of lobbying, so it was very satisfying to see this finally happen.

## Climate change

As a group of islands, we are increasingly vulnerable to the impacts of climate change. Any changes to the land or water level poses a threat to our way of life for current and future generations. Council is committed to taking a collaborative approach to addressing and identifying local causes and impacts of climate change, which includes strategically varying our core Council infrastructure and internal policies to reduce or mitigate any greenhouse gas emissions. We are working to protect and enhance our natural environment to ensure we meet our obligations. We take these steps to enable our community to remain buoyant in response to any climate changes.

## Looking forward

Over the next ten years the Council will endeavour to progress current projects that contribute to enhancing the wellbeing of the community and realizing community outcomes.

### Key projects include:

- Making safe repairs to Kaingaroa wharf
- Repairs to Owenga wharf
- Community housing upgrades
- A new emergency management operations centre
- Roothing projects





## Overview of our financial performance

Our aim, as part of our financial strategy, is to ensure Council can continue to provide effective services now and into the future by:

- Managing funds in a financially prudent manner with the aim of achieving a balanced budget each year, and ensuring projected operating revenues are at a level sufficient to meet that year's projected operating expenses.
- Advocating for sustainable and committed funding from the Government and to fully utilise available subsidies and, where possible, searching for alternative sources of funding through user pays or other partnerships.
- Ensuring rates and council dues are affordable by limiting rates increases to align with expected rates of inflation and not adjusting council dues charges.
- Maintaining current levels of service provided, with an expectation that service levels will only increase where external support is provided.
- Focusing on maintaining core services and infrastructure as cost-effectively and efficiently as possible, ensuring that funding efficiencies remain of paramount importance.
- Developing Council's capacity and capability to build, maintain and renew assets by limiting expenditure to where it is reasonable and economic to do so. Council interprets this as only progressing projects which are fully funded either by way of capital grant or where Council has an ability to borrow and repay debt. Such an approach may defer projects, which may result in a higher risk of asset failure and the asset deteriorating at a faster rate over time.

## Our financial performance

This overview provides a summary of our unaudited results for the 2021/22 financial year. Our focus during the year has been on managing our finances prudently and operating within the confines of our financial assistance packages provided by the Crown and rates received from our community. This is also known as achieving a balanced budget. With a recognised net surplus of \$0.03 million, Council has achieved that balanced budget for the year.

The Council's unaudited financial result is unfavourable compared with the 2021/22 year of the 2021-31 Long-Term Plan, which estimated an operating surplus of \$1.88 million. This is due in part to the additional non-capital elements of expenditure related to the Museum community complex costs, increased expenditure on Insurance which is reflective of the higher risk of natural disaster and the enhanced repair costs, and lastly, increased travel expenditure related to the Kiwi Can Do programme.

Our Council rates remain in line with inflationary movements and council due charges remain unchanged for the year. Council remains committed to ensuring rates paid by our community remain affordable and comparable with other similar Councils.

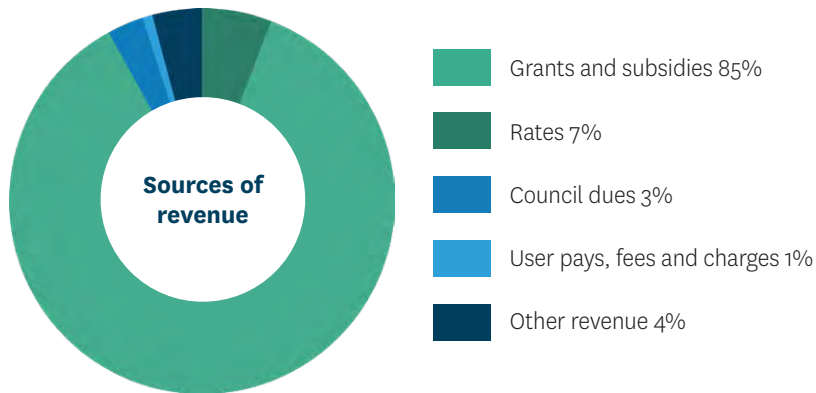
The Council ended the year with an improved cash position, moving from an overdraft of \$0.26 million in 2020/21, to a positive balance of \$0.05 million, which was below the closing cash position expected in the 2021/22 year of the 2021-31 Long-Term Plan.

# Overview of our financial performance

## Our sources of funds

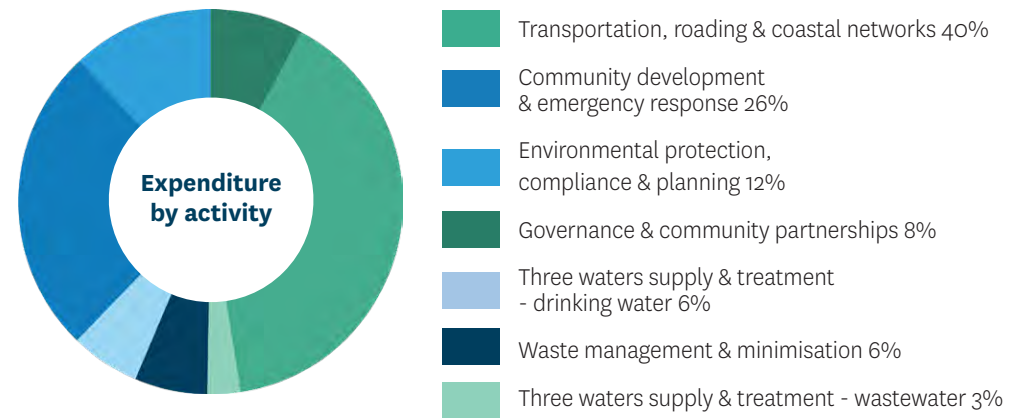
Council receives income from a range of sources but is primarily reliant on central government grants to remain operational. The budget assumed funding would be provided during the year to support on-island projects, including infrastructural development integral to improving facilities for our community.

A summary of our funding sources for the year is detailed in the graph below:



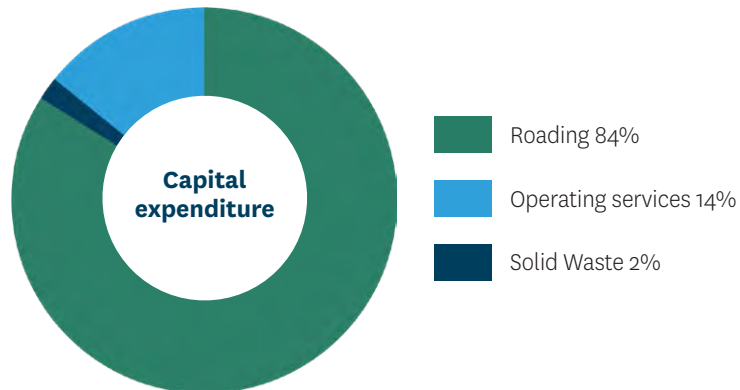
## Our allocation of funds

Operating expenditure by activity is summarised in the graph below; the largest portion of expenditure relates to on-island transportation, roading and coastal networks, with particular emphasis on the roading network.



## Our capital expenditure

The graph below summarises the Council's capital expenditure programme by area. Our capital expenditure primarily relates to maintaining and improving our roading infrastructure.



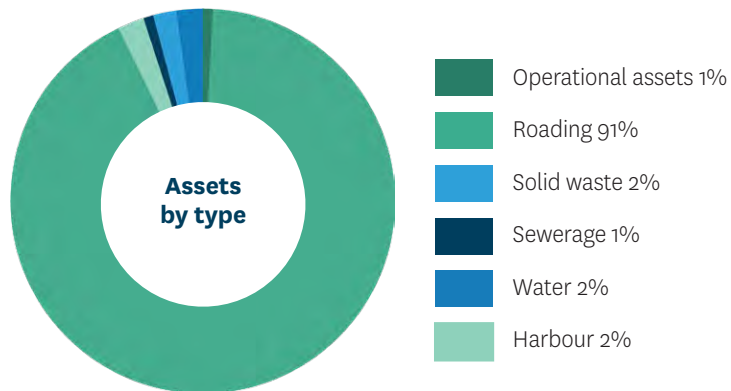
# Council performance during 2021/22

## Our assets and capital works programme

Council holds long-term assets of \$98.7 million, including operational and infrastructure assets. When investing in infrastructure, we consider affordability to the Council and ratepayers, electing to defer capital works until funding can be secured. This means our financial position remains healthy and debt low. However, the cost to the community is that critical work where funding cannot be secured, such as with our water and wastewater infrastructure is often delayed, with levels of service experienced by our community being below expectation.

With the Council unable to invest in infrastructure outside of roading works, asset quality is likely to deteriorate over time. In addition, this reduces the quality of service that we can offer to our residents and increases the risk of asset failure. Infrastructural assets were revalued as at 30 June 2022, with an increase in value of \$14.2 million recognised.

The graph below summarises the Council's capital expenditure programme by area. Our capital expenditure primarily relates to maintaining and improving our roading infrastructure.



The Council has six groups of activities, over which we set our desired performance targets to the community. The summary of our unaudited level of service performance against these targets, is included below:

## Leadership and Community Partnerships

4 of 4 targets met

**Our leadership and governance function comprises of elected representatives from the Island.** They are provided with guidance and other support to enable them to carry out their legislative responsibilities, making informed decisions on behalf of our people. These activities enable the interests of our Islanders to be represented in a fair and equitable manner and provides opportunities for the community to partner in our decision-making processes.

- All annual planning, reporting and Council meeting responsibilities were met.
- Our 2021/22 survey highlighted that enhanced communication to residents was received throughout the financial year. Residents felt council decisions captured the voice of the community during the decision-making process.

## Transportation, roading and coastal networks

4 of 7 targets met

**The aim of the transportation, roading and coastal networks group of activities is to link our populated communities and Islands, keep our people connected, safe and active, and contribute to the sustainability and growth of our local economy.** Harbour control is undertaken primarily to ensure safety in our waterways. The Chatham Islands have approximately 360km of coastline that is used extensively for commercial fishing, along with some recreational and aquaculture industries. A core function of Council is the maintenance and management of the local roading network (there are no State Highways), including street lighting, footpaths, and signage. A well-planned, safe, and integrated network for walking contributes to our communities' quality of life.

- Low levels of harm were experienced on the roads in the financial year.
- The road roughness was maintained at an acceptable level per the standards on the NAASRA road classification system.
- Council staff responded to all customer service requests relating to the road or footpath network within five working days.
- There were no instances of the Owenga wharf being unavailable during suitable sea and weather conditions.

# Council performance during 2021/22 (continued)

## Three Waters Supply and Treatment

11 of 14 targets met

**Safe drinking water and appropriate collection, treatment and disposal of wastewater are essential to the health and wellbeing of our people and our environment.** The Government has launched the Three Waters Reform programme, which reviews how local government delivers its Three Waters service delivery arrangements. The Three Waters supply and treatment activity contributes to the resilient community and sustainable action community outcomes as these services and assets enhance community wellbeing.

- The Council responded in a timely manner to reports of faults or unplanned interruption to its networked reticulation system. Resolution of urgent callouts were all completed within the desired timing of 8 hours. In addition, no reports of faults were noted for the wastewater system.
- Residents were satisfied with the storm water management with no complaints received.
- A temporary boil water notice was issued in the 2021/22 financial year for the Kaingaroa Water Supply Scheme from February to March 2022. This boil water notice was prolonged in part due to COVID-19 restrictions at the time.
- The majority of surveyed residents noted that they were satisfied with the wastewater system. There were no complaints received regarding the sewerage system in the financial year. The Council continues to seek funding to carry out remedial works to maintain an appropriate level of service.
- Storm water discharge remained compliant with the Resource Management Document. No discharge notices issued, or other noncompliance event identified in the financial year.

## Waste Management and Minimisation

2 of 8 targets met

**Waste management facilities provide refuse and recycling services to protect the health of our communities and our environment.** Waste management and minimisation contributes to the embracing diversity and sustainable action community outcomes. Our solid waste and minimisation structure allows material delivered to Council facilities to be processed or disposed of in an appropriate and sustainable manner. These activities will be managed to minimise the impact on the environment.

- Surveyed residents noted that 66% of respondents were generally satisfied or very satisfied with the landfill and recycling service, and associated ease of use.
- Ensured communication and engagement activities were undertaken regularly with the Council providing a monthly newsletter which gave residents information on waste management services. Additionally, signs have recently been installed at the transfer stations to assist residents with understanding what materials can be recycled and where they need to be deposited.

## Community Services and Emergency Management

2 of 7 targets met

**Council provides facilities for the enjoyment and use of our community, including community housing, parks and reserves, sports fields, the library, and emergency management services.** These contribute to the development of a healthy, active, functioning community. Council also seeks to provide an efficient and effective system of emergency management response and planning that minimises the potential effect of all hazards on the community and the environment.

- Our 2021/22 survey highlighted 76% of the residents who completed the annual satisfaction survey felt they were prepared or well prepared for an emergency. The Council remains focused on prioritising emergency management preparedness due to the importance of the Island being ready for any emergency, given the Island's level of isolation.
- All complaints about operations and facilities were investigated and responded to in a timely manner.

## Environmental management, protection and monitoring

13 of 14 targets met

**Council has responsibilities under legislation to safeguard public health, safety, and welfare.**

Biodiversity, biosecurity and regulatory activities, such as the identification and management of pests, issue of consents, the enforcement of bylaws, and the provision of liquor licenses are undertaken for the benefit of our communities and to ensure that everyone enjoys our Islands. The Chatham Islands' isolation has meant that many of the animal and plant pests common in New Zealand are not present on the Islands. We are also fortunate to have many indigenous plants and native animals on the Islands. Many of our flora and fauna species and ecosystems are endemic to the Chatham Islands and if adversely affected by pests, could disappear from their natural habitats.

- No breaches of the Resource Management Act 1991 or consent conditions were reported in 2021/2022 to investigate further.
- We are processing liquor licences within statutory timeframes. There were no issues of non-compliance identified with our food premises for the year.
- The Council has undertaken the underwater surveillance programme on all ports on Chatham and Pitt Islands, notifying the Ministry for Primary Industries of any pest incursions.

# Financial overview



The full financial statements are prepared in accordance with the requirements of the Local Government Act 2002, which requires information to be prepared in accordance with New Zealand Generally Accepted Accounting Practice (NZ GAAP), and comply with Public Benefit Entity International Public Sector Accounting Standards (PBE IPSAS). The Chatham Islands Council has elected to prepare the financial statements in accordance with Tier 2 PBE accounting standards as it is not publicly accountable or large. The summary financial statements are for the year ended 30 June 2022 and are presented in New Zealand dollars with all values rounded to the nearest thousand (\$000). The summary financial statements comply with PBE FRS-43, but not the Local Government Act 2002, which requires the Annual Report and Summary Annual Report to be audited. The financial statements were authorised for issue by Council on 15 December 2022.

## Statement of Comprehensive Revenue and Expense for the year ended 30 June 2022

	Unaudited actual 2021/22 \$000	Long term plan 2021/22 \$000	Unaudited 2020/21 \$000
Rates	708	631	625
Grants & subsidies	9,031	9,421	10,524
Other revenue	829	919	998
<b>Total revenue</b>	<b>10,568</b>	<b>10,971</b>	<b>12,147</b>
Financial costs	9	6	11
Other expenditure	10,529	9,080	10,920
<b>Total expenditure</b>	<b>10,538</b>	<b>9,086</b>	<b>10,931</b>
<b>Total surplus/(deficit)</b>	<b>30</b>	<b>1,885</b>	<b>1,216</b>
Increase/(decrease) in revaluation reserve	14	-	-
<b>Total Comprehensive Revenue and Expense</b>	<b>14,237</b>	<b>1,885</b>	<b>1,216</b>

## Statement of Changes in Equity for the year ended 30 June 2022

	Unaudited actual 2021/22 \$000	Long term plan 2021/22 \$000	Unaudited 2020/21 \$000
<b>Equity at the start of the year</b>	<b>83,614</b>	<b>84,683</b>	<b>82,398</b>
Total comprehensive revenue and expense	14,237	1,885	1,216
<b>Equity at the end of the year</b>	<b>97,851</b>	<b>86,568</b>	<b>83,614</b>

## Statement of Financial Position as at 30 June 2022

	Unaudited actual 2021/22 \$000	Long term plan 2021/22 \$000	Unaudited 2020/21 \$000
Current assets	898	1,784	1,772
Non-current assets	98,855	86,225	84,666
<b>Total assets</b>	<b>99,753</b>	<b>88,009</b>	<b>86,438</b>
Current liabilities	1,762	1,875	2,668
Non-current liabilities	140	567	156
<b>Total liabilities</b>	<b>1,902</b>	<b>2,442</b>	<b>2,824</b>
<b>Net assets</b>	<b>97,851</b>	<b>85,567</b>	<b>83,614</b>
<b>Total public equity</b>	<b>97,851</b>	<b>85,567</b>	<b>83,614</b>

## Statement of Cash Flows for the year ended 30 June 2022

	Unaudited actual 2021/22 \$000	Long term plan 2021/22 \$000	Unaudited 2020/21 \$000
Net cash flow from operating activities	3,065	4,231	2,156
Net cash flow from investing activities	(2,734)	(3,776)	(1,989)
Net cash flow from financing activities	(21)	(34)	(37)
<b>Increase/(decrease) in cash held</b>	<b>310</b>	<b>421</b>	<b>130</b>
Opening cash balance	(261)	91	(391)
<b>Closing cash balance</b>	<b>49</b>	<b>512</b>	<b>(261)</b>

The summary unaudited financial statements do not include all the disclosures provided in the full financial statements and cannot be expected to provide as complete an understanding as provided by the full financial statements. A copy of the full 2021/22 Annual Report can be found on our website or at our office.

# The organisation

## **Council**

### **Mayor**

Monique Croon

### **Deputy Mayor**

Keri Lea Day

### **Councillors**

Celine Gregory-Hunt

Graeme Hoare

Greg Horler

Richard Joyce

Judy Kamo

Nigel Ryan

Amanda Seymour

## **Council Staff**

Chief Executive

Owen Pickles

owen@cic.govt.nz

Operations Manager

Colette Peni

operations@cic.govt.nz

Emergency Manager/Controller

Rana Solomon

rana@cic.govt.nz

## **Engineers**

Stantec Ltd (Christchurch)

Nigel Lister, Shaun Boshier, Ali Siddiqui

Bryan Peters – Roads and bridges

Richard Bennett, Kristen Norquay –

Water and wastewater

Phil Landmark –

Waste management and minimisation

## **Contractors**

Environment Canterbury

Fulton Hogan Ltd

## **Resource management**

Beca Ltd

## **Solicitors**

Wynn Williams

## **Bankers**

ANZ (Waitangi – Chatham Islands)

## **Auditors**

Audit New Zealand

(on behalf of the Auditor-General)





chatham islands council

Chatham Islands Council  
PO Box 24  
Tuku Road  
Waitangi  
Chatham Islands

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Web: [www.cic.govt.nz](http://www.cic.govt.nz)  
R22/9



## 4. Works & Services

### 4.2 Fulton Hogan Road Maintenance Report November 2022

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<b>Date of meeting</b>	10 November 2022
<b>Agenda item number</b>	4.2
<b>Author/s</b>	Phil Holt – Fulton Hogan Contract Manager

#### **Purpose**

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

Attached is the November 2022 monthly reports from Fulton Hogan that will be presented by Mr Phil Holt (Fulton Hogan Contract Manager).

#### **Recommendation**

**THAT** the report be received.



chatham islands council



Kaingaroa Rehab Works

# CHATHAM ISLANDS ROAD MAINTENANCE CONTRACT MONTHLY REPORT NOVEMBER 2022



Work Summary

Outline of work carried out during month

Routine Maintenance and Operations

Pavement Renewals

Sealed Road Resurfacing

Drainage Renewals

Bridge and Structure Renewals

Traffic Services

Minor Improvements

Vegetation Control

Dayworks

Programmed Work for following month

Schedule of Work by Road Name

1. Maintenance Grading
2. Unsealed Maintenance Metaling

Next Month's Target

Crash Damage Report Summary

Monthly Safety Report and Statistics

1. Safety Engagements

Metal Stockpiles

CIC Owned Materials

Signs

Culvert Pipes

Environmental Compliance & Feedback

Environmental Compliance

Stakeholder Complaints Register

Public Relations & Community Involvement

Innovation

When conditions allow we will continue with the blended maintenance material and continue to monitor areas already done to gauge how they perform in the wet/dry conditions.

Summary of Monthly Progress Claim by Work Category

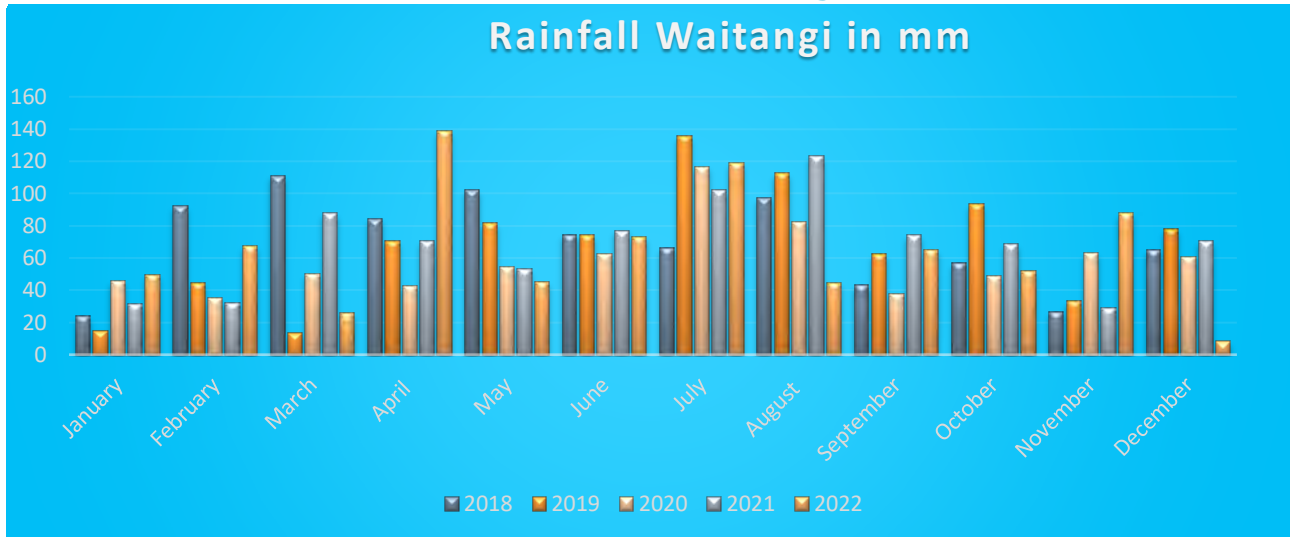
1. Miscellaneous
2. Traffic Counting
3. Pitt Island
4. Wind Damage

Photos

## Work Summary

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### Outline of work carried out during month



88mm rainfall recorded for November in the Waitangi yard.

### Routine Maintenance and Operations

Maintenance operations have taken a back seat this month as we concentrated on getting this season's rehabs and reseals done prior to xmas to obtain best results.

### Pavement Renewals

Target Hill & Te-One rehabs were tested and sealed. Also Kaingaroa rehab has been done.

### Sealed Road Resurfacing

Reseals done on WW-O, Fish Factory and North roads.

### Drainage Renewals

New culverts were installed on the Te-One and Kaingaroa rehabs to allow access to properties once pavement was raised during the rehab.

### Bridge and Structure Renewals

### Traffic Services

### Minor Improvements

### Vegetation Control

Mowing and spraying where required.



## 2. Unsealed Maintenance Metaling

Road ID	Disp	Road ID	Start RP	End RP	Quantity	
WW-O ROAD	4841	11	4440	13500	24	
NORTH ROAD	4855	21	4590	48508	312	
TUKU ROAD	4858	111	670	1670	8	
KAIWHATA ROAD	4865	31	0	1050	24	
KAINGAROA ROAD	4866	126	0	5970	64	
PORT HUTT ROAD	4867	51	0	7500	16	
		<b>Totals</b>		<b>This Month</b>	<b>448</b>	<b>m3</b>
				<b>Revised Target</b>	<b>42500</b>	<b>m3</b>
				<b>Contract TD</b>	<b>41794</b>	<b>m3</b>

### Next Month's Target

Currently 706m3 behind the schedule. This surplus will be used to repair damage done by trucks carting materials into rehabs sites. Roads got a pounding and we were not helped by it being the wettest November by a long way since this contract started.

## Crash Damage Report Summary

### Crash Damage Report

Date	Event	Action	Repaired Y/N
Dec 21	No official notification of any crashes but we did hear of 1 on WWO Rd and 1 on North Rd both of which resulted in serious harm to a person in both cases.	No damage to the network in either instance.	N
12/3/22	A caravan became disconnected from towing vehicle on Nairn Bridge = ended up over the edge onto the beach.	Used hiab to right and lift back onto the road.	Y. Only damage was a broken sign and post.
9/05/22	Police asked us about a vehicle rollover on North Rd = we did hear about it but all cleaned up by the time we got there.	No damage to the road.	N
14/07/22	A car has gone off the road into the end of a culvert on North road by Cliff Whatiri's yards.	No official report of harm or damage.	N
31/10/22	A vehicle rolled on the flat straight section of North road just before the Wharekauri Reserve.	No official report of harm or damage to road.	N

		Vehicle not healthy.	
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## Network Inspections

Month	Inspection Type	Faults Identified	Inspected By
February 2022	Day	Roadroid inspection done, only a few minor issues found.	Phil
March 2022	Night	Drove the road from Waitangi to Kaingaroa = no faults except the rough road that Downers are looking after and the large number of wandering stock on the road.	Phil
April 26/04/22	Day	Drove the roading network to ascertain damage after heavy rains.	All Crews
May 23/05/22	Day	Drove the roading network to check after the weekend storm.	All crews
June	Day	6 monthly road survey and report done.	Phil
July	Day	Weekly drive overs to make sure all was good after heavy rain events.	All Crews
August	Day	Drive over the network doing a sign audit = no real problem with network found	Phil
September	Day	All roads checked after rain events for damage.	All Crews

## Monthly Safety Report and Statistics

Nothing to report.

### 1. Safety Engagements

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
27/10/21	N	N	N	N	Crew meeting to run over risks and methodology to get gear over to Pitt on the barge.
24/11/21	N	N	N	N	Inspection of Tiki Tiki water plant upgrades.
24/01/22	N	N	N	N	Meeting with crew to run through the Covid-19 requirements now we are in the Red.
14/03/22	N	N	N	N	Site visit to WW-O Rd culvert installation.
6/04/22	N	N	N	N	Culvert replacement site visit on WW-O road = all ok
26/05/22	N	N	N	N	Stoney Crossing quarry inspection = all good.
23/06/22	N	N	N	N	Culvert replacement site on WW-o Road = all good.
22/08/22	N	N	N	N	HSQES site audit carried out while crew clearing culvert ends = all ok.



12/09/22	N	N	N	N	Target Hill counterfort drains = making sure correct installation procedure being followed = all ok.
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## Metal Stockpiles

30/11/2022							
Site	AP40 Schist	AP65	AP32 Basalt	AP100 Schist	AP20	G3 Chip	G5 Chip
Waitaha Schist	1,838	0	0	3,933	0		
Waitaha Basalt	0	0	1,896	0	451		
Paritu	2,902	0	0	1,593	0		
Stoney Crossing	0	0	0	0	2,574	303	369
Yard	0	0	0	0	0		
Ohinemama	0	0	0	0	0		
Muirsons Schist	0	0	0	1,038	0		
	4,740	0	1,896	6,564	3,025	303	369

Made 5600m3 New Stock October 22

## CIC Owned Materials

### Signs

Item Description	Unit	Purchased	Used Nov 2022	End Measure	Comments
<b>Signs</b>					
CS85 North Rd	ea.			1	
CS85 Port Hutt Rd	ea.			1	
RG1	ea.			1	
RG2	ea.			0	
RM6 White	ea.			8	
RM6 Yellow	ea.			7	
RM7	ea.			16	
P66X242	ea.			7	
PW11	ea.			1	
PW11.1L	ea.			1	
PW11.1R	ea.			1	
PW12L	ea.			1	900
PW12R	ea.			1	
PW24	ea.			2	
PW25 65KM	ea.			1	
PW28	ea.			1	
PW34.1	ea.			1	900 Y

Item Description	Unit	Purchased	Used Nov 2022	End Measure	Comments
PW34.2	ea.			2	
PW37	ea.			1	900
PW49 FIRE ENGINE	ea.			2	
PWSX1	ea.			2	
RH-4	ea.			2	
PW54	ea.			2	
<b>Marker pegs</b>					
EMP	ea.			389	
CULVERT MARKERS	ea.			11	
WHITE RAPID MARKERS	ea.			61	
<b>Misc. Items</b>					
ACROW PROPS	ea.			6	
ROAD COUNTER	ea.			1	
ROUGHOMETER	ea.			1	

## Culvert Pipes

### ALUFLOW

Item Description	Unit	Used	Purchased	End Measure
375mm	m			5
450mm	m			6
600mm	m			0
750mm	m			6
<b>Civilboss</b>				
225mm	m	42		-18
300mm	m			48
375mm	m			18
450mm	m			20
525mm	m			15
600mm	m			30
700mm	m			30
800mm	m			30
1000mm	m			12
<b>Builders Mix</b>				
CEMENT	T			0
GEOGRID Tensar Triax 160	Rolls	15		14
BIDIM CLOTH 4m x 100m	Rolls			14

BIDIM CLOTH 4m x 50m	Rolls		13
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## Environmental Compliance & Feedback

### Environmental Compliance

Date	Site Inspected	Compliant Y/N	Abatement Order Issued	Corrective Action Required	Completed By
24/12/21	Verge mowing Air Base Road	Y	N	N	Tomby
20/01/22	Stoney Crossing Quarry	Y	N	N	Phil
14/03/22	WW-O Rd Culvert Installation	Y	N	N	Phil
27/06/22	Stoney Crossing Quarry	Y	N	N	Phil
26/08/22	North Road Strengthening works	Y	N	N	Phil
13/10/22	Target Hill Rehab Site	Y	N	N	Phil

### Stakeholder Complaints Register

Month	Council/ Public Complaint	Complaint	Repair Undertaken	Response Time
16/12/21	Public	Dump staff coughing near public member and they feel unwell now	Spoke to dump staff and advised them to be vigilant around the public.	Same Day
24/01/22	Public	Complaint about weeds in footpath cracks outside café.	Sprayed when weather allowed.	1 Week
15/02/22	Public	Muddy sections on WW-O Road after all the recent rain.	Metal put on worst areas.	Same Day
20/05/22	Public	Cattle stop on Kaingaroa road had large potholes at each end.	Grader was actually on the road at the time.	Same Day
26/05/22	Public	North Road dusty.	Not a lot can be done for this – it happens in dry weather.	
26/05/22	Public	Rubbish from the Te One transfer site was blowing into neighbouring properties.	Staff picked up what they could considering the very strong winds at the time.	Next Day
04/08/22	Public	Large potholes in metaled dip area in the seal at Kaingaroa.	Potholes filled when crew available and weather allowed.	1 Week

## Public Relations & Community Involvement

### Innovation

#### Summary of Monthly Progress Claim by Work Category

	November 22	Separable Portion One - Roading			
<u>Item</u>	<u>Work Category</u>	<u>Value for Month</u>	<u>Value YTD</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
1	P&G Other	\$286,353.48	\$867,249.85	\$972,000.00	89.22%
2	Routine Maintenance and Ops	\$75,096.31	\$335,982.69	\$910,000.00	36.92%
3	Pavement Renewals	\$337,290.84	\$716,337.04	\$874,000.00	81.96%
4	Sealed Road Resurfacing	\$176,318.48	\$176,318.48	\$227,000.00	77.67%
5	Drainage Renewals	\$7,744.82	\$47,227.89	\$233,000.00	20.27%
6	Bridge Renewals	\$0	\$508.72	\$111,000.00	0.46%
7	Traffic Services	\$481.84	\$9,551.81	\$20,000.00	47.76%
8	Minor Improvements	\$	\$	\$100,000.00	0%
9	Vegetation Control	\$5,408.41	\$27,042.05	\$55,000.00	49.17%
11	Dayworks	\$0	\$24,684.77	\$251,000.00	9.83%
	<b>Total</b>	<b>\$888,694.18</b>	<b>\$2.204903.30</b>	<b>\$3,753,000.00</b>	<b>58.75%</b>

**Estimated**

#### 1. Miscellaneous

#### 2. Traffic Counting

Counters have arrived but unfortunately I do not have the software to activate them. Waiting on our IT support team to sort.

#### 3. Pitt Island

#### 4. Wind Damage

No reported or visible signs of damage this month.

Photos

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Target Hill Rehab Seal





Te-One Rehab Seal







Kaingaroa Rehab Works

## 4. Works & Services

### 4.3 Fulton Hogan Water and Wastewater Operation Contract Report November 2022

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<b>Date of meeting</b>	15 December 2022
<b>Agenda item number</b>	4.3
<b>Author/s</b>	Phil Holt – Fulton Hogan Contracts Manager

#### **Purpose**

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

#### **Recommendations**

**THAT the report be received.**

#### **Background**

Attached is the November 2022 report from Fulton Hogan that will be presented by Phil Holt (Fulton Hogan Contract Manager).



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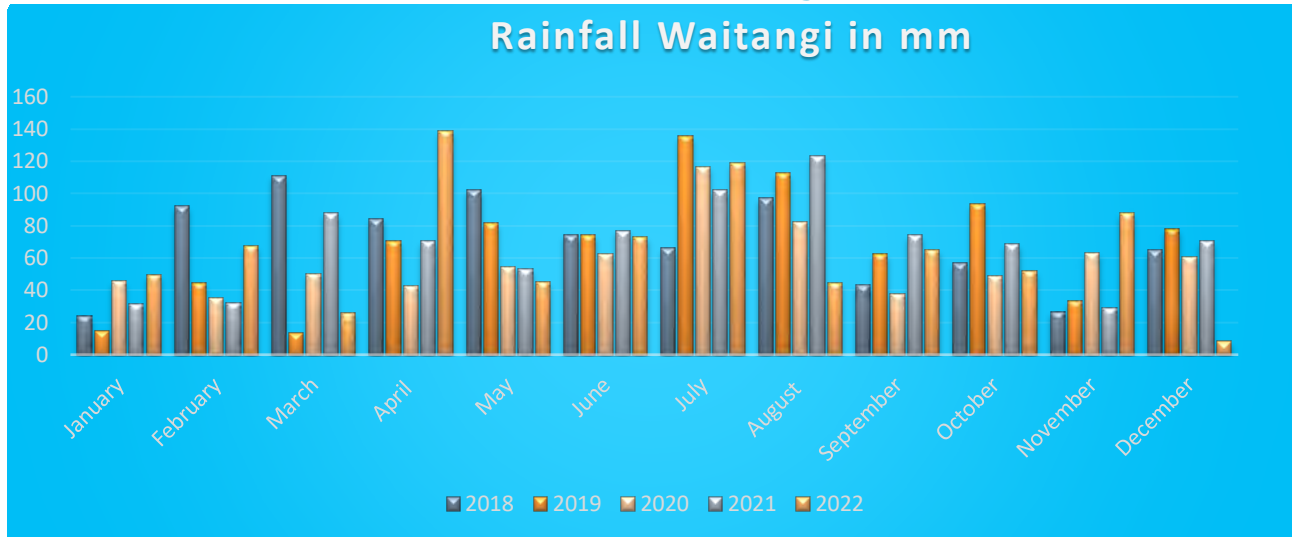
Kaingaroa Water Supply Lake 30 November

CHATHAM ISLANDS  
WATER AND WASTEWATER  
OPERATION CONTRACT  
MONTHLY REPORT  
November 2022

## Work Summary

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### Outline of work carried out during month



88mm rainfall recorded for November in the Waitangi yard.

### Water Supply Operation & Maintenance

Tikitiki bore working ok at the moment but having to work hard to maintain water levels with all the power outages we have been having lately.

No issues with plant operation and no maintenance issues this month.

Kaingaroa = again no issues during the past month with this plant

### Water Treatment

Tiki Tiki plant = Parts have arrived for a permanent fix and we are still waiting for a sparky to tidy up and finish repairs. Will look at bringing one of ours over mid-January as we have quite a few tidy up items that need attending too.

Kaingaroa plant = working well but we are still topping up the chlorine in the treated water tanks to have a FAC in the plant.

However this does not last long in the system as the strength declines over a 6-8hr period. Andrew Wong and Dave Hogg from Stantec over from the 5<sup>th</sup> - 9<sup>th</sup> Dec so will run through issues with them.

### Wastewater Treatment Plant at Waitangi

Pipework and fittings have finally come in on the boat so we can plumb the new balance tank into the system. But once again we are constrained by the lack of a sparky to wire all the pumps etc in.

### Dayworks - Water

## Dayworks - Wastewater

### Water and Wastewater Reticulation Network

Touch wood but we have had no problems with either network this past month.

### Water and Wastewater Treatment Plant: Monitoring

Monitoring all going well with no issues this month.

**Kaingaroa Lake Monitoring Post** = lake level still high but has started to drop in the last couple of weeks.

## Summary of Monthly Progress Claim by Work Category

	November 22	Separable Portion Two - Water and Wastewater			
Item	Work Category	Value for Month	Value YTD	Annual Budget	% of Annual Budget
13	Preliminary and General	\$2,495.31	\$28,840.32	\$49,614.04	58.13%
14	Water Supply Ops and Maint	\$922.32	\$4,611.60	\$20,067.84	22.98%
15	Water Treatment	\$2,947.89	\$15,211.78	\$39,801.86	38.23%
16	WWTP Waitangi	\$922.32	\$4,611.60	\$35,580.63	12.96%
17	Dayworks - Water	\$0	\$9,175.17	\$9,519.14	96.38%
18	Dayworks - Wastewater	\$13,789.70	\$32,755.60	\$7,090.55	461.96%
19	Water and Wastewater Reticulation	\$0	\$0	\$461.16	
20	Treatment Plant Monitoring	\$1,188.52	\$5,942.60	\$14,262.24	41.66%
	Total	\$22,266.06	\$101,598.67	\$176,397.46	57.59%

Last Financial Year

## Programmed Work for Following Month

Start doing all the pipework etc we can on the new balance tank.

## Water Meter Report

Next readings due December.

## Irrigation Dosing

Fields are ok with no visible issues, although with the warmer weather grass is really taking off and needs regular mowing to enable evaporation process to work properly.

## Quality Assurance

No issues

## Site Safety Report

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
26/04/22	N	N	N	N	WWWT plant inspection after heavy rain event = system ok.
13/05/22	N	N	N	N	Kaingaroa water plant check to make sure it was ok.
29/06/22	N	N	N	N	WWWT plant check to make sure everything ok with new balance tank works.
9/08/22	N	N	N	N	New Balance tank site visit to make sure all is complete before crew leaves.
9/09/22	N	N	N	N	WWWT Plant waste water sprinkler system check = all ok and working as they should.
25/10/22	N	N	N	N	Check safety gear for chlorine use at the Kaingaroa Water Treatment plant = all ok

## Environmental Non Compliance

No non-compliances this month

## Monthly Stocktake of Supplies

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### General Supplies Stockpile - Month Ending November 2022

	Stock Purchased	Stock End of Previous Month	Stock Used	Stock Remaining End of Month
Salt		140 Bags	25	115 bags
Chlorine	200lts	80lts	40lts	240lts

## PHOTOS

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Kaingaroa Water Treatment Plant





Kaingaroa Lake Raw Water Pump

## 4. Works & Services

### 4.5 Three Waters Better-Off Funding Tranche One

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<b>Date of meeting</b>	15 December 2022
<b>Agenda item number</b>	4.5
<b>Author/s</b>	Owen Pickles, Chief Executive

#### **Purpose**

Information paper.

#### **Recommendations**

**THAT the information be received.**

#### **Background**

Attached is a letter confirming that the Council's applications have been approved.



Te Tari Taiwhenua  
Internal Affairs

45 Pipitea Street  
Wellington  
Phone 0800 25 78 87  
dia.govt.nz

1 December 2022

Owen Pickles  
Chief Executive Officer  
Chatham Islands Council  
owen@cic.govt.nz

Tēnā koe Owen

Thank you for your application for the first tranche of Better Off funding.

I am pleased to confirm that I have approved the allocation of up to \$2.21 million funding from the first tranche of Better Off funding to the projects proposed by Chatham Islands Council as outlined below:

1. Waste Management
2. Housing- Social
3. Housing- Staff/CEO
4. Wharf- Kaingaroa
5. Wharf- Owenga
6. NKMRC
7. Housing- Visitors
8. New House

The funding agreement is currently with Crown Infrastructure Partners, as Monitor, for execution. Once it is returned we will provide it to you to review, sign and return to DIA for final signature.

We will then send back the fully executed agreement and details to arrange payment of the initial instalment.

I wish you and the Council all the best for your projects, I look forward to hearing about progress in due course.

Nāku noa, nā

Hamiora Bowkett  
Executive Director, Three Waters Reform  
Local Government Branch

## 4. Works & Services

### 4.6 Roughness Survey

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<b>Date of meeting</b>	15 December 2022
<b>Agenda item number</b>	4.6
<b>Author/s</b>	Owen Pickles, Chief Executive

#### **Purpose**

Information paper.

#### **Recommendations**

**THAT the report be received.**

#### **Background**

On behalf of Stantec, Fulton Hogan regularly do drive-over surveys of the road network to monitor the overall condition, and identify deterioration of the Chatham Islands roading network.

Attached to this report is the latest roughness survey.

## Roughness Survey – Winter 2022 Update

Rev. No.	Date	Description	Prepared By	Checked By	Reviewed By	Approved By
1	12/10/2022	First Issue	R Tinga	-	N Lister	N Lister

### 1 Background

Regular pavement roughness surveys are a helpful tool to monitor the overall condition and identify deterioration of the roading network. As part of the Maintenance Contract, we have Fulton Hogan undertake regular drive-over surveys of the roading network to complete video recordings and to measure road roughness. The target frequency of the network roughness surveys is four surveys per year, one in each season.

The roughness survey outputs are used to monitor changes in the roughness of the road from season to season and identify if there are any areas of the network which may need additional targeted maintenance. Roughness does not indicate structural pavement deterioration and is not used as the sole measure of road condition, but by comparing repeated roughness survey results an indication is given of areas which potentially have structural issues. It is most useful as a direct measure of ride quality and therefore the customer experience of the road.

### 2 General Information

The Chatham Island roughness surveys are carried out using a ute, a smartphone, and a software application called Roadroid. The smartphone is mounted in the ute, and the ute is driven over the network at a relatively constant speed. The accelerometer in the smartphone measures the displacement caused by irregularities in the road, and a profile of the smoothness of the road is created. An average roughness for each road can be calculated, which allows for comparison over time of each season's results.

The unit for roughness is the International Roughness Index, which is a comparison of the cumulative slope change along the longitudinal profile of a section of road. The average slope changes over a 10m interval are used to create the roughness profiles for each road, where the cumulative slope is measured in meters per kilometre. IRI score bands, as follows, have been established to qualitatively assess roughness:

- IRI 0 – 2 = "Excellent"
- IRI 2 – 4 = "Good"
- IRI 4 – 6 = "Fair"
- IRI 6 – 10 = "Poor"
- IRI 10 – 14 = "Bad"

We are targeting a "Fair" or better result on the unsealed portion of the network and "Good" or better on the sealed network.

There are several variables that can affect roughness results that are not directly related to the pavement condition, which are important to keep in mind when considering the roughness survey results each season. These include changes to the phone handset / vehicle mounting system and hence accelerometer sensitivity used for the survey and differences in the vehicles used to undertake the survey; even small differences to factors like suspension hardness and tyre pressure can be seen in the survey results from season to season.

### 3 Winter 2022 Survey Results

Table 1 contains a summary of the roughness ratings for the key Chathams Islands roads. The full profiles are shown in Appendix 1.

Table 1: Roughness scores across key Chatham Islands Routes

ROAD	Average IRI	Excellent	Good	Fair	Poor	Bad	Rating
WHAREKAURI ROAD (G3)	4.7	0.0%	38.3%	44.7%	17.0%	0.0%	Fair
WAITANGI WEST ROAD (G3)	3.9	3.5%	60.9%	28.7%	7.0%	0.0%	Good
MAIPITO ROAD (G2)	5.1	0.0%	31.6%	36.8%	31.6%	0.0%	Fair
KAINGAROA ROAD (uns) (G2)	3.9	0.0%	57.8%	37.5%	4.7%	0.0%	Good
TUKU ROAD (uns) (G2 & G3)	4.8	0.0%	50.6%	28.4%	21.0%	0.0%	Fair
PORT HUTT ROAD (G1 & G2)	4.6	0.0%	40.0%	46.1%	13.9%	0.0%	Fair
AIR BASE ROAD (G1)	2.8	18.6%	64.4%	16.9%	0.0%	0.0%	Good
WW-O ROAD (uns) (G1 & G3)	4.1	7.1%	41.3%	38.3%	13.3%	0.0%	Fair
NORTH ROAD (uns) (G1 & G2)	4.6	0.7%	38.6%	43.6%	16.7%	0.5%	Fair
TUKU ROAD (sealed) (G1)	2.8	0.0%	100.0%	0.0%	0.0%	0.0%	Good
OWENGA SEAL EXTENSION (G1)	2.3	50.0%	50.0%	0.0%	0.0%	0.0%	Good
WW-O ROAD (sealed) (G1)	4.6	15.6%	42.2%	20.0%	13.3%	8.9%	Fair
NORTH ROAD (sealed) (G1)	2.4	41.3%	54.3%	4.3%	0.0%	0.0%	Good
<b>CHATHAM ISLANDS NETWORK</b>	<b>4.4</b>	<b>4.8%</b>	<b>45.4%</b>	<b>35.8%</b>	<b>13.6%</b>	<b>0.4%</b>	<b>Fair</b>

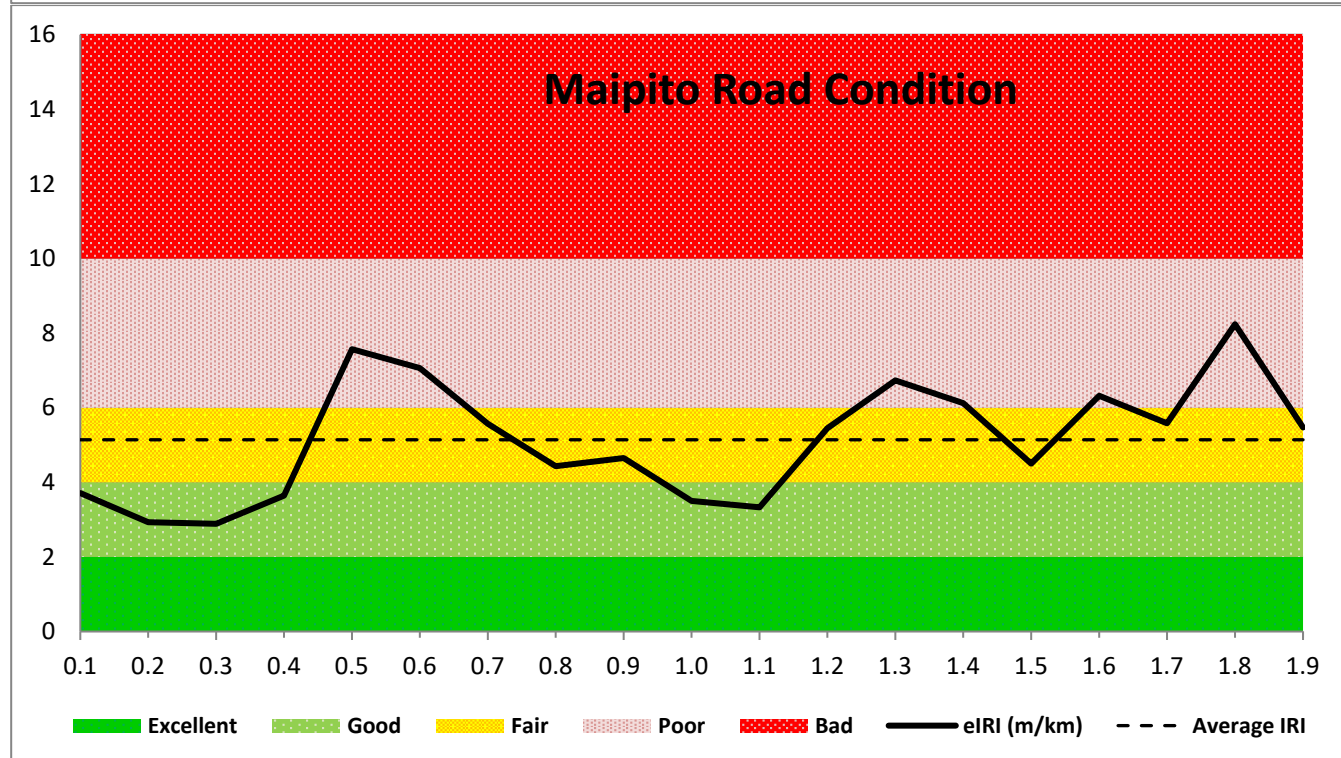
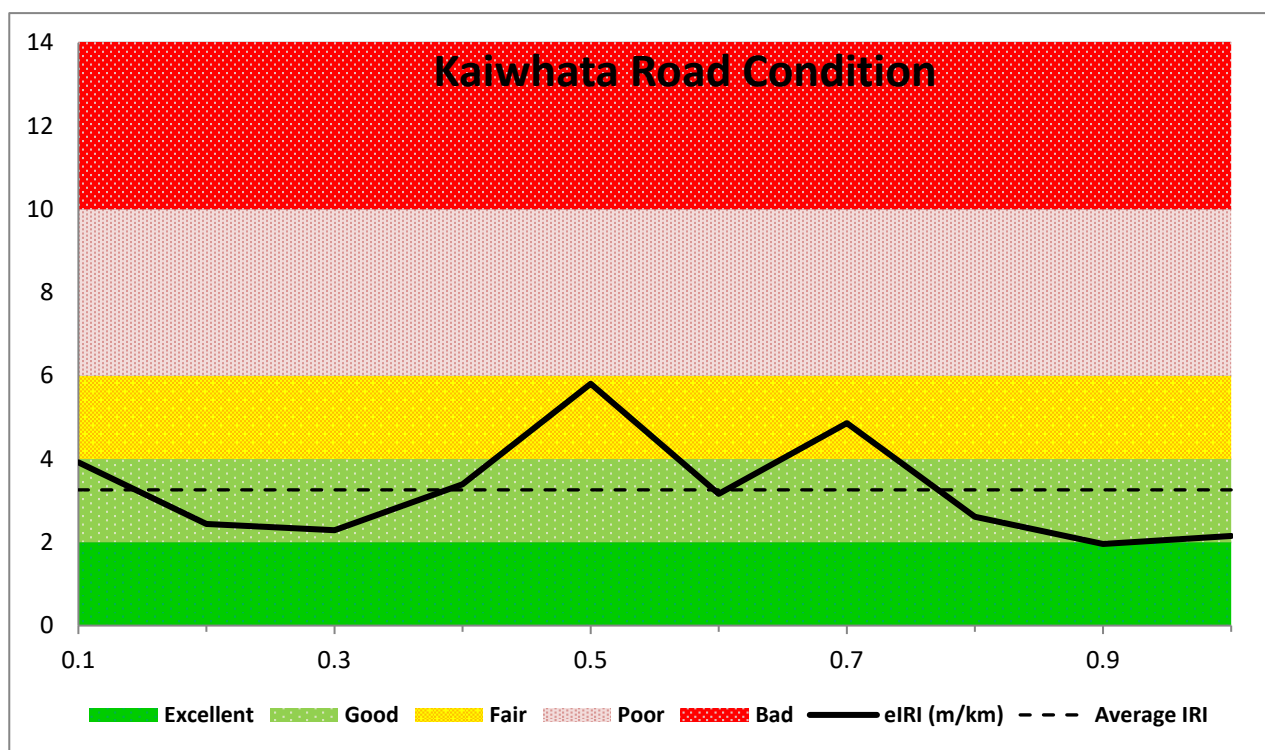
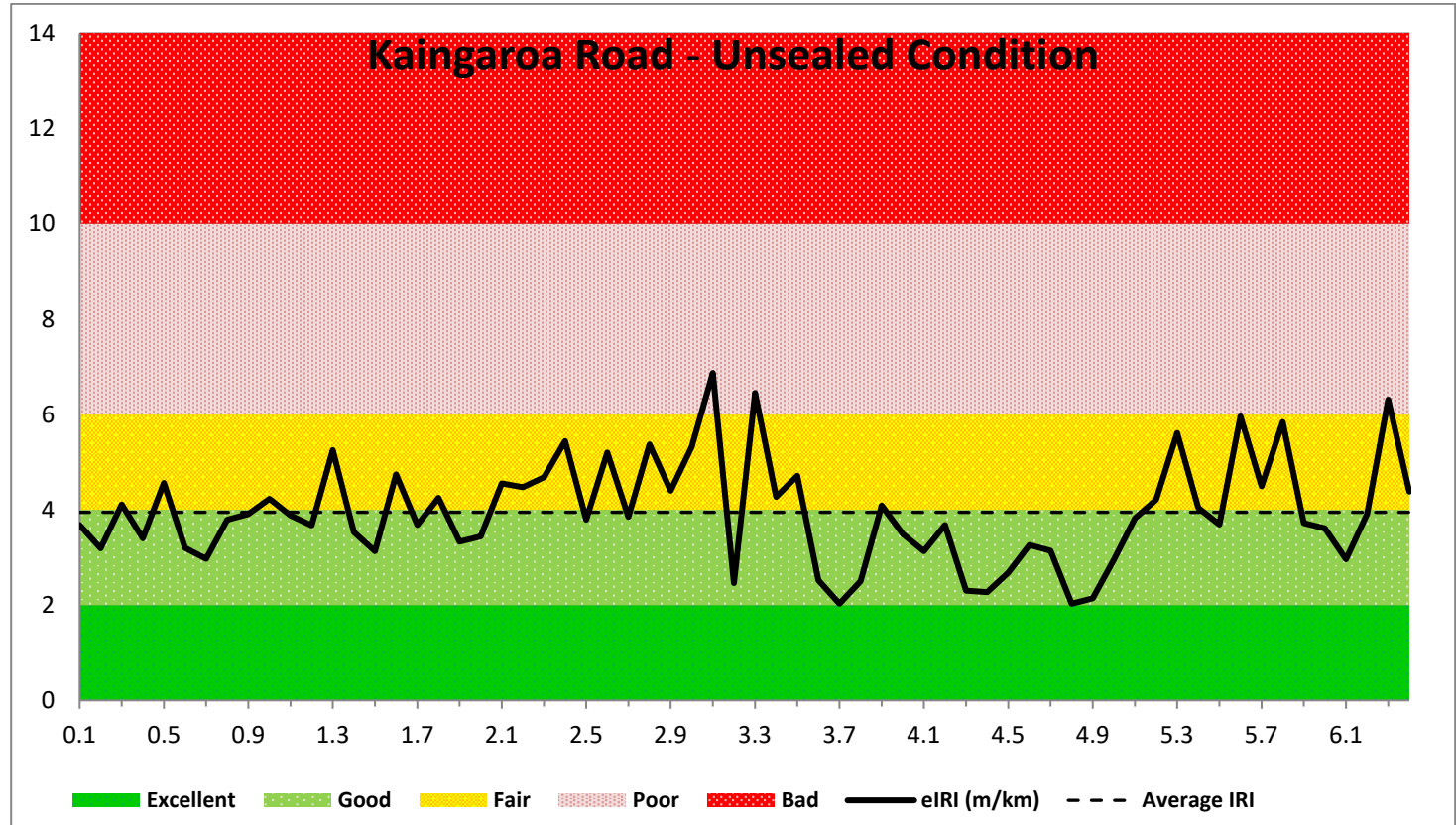
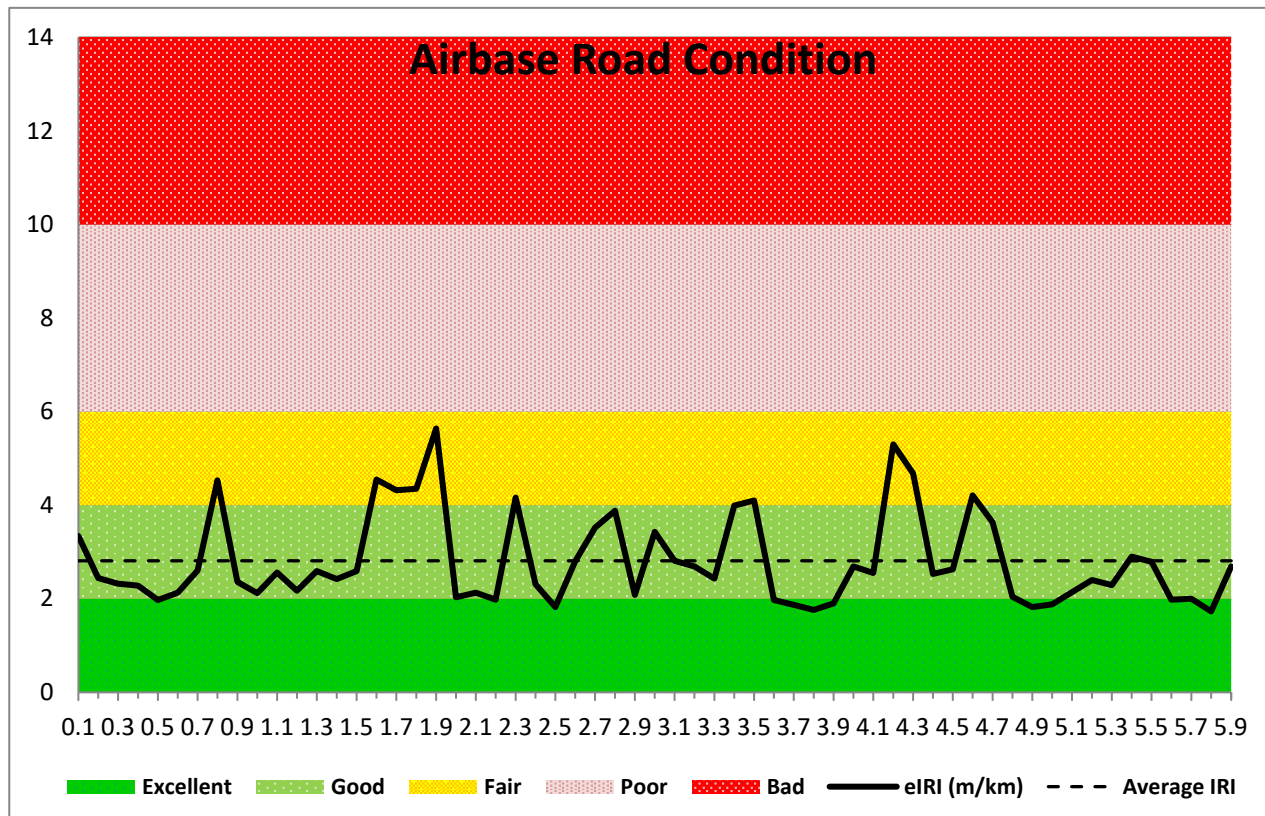
The Winter results appear to show uniform deterioration across the entire network compared with the results of the Autumn surveys. It is unlikely to see this level of uniform deterioration across the entire network, especially the sealed sections, within a three-month window, and more likely one of the variables discussed in section 2 has been altered between the two surveys.

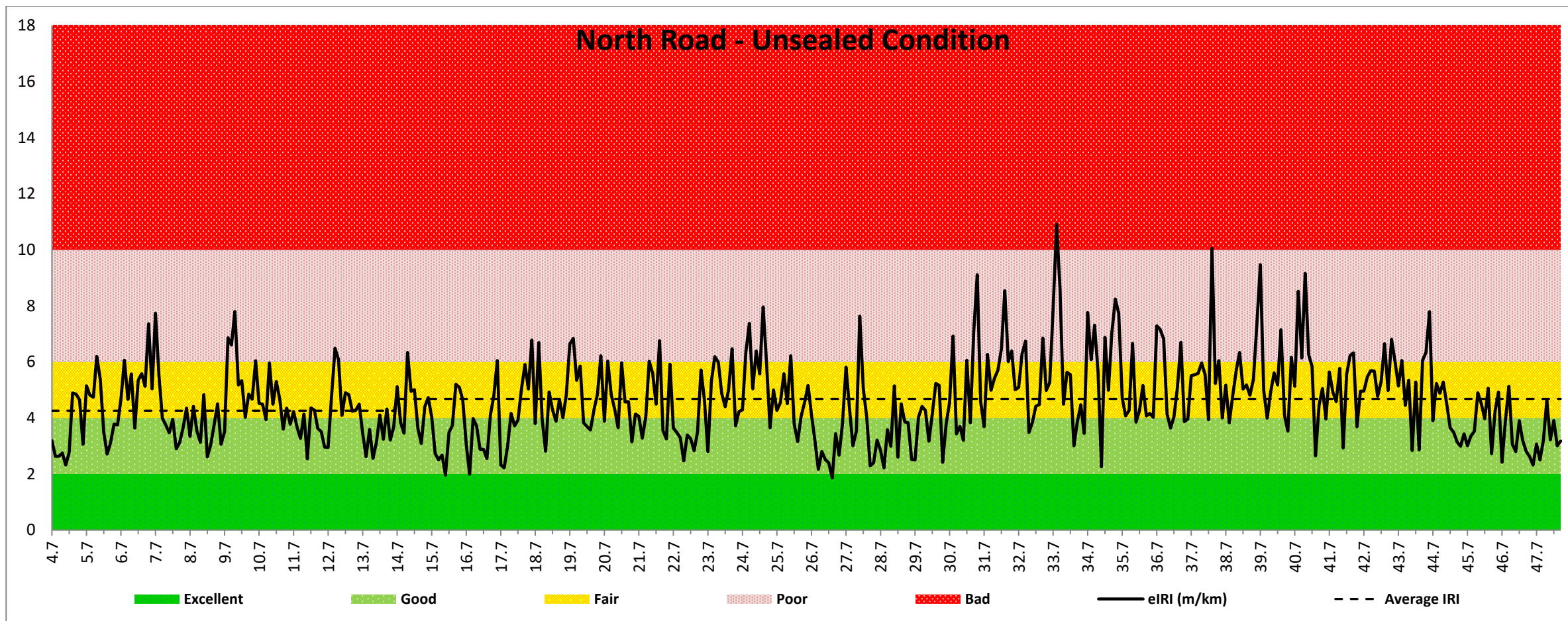
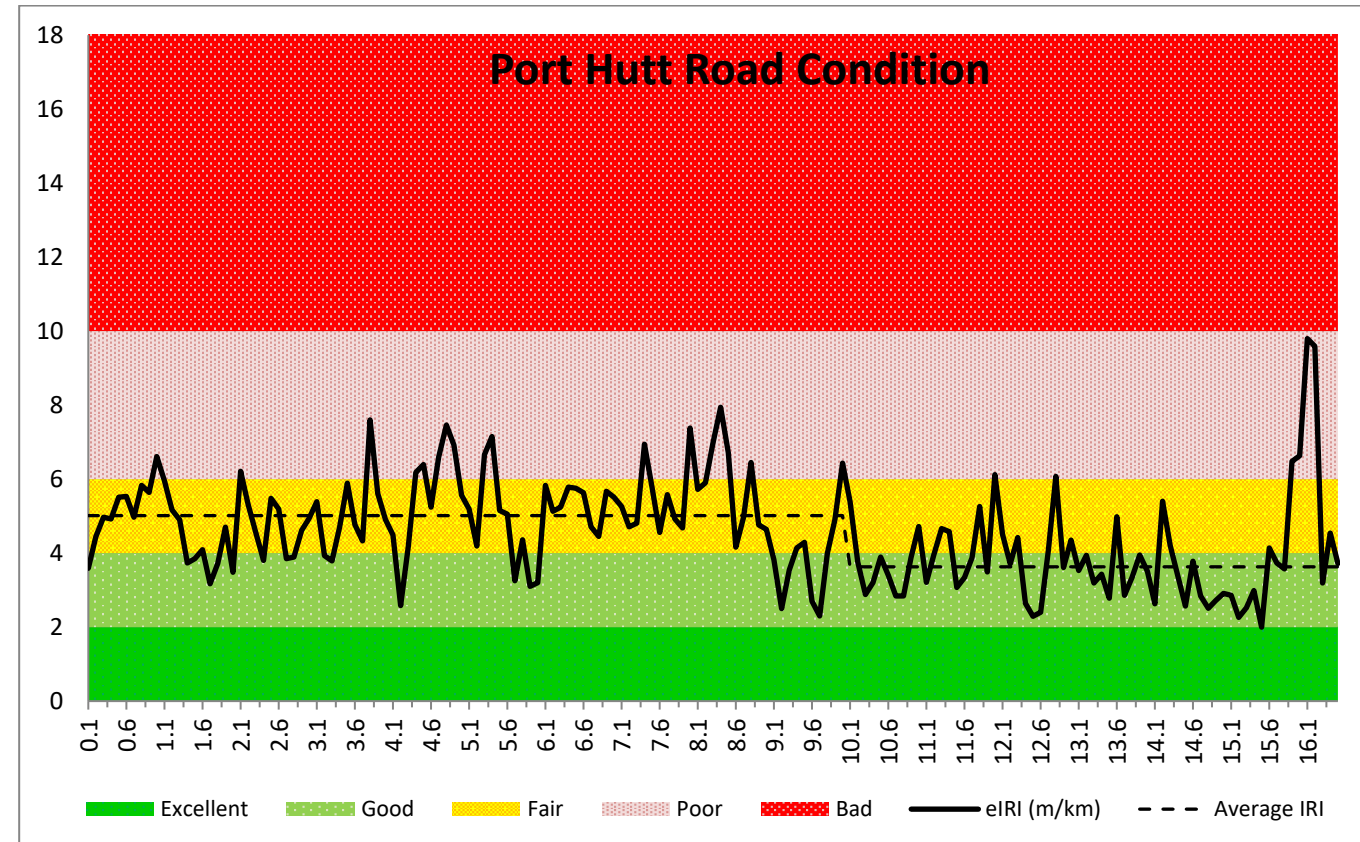
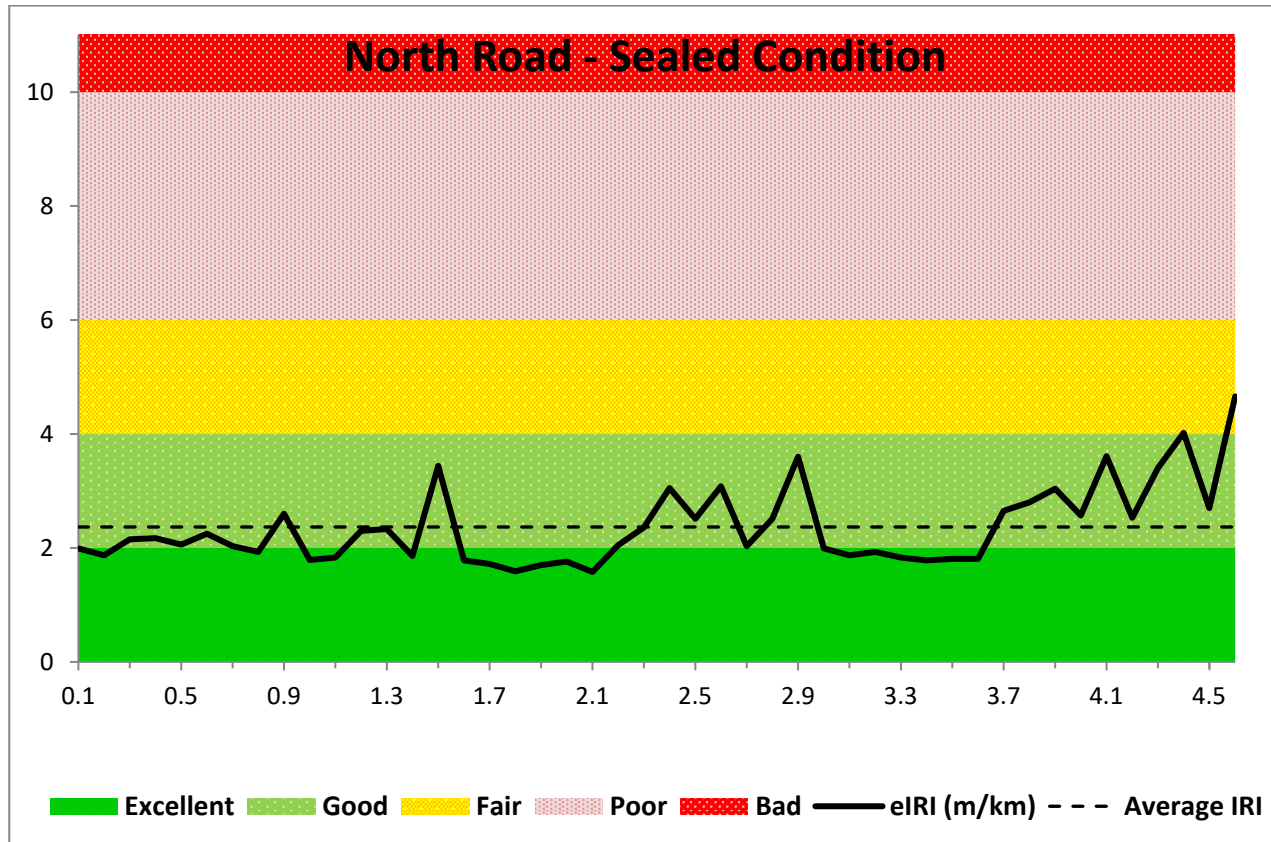
Fulton Hogan have confirmed that the phone used for the two surveys was a different model, and the vehicle mount supplied for the latest survey was different to the previous handset. This vehicle mount was less rigid, and the phone has subsequently recorded more displacement (higher roughness) due to mount movement, than the previous handset that was mounted more rigidly.

## 4 Long-Term Trends

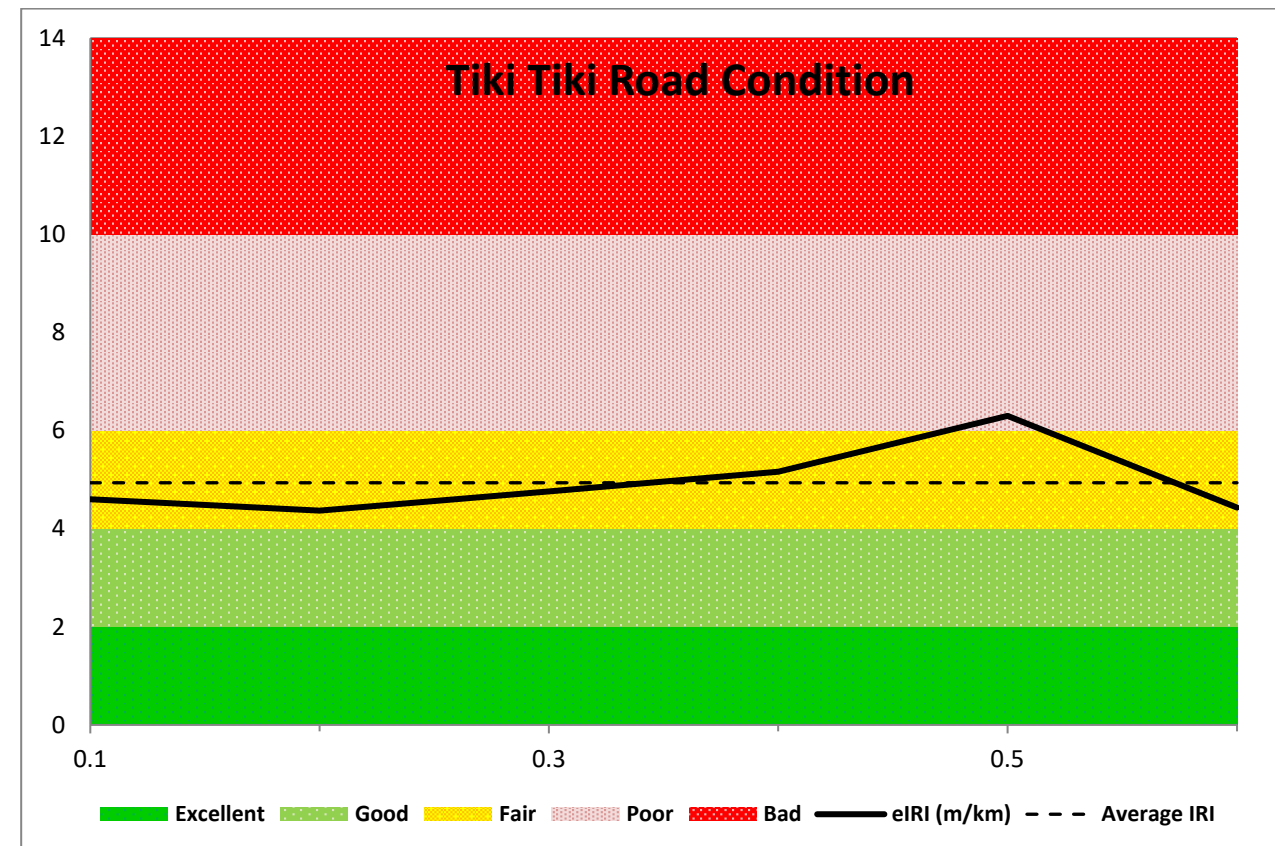
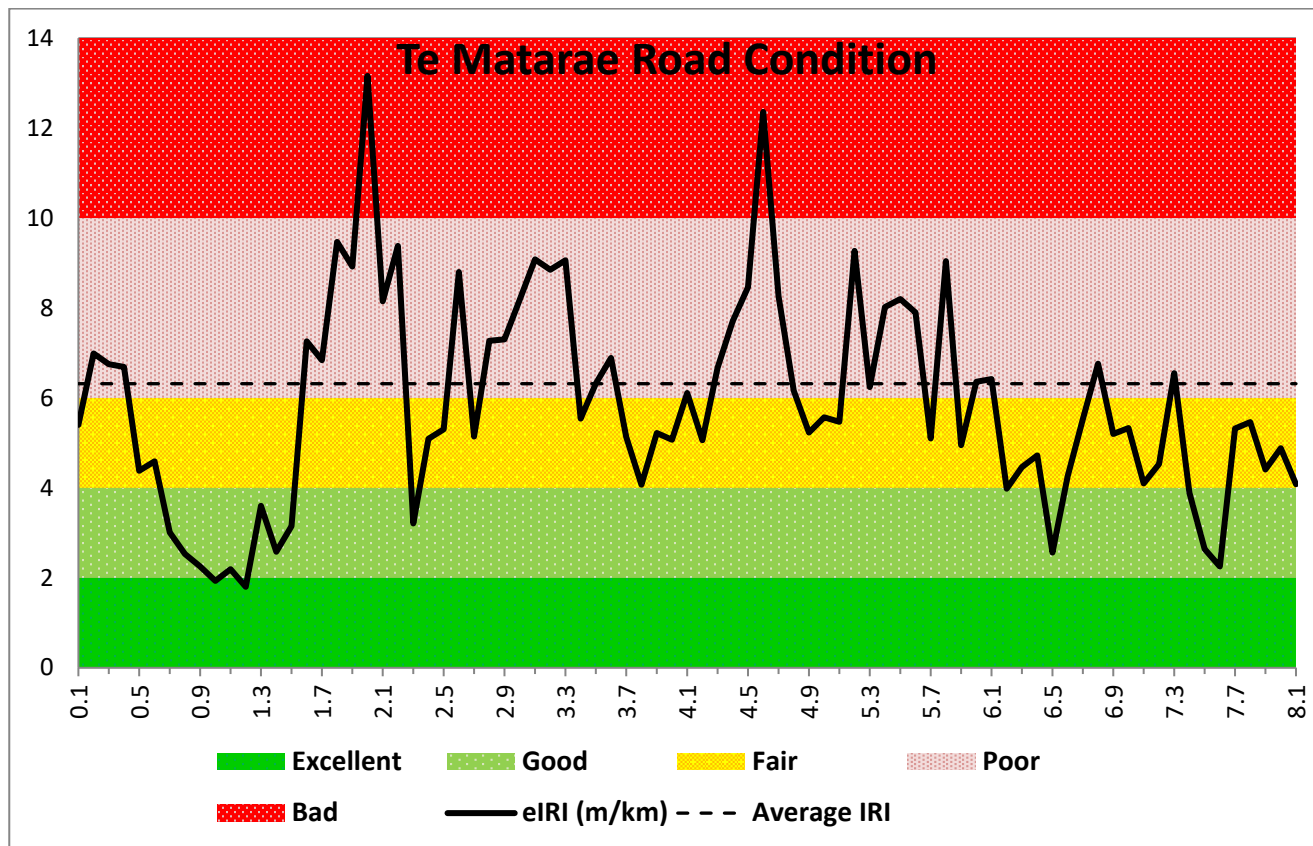
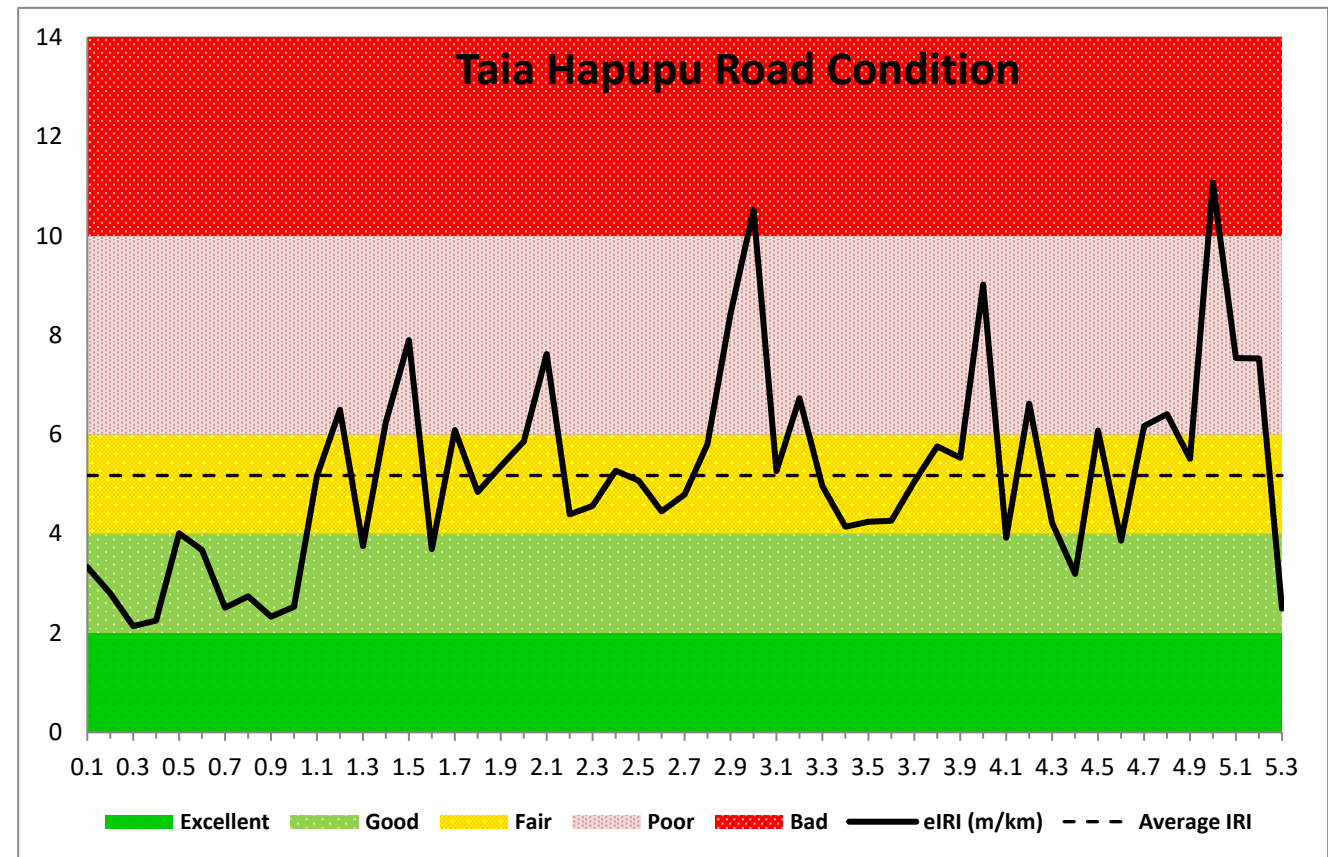
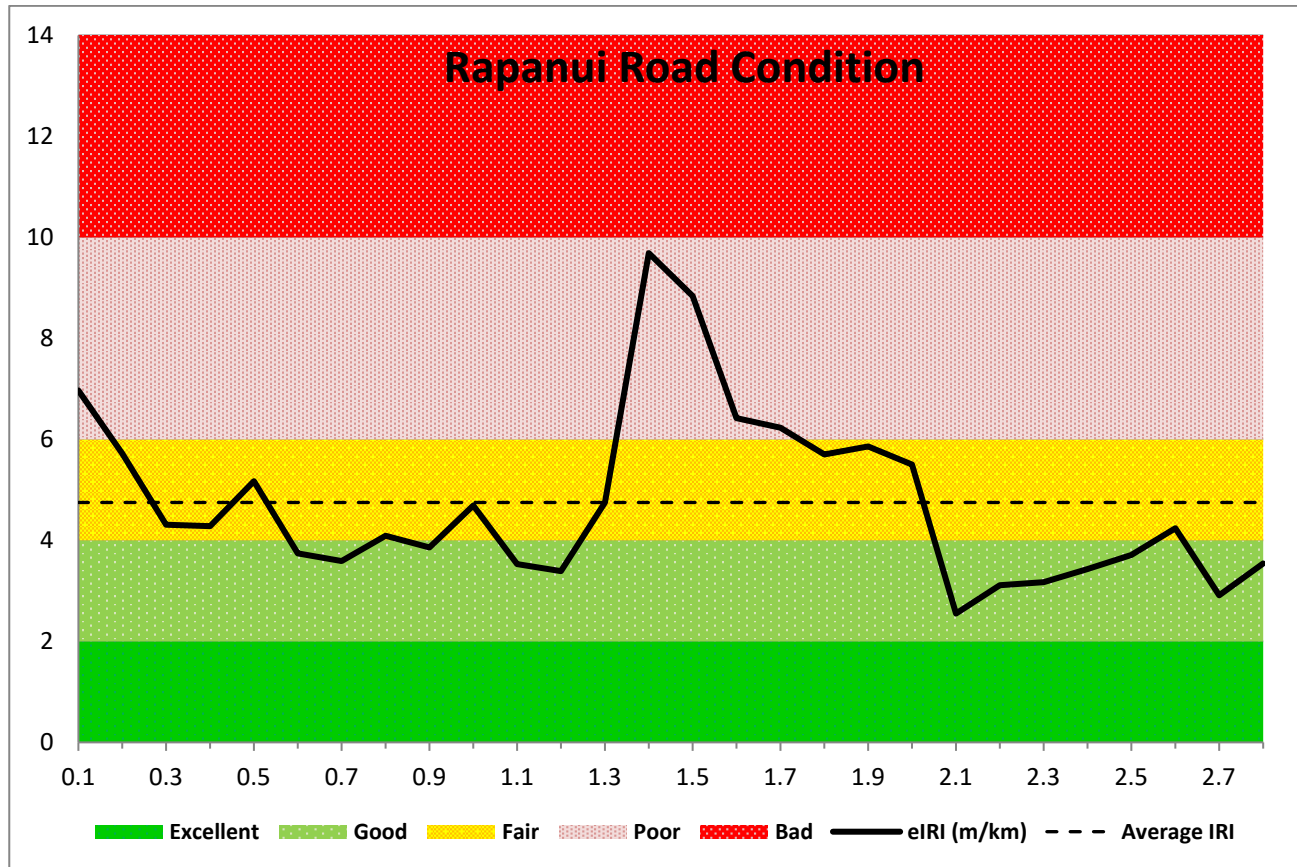
Appendix 2 contains the condition trends observed from 2016 to present.

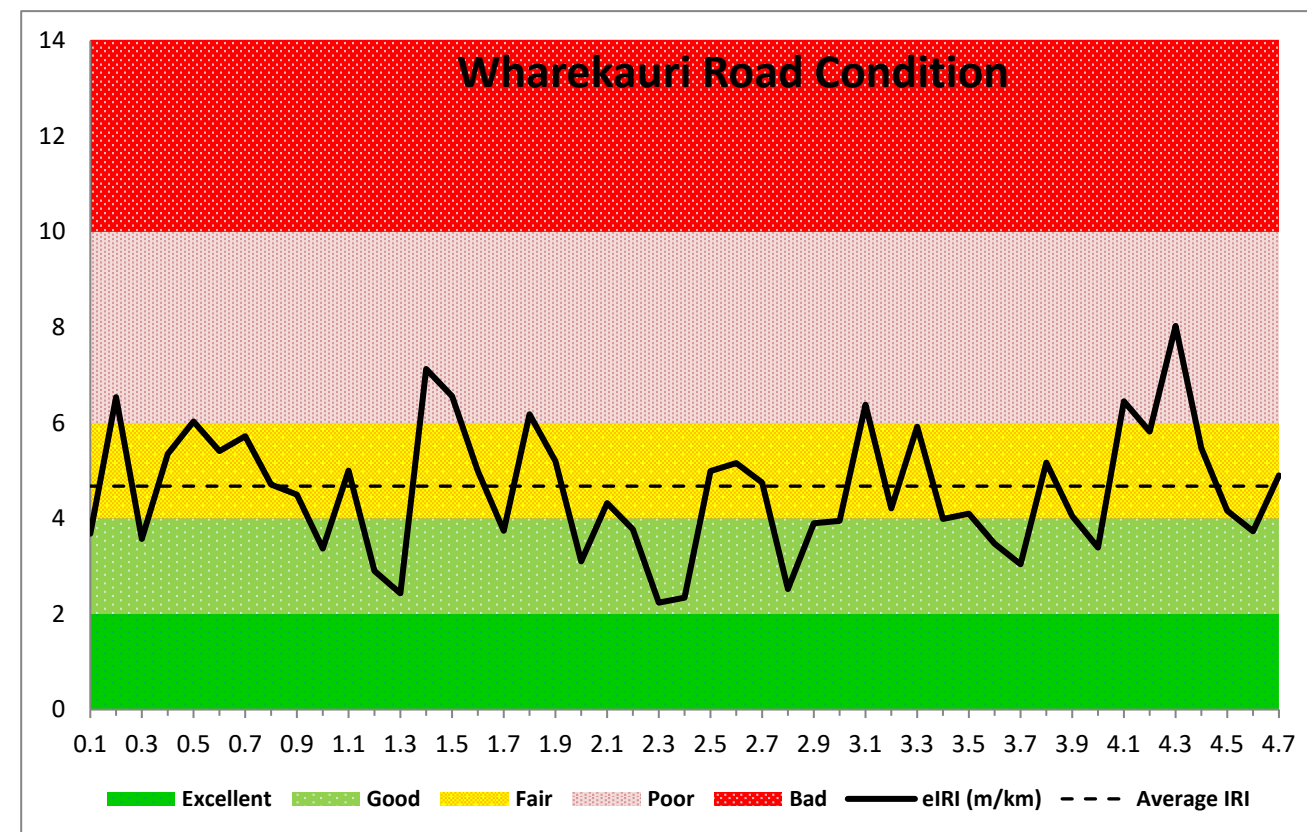
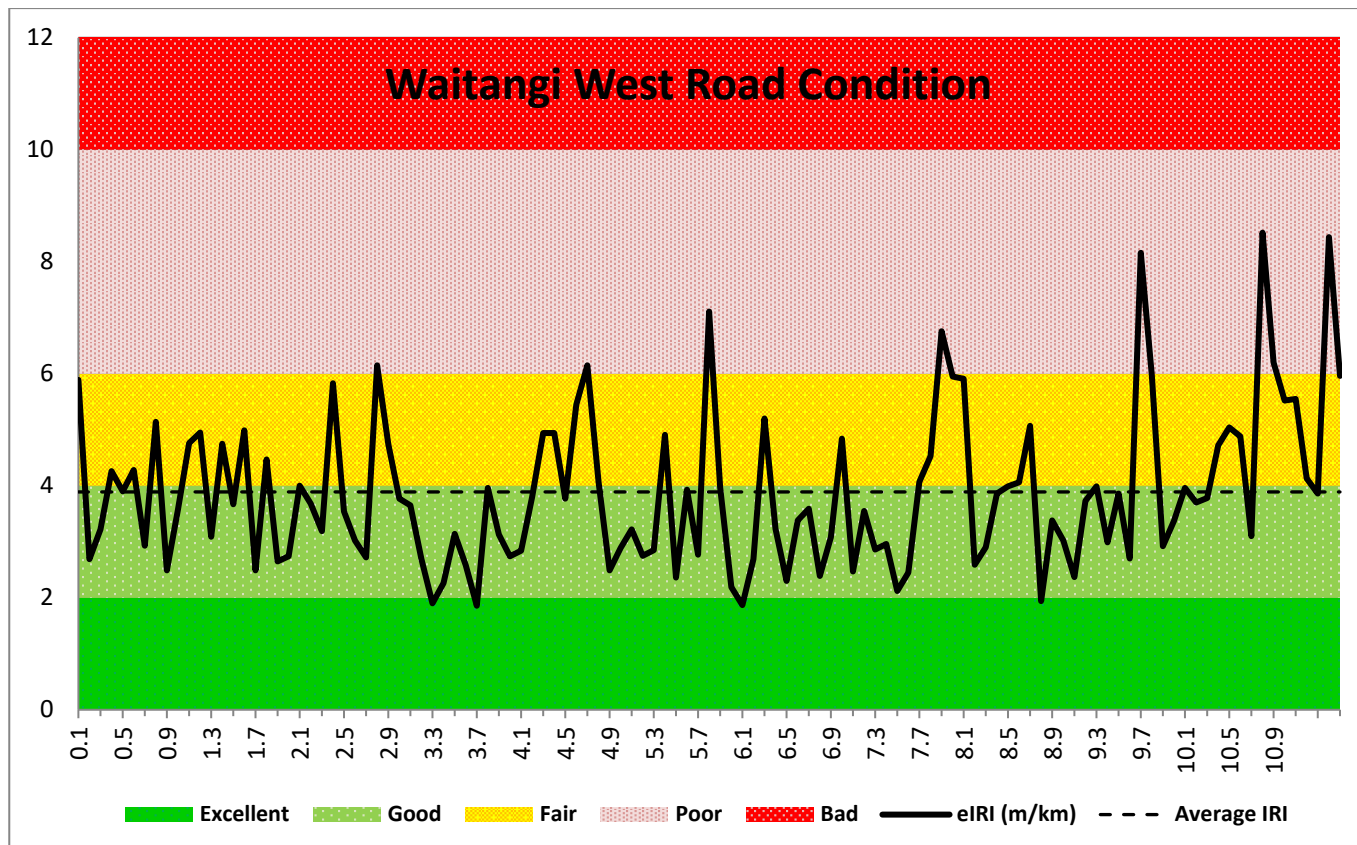
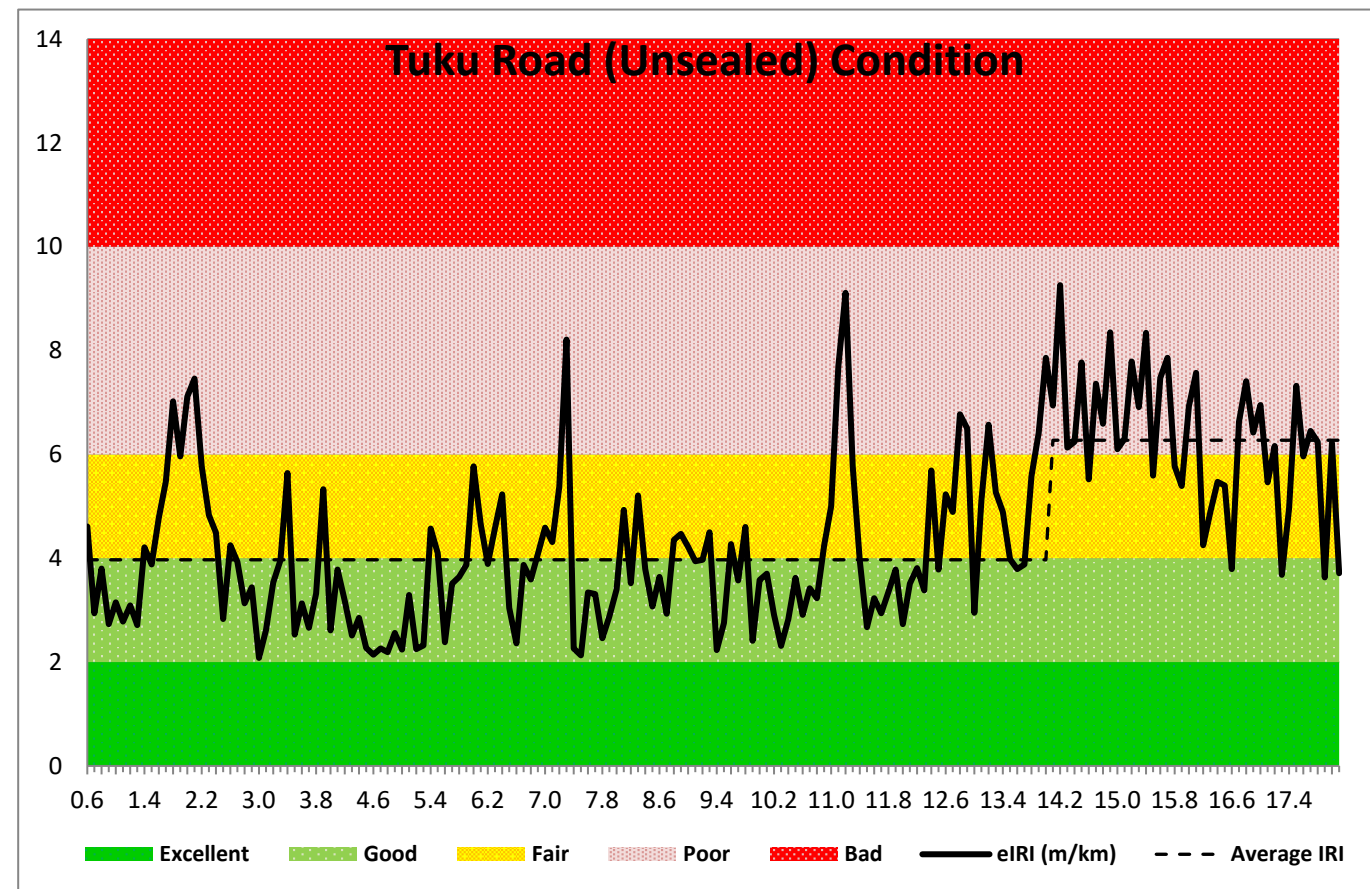
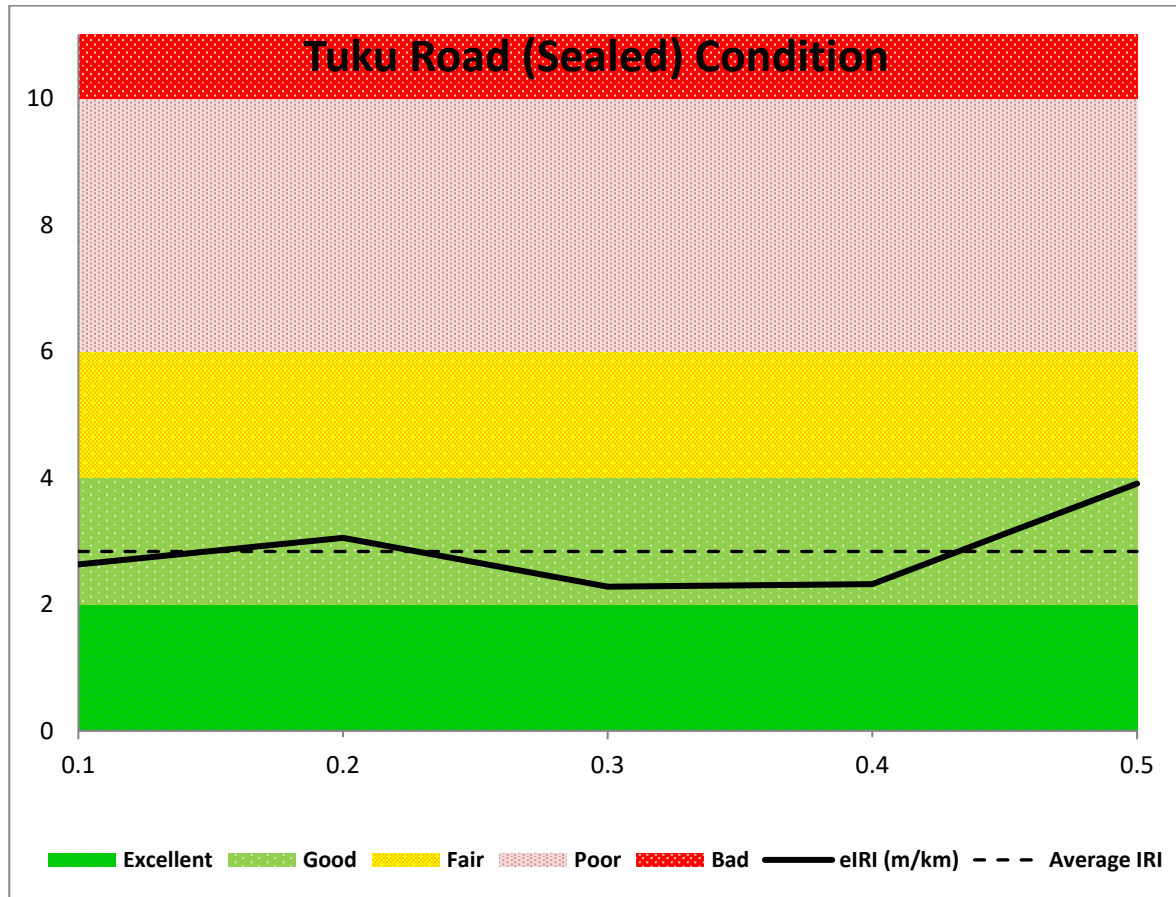
## Appendix 1: Roughness Survey – Autumn 2022 Results

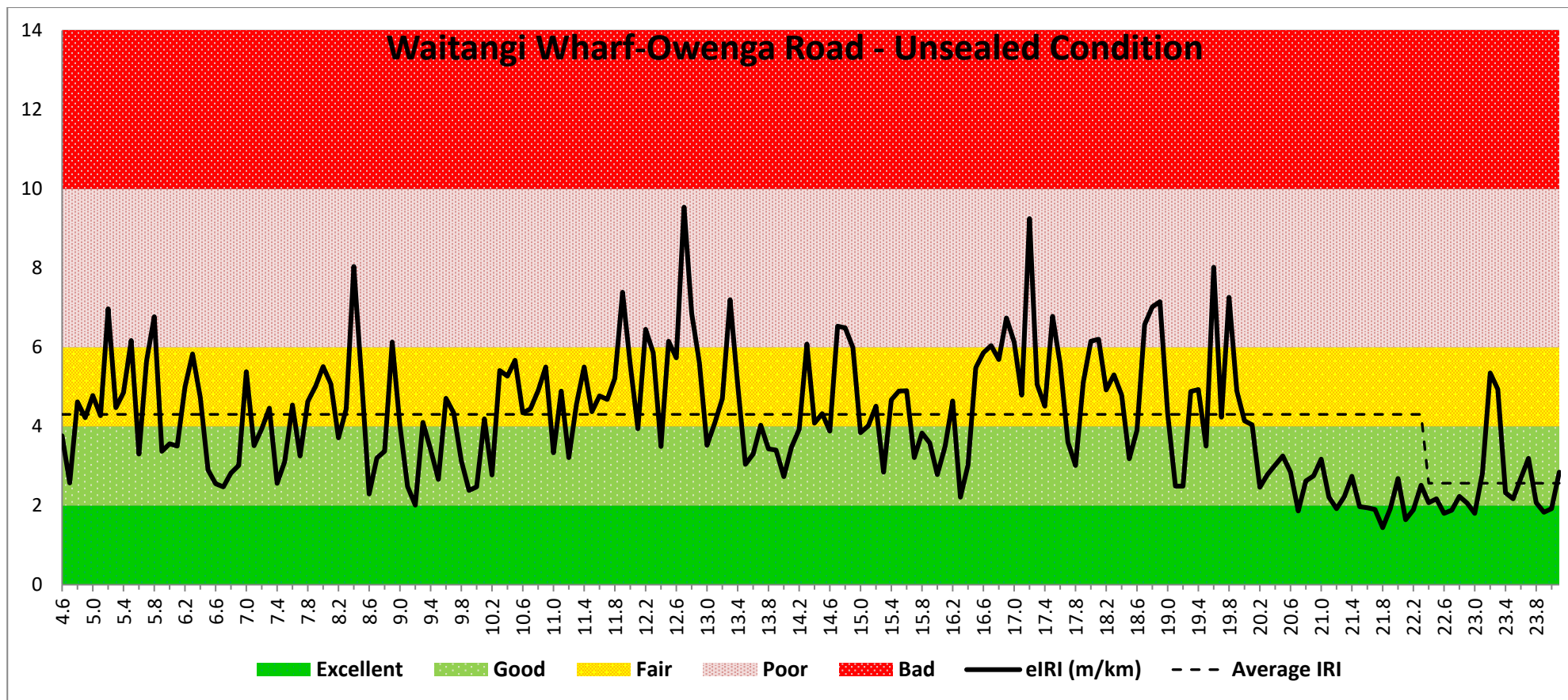
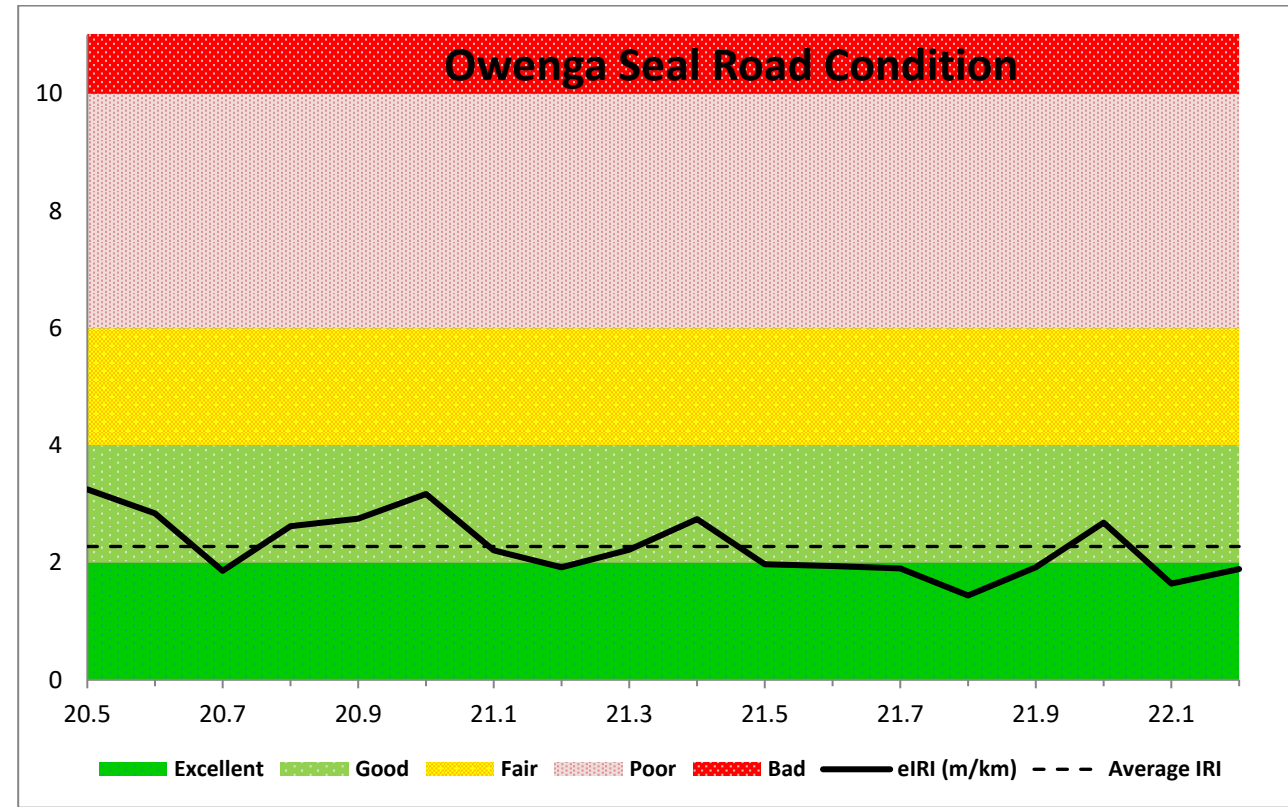
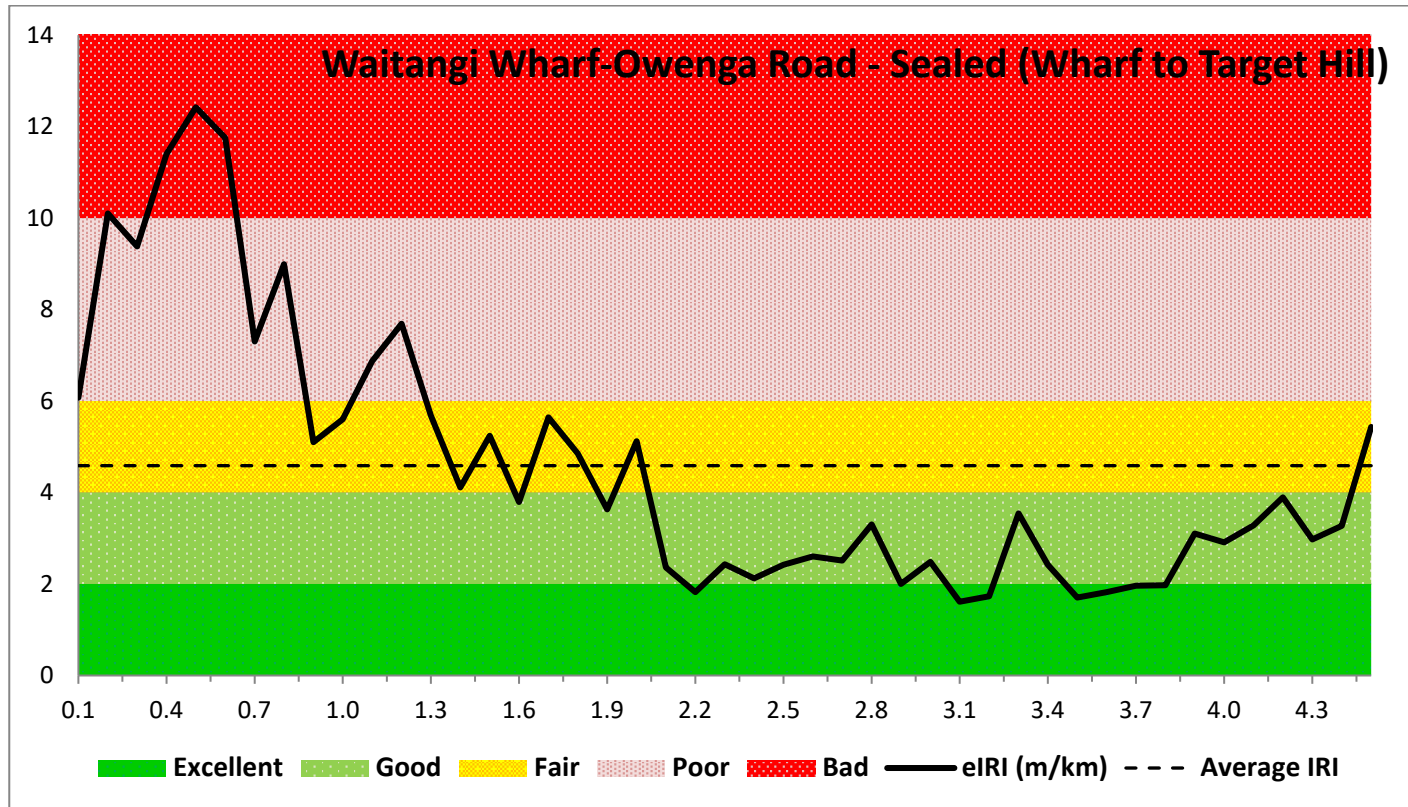




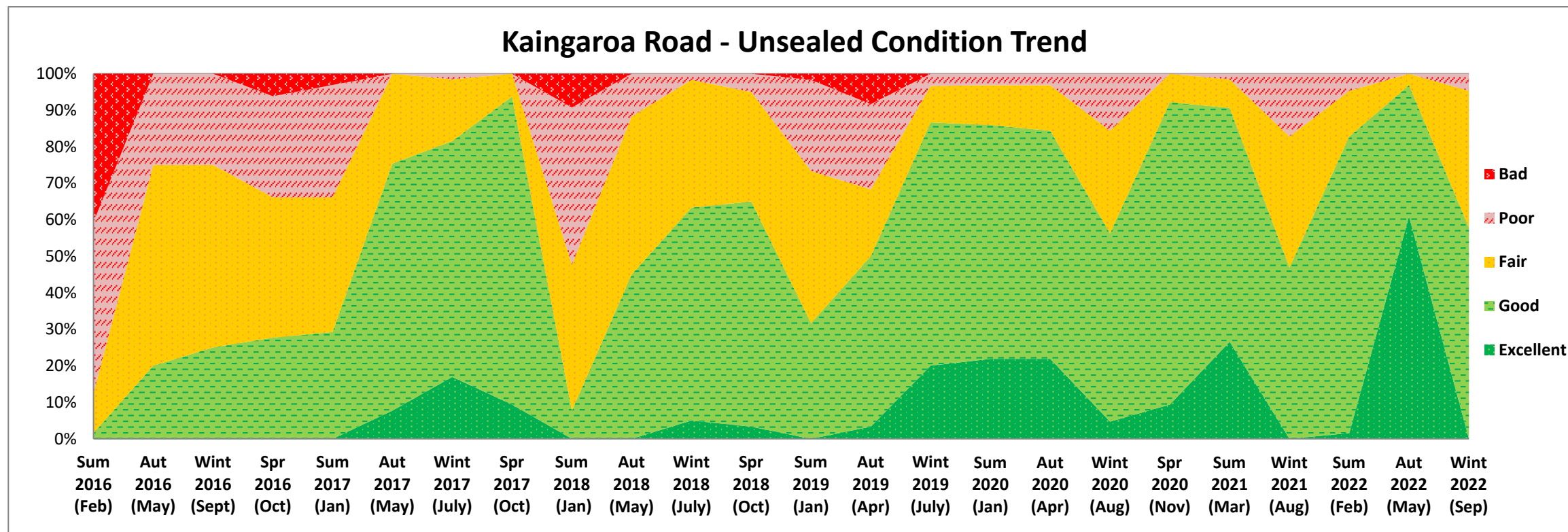
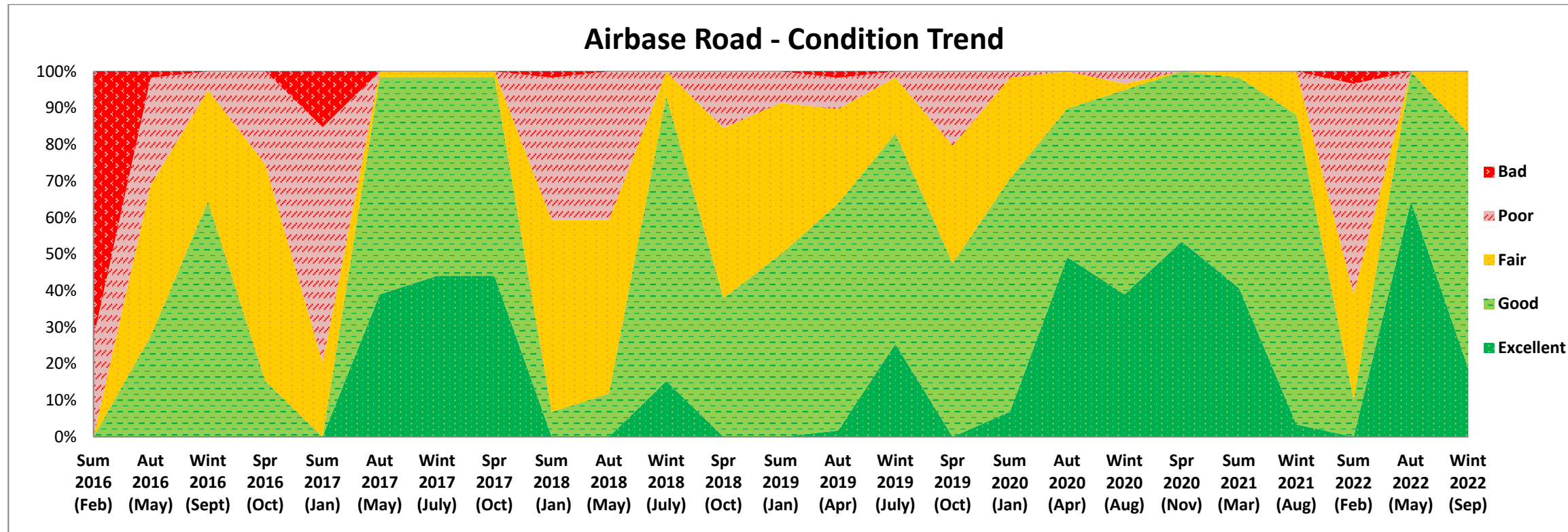


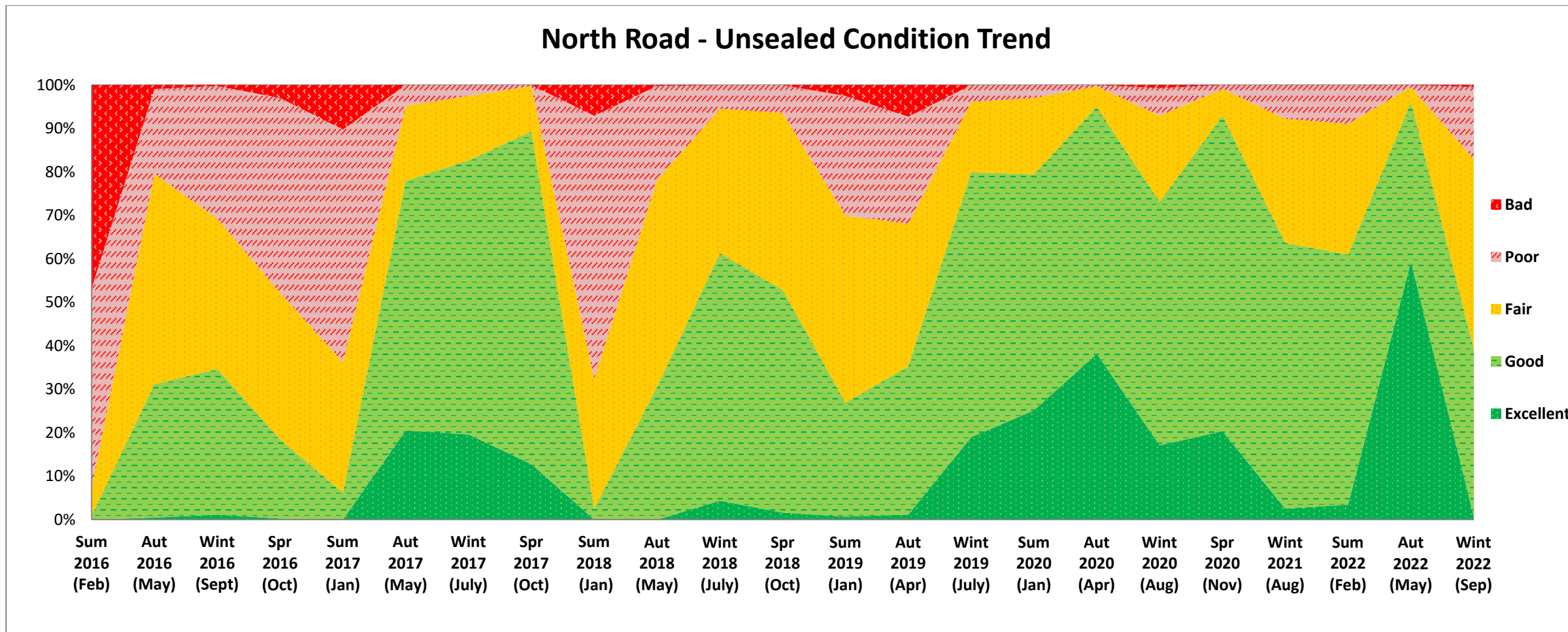
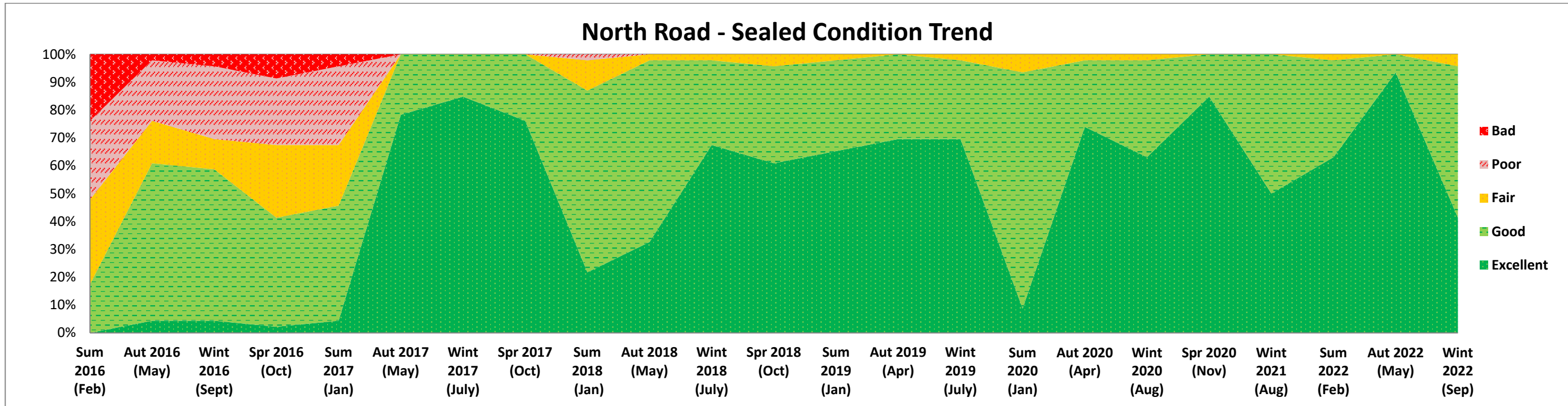




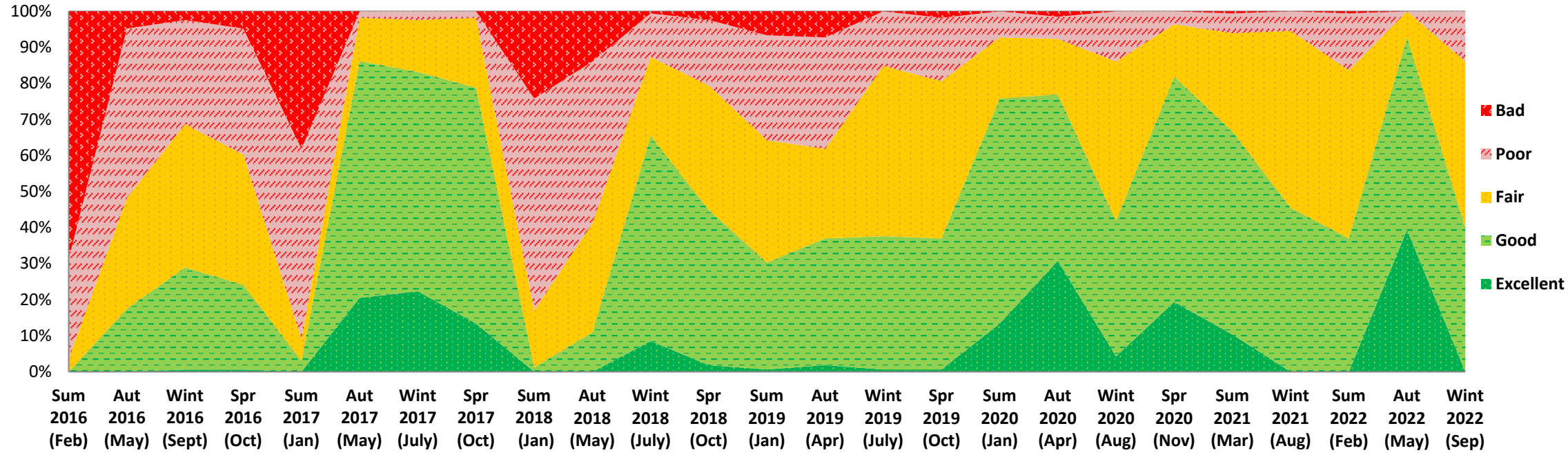


## Appendix 2: Roughness Survey Trends

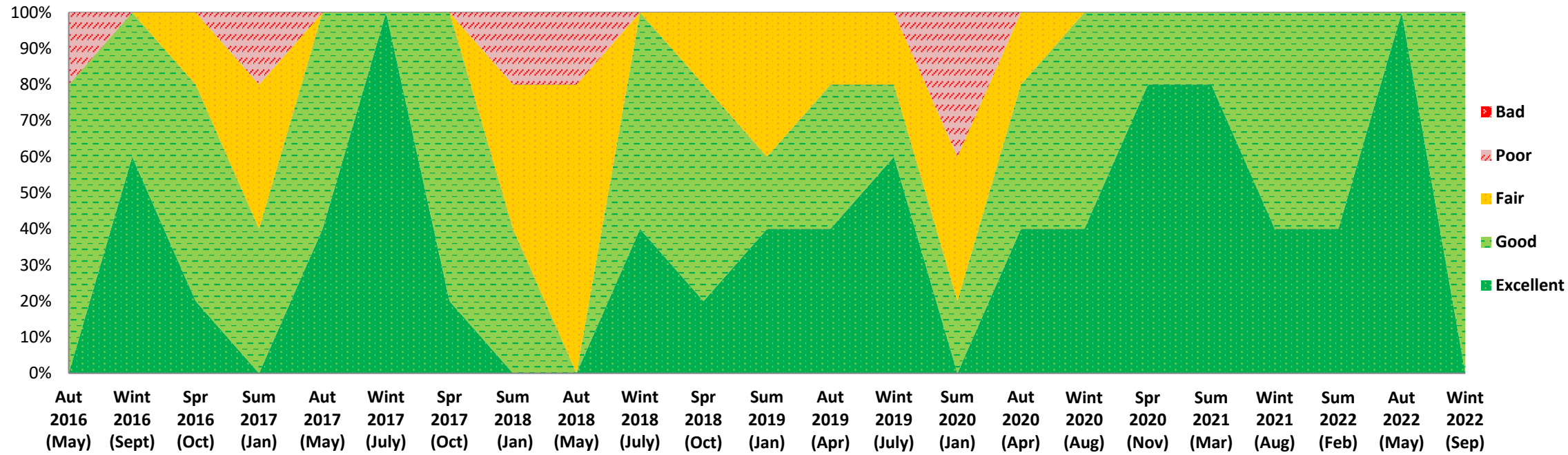




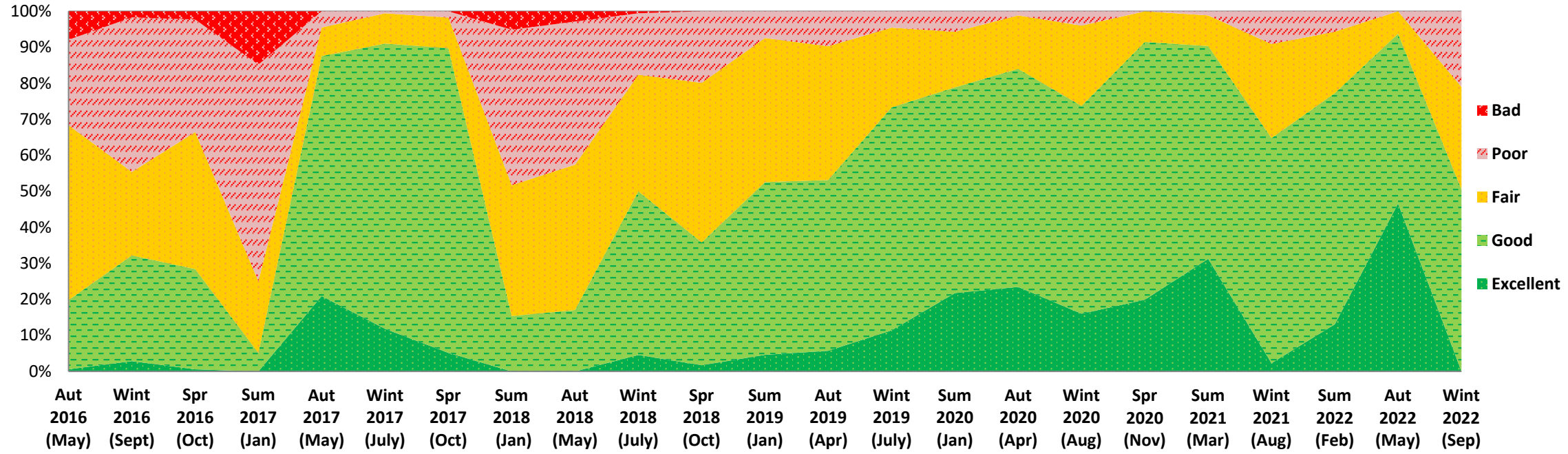
### Port Hutt Road - Condition Trend



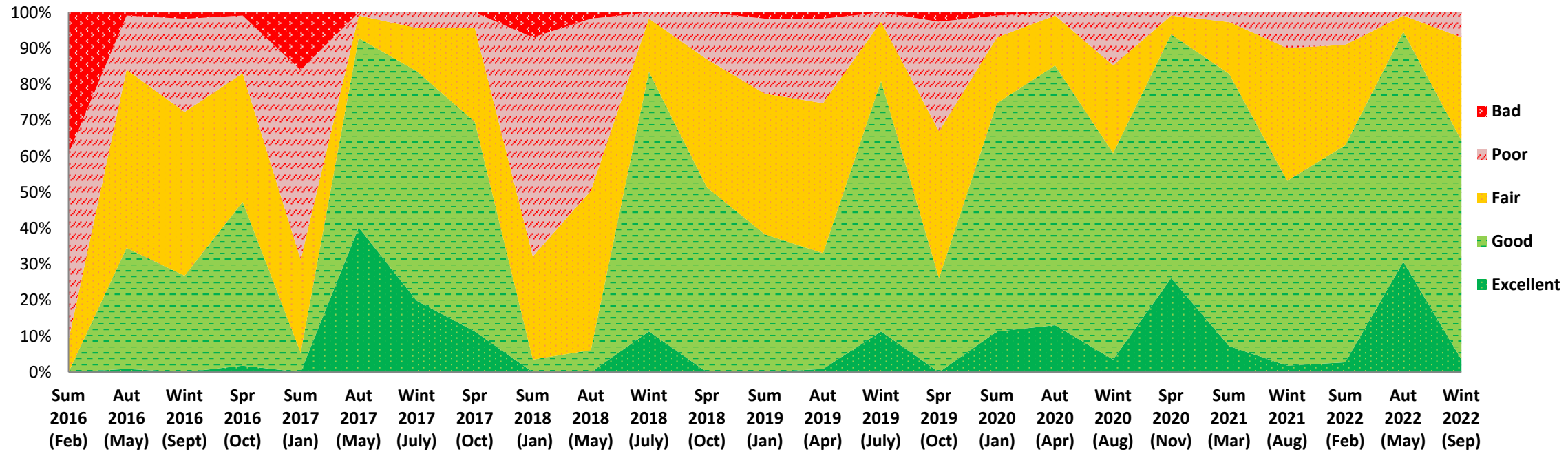
### Tuku Road - Sealed Condition Trend



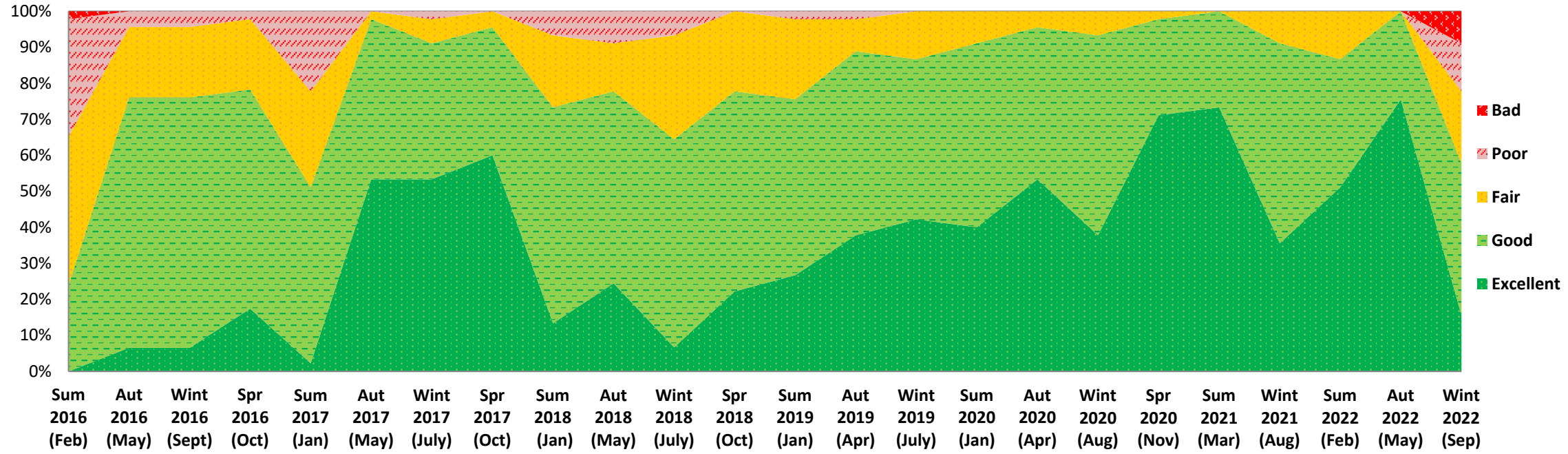
### Tuku Road - Unsealed Condition Trend



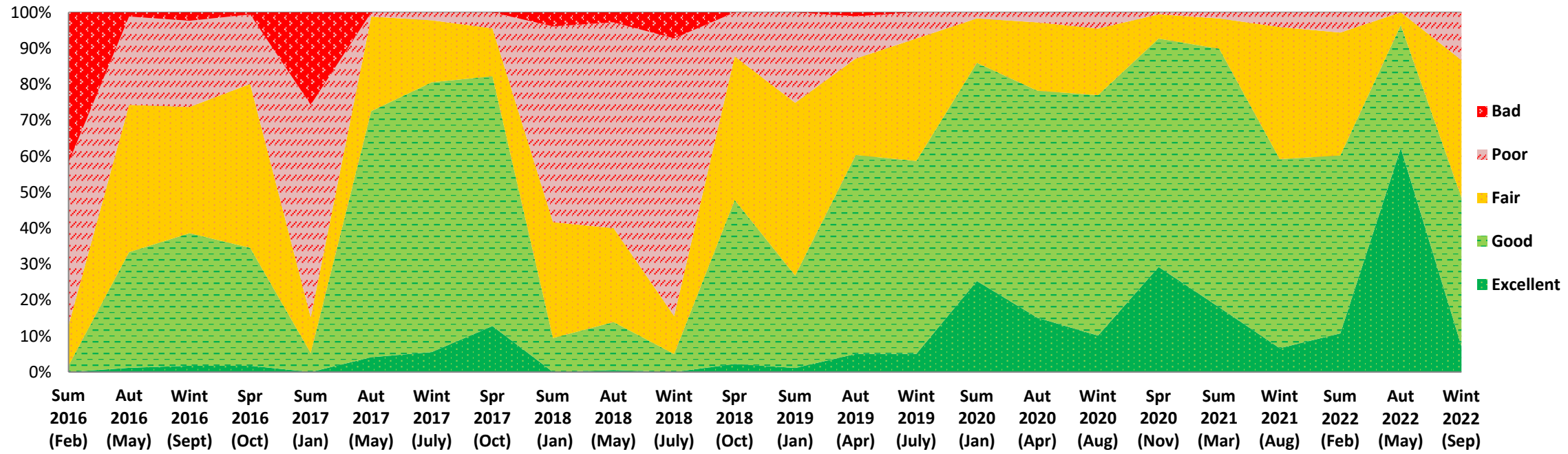
### Waitangi West Road - Condition Trend



Waitangi Wharf-Owenga Road - Sealed Condition Trend

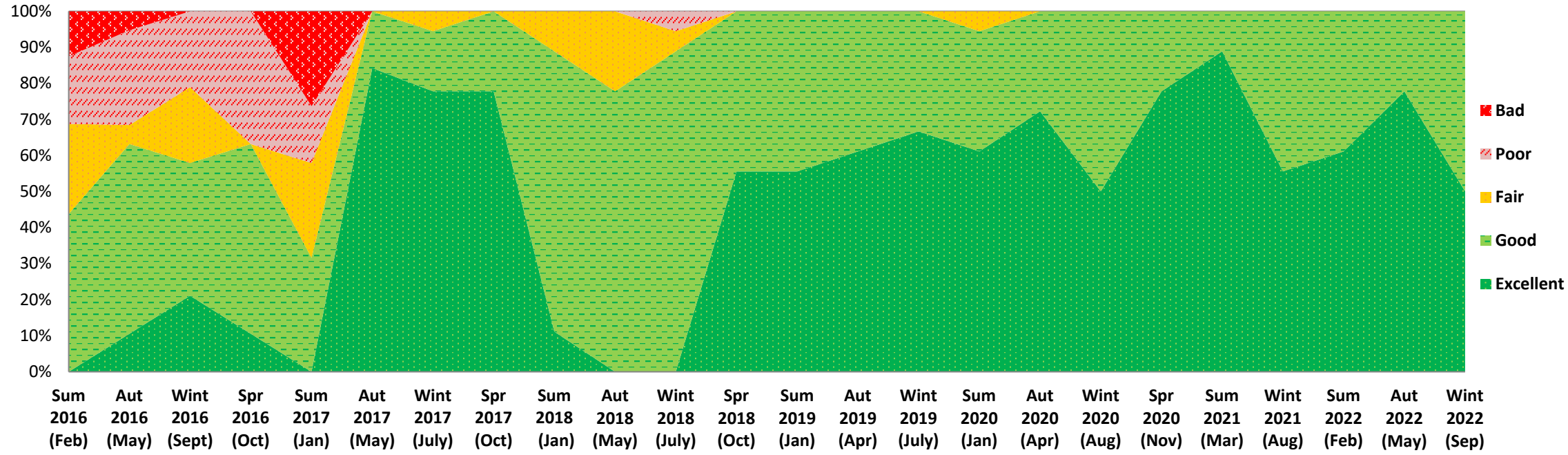


Waitangi Wharf-Owenga Road - Unsealed Condition Trend

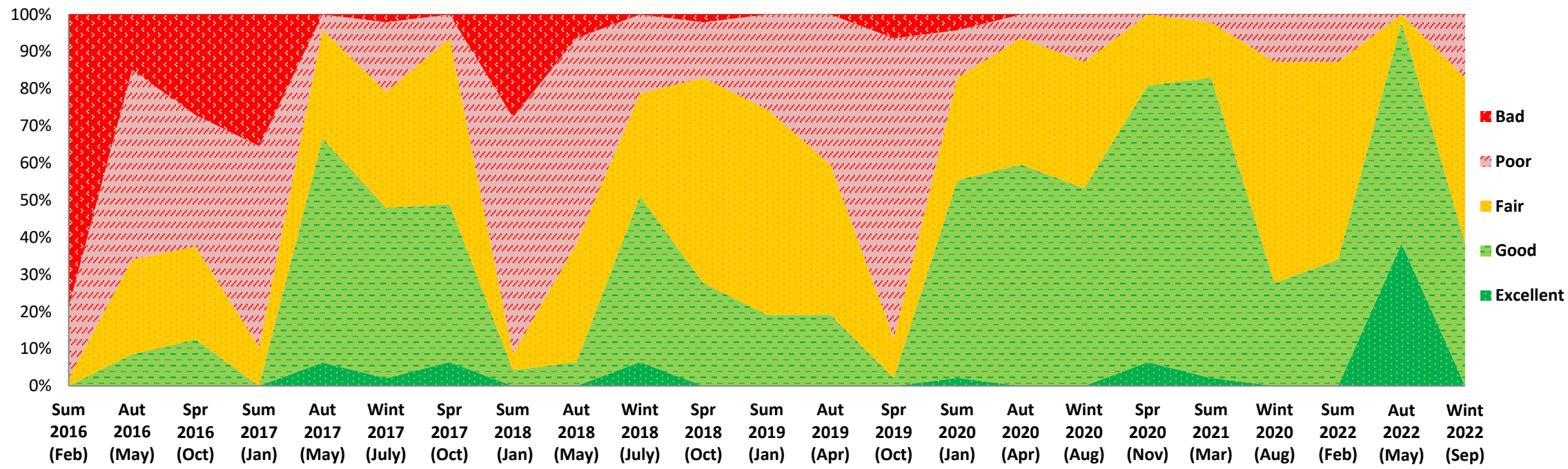




Waitangi Wharf - Owenga Road - Owenga Sealed Condition Trend



Wharekauri Road - Condition Trend



## 4. Works & Services

### 4.7 Water Sampling

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<b>Date of meeting</b>	15 December 2022
<b>Agenda item number</b>	4.7
<b>Author/s</b>	Andrew Wong, Stantec

#### Purpose

Information paper.

#### Recommendations

**THAT the report be received.**

#### Background

Attached is the latest water sampling results undertaken by Stantec. The sampling results from November were within the acceptable limits:

- Waitangi
  - No E. coli or Total Coliforms detected in raw, treated, or network samples.
  - Treated water turbidity was below the operational target (0.27 NTU). The operational target is 0.3 NTU.
  - The UVT was high at 97.3%.
    - Protozoa compliance is being met.
- Kaingaroa
  - No E. coli or Total Coliforms detected in the treated or network sample.
  - Treated water turbidity was below the operational target (0.10 NTU). The operational target is 0.3 NTU
  - The UVT was low at 67.8%
    - Protozoa compliance may not be met.
  - High levels of E.coli and Total Coliforms detected in the raw sample.
    - Concentrations are higher than normal.
    - Confirm if there are issues with cattle, or associated with rain / wind stirring up the lake.
- Council Office Supply
  - No E. coli or Total Coliforms detected in treated sample.
  - The UVT was high at 97.7%.



## Certificate of Analysis

<b>Client:</b>	Fulton Hogan - Chatham Islands	<b>Lab No:</b>	3116911	SPV1
<b>Contact:</b>	Philip Holt	<b>Date Received:</b>	16-Nov-2022	
	C/- Fulton Hogan - Chatham Islands	<b>Date Reported:</b>	22-Nov-2022	
	PO Box 15	<b>Quote No:</b>	74149	
	Waitangi	<b>Order No:</b>	403657	
	Chatham Islands 8942	<b>Client Reference:</b>	Chatham Islands - Drinking Water (monthly)	
		<b>Add. Client Ref:</b>	Quoting Dept # 40923	
		<b>Submitted By:</b>	Philip Holt	

### Sample Type: Drinking Water for DWSNZ Compliance

Sample Name:	GO1394 - Waitangi Raw water	WAI158WA - Waitangi Retic - Council Office	KAI041KA - Kaingaroa Retic water - Club	TP02307 - Waitangi Treated water	TP02306 - Kaingaroa Treated water
	15-Nov-2022 12:25 pm	15-Nov-2022 12:25 pm	15-Nov-2022 11:10 am	15-Nov-2022 12:15 pm	15-Nov-2022 11:20 am
<b>Lab Number:</b>	3116911.1	3116911.2	3116911.3	3116911.4	3116911.5
Individual Tests					
Turbidity	NTU	0.17	-	-	0.27
Absorbance at 254 nm (unfiltered sample)	AU cm <sup>-1</sup>	-	-	-	0.012
Transmittance at 254 nm (unfiltered sample)*	%T, 1 cm cell	-	-	-	97.3
Total Coliforms and E.coli					
Total Coliforms	MPN / 100mL	< 1	< 1	< 1	< 1
Escherichia coli	MPN / 100mL	< 1	< 1	< 1	< 1

Sample Name:	S00858 - Kaingaroa Raw water 15-Nov-2022 11:25 am	Council Office Supply 15-Nov-2022 12:15 pm
<b>Lab Number:</b>	3116911.6	3116911.7
Individual Tests		
Turbidity	NTU	1.42
Absorbance at 254 nm (unfiltered sample)	AU cm <sup>-1</sup>	0.193
Transmittance at 254 nm (unfiltered sample)*	%T, 1 cm cell	64.2
Total Coliforms and E.coli		
Total Coliforms	MPN / 100mL	165
Escherichia coli	MPN / 100mL	31

## Summary of Methods

The following table(s) gives a brief description of the methods used to conduct the analyses for this job. The detection limits given below are those attainable in a relatively simple matrix. Detection limits may be higher for individual samples should insufficient sample be available, or if the matrix requires that dilutions be performed during analysis. A detection limit range indicates the lowest and highest detection limits in the associated suite of analytes. A full listing of compounds and detection limits are available from the laboratory upon request. Unless otherwise indicated, analyses were performed at Hill Laboratories, 28 Duke Street, Frankton, Hamilton 3204.

### Sample Type: Drinking Water for DWSNZ Compliance

Test	Method Description	Default Detection Limit	Sample No
Individual Tests			
Turbidity	Analysis by Turbidity meter. APHA 2130 B 23 <sup>rd</sup> ed. 2017 (modified).	0.05 NTU	1, 4-7
Absorbance at 254 nm (unfiltered sample)	Unfiltered sample. Spectrophotometry, 1cm cell. In-House.	0.002 AU cm <sup>-1</sup>	4-7
Transmittance at 254 nm (unfiltered sample)*	Calculation from Absorbance at the specified wavelength. In-House.	0.5 %T, 1 cm cell	4-7
Total Coliforms and E.coli			



This Laboratory is accredited by International Accreditation New Zealand (IANZ), which represents New Zealand in the International Laboratory Accreditation Cooperation (ILAC). Through the ILAC Mutual Recognition Arrangement (ILAC-MRA) this accreditation is internationally recognised. The tests reported herein have been performed in accordance with the terms of accreditation, with the exception of tests marked \* or any comments and interpretations, which are not accredited.

Sample Type: Drinking Water for DWSNZ Compliance			
Test	Method Description	Default Detection Limit	Sample No
Total Coliforms	MPN count using Colilert 18 (Incubated at 35°C for 18 hours) and 51 wells. Analysed at Hill Laboratories - Microbiology; 101c Waterloo Road, Hornby, Christchurch. APHA 9223 B 23 <sup>rd</sup> ed. 2017.	1 MPN / 100mL	1-7
Escherichia coli	MPN count using Colilert 18 (Incubated at 35°C for 18 hours) and 51 wells. Analysed at Hill Laboratories - Microbiology; 101c Waterloo Road, Hornby, Christchurch. APHA 9223 B 23 <sup>rd</sup> ed. 2017.	1 MPN / 100mL	1-7

These samples were collected by yourselves (or your agent) and analysed as received at the laboratory.

Testing was completed between 17-Nov-2022 and 22-Nov-2022. For completion dates of individual analyses please contact the laboratory.

Samples are held at the laboratory after reporting for a length of time based on the stability of the samples and analytes being tested (considering any preservation used), and the storage space available. Once the storage period is completed, the samples are discarded unless otherwise agreed with the customer. Extended storage times may incur additional charges.

This certificate of analysis must not be reproduced, except in full, without the written consent of the signatory.



Ara Heron BSc (Tech)  
Client Services Manager - Environmental

## 6. Regulatory

### 6.1 Activity Report from Environment Canterbury

---

<b>Date of meeting</b>	15 December 2022
<b>Agenda item number</b>	6.1
<b>Author/s</b>	Environment Canterbury Staff

#### **Purpose**

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

#### **Recommendations**

**THAT Chatham Islands Council**

1. **Receives the report.**

#### **Background**

The following reports are for your information only. All resolutions included in these reports were considered at the Steering Group meeting on 29 November 2022.

# Agenda 2022

## Chatham Islands Council Steering Group

Date: Tuesday, 29 November 2022  
Time: 9.30 AM  
Venue: Whare Kotuia  
Environment Canterbury  
200 Tuam Street, Christchurch



# Chatham Islands Council

## Steering Group

### Membership

**Chair** Giles Southwell

**Members** Adrian Meredith  
Craig Burke  
Gaynor Smith  
Guy Harris  
Helen Shaw  
Jaden Wallace  
James Thompson  
Jamin Thomas  
Jo Simkiss  
Kerryn Tangney  
Lauren Hamilton  
Mark Smith  
Owen Pickles  
Rachel Tutty  
Steven Palmer  
Sue Allen  
Tanya Clifford  
Teresa Hancock  
Terri Huxtable  
Tina Jackson

# Chatham Islands Council Steering Group

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# 1. Mihi / Karakia Timatanga - Opening

The meeting will be opened with a mihi whakatau, followed by a member of the Chatham Islands Council Steering Group with a karakia.

## 2. Apologies

At the time the agenda closed there were no apologies received.

## 3. Minutes

### 3.1. Unconfirmed Minutes - Chatham Islands Council Steering Group - 25 October 2022

#### Chatham Islands Council Steering Group

---

<b>Date of meeting</b>	Tuesday, 29 November 2022
<b>Author</b>	Petrea Downey, Committee Advisor
<b>Endorsed by</b>	Catherine McMillan, General Manager Governance

#### Purpose

1. The previously circulated minutes from the Chatham Islands Council Steering Group on 25 October 2022 are to be confirmed.

#### Recommendations

That the Chatham Islands Council Steering Group:

1. **Confirms the minutes from the Chatham Islands Council Steering Group meeting held on 25 October 2022.**

#### Attachments

1. Chatham Islands Council Steering Group Unconfirmed Minutes - 25 October 2022 [3.1.1 - 7 pages]

# **Minutes of the Chatham Islands Council Steering Group, held in the Waimakariri Room, Environment Canterbury, 200 Tuam Street, Christchurch and online on Tuesday 25 October 2022 at 9.30am.**

## **Present**

Committee Chair Giles Southwell (Environment Canterbury), Adrian Meredith, Emma Parr, Graeme Nelson, Guy Harris\*, Jaden Wallace\*, Lauren Hamilton\*, Owen Pickles, Rachel Tutty, Steven Palmer, Teresa Hancock, Terri Huxtable, Tina Jackson\*

\* joined the meeting via audio/visual.

## **1. Mihi / Karakia Timatanga - Opening**

Giles opened the meeting. The Chatham Islands Council is working with Moriori on an appropriate karakia, and hope to bring this to a future meeting.

## **2. Apologies**

Apologies for absence were received from Mark Smith and James Thompson and for early departure from the Committee Chair, Giles Southwell.

Note: Jo Simkiss and Tanya Clifford are on extended leave.

## **3. Minutes**

Refer pages 4-10 of the agenda.

### **3.1 Unconfirmed Minutes - Chatham Islands Council Steering Group - 30 August 2022**

Refer pages 4-10 of the agenda.

Staff provided the unconfirmed minutes of the Chatham Islands Council Steering Group meeting held on 30 August 2022.

#### **Resolved CICSC/2022/75**

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

1. Confirms the minutes from the Chatham Islands Council Steering Group meeting held on 30 August 2022.

## 4. Report Items

Refer pages 11-41 of the agenda.

### 4.2 Travel Schedule

Refer pages 13-14 of the agenda.

Staff updated the meeting on upcoming travel by Environment Canterbury staff to and from the Chatham Islands.

#### **Resolved CICSC/2022/76**

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

1. Suggests that the travel schedule is put forward to the Chatham Islands Council to receive.

## 7. Verbal Update on Island Matters

Owen provided a verbal update on Island matters including:

- that with the final results of the elections, the Mayor, Monique Croon remains unchanged, and the eight Councillors being Keri Lea Day (Deputy Mayor) and Celine (Bubbles) Gregory-Hunt, Graeme Hoare, Greg Horler, Richard Steven Joyce, Judy Kamo, Nigel Clancy Ryan and Amanda Seymour.
- that the Council has made arrangements with a retailer for petrol and has brought 17,000 litres into the Island.

Graeme Nelson joined the meeting at 9.36am.

- the airport project is nearing completion. The runway should be finished mid-January and the second terminal (for jets) next year.
- the new community housing units, three, used for emergency short-term social housing caught fire this morning. It appears one unit is a total loss.
- met with Department of Internal Affairs (DIA) staff prior to the meeting, everything is on track.
- there will be a cost-of-living Hui on 3 November 2022 between the Government and the Island.
- the Prime Minister will be on the Island on 25 November 2022.
- Minister of Conservation Hon Poto Williams was on the Island recently with the Department of Conservation.

## 4.1 Action list

Refer pages 11-12 of the agenda.

Staff updated the meeting with the actions carried forward from the previous meeting on 30 August 2022. 08-02-2022-B is awaiting funding from DIA and will be for next year, therefore this will be removed from the list. 7-06-2022-A is being positioned for a new contract, so will be removed. 19-07-2022-A, both the last year and current reports will be available shortly and 19-07-2022-B, Emma Parr has joined the team to fulfil this action and therefore will be removed.

### Resolved CICSC/2022/77

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

1. Suggests that the Action List is put forward to the Chatham Islands Council to receive.

## 4.3 Chatham Islands Services Overview

Refer pages 15-16 of the agenda.

Staff updated the meeting on matters relating to the contract for services between the Chatham Islands Council and Environment Canterbury.

### Resolved CICSC/2022/78

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

1. Notes this report which provides an update on the operation of the services agreement between the Chatham Islands Council and Environment Canterbury.

## 4.4 Procurement Projects Update - IT and Refurbishments

Refer page 17 of the agenda.

Taken as read.

### Resolved CICSC/2022/79

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

1. Notes this report which provides an update on procurement projects for the Chatham Islands Council being managed by Environment Canterbury.

## 4.5 Resource Management Planning

Refer pages 18-19 of the agenda.

Staff updated the meeting on progress since the previous Steering Group meeting.

### **Resolved CICSC/2022/80**

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

1. Suggests the Resource Management Planning report is put forward to the Chatham Islands Council to receive.

## 4.6 Communications report

Refer pages 20-25 of the agenda.

Staff updated the meeting on communications since the last meeting. Staff will also investigate media training for the Councillors.

### **Resolved CICSC/2022/81**

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

2. Suggests that the Communications report for October 2022 is put forward to the Chatham Islands Council to receive.

## 4.7 Environmental monitoring

Refer page 26 of the agenda.

Staff provided an update on recent environmental monitoring work carried out by Environment Canterbury.

### **Resolved CICSC/2022/82**

Staff recommendations adopted without change.

That the Chatham Islands Council Steering group:

1. Suggests that the Environmental Monitoring report is put forward to the Chatham Islands Council to receive.

## 4.8 Biosecurity

Refer pages 27-30 of the agenda.

Staff updated the meeting on biosecurity issues on and around the Island.

### **Resolved CICSC/2022/83**

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

1. Suggests that the biosecurity report is put forward to the Chatham Islands Council to receive.

Note: It was advised that the helicopter would be offline next year for three months.

## 4.9 Navigation Safety

Refer pages 31-32 of the agenda.

Staff updated the meeting on navigation safety.

### **Resolved CICSC/2022/84**

That the Chatham Islands Council Steering group:

1. Suggests that the Navigation Safety report is put forward to the Chatham Islands Council to receive.

## 4.10 Compliance

Refer page 33 of the agenda.

Staff briefed the meeting on compliance monitoring and enforcement activities undertaken during the reporting period.

### **Resolved CICSC/2022/85**

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

1. Suggests that the Compliance report is put forward to the Chatham Islands Council to receive.

## 4.11 Civil Defence Emergency Management

Refer pages 35 of the agenda.

This report was taken as read.

### **Resolved CICSC/2022/86**

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

1. Suggests that the civil defence emergency management report is put forward to the Chatham Islands Council to receive.

## 4.12 Corporate Reporting Update

Refer pages 35-36 of the agenda.

Staff updated the meeting on the finance services performed under the corporate services umbrella for the Chatham Islands Council Regional Council contract.

### **Resolved CICSC/2022/87**

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

1. Suggests that the Corporate Services update is put forward to the Chatham Islands Council to receive.

## 4.13 Financial Updates

Refer pages 36-41 of the agenda.

Staff provided a financial update on the service agreement between the Chatham Islands Council and the Canterbury Regional Council for the period ending 30 September 2022.

### **Resolved CICSC/2022/88**

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

1. Suggests that the Financial Update is put forward to the Chatham Islands Council to receive.

## 5. Next Meeting

The next meeting will be held on Tuesday 29 November 2022 at 9.30am.



## 6. Mihi / Karakia Whakamutunga - Closing

Meeting concluded at 10.41am.

CONFIRMED 29 NOVEMBER 2022

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Owen Pickles  
Chief Executive  
Chatham Islands Council

Unconfirmed

## 4. Report Items

### 4.1. Verbal Update on Island Matters

#### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	29 November 2022
<b>Author</b>	Lauren Hamilton, Regional Leader - Zone Delivery
<b>Endorsed by</b>	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

#### Purpose

1. To provide Owen Pickles, Chief Executive, Chatham Islands Council with an opportunity to verbally update the Chatham Islands Council Steering Group, with information on Island matters that the Steering Group would find helpful and informative.

#### Recommendations

That the Chatham Islands Council Steering Group:

1. Receive the verbal update from the Chief Executive, Chatham Islands Council.

#### Attachments

Nil

## 4.2. Action list

### Chatham Islands Council Steering Group report

---

<b>Date of meeting</b>	Tuesday, 29 November 2022
<b>Author</b>	Petrea Downey, Committee Advisor
<b>Endorsed by</b>	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

#### Purpose

1. To update the Chatham Islands Council Steering Group with the actions carried forward from the previous meeting on 25 October 2022.

#### Recommendations

That the Chatham Islands Council Steering Group:

1. **Suggests that the Action List is put forward to the Chatham Islands Council to receive.**

#### Attachments

1. Action list - November 2022 [4.2.1 - 1 page]

<b>Task number</b>	<b>Status</b>	<b>Person responsible</b>	<b>Action</b>
08-02-2022-J	Carry forward	Adrian Meredith	Dion looking into GIRS technology for hydro sites. Could replace satellites (funding required).

## 4.3. Travel Schedule

### Chatham Islands Council Steering Group report

---

<b>Date of meeting</b>	Tuesday, 29 November 2022
<b>Author</b>	Rebecca Phipps, Hub Leader Coordinators
<b>Responsible Director</b>	Giles Southwell, Director Finance and Corporate Services

#### **Purpose**

1. To update the Chatham Islands Council Steering Group on upcoming travel by Environment Canterbury staff to and from the Chatham Islands.

#### **Recommendations**

**That the Chatham Islands Council Steering Group:**

1. **Suggests that the travel schedule is put forward to the Chatham Islands Council to receive.**

Client Location Report - Environment Canterbury

[Export Data](#)



**Selection Criteria**  
 Departures between 01Nov22 - 31Mar23  
 Destination/Transit - All Countries  
 17934

Outlet - ASHY Branch - All  
 Travel Type - Corporate

New Zealand																
Folder No	Folder Dep Date	Company Name	Travel Type	Outlet	Lead Name	Cell Phone	Pax List	VIP	PO Number	Project Number	Booked By	Cost Centre	Employee Number	Travel Purpose	Itinerary Email	EmailTo
885097	15Nov22	Environment Canterbury	CORPORATE	ASHY	Mr Guy Harris	+64275605816	Mr Guy Harris guy.harris@ecan.govt.nz		OPER	HM SYSTEM REVIEW	Bernadette Campbell	HAR	PO27114	PO27114/-	BERNIE.CAMPBELL2@ECAN.GOV.T.NZ	guy.harris@ecan.govt.nz
	<b>From</b>	<b>To</b>	<b>Dep Date / Date In</b>	<b>Arr Date / Date Out</b>	<b>Flight No</b>	<b>Supplier Reference</b>	<b>Vendor</b>									
	CHC - Christchurch	CHT - Chatham Island	15/11/22 09:00 a.m.	15/11/22 11:45 a.m.	3C0541	0037PQ	Air Chathams									
	CHT - Chatham Island	WLG - Wellington	18/11/22 09:45 a.m.	18/11/22 11:15 a.m.	3C0512	0037PQ	Air Chathams									
977887	13Dec22	Environment Canterbury	CORPORATE	ASHY	Graeme Nelson		Graeme Nelson		SERV	assist with HR policy implementatio	Karen Harrower	HUR		LEEANNE CARSON-PO27101/-	KAREN.HARROWER@ECAN.GOV.T.NZ	
	<b>From</b>	<b>To</b>	<b>Dep Date / Date In</b>	<b>Arr Date / Date Out</b>	<b>Flight No</b>	<b>Supplier Reference</b>	<b>Vendor</b>									
	CHC - Christchurch	CHT - Chatham Island	13/12/22 11:15 a.m.	13/12/22 02:00 p.m.	3C0541	004DYF	Air Chathams									
	CHT - Chatham Island	WLG - Wellington	16/12/22 07:45 a.m.	16/12/22 08:50 a.m.	3C0512	004DYF	Air Chathams									
988414	14Feb23	Environment Canterbury	CORPORATE	ASHY	Ms Emma Parr	64 64275642347	Ms Emma Parr		OPER	OIL SPILL RESPONSE CAPABILITY	Bernie Campbell	ZDE	JAMES DILLEY	PO27121/-	BERNIE.CAMPBELL2@ECAN.GOV.T.NZ	emma.parr@ecan.govt.nz
	<b>From</b>	<b>To</b>	<b>Dep Date / Date In</b>	<b>Arr Date / Date Out</b>	<b>Flight No</b>	<b>Supplier Reference</b>	<b>Vendor</b>									
	CHC - Christchurch	CHT - Chatham Island	14/02/23 02:00 p.m.	14/02/23 04:45 p.m.	3C0541	004JAP	Air Chathams									
	CHT - Chatham Island	CHC - Christchurch	21/02/23 09:30 a.m.	21/02/23 11:00 a.m.	3C0514	004JAP	Air Chathams									
988417	14Feb23	Environment Canterbury	CORPORATE	ASHY	Mr Josh McdonaldDavis	+64 272564129	Mr Josh McdonaldDavis		OPER	CHATHAM ISLANDS COMPLIANCE AUDIT	Bernie Campbell	ZDE	JAMES DILLEY	PO27115/-	BERNIE.CAMPBELL2@ECAN.GOV.T.NZ	Josh.McDonald-Davis@ecan.govt.nz
	<b>From</b>	<b>To</b>	<b>Dep Date / Date In</b>	<b>Arr Date / Date Out</b>	<b>Flight No</b>	<b>Supplier Reference</b>	<b>Vendor</b>									
	CHC - Christchurch	CHT - Chatham Island	14/02/23 02:00 p.m.	14/02/23 04:45 p.m.	3C0541		Air Chathams									
	CHT - Chatham Island	CHC - Christchurch	21/02/23 09:30 a.m.	21/02/23 11:00 a.m.	3C0514		Air Chathams									
988418	14Feb23	Environment Canterbury	CORPORATE	ASHY	Mrs Terri Huxtable	+64278012708	Mrs Terri Huxtable		OPER	CHATHAM ISLANDS COMPLIANCE AUDIT	Bernie Campbell	ZDE	JAMES DILLEY	PO27115/-	BERNIE.CAMPBELL2@ECAN.GOV.T.NZ	terri.huxtable@ecan.govt.nz
	<b>From</b>	<b>To</b>	<b>Dep Date / Date In</b>	<b>Arr Date / Date Out</b>	<b>Flight No</b>	<b>Supplier Reference</b>	<b>Vendor</b>									
	CHC - Christchurch	CHT - Chatham Island	14/02/23 02:00 p.m.	14/02/23 04:45 p.m.	3C0541		Air Chathams									
	CHT - Chatham Island	CHC - Christchurch	21/02/23 09:30 a.m.	21/02/23 11:00 a.m.	3C0514		Air Chathams									

## 4.4. Chatham Islands Services Overview

### Chatham Islands Council Steering Group report

---

<b>Date of meeting</b>	29 November 2022
<b>Author</b>	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

#### Purpose

1. To update the Chatham Islands Council Steering Group on matters relating to the contract for services between the Chatham Islands Council (CIC) and Environment Canterbury.

#### Recommendations

That the Chatham Islands Council Steering Group:

1. **Notes this report which provides an update on the operation of the services agreement between the Chatham Islands Council and Environment Canterbury.**
2. **Suggests the Chathams Islands Services Overview report is put forward to the Chatham Islands Council to receive.**

#### Overview and updates regarding the provision of services to Chatham Islands Council from Environment Canterbury

2. This paper provides an update on matters relating to the provision of services to CIC by Environment Canterbury (ECan).

#### Provision of services

3. There is nothing new to report on this month.

#### Renewal of services contract

4. Following the completion of the Services Agreement with CIC, Environment Canterbury staff will be developing more detailed programme plans for all work areas. These programme plans will provide more detail as to how services in the Service Agreement will be delivered and will be shared with the CEO of CIC and will guide Environment Canterbury reports to the Steering Group.

## **Engagement with Department of Internal Affairs**

5. Environment Canterbury and the CIC CEO meet with Department of Internal Affairs (DIA) representatives prior to alternate Steering Group meetings. These meetings are intended to increase engagement and alignment between the three parties.

## **Next steps**

6. Meetings of the CIC Services Steering Group will occur approximately six weekly, as per the agreed schedule, which enables services reports to be considered at scheduled meetings of the CIC.

## **Attachments**

Nil



## 4.5. Procurement Projects Update - IT and Refurbishments

### Chatham Islands Council Steering Group report

---

<b>Date of meeting</b>	29 November 2022
<b>Author</b>	Craig Burke
<b>Endorsed by</b>	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

#### Purpose

1. To update the Chatham Islands Council Steering Group on key procurement projects being managed for Chatham Islands Council (CIC) by Environment Canterbury.

#### Recommendations

That the Chatham Islands Council Steering Group:

1. **Notes this report which provides an update on procurement projects for Chatham Islands Council being managed by Environment Canterbury.**

#### Overview and updates regarding the procurement projects for Chatham Islands Council

2. This paper provides an update on matters relating to the provision of procurement projects for CIC by Environment Canterbury (ECan).

#### Procurement of digital services

3. Activities Update:
  - a. The 'Request for Proposal' for an IT Support Service, was posted to the GETS website on 2 November 2022. Link: <https://www.gets.govt.nz/CRC/ExternalTenderDetails.htm?id=26565918>
  - b. As of 15 November 2022, 30 interested parties have downloaded the information.

4. Here are the key dates for the process.

Task Name	Start
RFP submitted to GETS - IT Support Services	2 November 2022 8:00 AM
Deadline for questions from suppliers	30 November 2022 8:00 AM
Deadline for the Buyer to answer supplier's questions	22 December 2022 8:00 AM
Deadline for Proposals	1 February 2023 8:00 AM
Respondents site visits	27 February 2023 8:00 AM
Award Contract	1 April 2023 8:00 AM
Unsuccessful Respondents notified of award of Contract	1 April 2023 8:00 AM

### **Procurement of building renovation services**

5. Activities Update:
- a. ECan has paused working on this project due to the possibility of a direct appointment of a building contractor. Confirmation of the appointment has not been received.

### **Attachments**

Nil

## 4.6. Resource Management Planning

### Chatham Islands Council Steering Group report

---

<b>Date of meeting</b>	29-11-2022
<b>Author</b>	Rachel Tutty and Jo Mitten, Planners
<b>Endorsed by</b>	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

#### Purpose

1. To update the Chatham Islands Council Steering Group of work that has been undertaken since the previous Steering Group meeting.

#### Recommendations

That the Chatham Islands Council Steering Group:

1. **Suggests the Resource Management Planning report is put forward to the Chatham Islands Council to receive.**
2. **Note, that once the table of necessary changes to the CIRMD, to give effect to the NPS-FM, has been peer reviewed within Environment Canterbury, it will be tabled at the next steering group meeting in 2023.**
3. **Note, that once draft submissions on the NBA and SPA have been prepared, they will be provided to the Chatham Islands Council for input and approval.**

#### Key points

2. Joanne Mitten (Principal Planner) will be leading the Resource Management Planning work under this contract from the beginning of 2023. Rachel Tutty will continue to be involved on occasion.
3. A table of necessary changes to the CIRMD to give effect to the NPS-FM has been prepared. This is being peer reviewed within Environment Canterbury before being tabled at the next steering group meeting in 2023.
4. A submission on the proposed Agricultural Emissions Levy has been prepared in consultation with the Chatham Islands community and approved by the Chatham Islands Council. The community has also been encouraged to submit. Submissions closed on 18 November 2022.
5. The Natural and Built Environments Bill and the Spatial Planning Bill have had their first reading in Parliament, and we will soon be able to make a submission to the select committee considering the Bills. This legislation will have a significant impact on

planning for the Chatham Islands so it will be important to prepare Council submissions.

## **Background**

6. The National Policy Statement for Freshwater Management (NPS-FM) requires significant changes to be made to the Chatham Islands Resource Management Document (CIRMD). The changes will need to be carried out in consultation with tāngata whenua and the local community and will require significant scientific input. The updated document should be notified by the end of 2024 according to the legislation, but this timeframe is unlikely to be met for the Chatham Islands due to a lack of resourcing, although we expect a significant increase in funding to begin in the 2023/24 financial year. A table of required changes has been prepared and is undergoing peer review within Environment Canterbury. This will be presented at the next steering group meeting in 2023 for consideration by the Chatham Islands Council.
7. The proposed Agricultural Emissions Levy would have a significant impact on Chatham Islands farmers. The Government acknowledges that sheep and beef farmers will be particularly hard hit. The Council submission focussed on the likelihood of increased financial hardship and stress, the particular difficulties facing the farmers on the Islands due to isolation and high freight costs, an already very low emission farming system, and the lack of alternative viable land uses.
8. The proposed Natural and Built Environments Act (NBA) and Spatial Planning Act (SPA) are also likely to have significant impacts on planning for the Islands, including by making changes to the Chatham Islands Council Act. We will need to carefully consider how to respond to these bills and prepare submissions for the select committee considering them. There is no information yet available on the timeline for submissions, but we will work on draft submissions to present to the Chatham Islands Council in advance of the closing date. It is likely that an oral submission from a Council representative to the Committee would also be valuable.

## **Cost, compliance and communication**

### **Financial implications**

9. This work is covered under the current agreed budget for the 2022/23 financial year.

### **Risk assessment and legal compliance**

10. The Chatham Islands Resource Management Document needs to be amended to comply with the requirements of the National Policy Statement for Freshwater Management.
11. The proposed NBA and SPA will radically change planning for councils and a new resource management document is likely to be needed. Submitting on the new legislation is important to make sure it is workable for the Islands.

## Next steps

12. Once the table of necessary changes to the CIRMD to give effect to the NPS-FM has been peer reviewed within Environment Canterbury, it will be tabled at the next steering group meeting.
13. Once draft submissions on the NBA and SPA have been prepared, they will be provided to the Chatham Islands Council for input and approval.

## Attachments

Nil

<b>Legal review</b>	
<b>Peer reviewers</b>	[Names of two peer reviewers who have reviewed this paper]

## 4.7. Communications

### Chatham Islands Council Steering Group report

---

<b>Date of meeting</b>	29 November 2022
<b>Author</b>	Teresa Hancock, Principal Communications & Engagement Advisor
<b>Endorsed by</b>	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

#### Purpose

1. To give the Chatham Islands Council Steering Group an update on communications.

#### Recommendations

That the Chatham Islands Council Steering Group:

1. **Suggests that the Communications report for November 2022 is put forward to the Chatham Islands Council to receive.**

#### Key points

2. The communications report for November 2022 include:
  - 2.1 Website updates
    - a. News stories:
      - (i.) [Acknowledging service to the war effort](https://cic.govt.nz/your-council/news-and-events/2022/acknowledging-service-to-the-war-effort/) <https://cic.govt.nz/your-council/news-and-events/2022/acknowledging-service-to-the-war-effort/> (15 views)
      - (ii.) [Guidance available for tiny houses](https://cic.govt.nz/your-council/news-and-events/2022/guidance-available-for-tiny-houses/) <https://cic.govt.nz/your-council/news-and-events/2022/guidance-available-for-tiny-houses/> (73 views)
      - (iii.) [Airport fitout planning underway with public consultation](https://cic.govt.nz/your-council/news-and-events/2022/airport-fitout-planning-underway-with-public-consultation/) <https://cic.govt.nz/your-council/news-and-events/2022/airport-fitout-planning-underway-with-public-consultation/> (180 views)
    - b. Document pages:
      - (i.) A review of all CIC web pages was completed, with text updates being made in the coming weeks.
  - 2.2 Facebook posts done by Environment Canterbury staff:
    - a. October newsletter post (impressions: 541, reach: 499, engagements: 173)
    - b. Get ready to ShakeOut (impressions: 212, reach: 196, engagements: 8)
    - c. Airport terminal facility planning (impressions: 469, reach: 440, engagements: 130)


**Chatham Islands Council**  
 Published by Teresa Hancock · November 1 at 4:34 PM · 🌐

The first stage of planning for the airport terminal facility is underway, with a public meeting held recently. The meeting provided an opportunity for the architect to hear first-hand from Islanders on what they felt the important considerations were for the facility.

The construction of the airport's runway is now complete and the asphalt overlay is being installed. The asphaltting will be completed in mid to late January, and the terminal is hoped to be completed by the end of next September.

📖 Read more at <https://cic.govt.nz/.../airport-fitout-planning-underway.../>

Further public feedback is welcomed and can be made by contacting Jackie at [jjurden@xtra.co.nz](mailto:jjurden@xtra.co.nz) or 027 420 0491.

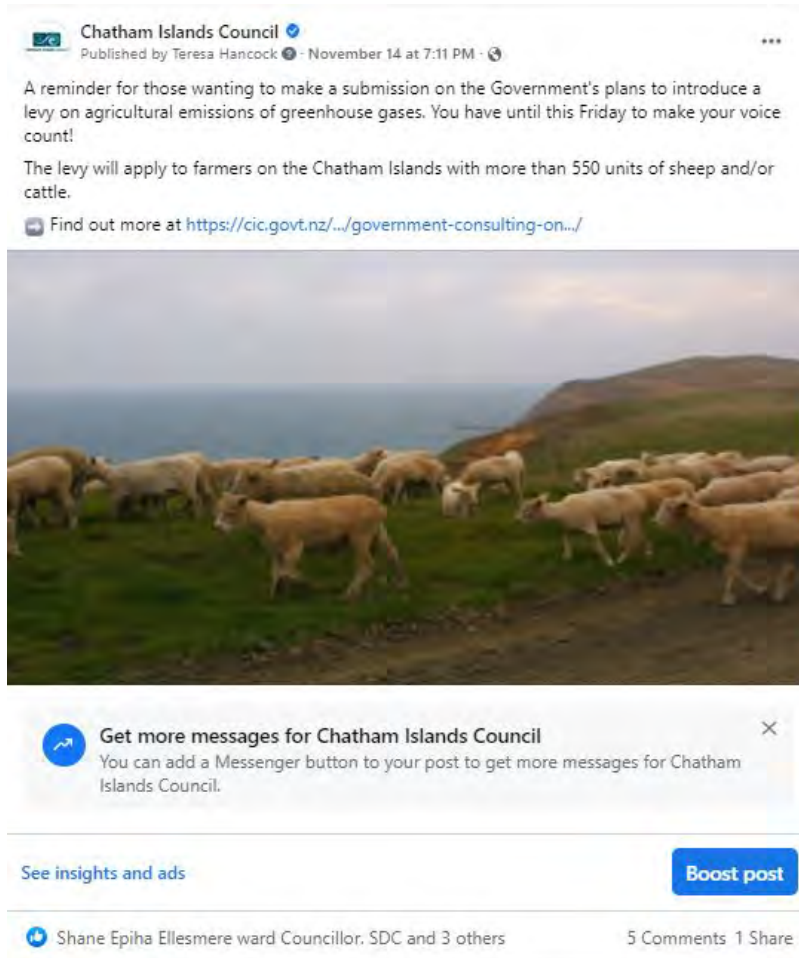


**Get more messages for Chatham Islands Council**  
 You can add a Messenger button to your post to get more messages for Chatham Islands Council.

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👍❤️ 26 1 Comment

- d. Tiny house guidance (impressions: 598, reach: 556, engagements: 59)
- e. Government agricultural emissions levy (impressions: 451, reach: 441, engagements: 111)



### 2.3 Council e-newsletter

#### a. October newsletter.

(ii.) Open rate 58.3 (up 0.9% from September), clicks 16.2% (down 4.8% from September)

### 3. Other tasks - in progress

Task	Due date	Status
Risk and issue management	Ongoing	Comms support for a number of evolving issues.
Developing communications and engagement for the Essential Freshwater Package	Ongoing	Web pages now live. Supporting social media posts, and notices in newsletters as is needed.
Support on Annual Report, Annual Report Summary	Ongoing	Support offered as is needed.
Supporting Annual Plan development	June 2023	Upcoming work expected on Annual Plan 2023/24.
Plaques	October	Sent to CIC.



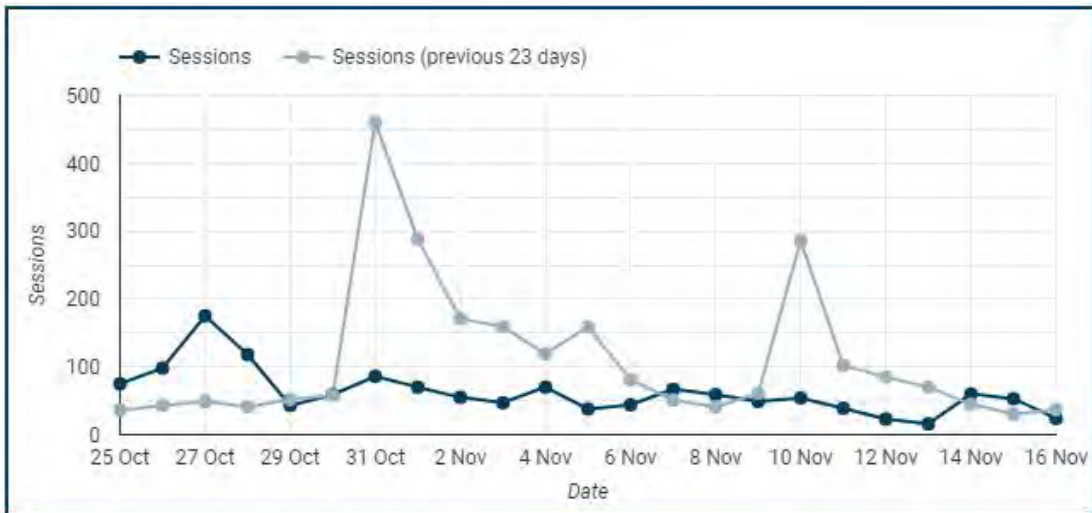
Rates calendar and magnet	November	Completed product sent to CIC ready for distribution.
Government submissions	Ongoing	Government submissions published on CIC website.
Website	Ongoing	Content edits as is needed.
Recreating an A0 poster on Chatham Islands Lakes	None	Draft – need to connect with Steve
Potential development of a Chatham Islands CDEM webpage	?	Haven't heard anything from Rana on this since 2021
Waste management comms	Ongoing	Messaging prepared for material for website, and a handout, to help with sorting waste.

4. Chatham Islands Council [Website report: 25 October - 16 November 2022](#)

	Page Title	Page Views	Δ
1.	Home » Chatham Islands Council	465	-409 ↓
2.	Visit the Chatham Islands » Chatham Islands Council	301	-285 ↓
3.	Airport fitout planning underway with public consultation ...	180	-
4.	Meet the Team » Chatham Islands Council	177	-94 ↓
5.	News and Events » Chatham Islands Council	176	-119 ↓
6.	Contact » Chatham Islands Council	110	18 ↑
7.	Guidance available for tiny houses » Chatham Islands Co...	73	-
8.	Your Council » Chatham Islands Council	70	-16 ↓
9.	Search all Documents » Chatham Islands Council	68	-62 ↓
10.	Local elections 2022 » Chatham Islands Council	60	-927 ↓
	<b>Grand total</b>	<b>2,706</b>	<b>-1,886 ↓</b>

1 - 10 / 184 < >

### When was the website visited?



### 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	Change
1.	google / organic	785	-671 ↓
2.	(direct) / (none)	392	-161 ↓
3.	m.facebook.com / referral	41	37 ↑
4.	lm.facebook.com / referral	29	-
5.	airliners.net / referral	28	-
	<b>Grand total</b>	<b>1,422</b>	<b>-1,102 ↓</b>

1 - 5 / 41

## 4.8. Environmental Monitoring

### Chatham Islands Council Steering Group report

---

<b>Date of meeting</b>	29 November 2022
<b>Author</b>	Helen Shaw, Surface Water Science Manager
<b>Endorsed by</b>	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

#### Purpose

1. To update the Chatham Islands Council Steering Group on what environmental monitoring work has been carried out by Environment Canterbury (ECan) recently to show that ECan is meeting environmental monitoring obligations.

#### Recommendations

That the Chatham Islands Council Steering Group:

1. **Suggests that the Environmental Monitoring report is put forward to the Chatham Islands Council to receive.**

#### Key points

2. The June 2022 sampling round has been completed. ECan staff will organise a trip to the Island to train the new technician, to ensure consistency in monitoring methods and adherence to national standards.
3. Annual water quality report is almost complete for the 2020/2021 data; the 2021/2022 report will be started shortly.
4. Hydrological network is up to date.
5. Our consultant's contract has been updated to include the download of groundwater data from the MPA bore. Our internal team is currently looking over the data.

## 4.9. Biosecurity

### Chatham Islands Council Steering Group report

---

<b>Date of meeting</b>	29 November 2022
<b>Author</b>	Steve Palmer, Biosecurity Advisor
<b>Endorsed by</b>	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

#### Purpose

1. To give the Chatham Islands Council Steering Group a biosecurity update.

#### Recommendation

That the Chatham Islands Council Steering Group:

1. **Suggests that the Biosecurity report is put forward to the Chatham Islands Council to receive.**

#### Border control

2. Two large freight consignments in action. One from Downer arrived on the Island on 28 June 2022 and another is due to depart New Zealand.
3. The contractors involved have been very thorough in their pre-voyage notifications and our New Zealand Border Control Contractor (SPS Biosecurity) has been excellent in doing the pre-voyage checks.
4. Unfortunately, with Kerri's resignation (effective 17 June 2022 and Robin off-Island for much of June on pre-booked leave, we were short staffed on the Island when these voyages and other BAU freight checks were due, as the back-up to the New Zealand checks. Fortunately, our on-Island contractor (Jase Seymour) stepped up and all freight had the secondary checks necessary.

#### Pest Management Plan

5. A relatively quiet month with absent staff. No significant issues arising.
6. The vacant Biosecurity Officers position has had its Job Description re-evaluated prior to advertising. The advert was to placed in the Chatham Islands Community Focus Newsletter. Closing date for applicants will be in early August 2022.
7. Steve Palmer, Carl Diamond and Lance Smith will be on the Island between 9 and 16 August 2022 and conducted interviews over this time.

## **Attachments**

Nil

## 4.10. Navigation Safety

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	29 November 2022
<b>Author</b>	Guy Harris, Harbourmaster
<b>Endorsed by</b>	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

#### Purpose

1. To give the Chatham Islands Council Steering Group a navigation safety update.

#### Recommendations

That the Chatham Islands Council Steering group:

1. **Suggests that the Navigation Safety report is put forward to the Chatham Islands Council to receive.**

#### Update (Peer reviewed by Joss Thomas (CIC Harbourmaster))

2. New vessel to replace Southern Tiare. The current vessel Southern Tiare has had a special survey to keep it in service for longer than originally expected, suggesting a long timeframe on this project is expected. Funds have been allocated for a new vessel in the recent budget and includes money for gathering community focused requirements.
3. Update: Nothing new to report, however I have meet with the new Port Manager, Toby Kemp, and we discussed, further simulation may be required at the Trust's expense as Toby said the Trust thinks the simulator session last year wasn't good enough. This will probably need to be done at a better simulator than Devonport and with a more accurate model.
4. In March 2023, Southern Tiare will need another special survey and will be off-service for a few weeks.
5. Chatham Islands Shipping are looking for a temporary replacement to cover this period. Joss and I are talking with Chatham Islands shipping about possible solutions. Update: Nothing new to report.
6. Navigation Safety Management System and the Risk Assessment - Guy went to Waitangi 15-18 November 2022 as part of the annual review. Over November all the Nav Safety SMS documents will be reviewed. Report will be sent to Owen once completed. Also met with the new Port Manager Toby Kemp and have agreed to a new HM CIC/HM ECan/Port Manager meeting schedule.

7. Cruise ships have been enquiring about visiting the Chatham Islands in the 2023/24 season. Owen and I have started a discussion around how many passengers Waitangi is comfortable with hosting at any one time and how we communicate this. Owen to consult with Council.
  
8. NOTE: Guy Harris has a new role with the Harbourmaster's Office and so will slowly be handing over my responsibilities to my replacement, Tina Jackson. Tina is an ex super yacht skipper with 20 years of experience and very knowledgeable on Navigation Safety systems. Tina won't be taking the reins completely until after the Port and Harbour Safety Code audit (which is expected to take place in November 2023) but she will start attending these meetings.

## 4.11. Marine Oil Spill Response & Readiness

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	29 November 2022
<b>Author</b>	Emma Parr, Coastal Response and Readiness Lead
<b>Endorsed by</b>	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

#### Purpose

1. To give the Chatham Islands Council Steering Group an update on marine oil spill response capabilities.

#### Recommendations

That the Chatham Islands Council Steering Group:

1. **Suggests that the Marine Oil Spill Response Readiness report is put forward to the Chatham Islands Council to receive.**

#### Update

2. The Chatham Islands Council (CIC), Environment Canterbury (ECan) and Maritime New Zealand (MNZ) have undertaken a gap analysis around how ECan can add value to Oil Spill Response Capabilities for the CIC.
3. At these early stages, I am working on building relationships with key people in the Chatham's which will include a trip over in February 2023.
4. Some of the foreseeable services are listed below and will be on an ad hoc basis:
  - 24/7 availability of advice and support to the appointed Regional On-Scene Commander (ROSC)
  - An additional alternate ROSC
  - Assistance with Tier 1 planning and compliance
  - Assistance with Tier 2 planning
  - Assistance with MNZ required responder exercising, including planning & debriefing
  - Assistance with maintenance of MNZ equipment



## 4.12. Compliance

### Chatham Islands Council Steering Group report

---

<b>Date of meeting</b>	29 November 2022
<b>Author</b>	Terri Huxtable, Resource Management Technical Lead
<b>Endorsed by</b>	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

#### Purpose

1. To brief the Chatham Islands Council Steering Group on compliance monitoring and enforcement activities undertaken during this reporting period.

#### Recommendations

That the Chatham Islands Council Steering Group:

1. **Suggests that the Compliance report is put forward to the Chatham Islands Council to receive.**

#### Key points

2. There have been no compliance related activities during this reporting period.

#### Attachments

Nil

## 4.13. Civil Defence Emergency Management

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	29 November 2022
<b>Author</b>	James Thompson, Team Leader, Canterbury CDEM Group
<b>Endorsed by</b>	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

#### Purpose

1. To provide the Chatham Islands Steering Group with an update on Civil Defence Emergency Management (CDEM) support to the Island.

#### Recommendations

**That the Chatham Islands Council Steering Group:**

1. **Suggests that the Civil Defence Emergency Management report is put forward to the Chatham Islands Council to receive.**

#### Report

2. There has been no CDEM support provided to the Chatham Island in the last month.
3. Chatham Island CDEM has requested help to develop and publish a new CDEM Web Site. The Canterbury CDEM Group Office will arrange a meeting between Rana, ECan and the CDEM Group office to establish the best way forward to do this. We will be able to report back on this in the new year.
4. In March 2023 there is to be a full-scale Airport Exercise on the Chatham Islands. This will be supported by the CDEM Group Office but the details of this support have not been determined yet. This will be supported by:
  - CI Emergency Office
  - CI ECC fully staffed
  - CI CDEM Group
  - Police
  - FENZ
  - Hospital
  - St John
  - Maori Wardens
  - Airport Company
  - Air Chathams
  - NEMA/REMS
  - Canterbury CDEM Office

5. Another training session on using D4H has been requested. We will try doing this over MS Teams. No date is set for this at present (But will be done in early March 2023 prior to the Airport Exercise).
6. Function Specific EOC training has been requested. Once the Emergency Management Training Centre (EMTC) EOC training calendar is established for the first half of next year, it will be provided to Rana to consider sending staff over to Christchurch to attend appropriate session. The NEMA Training Fund will be used to support this.
7. Chatham Island CDEM Controllers will look to attend a Canterbury Controllers Initial course in February 2023 and the Canterbury Controllers Forum (Date to be determined).

<b>Peer reviewers</b>	[Names of two peer reviewers who have reviewed this paper]
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## 4.14. Corporate Reporting Update

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	29 November 2022
<b>Author</b>	Jaden Wallace, Corporate Reporting Accountant
<b>Endorsed by</b>	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

#### Purpose

1. The purpose of this paper is to provide an update on the finance services being performed under the corporate services umbrella for the Chatham Islands Council Regional Council contract. This paper is informative only, no decision is required.

#### Recommendations

**That the Chatham Islands Council Steering Group:**

1. **Suggests that the Corporate Services update is put forward to the Chatham Islands Council to receive.**

#### Key points

2. *Annual Report:* The Annual Report is a reflective accountability exercise, comparing what was achieved with the objectives set in the 2021-31 Long-Term Plan. Our auditors, Audit NZ are experiencing resource shortages and as a result, the audit of the 2020/21 annual report did not occur as anticipated prior to the revised statutory deadline of 31 December 2021. These staff shortages remain an issue for the 2022 audit process. The 2021 audit has been delayed until 2023 and once completed, they will begin the 2022 audit.
3. *Reporting to Council and Department of Internal Affairs:* Key reports have been provided to the Chatham Islands Council, the Chatham Islands Performance, Audit & Risk Committee (PARC) and the Department of Internal Affairs based on agreed presentation and timelines. We continue to look for improvements in our reporting packages and will gladly hear feedback on recommended alterations to increase reader understanding.
4. *Payroll:* CIC payroll is processed fortnightly by Environment Canterbury staff. There are no new issues of note to highlight for the steering group attention.
5. *ECan CIC Accountant:* Tanya Clifford commenced her parental leave on 23 December 2021, with an expected leave period of 12 months. Jaden Wallace has been responsible for the CIC reporting in her absence but is leaving ECan in December

2022. We expect Tanya Clifford to resume these responsibilities when she returns in February 2023.

- 6. *Additional management support:* Financial information is reviewed as part of the preparation process for Council reporting. We continue to work with Council on an ad hoc basis to improve and strengthen their management control environment and improve financial and system reporting. Lauren Hamilton has also replaced Nick Daniels as project manager.

<b>Peer reviewers</b>	Jamin Thomas
-----------------------	--------------

## 4.15. Financial Updates

### Chatham Islands Council Steering Group report

<b>Date of meeting</b>	29 November 2022
<b>Author</b>	Mark Smith, Team Leader Finance Business Partnership
<b>Endorsed by</b>	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

#### Purpose

1. To provide a financial update on the service agreement between the Chatham Islands Council and the Canterbury Regional Council for the period ended 31 October 2022.

#### Recommendations

**That the Chatham Islands Council Steering Group:**

1. **Suggests that the Financial Update is put forward to the Chatham Islands Council to receive.**

#### Background

2. Monthly financial results are reported to the Chatham Islands Council Steering Group as part of our prudent financial management responsibilities. The financial results for the period ended 31 October 2022 have been prepared and are now presented to the Chatham Islands Council Steering Group for review.

#### Key points

3. The year-to-date results show an operating surplus of \$189K consisting of \$8K additional revenue and \$181K less expenditure.

4. Expenditure by work programme (YTD):

	<b>\$000s</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Biosecurity		151	260	(109)
Communications		11	15	(4)
Corporate Services		55	106	(51)
Emergency Management		8	13	(5)
Environmental Data Collection		51	48	3
Navigation Safety		17	12	5
Resource Management, Consents & Planning		6	26	(20)
<b>Total</b>		299	480	(181)

5. The reserve balance at 30 June 2022 was \$567K with \$317K currently uncommitted.

## Attachments

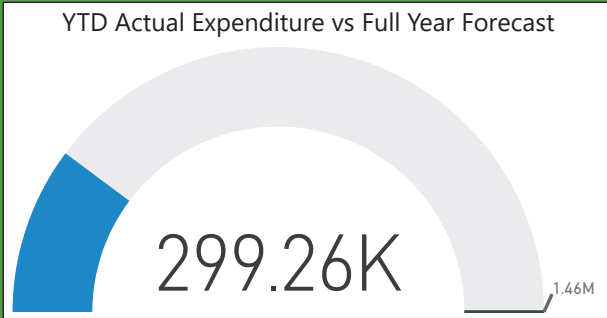
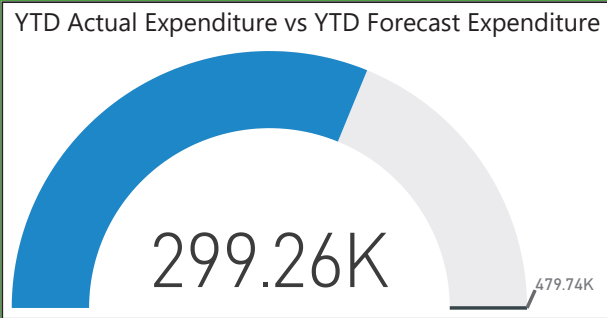
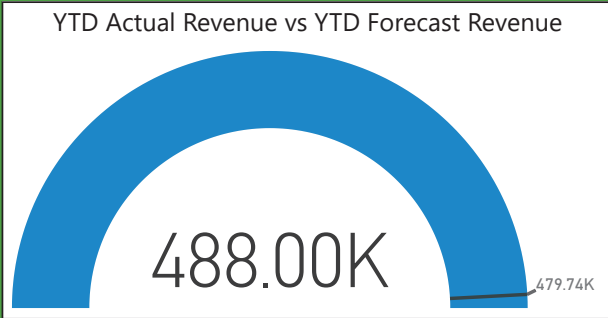
1. CIC Steering Committee - Financial Report - Oct 2022 ( A 4) [4.15.1 - 3 pages]

<b>Peer reviewers</b>	Brian Elliott
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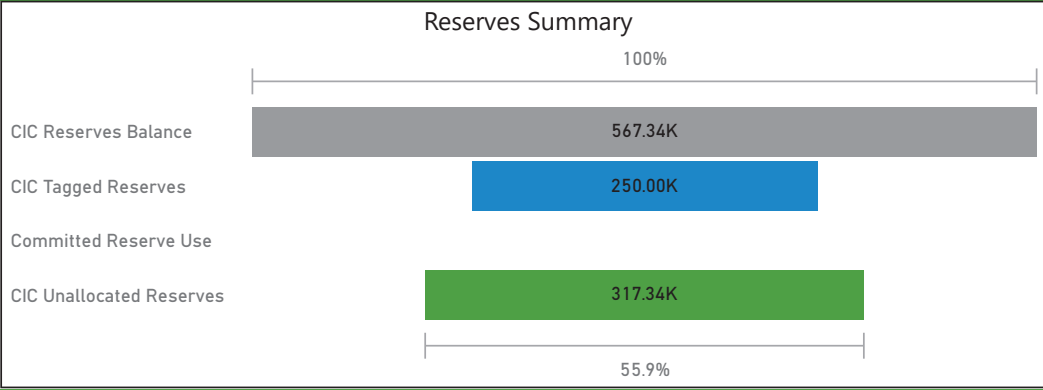


Reporting Period

01/07/2022 31/10/2022

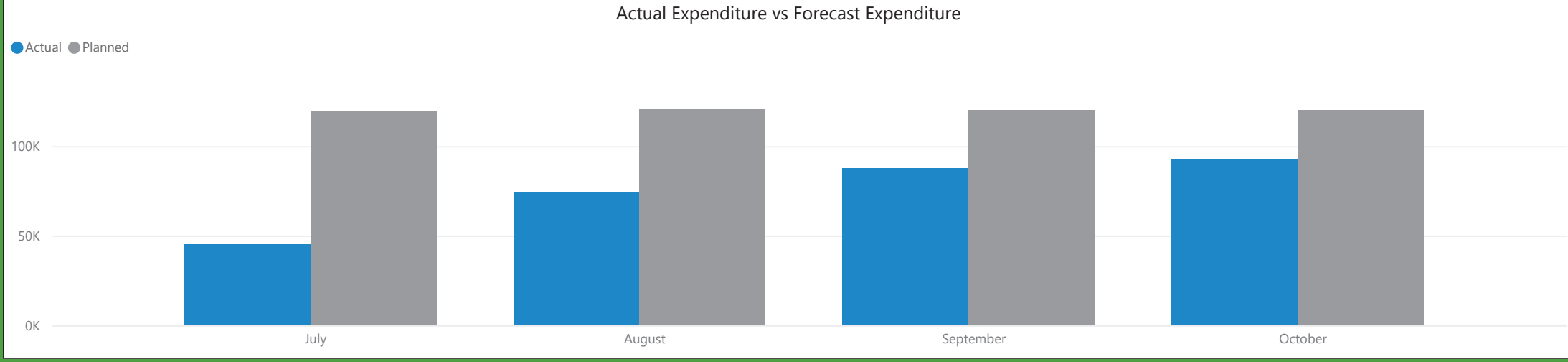


- Select all
- Biosecurity
- Communications
- Corporate Services
- Emergency Management
- Environmental Data Collection
- Navigation Safety
- Resource Mgmt, Planning and Consents



### Committed Reserve Use

Committed Reserve Description	Committed Reserve Amount	Approved Date







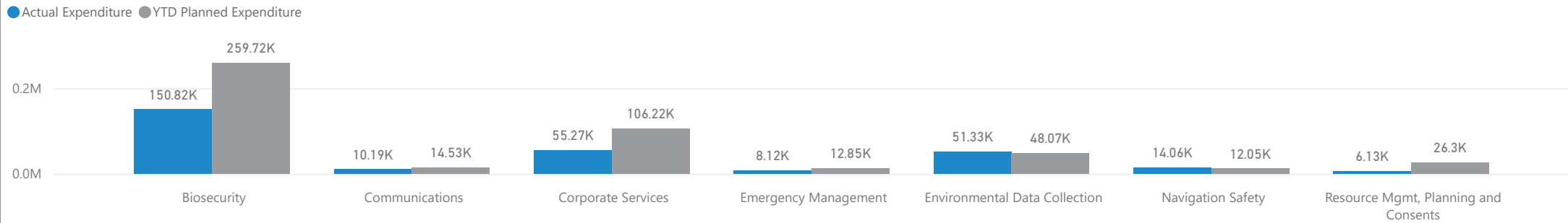
Reporting Period

01/07/2022 31/10/2022

Section Name

Biosecurity      Communications      Corporate Services      Emergency Management      Environmental Data Collection      Navigation Safety      Resource Mgmt, Planning and Consents

Year To Date Actual Expenditure vs Year To Date Forecast Expenditure



**Biosecurity:** Lower staff level and timing of work means expenditure is lower year-to-date.

**Communications:** No significant variance.

**Corporate Services:** A portion of the budget is for demand-based work, and this has not yet been required.

**Emergency Management:** No significant variance.

**Environmental Data Collection:** No significant variance.

**Navigation Safety:** No significant variance.

**Resource Management, Planning & Consents:** Planning work is on changes to the CIRMD is underway and spend will come back on budget as the year progresses.

*ECan continues to operate within the overall budgetary constraints of the contract.*



Reporting Period

01/07/2022 31/10/2022

Forecast

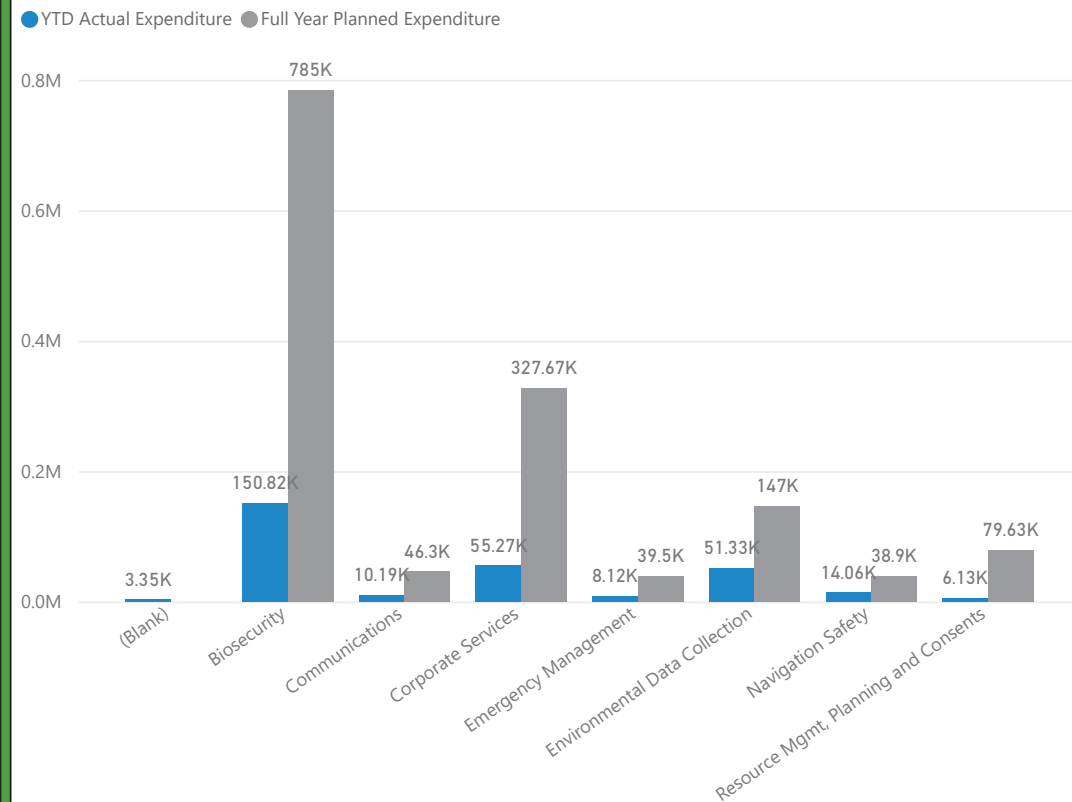
Section Name

- Biosecurity
- Communications
- Corporate Services
- Emergency Management
- Environmental Data Collection
- Navigation Safety
- Resource Mgmt, Planning and Consents

Expenditure Details By Project Level

Project Name	YTD Actual Expenditure	Full Year Planned Expenditure
CIC Biosecurity, Pest Strategy & Implementation	106,301.08	516,000.00
CIC Biosecurity - Border Control	44,518.84	269,000.00
CIC Corporate Services	25,813.54	181,672.00
CIC Water Quality, Ecology & Hydrology	51,332.23	147,000.00
CIC Finance	27,054.48	146,000.00
CIC Resource Management Planning	4,294.64	58,828.00
CIC Communications	10,186.63	46,300.00
CIC Emergency Management	8,116.31	39,500.00
CIC Navigation Safety	14,062.19	38,900.00
CIC Compliance Monitoring	1,834.85	20,800.00
<b>Total</b>	<b>293,514.79</b>	<b>1,464,000.00</b>

Expenditure availability against Forecast



## 4.16. Meeting dates for 2023

### Chatham Islands Council Steering Group report

---

<b>Date of meeting</b>	Tuesday, 29 November 2022
<b>Author</b>	Petrea Downey, Committee Advisor
<b>Endorsed by</b>	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

#### Purpose

1. To update the Chatham Islands Council Steering Group with the meeting dates for 2023.

#### Recommendations

That the Chatham Islands Council Steering Group:

1. **Note the dates for the 2023 meetings as:**

- **7 February 2023**
- **7 March 2023**
- **11 April 2023**
- **23 May 2023**
- **4 July 2023**
- **15 August 2023**
- **19 September 2023**
- **31 October 2023**
- **28 November 2023**

#### Meeting Dates

2. The Steering Committee dates for 2023 have been received and are as follows:
  - (a) 7 February 2023
  - (b) 7 March 2023
  - (c) 11 April 2023
  - (d) 23 May 2023
  - (e) 4 July 2023
  - (f) 15 August 2023

(g) 19 September 2023

(h) 31 October 2023

(i) 28 November 2023

## **Attachments**

Nil

## **5. Next Meeting**

The next meeting of the Chatham Islands Council Steering Group is scheduled to be held on Tuesday, 7 February 2023 at 9.30am. Any changes to this time will be publicly advertised and updated on the Environment Canterbury website.

## **6. Mihi / Karakia Whakamutunga - Closing**

The meeting will conclude with a karakia by a member of the Chatham Islands Council Steering Group.

## Public Excluded Agenda

15 December 2022

### 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 No.	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 10 November 2022	Good reason to withhold exists under Section 7	Section 48(1)(a)
2	Graeme Nelson, HR, ECan	Chief Executive Recruitment and Appointment	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.	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) Protection of privacy of natural persons – section 7(2)(a)

and that appropriate officers remain to provide advice to the Committee.