



AGENDA | 2023

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

Date: 23 February 2023
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 23 February 2023

2. Democracy

- | | | | |
|-----|---|----------|-------|
| 2.1 | Minutes from Ordinary Meeting 26 January 2023 | (D 2.1d) | P 1-5 |
| 2.2 | Minutes from PARC meeting 13 February 2023 | (D 2.1d) | P 6-7 |
| 2.3 | CEO Report | (D 2.1d) | P 8-9 |

4. Works & Services

- | | | | |
|-----|---|------------|---------|
| 4.1 | Stantec Engineering Report January 2023 | (WS 4.8) | P 10-20 |
| 4.2 | Fulton Hogan Road Maintenance Contract Monthly Report January 2023 | (WS 4.1b1) | P 21-37 |
| 4.3 | Fulton Hogan Water & Wastewater Contract Monthly Report January 2023 | (WS 4.1b1) | P 38-45 |
| 4.4 | Fulton Hogan Waste Management Report January 2023 | (WS 4.) | P 46-54 |

6. Regulatory

- | | | | |
|-----|----------------------|-----------|----------|
| 6.1 | ECan Activity Report | (R 6.11a) | P 55-104 |
|-----|----------------------|-----------|----------|

8. Government

- | | | | |
|-----|------------------------------------|--------|-----------|
| 8.1 | Report to the DIA to December 2022 | (G 8.) | P 105-112 |
|-----|------------------------------------|--------|-----------|

9. Chatham Islands

- | | | | |
|-----|--------------------------------|---------|-----------|
| 9.1 | Community Surveillance Cameras | (CI 9.) | P 113-114 |
|-----|--------------------------------|---------|-----------|

Public Excluded Agenda

P 115

2. Democracy

2.1 Minutes of an Ordinary Meeting 26 January 2023

| | |
|---------------------------|--------------------------------|
| Date of meeting | 23 February 2023 |
| Agenda item number | 2.1 |
| Author/s | Jo Guise – Executive Assistant |

Purpose

For the Council to receive and confirm the minutes of the Ordinary Meeting of Council held on 26 January 2023.

Recommendations

- 1. THAT the minutes from the Ordinary meeting of the Chatham Islands Council held on 26 January 2023 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 26 January 2023,
commencing at 1.30pm**

Present: Her Worship the Mayor, M Croon
Deputy Mayor, K Day
Cr G Horler
Cr RS Joyce
Cr C Gregory-Hunt
Cr J Kamo
Cr G Hoare

Management & Officers: Chief Executive, Mr Owen Pickles
Operations Manager, Colette Peni
Executive Assistant, Jo Guise

Attendees: Mr Graeme Nelson (HR, Environment Canterbury) Via Zoom
Mr Phil Holt (Fulton Hogan)
Mr Andrew Wong (Stantec) via Zoom 2-2.16pm
Mr Nigel Lister (Stantec) via Zoom

Public: Mr A Johanson

Apologies: Cr N Ryan
Cr A Seymour

RESOLVED:
THAT the apologies be accepted.
J KAMO / G HOARE / CARRIED

Mayor Monique Croon opened the meeting and acknowledged the passing of Larry Reriti and Dolly Nielsen.

2. DEMOCRACY

2.1 Minutes from Ordinary meeting 15 December 2022

RESOLVED:
THAT the minutes from the Ordinary meeting of the Chatham Islands Council held on Thursday 15 December 2022 be adopted as a true and accurate record.
RS JOYCE / C GREGORY-HUNT / CARRIED

2.2 CEO Report

RESOLVED:
THAT the Chatham Islands Council receives the report.
G HOARE / KL DAY / CARRIED

3. FINANCE

3.1 Financial Report to 31 October 2023

The Operations Manager advised the use of collection agency Baycorp had seen an increase in the payment of outstanding debts.

RESOLVED:

THAT the Council receive the report.

KL DAY / C GREGORY-HUNT / CARRIED

4. Works & Services

4.1 Stantec Monthly Report

Deferred until 2pm.

Mr Andrew Wong joined the meeting from 2pm to 2.15pm

Mr Nigel Lister joined the meeting from 2.05pm to 2.29pm

Mr Wong advised the Kaingaroa water supply had received its third clear E.coli reading so the 'Boil Water' notice would now be removed. The chlorination system was running well.

Mr Wong updated that the MPA bore had undergone testing and there was enough water in the bore to supply Waitangi in to the future, but not enough yield to supply Te One as well. The water quality was a lot worse than the Tiki Tiki bore and would need extra treatment.

Mr Lister confirmed the Kaingaroa wharf repairs had been completed to a high standard. The Owenga wharf repairs were still being programmed.

Council asked that the water supply at the Fulton Hogan yard be turned off at night as a cautionary approach to supply depletion.

RESOLVED:

THAT the report be received.

KL DAY / G HOARE / CARRIED

4.2 Fulton Hogan Road Maintenance Reports – December 2022

Mr Phil Holt gave a verbal update on roading matters.

RESOLVED:

THAT the Chatham Islands Council receive the report.

G HOARE / RS JOYCE / CARRIED

4.3 Fulton Hogan Water & Wastewater Operation Contract Reports – December 2022

Mr Phil Holt gave a verbal update on roading matters.

RESOLVED:

THAT the Chatham Islands Council receives the report.

J KAMO / C GREGORY-HUNT / CARRIED

6. REGULATORY

6.1 Natural Built Environment Bill

Environment Canterbury staff had prepared a submission for Council on the Natural and Built Environment Bill which was currently at the select committee stage.

RESOLVED:

THAT the Chatham Islands Council approves the draft submission on the Natural and Built Environment Bill.

C GREGORY-HUNT / KL DAY / CARRIED

6.2 Regulatory Report

RESOLVED:

THAT the Chatham Islands Council receives the report.

J KAMO / G HOARE / CARRIED

The Meeting moved in to Public Excluded at 2.39pm and out at 2.52pm.

MEETING CLOSURE

After consideration of the Public Excluded Agenda, and there being no further business, the meeting was declared closed at 2.53pm.

CONFIRMED THIS 23rd DAY OF FEBRUARY 2023

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 2023 |
| 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 Owenga wharf users to be arranged | CE | Active | | In process - Comms on upgrade sent |
| 15 September 2022 | 2.3 | Discuss with Tourism Manager - the board at the Waitangi West toilet – a gate would be more suitable | CE | Active | | In process |
| 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 | PE 3 | Set up meeting with Landowner & N Lister / Council to find a solution to the road encroachment matter | | | | In process |
| 15 December 2022 | 2.1 | Installation of speed signs where the bylaw applies on Waitangi beach | OM | Active | | In process |
| | | | | | | |

2. Democracy

2.2 Minutes from Performance, Audit & Risk Committee held on 13 February 2023

| | |
|---------------------------|-------------------------------|
| Date of meeting | 23 February 2023 |
| Agenda item number | 2.2 |
| Author/s | Jo Guise, Executive Assistant |

Purpose

Information for Council.

Recommendation:

THAT:

- 1. The PARC meeting minutes from the meeting held on 13 February 2023 be received.**

Background

Minutes from the PARC meeting held on 13 February 2023 are attached to this report.

CHATHAM ISLANDS COUNCIL

**Minutes of the Chatham Islands Council Performance, Audit & Risk Committee,
held in the Council Chambers, Tuku Road, Waitangi,
on Monday 13 February 2023, commencing at 9.00am**

Present: Independent Chair, Mr P Jones
Her Worship the Mayor, M Croon
Cr KL Day
Cr RS Joyce

Management & Officers: Chief Executive, Mr Owen Pickles
Executive Assistant, Jo Guise (Minutes)
Ms Tanya Clifford, ECan via Zoom

Apologies: Cr G Horler

RESOLVED:
THAT the apologies be accepted.
xx / CARRIED

1. Minutes of Meeting 26 September 2022

RESOLVED:
**THAT the Minutes of the Performance, Audit & Risk meeting held on 26
September 2022 be a true and accurate record with amendments noted.**
P JONES / M CROON / CARRIED

2. Credit Card Summary

It was confirmed Council had corporate travel insurance. Credit card charges relating to travel through disruptions could be claimed under the policy.

RESOLVED:
**THAT the Performance, Audit & Risk Committee receives the Credit Card Report
for September, October, November and December 2022.**
M CROON / RS JOYCE /CARRIED

At 10.10am the meeting moved in to Public Excluded and out at 10.12am.

Meeting Closure

After consideration of the public excluded agenda, and there being no further business, the meeting was declared closed at 10.12am.

Confirmed this 13th day of March 2023.

Signed: _____ (Chair)

2. Democracy

2.3 CEO Report

| | |
|---------------------------|-------------------------------|
| Date of meeting | 23 February 2023 |
| Agenda item number | 2.3 |
| Author/s | 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.

Meetings

| | | |
|---------------------------------|--|-------------------------|
| Andrew Wong | Stantec Water Engineer | 18 January |
| Kevin Clarke | | 18 January |
| Science Team | Sea level rise projects | 19 January |
| Lucy Joins | NZ Police | 19 January |
| Paul Eagle and Brian Dawson | Local MP | 20 January/10 February |
| Graeme Nelson | E.Can HR | 22 January |
| Peter Somerville | Builder | 23 January |
| CDEM /Airport exercise planning | | 27 January |
| Tony Blackett | HMT CEO | 27 January |
| Kirsten Norquay and Andrew Wong | Stantec water and wastewater Engineers | 27 January |
| Colin Crampton | Entity C CEO (3waters) | 30 January |
| Police and Justice Property Hui | | 30 January |
| Kelli Lewis | Wynn Williams Solicitor | 30 January |
| Dylan Fraser | Fulton Hogan Manager | 31 January |
| Tariana Smith | DOC Manager | 02 February |
| Andy Boakes | Beca Engineer. Airport | 02 February |
| Leith Weitzel | Builder | 02 February/10 February |
| Colin Crampton | | 03 February |
| Lauren Hamilton | E.Can contract Manager | 07 February |
| E.Can Steering Group | | 07 February |

| | | |
|------------------------------|------------------------------|----------------|
| Tanya Clifford | E.Can accountant | 07 February |
| John Duncan | Forum Staff welfare | 07 February |
| Chris Purchas | Tonkin Taylor /HMT engineer | 09 February |
| Patrick Smith | Former Mayor | 10,13 February |
| 4 Entities | Investment Strategy Workshop | 14 February |
| Caitlin Metz | Rural Connectivity Group | 14 February |
| Jake Thomas | Maori Land Court | 14 February |
| Sophie Ducker-Jones | AM Show producer | 14 February |
| Michael Fulton/ Dylan Fraser | Fulton Hogan | 15 February |

Audit

Under the direction of Julian Tan the audits of 20/21 and 21/22 years commenced on 7th February with the intention of having final audited reports available for adoption on 27th April.

3 Waters

At this stage the 3 waters reforms are on track to being operative by 1 July 2024. We have been responding to many information requests from the 3 waters transition unit. Kirsten and Andrew are responding to most of these on Council's behalf.

I meet with Colin Crampton the recently appointed CEO of Entity 3 and was provided with the comfort around the Chatham's not being neglected. Colin will be visiting mid-March to meet with the Council.

3 Waters Better Off Funding Tranche 1 \$2,200,000

Contractual arrangements for this fund are now finalized with the first deposit payment of \$220,000 having been released for payment. It should be received before the end of February.

All projects are progressing well with Kaingaroa Wharf make safe, and the Waste Management projects nearing completion. These will be claimed in March.

Council Building up for an award?

Apollo has entered the building for an award. Judges from the New Zealand Master Builders Assn will be on Island on the 16th March.

Former Council Office/Waitangi Hall

I have engaged Leith Weitzel to provide and assessment of these buildings with his estimate of costs to repair so that Council will have current information to base its considerations on. Leith will have his report available for the March Council meeting.

4. Works & Services

4.1 Stantec Engineering Report – January 2023

| | |
|---------------------------|------------------------------------|
| Date of meeting | 23 February 2023 |
| Agenda item number | 4.1 |
| Author/s | Shaun Bosher - Stantec New Zealand |

Purpose

To update and inform Council about its Engineering Services contract.

Recommendations

THAT the reports be received.

Background

Members from the Stantec team will teleconference in to the meeting to give a verbal report on monthly activities.

Attachments

1. Stantec Monthly Report January 2023

CIC Engineering Services Contract: Monthly Report

Financial update – January 2022

Financial Position: Roothing

The roading budget allocated for the 2022/23 financial year approved by Waka Kotahi is \$4.67M.

The approved Maintenance, Operations and Renewals (MOR) budget is \$3.52M (including carry-over from 21/22), and \$1.14M of Low Cost, Low Risk (LCLR) funding.

The January claim totalled \$229k. We have now spent approximately 66% of the annual budget and are 58% of the way through the year.

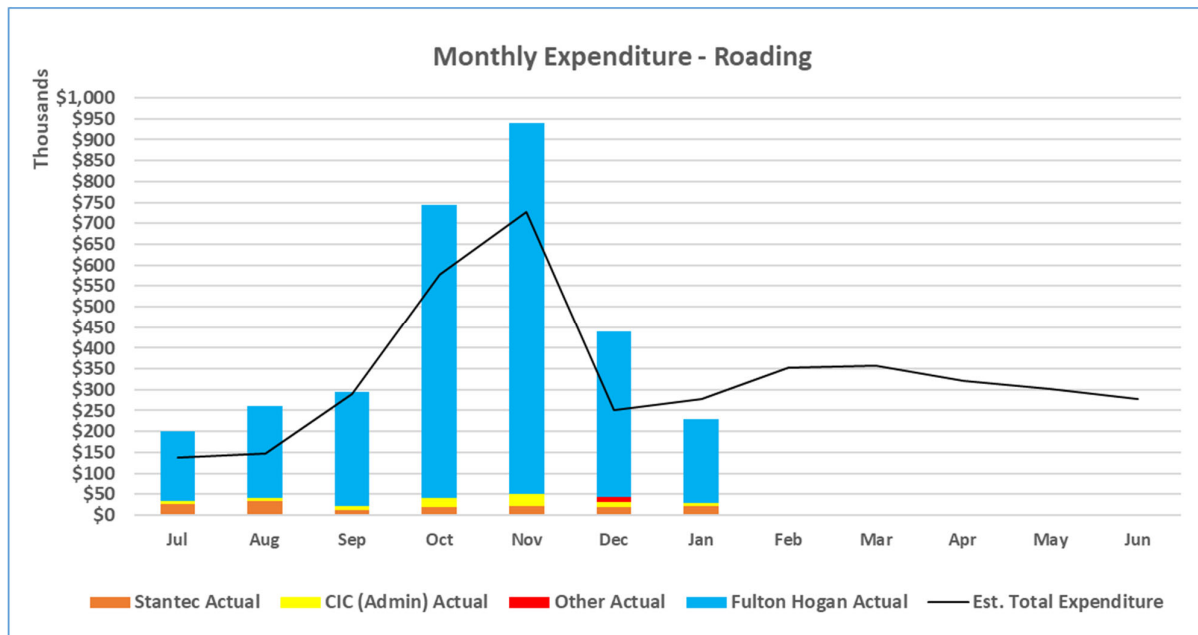
Expenditure of the core Maintenance, Operations, and Renewals (MOR) work has exhausted 87% of the FY 22/23 MOR budget.

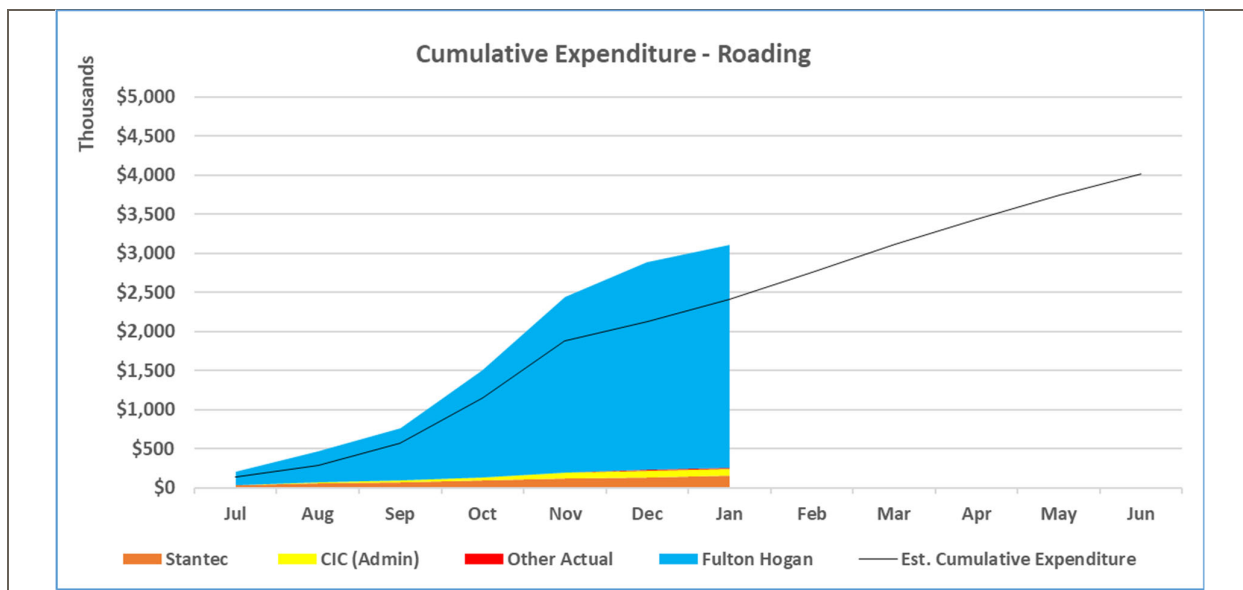
The expenditure across this financial year is heavily concentrated in October, November, and December for the sealing programme.

The largest individual construction cost was for replenishing the culvert stocks, and the largest engineering cost was for investigation works for a possible replacement of the Maipio Bridge.

Expenditure Tracking of Waka Kotahi Funding

Tracking graphs for roading expenditure are presented below.





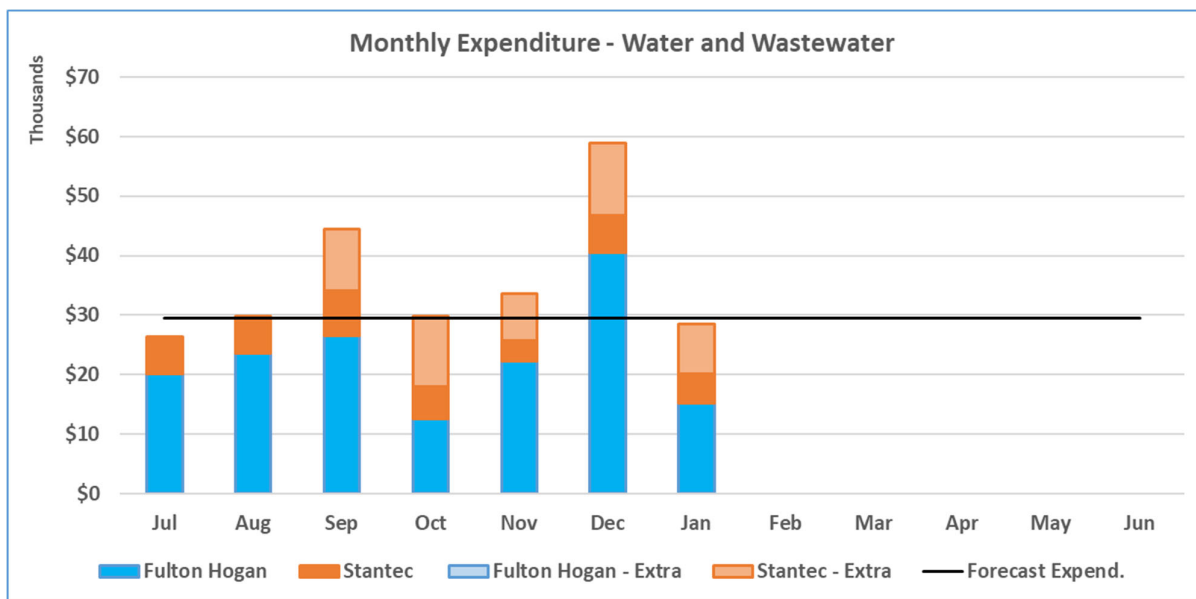
Financial Position: Water and Wastewater

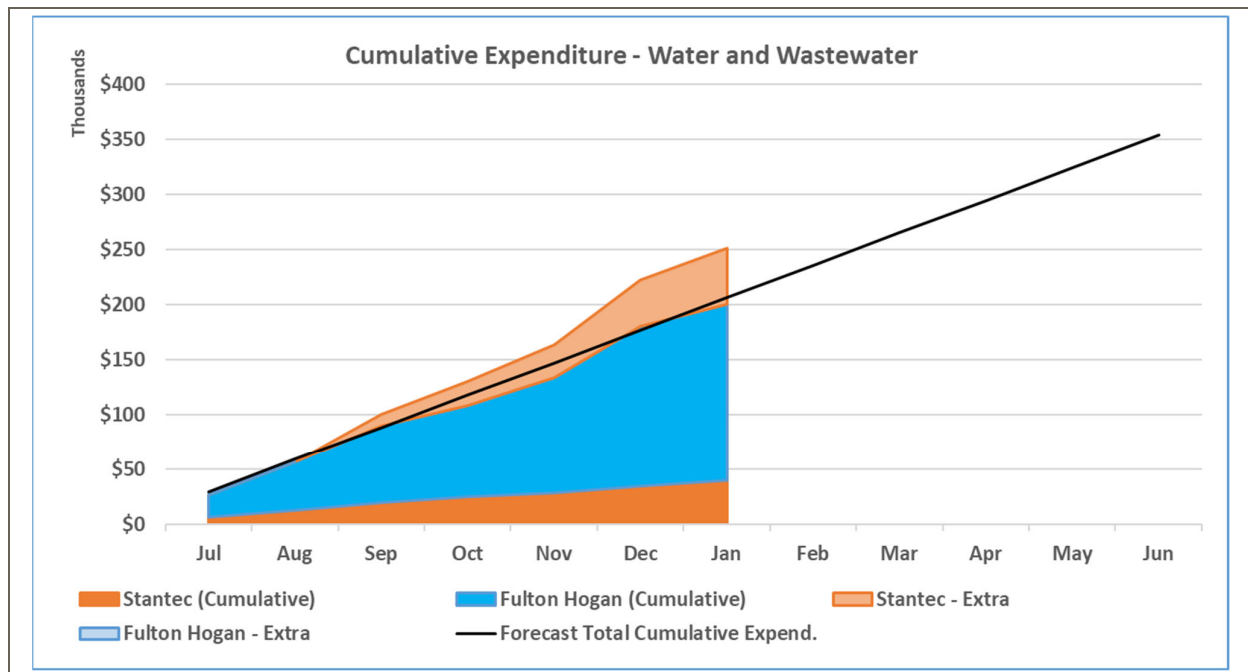
The operational expenditure for W+WW allocated in the 2021-31 LTP for 2022/23 is \$354,000.

The January claim totalled \$28.5k. The main construction costs were for opening up the water channel at the Kaingaroa Intake, and the main engineering costs were associated with the Requests for Information from the on-going Three Water Reform.

Expenditure Tracking of Water & Wastewater Funding

Tracking graphs for the W+WW projects are presented below.





Roading Update – January 2022

| Short-Term Roding Forward Work Programme | |
|---|---|
| Renewals | <ul style="list-style-type: none"> Unsealed pavement works on North and Airbase Road to progress when airport hauling has finished |
| Drainage | <ul style="list-style-type: none"> Some drainage works are planned for Tuku Road subject to confirmation of the locations of electricity services in the area |
| Professional Services | <ul style="list-style-type: none"> Ongoing monitoring for programme adjustments if inflation continues to increase |
| Owenga Loading Facility Design (LCLR) | <ul style="list-style-type: none"> Consult with barge society and with ship builders to refine concepts into a detailed design |
| Whangamoe Bridge Design (LCLR) | <ul style="list-style-type: none"> Resume consultation with stakeholder groups |
| Mid-Term Roding Forward Work Programme (approx. 2-6 months) | |
| Road Safety Inspection | <ul style="list-style-type: none"> Stantec plan to undertake the deferred road safety inspection in April/May 2023 when hours of darkness are longer |
| Whangamoe Bridge Design (LCLR) | <ul style="list-style-type: none"> On-going negotiations with affected stakeholders Build the replacement structure and conduct construction monitoring visits during key construction milestones. |
| Owenga Loading Facility Design (LCLR) | <ul style="list-style-type: none"> Undertake a consent needs assessment and archaeological assessment in advance of physical works Establish expected costs and preferred procurement methods for physical works |
| Network & Asset management | <ul style="list-style-type: none"> Identify quantum of work required in next 3 year NLTP cycle, and begin planning the NLTP / RLTP 24-27 Bid in earnest Progress preliminary design works on Maipito Bridge replacement for inclusion in the next NLTP investment cycle Identify additional possibilities for minor Low Cost / Low Risk projects |
| Long Term Roding Forward Work Programme | |
| Whangamoe Bridge Construction (LCLR) | <ul style="list-style-type: none"> Fence off roding corridor. Finalise legal boundaries with Māori Land Court and lodge new titles for adjacent parcels and road. Will require a cadastral survey of the road alignment. |
| Owenga Loading Facility Construction (LCLR) | <ul style="list-style-type: none"> Begin construction of the loading facility. |
| Pavement Maintenance | |
| Previous Status: <ul style="list-style-type: none"> Fulton Hogan have completed the physical works for the 22/23 season sealed pavement rehabilitation and resealing programme and the claims are all paid. | Updates: <ul style="list-style-type: none"> The unsealed pavement programme will resume with rehab works likely on North Road between Waitaha Quarry and Airbase Road The amount of work will depend somewhat on the condition that the road is handed back in at the end of the airport hauling. |

Drainage Maintenance

Previous Status:

- Some culvert replacements for Tuku Road are programmed but dependent on the Power Board as they are in the vicinity of 11 kV power cables.

Updates:

- Fulton Hogan will approach CIET regarding the possibility of using their own electricians & linesmen as stand-overs for Tuku Road works.

Bridge Maintenance

Previous Status:

- FH Construction division are working through finalised pricing for access and work under Te Awainanga Bridge

Updates:

- None

Whangamoe Bridge Replacement

Previous Status:

- Stantec understands that a key landowner has recently suffered some health issues which delayed engagement
- A cursory inspection of the bridge was undertaken during Stantec's December visit, with further deterioration of the main structural timber members being noted.

Updates:

- Bryan to undertake a detailed structural assessment, when he is next on island, to establish the current bridge's condition.

Owenga Loading Ramp Design

Previous Status:

- Stantec have sent some initial questions to the barge society to identify design parameters and ensure the ramp will be fit for purpose and easy to use
- Stantec made some measurements of the seabed during the December visit to use alongside inputs from the barge society

Updates:

- Bryan has contacted the barge society and the barge's designers and shipbuilders to progress the design for the loading facility structure.

Professional Services

Previous Status:

- Stantec is still working to confirm the timing of the Te Mataarae intersection minor works.
- Stantec have submitted a recommendation to council for consideration to open the Tuku Gully Road safely.
- Stantec have completed the RAPID number and wayfinding review site verifications. Advice to FH will be provided shortly to update the street name and guide sign blades

Updates:

- Stantec have begun some interim design work on a possible replacement for the Maipito bridge to be included as a Low Cost/Low Risk project in the NLTP 24-27 bid.

Kaingaroa & Owenga Wharf Repairs

Previous Status:

- The Owenga Wharf repairs will be undertaken in early 2023. The proposed interventions for Owenga Wharf have been modified to better protect vital components from Teredo Worm.
- Hunter Civil have completed the make-safe works on the Kaingaroa wharf
- They have re-established the handrails, improved the trolley ramp, jacketing and cross-bracing shoreward piles, steel strapping connections, backfilling foundation and shoreline rock protection

Updates:

- Bryan will undertake an additional island visit in February to assess the wharf repair works.

Stantec Site Visits

Previous Status:

- Nigel and Rebecca visited February, April and August, December 2022.

Updates:

- Next Stantec Roding visit will be 7th to 10th March 2023.

CIC catch-ups in Christchurch

Previous Status:

- Owen, Monique, and Bubbles were in Christchurch in June and were joined by the Christchurch and Dunedin teams for an excellent meal

Updates:

- None

Waka Kotahi (NZTA) Correspondence

Previous Status:

- Waka Kotahi are satisfied with the updated Procurement Strategy.
- Waka Kotahi have requested an update on the Low Cost Low Risk spend forecast. We have not made any fundamental changes since carrying over the budget for the construction phase of the Whangamoe bridge replacement, so all that was needed was to adjust what was spent in the 21/22 FY.

Updates:

- None

Water and Wastewater Update – January 2023

| Contract Documentation | |
|---|---|
| Project: | Current Status: |
| Water Compliance | <ul style="list-style-type: none"> CIC needs to carry out a catchment risk assessment / Source Water Risk Management Plan for both supplies. CIC needs to revise the Water Safety Plans (WSP) for both supplies <ul style="list-style-type: none"> The revised WSP framework was released in December 2018. The current WSPs need substantial revision to comply with the new framework, by November 2022. CIC has elected to not review its WSPs at this stage. CIC had intended to update the WSPs through the 3Ws Reform Programme, but elected to allocate funds to capital works instead. Tikitiki bore radiological testing was completed and results were all below detection limits for Radon, alpha activity, and beta activity. <ul style="list-style-type: none"> Radiological testing is to be repeated by October 2026. The Boil Water Notice was lifted for the Kaingaroa Water Supply on 26 January 2023. |
| Water Supply | |
| Project: | Current Status: |
| All Supplies – Funding and Site Visit | <ul style="list-style-type: none"> Filttec's annual servicing visit of the Water Treatment Plants (WTP) was completed during the week of 16 January 2023. Queries from the Entity C NTU regarding CIC's CAPEX and OPEX submissions are ongoing. CIC's Entity C Financial RfI was not submitted by the 21 October deadline. <ul style="list-style-type: none"> CIC has forwarded relevant contact information at ECan to the National Transition Unit, but has noted that a submission of this information will be completed in February / March 2023. CIC's 3Ws Operational Stocktake workshop with the Entity C NTU to be completed on 30 January 2023. |
| Kaingaroa – Lake Rangitai | <ul style="list-style-type: none"> There are some outstanding documentation deficiencies by FILTEC following the upgrade works at the WTP. Materials for the intake extension are on the island and awaiting installation by FH. Wet weather has prevented the completion of this work, and was not completed under the grant funding budgets. O&M contract funds will be used to cover the outstanding costs to complete the project. |
| Waitangi water supply | <ul style="list-style-type: none"> There are some outstanding documentation deficiencies by FILTEC following the upgrade works at the WTP. The new cloud-based telemetry system was installed and commissioned at both WTPs in April 2022. <ul style="list-style-type: none"> Improvements to the online portal have been noted and to be implemented in the New Year. CIC to consider introducing rules for enforcing private repairs within a certain timeframe to minimise loss of water and ensure the supply network can be maintained. Ongoing. CIC to consider whether charges are applied for taking water from the FH yard and/or if water is only able to be taken during hours when the yard is manned (i.e., locked at other times). Ongoing. |
| Reporting/ Monitoring/ Sampling January 2022 | <ul style="list-style-type: none"> Waitangi Water Supply <ul style="list-style-type: none"> Complies with WSP for bacteria (E.coli not detected in raw, treated or network sample). Not complying with DWSNZ for protozoa with UV disinfection system. <ul style="list-style-type: none"> The UV reactor is providing a protozoa barrier. Non-compliance is related to monitoring: UVI or UV dose (2 per week). UVT is monitored adequately. |

| | |
|---|---|
| | <ul style="list-style-type: none"> ▪ Monitoring is consistent with the existing WSP. ○ Total coliforms not detected in the raw, treated, or network sample. ○ Treated water turbidity was below the operational target of 0.3 NTU. • Kaingaroa Water Supply <ul style="list-style-type: none"> ○ 3 consecutive samples show no detection of E.coli and the Boil Water Notice that was issued on 15 December 2022, was lifted on 26 January 2023. ○ Did comply with WSP for bacteria. E.coli and total coliforms were detected in the treated samples or network samples. ○ E.coli and total coliforms detected in the raw sample, but still in compliance. ○ Not complying with DWSNZ for protozoa with UV disinfection system. <ul style="list-style-type: none"> ▪ The UV reactor may not have provided a protozoa barrier due to a low UVT reading. ▪ Non-compliance is related to monitoring: UVI or UV dose (2 per week). UVT is monitored adequately. ▪ Monitoring is consistent with the WSP ▪ UVT has not been consistently above 70%. ○ The chlorine dosing system is working well and a chlorine residual is being maintained. Monitoring using the online instrument at the WTP and handheld instrument in the network. • Council Office – Rain Water Supply <ul style="list-style-type: none"> ○ Monthly monitoring is being completed, but not for compliance with the DWSNZ at this stage since it is not a registered supply. ○ No E.coli or Total Coliforms detected in the treated water sample. ○ UVT was high • MPA Batching Bore (Potential Future Water Supply) <ul style="list-style-type: none"> ○ MPA bore no longer in operation (or sampled). See June 2018 monthly update for results and conclusions. |
| Wastewater Treatment | |
| Project: | Current Status: |
| WWTP maintenance | <ul style="list-style-type: none"> • Discharge consent review on-going. • 70% of plantings have been planted in the land application area. Remaining 30% of plants due to be planted early 2023. • Annual servicing visit completed by Steve Riley on December 7-9. |
| Reporting/ Monitoring/ Sampling January 2022 | <ul style="list-style-type: none"> • Waitangi Treated Wastewater Discharge <ul style="list-style-type: none"> ○ The treated wastewater complied in January with all parameters, except for TSS and nitrogen. Stantec and FH will continue to monitor treated wastewater quality, particularly with additional tourist numbers and urgent need for WWTP upgrade. It is noted that the land application system will further reduce TSS, COD, ammonia and E.coli prior to reaching groundwater, particularly now that the sprinklers have been maintained and have been moved further from the property boundary. ○ Stantec to review algae treatment options and sludge accumulation issue. ○ Maintenance and upkeep of the land application areas (i.e., tall grass / weeds) required. |
| General | |
| | <ul style="list-style-type: none"> • N/A |

Solid Waste Update – January 2023

| Landfill Operation | |
|--|--|
| Current Status <ul style="list-style-type: none"> MfE were to conduct an audit of the landfill in November, but this was postponed to early December, and since put off again until the new year. ECan has asked for clarity on sampling locations, which has been provided by Stantec. Stantec has completed the review of the background trigger values for environmental monitoring parameters and has issued the report to Council and ECan. | Actions – Stantec <ul style="list-style-type: none"> Provide operational advice as requested from time to time by CIC staff. Actions - Council <ul style="list-style-type: none"> Placement of waste in the landfill to be undertaken as advised by Stantec. |
| Waste Minimisation Project (MfE Waste Minimisation Fund) | |
| Current Status: <ul style="list-style-type: none"> Y1M2 report has been completed for the MfE. Turtens have completed the electrics at the Mitre 12 facility. The sliding doors were due to be delivered to Chathams in late January. | Actions - Stantec <ul style="list-style-type: none"> Stantec to continue work with CIC, suppliers and contractors, as needed. Actions - Council <ul style="list-style-type: none"> Council to provide photos of the new signage in place and photos of completed Mitre 12 facility. Council to establish insurance needs for taking over the Mitre 12 facility. |
| Weighbridge Project (CRRF Project) | |
| Current Status: <ul style="list-style-type: none"> Fulton Hogan has completed the foundations for the weighbridge. The weighbridge has been transported to the Chatham islands. Y1M1 report has been completed. | Actions - Stantec <ul style="list-style-type: none"> Stantec to continue to work with CIC, suppliers and contractors, as needed. Actions - Council <ul style="list-style-type: none"> Council to provide input on the project, as needed. Council to obtain photographs of foundation and weighbridge installation. Council to raise invoice for MfE's payment, as needed. |
| Sludge Lagoon Project | |
| Current Status – no change. <ul style="list-style-type: none"> Stantec has provided a short report on the requirements for installing an overflow to the leachate pond. This has been given to FH. | Actions - Stantec <ul style="list-style-type: none"> No outstanding actions. Actions - Council <ul style="list-style-type: none"> FH staff to install the overflow at the leachate pond. Council to work with Stantec to secure funding for the Sludge Facility Project. |
| Other Waste Management Matters | |
| Current Status – no change. <ul style="list-style-type: none"> MfE are keen for CIC to take up the funding for organics collections. This would need to be co-ordinated with Hokotehi Moriori Trust, to ensure that a collection by CIC would fit with the business case. Feedback has been received from one Councillor on the draft WMMP. Stantec is still progressing a draft Issues and Options paper on SW Charges. | Actions - Stantec <ul style="list-style-type: none"> Stantec to complete a Scoping Paper for the Solid Waste Bylaw and finalise the draft Bylaw. Stantec to finalise a draft Issues and Options paper on SW disposal charges. Stantec to arrange with Council how to conduct the special consultative |

| | |
|---|--|
| <ul style="list-style-type: none"> • Stantec is progressing work on the SW Bylaw, including preparing an Issues and Options paper. | <p>procedure for the SW Bylaw and the draft WMMP.</p> <ul style="list-style-type: none"> • Stantec to progress work on the seeking funding for transporting recyclables to New Zealand. <p>Actions - Council</p> <ul style="list-style-type: none"> • A workshop with Councillors may be needed for the draft WMMP. • CIC staff to work with Stantec to decide on arrangements for consulting the SW Bylaw and draft WMMP. |
|---|--|

4. Works & Services

4.2 Fulton Hogan Road Maintenance Report January 2023

| | |
|---------------------------|---|
| Date of meeting | 23 February 2023 |
| Agenda item number | 4.2 |
| Author/s | Phil Holt – Fulton Hogan Contract Manager |

Purpose

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

Attached is the January 2023 monthly reports from Fulton Hogan that will be presented by Mr Phil Holt (Fulton Hogan Contract Manager).

Recommendation

THAT the report be received.



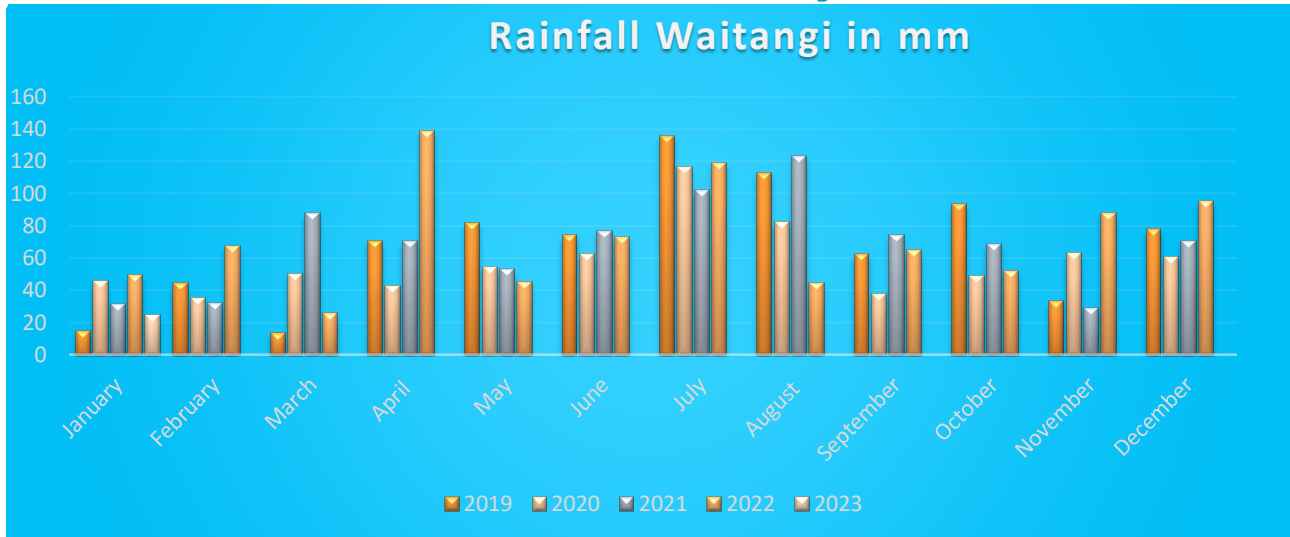
Xmas Weather Finally Arrived

CHATHAM ISLANDS ROAD MAINTENANCE CONTRACT MONTHLY REPORT JANUARY 2023

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

Outline of work carried out during month



24.5mm rainfall recorded for January in the Waitangi yard.

Routine Maintenance and Operations

Overall a pretty quiet month routine wise with the majority of the crew having a decent break enjoying the good weather that has finally turned up.

Grass growth has slowed right down and roads are hard, dry and dusty. Had to give them a grade as traffic were starting to wear into the base layer. No metal put on this month as too dry.

Pavement Renewals

Sealed Road Resurfacing

Drainage Renewals

New stock of culvert pipes in various sizes has been ordered. Waiting on CIET sparky to locate and stand over 11,000kv cables on Tuku road while culverts are replaced.

Bridge and Structure Renewals

Traffic Services

Minor Improvements

Vegetation Control

Mowing where required.

Dayworks

Programmed Work for following month

Mainly routine works as and where required.

Schedule of Work by Road Name

1. Maintenance Grading

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

| Road ID | Disp | Road ID | Start RP | End RP | Quantity M |
|---------------------|------|---------|----------|--------------|----------------|
| | | | | | |
| NORTH ROAD | 4928 | 21 | 4590 | 12506 | 7917 |
| RAPANUI ROAD | 4929 | 81 | 0 | 1155 | 1155 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | 9072m |
| | | | | TOTAL | 9.072km |

2. Unsealed Maintenance Metaling

| Road ID | Disp | Road ID | Start RP | End RP | Quantity | |
|---------|------|---------------|----------|-----------------------|--------------|-----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | Totals | | This Month | | m3 |
| | | | | Revised Target | 43000 | m3 |
| | | | | Contract TD | 42570 | m3 |

Next Month's Target

Currently 938m3 behind the revised schedule with the carryover from last year but right on target for the end of this financial year and will be used to strengthen pavement where needed once a bit of moisture arrives.

Crash Damage Report Summary

Crash Damage Report

| Date | Event | Action | Repaired Y/N |
|----------|---|--|--|
| 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. Vehicle not healthy. | N |
| 20/12/22 | A vehicle hit the bank by Big Bush and rolled onto its side = driver taken to hospital = blacked out due to being a diabetic | Given insulin at the hospital and recovered. Van righted and towed to a safe area. | N |
| 25/01/23 | A vehicle rolled while moving over to miss an approaching truck = hit loose metal on the side of the road, lost control and rolled = write off. | Driver taken to hospital for a checkup & vehicle removed from road. | N Road was graded the day before and this person travels the road regularly at speed. |

Network Inspections

| Month | Inspection Type | Faults Identified | Inspected By |
|-----------------|-----------------|--|--------------|
| 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 |
| December | Day | Roadroid survey done = no problems found on the network. | Phil |
| January 2023 | Day | 6 Monthly road survey done = report sent to Stantec | Phil |

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. |
| 7/12/22 | N | N | N | N | Reseal site inspection = all TM in place and sufficient. |

Metal Stockpiles

| 31/01/2023 | | | | | | | |
|-----------------|-------------|------|-------------|--------------|-------|---------|---------|
| 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 | 976 | 0 | 435 | | |
| Paritu | 2,902 | 0 | 0 | 1,593 | 0 | | |
| Stoney Crossing | 0 | 0 | 0 | 0 | 2,566 | 287 | 361 |
| Yard | 0 | 0 | 0 | 0 | 0 | | |
| Ohinemama | 0 | 0 | 0 | 0 | 0 | | |
| Muirsons Schist | 0 | 0 | 0 | 1,038 | 0 | | |
| | 4,740 | 0 | 976 | 6,564 | 3,001 | 287 | 361 |

CIC Owned Materials

Signs

| Item Description | Unit | Purchased | Used Jan 2023 | End Measure | Comments |
|---------------------------|------|-----------|---------------|-------------|----------|
| <i>Signs</i> | | | | | |
| 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 |
| PW34.2 | ea. | | | 2 | |
| PW37 | ea. | | | 1 | 900 |
| PW49 FIRE ENGINE | ea. | | | 2 | |
| PWSX1 | ea. | | | 2 | |
| RH-4 | ea. | | | 2 | |
| PW54 | ea. | | | 2 | |
| | | | | | |
| <i>Marker pegs</i> | | | | | |
| EMP | ea. | | | 362 | |
| CULVERT MARKERS | ea. | | | 8 | |
| WHITE RAPID MARKERS | ea. | | | 61 | |
| | | | | | |
| <i>Misc. Items</i> | | | | | |
| 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 |

Civilboss

| | | | | |
|--------|---|--|----|----|
| 225mm | m | | 60 | 36 |
| 300mm | m | | | 48 |
| 375mm | m | | 36 | 54 |
| 450mm | m | | 30 | 50 |
| 525mm | m | | | 15 |
| 600mm | m | | | 30 |
| 700mm | m | | | 30 |
| 800mm | m | | | 30 |
| 1000mm | m | | | 12 |

Builders Mix

| | | | | |
|--------------------------|-------|--|--|----|
| CEMENT | T | | | 0 |
| GEOGRID Tensar Triax 160 | Rolls | | | 14 |
| BIDIM CLOTH 4m x 100m | Rolls | | | 14 |
| BIDIM CLOTH 4m x 50m | Rolls | | | 13 |

Environmental Compliance

| Date | Site Inspected | Compliant Y/N | Abatement Order Issued | Corrective Action Required | Completed By |
|----------|--------------------------------|---------------|------------------------|----------------------------|--------------|
| 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 |
| 1/12/22 | Kaingaroa Rehab Site | Y | N | N | Tomby |

Stakeholder Complaints Register

| Month | Council/ Public Complaint | Complaint | Repair Undertaken | Response Time |
|----------|---------------------------------|---|---|------------------|
| 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 |
| 04/10/22 | Public | Large potholes in metaled dip area in the seal at Kaingaroa. | Potholes filled when crew available and weather allowed. | 1 Week |
| 20/01/23 | Public | Planks lifting on bridge. | Was a deep pothole in the RH wheel track that made it feel like bridge planks were lifting? | Next Day |

Public Relations & Community Involvement

Innovation

Summary of Monthly Progress Claim by Work Category

| | January 23 | Separable Portion One - Roothing | | | |
|-------------|-----------------------------|----------------------------------|-----------------------|-----------------------|---------------------------|
| <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 | \$113,516.23 | \$1,158,337.73 | \$972,000.00 | 119.17% |
| 2 | Routine Maintenance and Ops | \$57,734.33 | \$456,628.23 | \$910,000.00 | 50.18% |
| 3 | Pavement Renewals | \$0 | \$716,337.04 | \$874,000.00 | 81.96% |
| 4 | Sealed Road Resurfacing | \$0 | \$305,941.82 | \$227,000.00 | 134.78% |
| 5 | Drainage Renewals | \$23,186.32 | \$73,098.40 | \$233,000.00 | 31.37% |
| 6 | Bridge Renewals | \$0 | \$508.72 | \$111,000.00 | 0.46% |
| 7 | Traffic Services | \$1,077.21 | \$11,685.76 | \$20,000.00 | 58.43% |
| 8 | Minor Improvements | \$0 | \$0 | \$100,000.00 | 0% |
| 9 | Vegetation Control | \$5,408.41 | \$37,858.87 | \$55,000.00 | 68.83% |
| 11 | Dayworks | \$0 | \$42,499.37 | \$251,000.00 | 16.93% |
| | | | | | |
| | Total | \$200,922.50 | \$2,802,896.02 | \$3,753,000.00 | 74.68% |

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

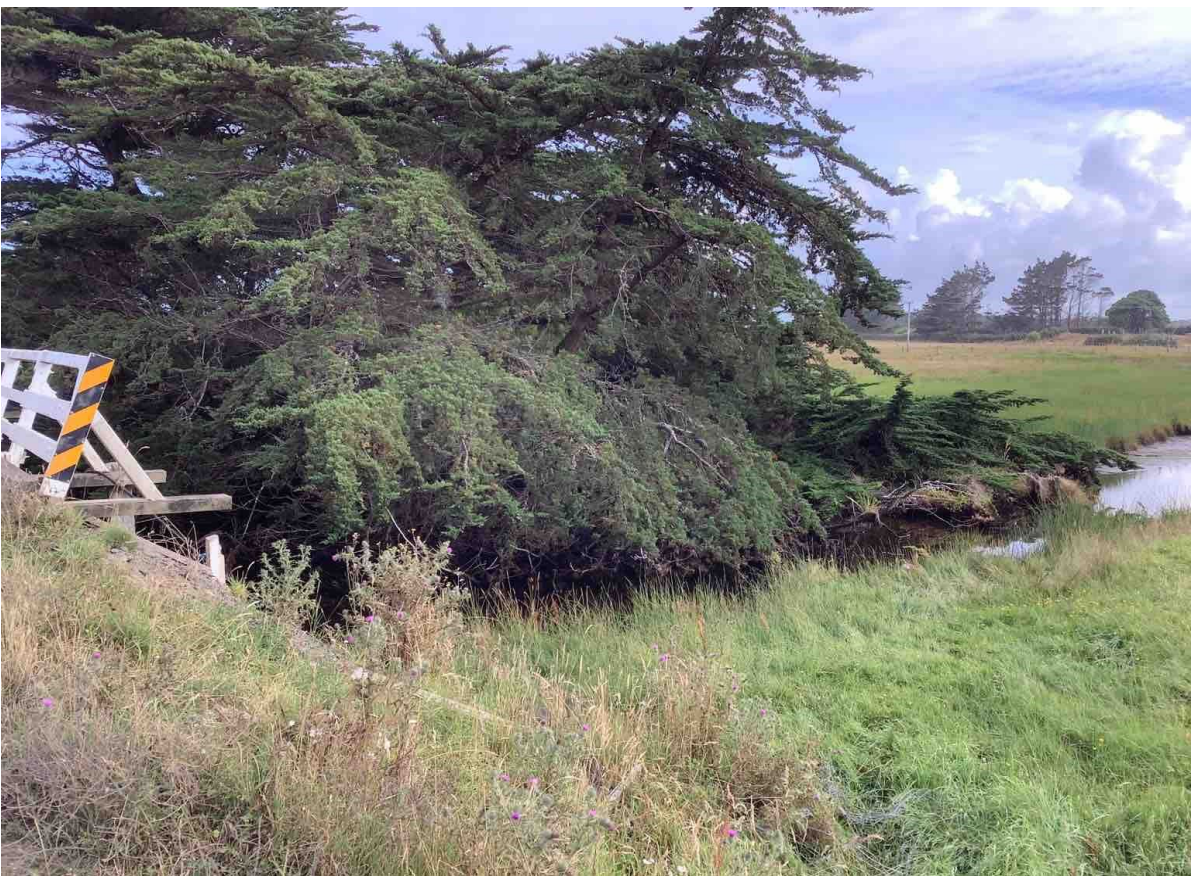
No reported or visible signs of damage this month.

Photos





Hospital Road North Dropout Repairs





Clearing Trees From Above Maipito Road Bridge

4. Works & Services

4.3 Fulton Hogan Water and Wastewater Operation Contract Report January 2023

| | |
|---------------------------|--|
| Date of meeting | 23 February 2023 |
| Agenda item number | 4.3 |
| Author/s | 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 January 2023 report from Fulton Hogan that will be presented by Phil Holt (Fulton Hogan Contract Manager).



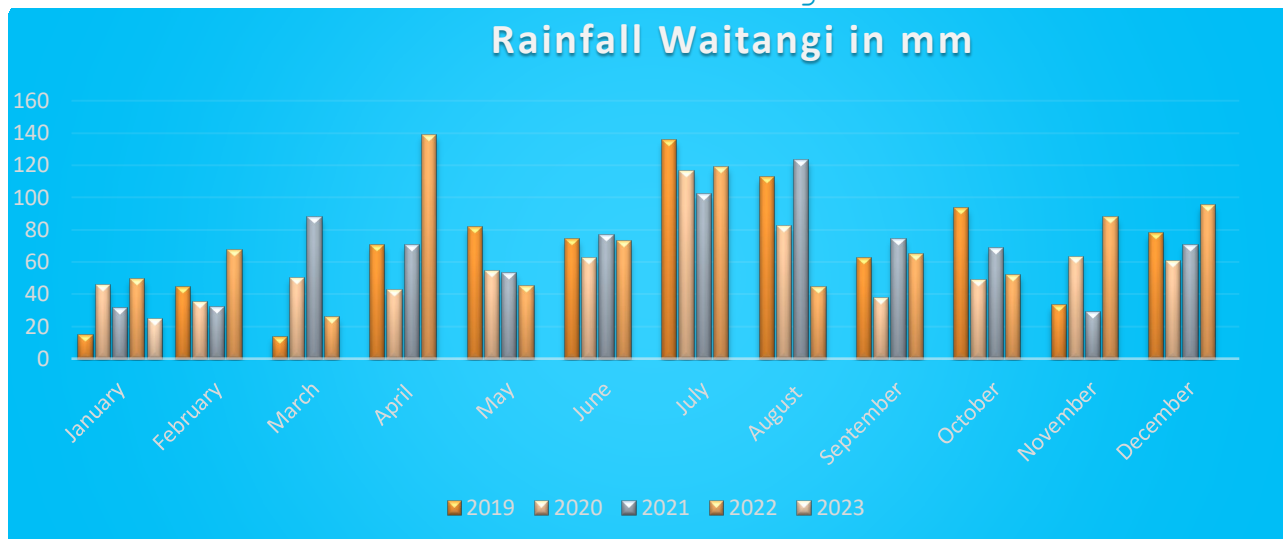
p

Kaingaroa Water Supply Lake 31 January

CHATHAM ISLANDS
WATER AND
WASTEWATER OPERATION
CONTRACT
MONTHLY REPORT
JANUARY 2023

Work Summary

Outline of work carried out during month



24.5mm rainfall recorded for January in the Waitangi yard.

Water Supply Operation & Maintenance

Tikitiki bore working ok at the moment with all tanks being full. Water level in the bore has dropped 600mm since last month. Filtec have been in and done the annual service at both plants. Kaingaroa = Treated water tanks are full again after last month's hiccup.

Once the annual service was completed and probes etc recalibrated we finally started getting a FAC reading. Chlorine dose was at a pretty high strength and rate to achieve this though and will be monitored closely to mitigate any spikes till system settles down.

Water Treatment

Tiki Tiki plant = Plant operating good at the moment apart from the raw water turbidity. This is high at times due to air getting into the system from an unknown point at this time.

Kaingaroa plant = Operating ok.

Wastewater Treatment Plant at Waitangi

No issues this month and has settled down with it being a lot drier after all the rain over the previous 2 months

Dayworks - Water

Dayworks - Wastewater

Water and Wastewater Reticulation Network

No problems in the network this past month.

Water and Wastewater Treatment Plant: Monitoring

Have had 3 clear results for Ecoli so boil water notice has been lifted.

Kaingaroa Lake Monitoring Post = lake level has dropped this month with the lack of rain but still too high to install the new intake.

Summary of Monthly Progress Claim by Work Category

| | January 23 | Separable Portion Two - Water and Wastewater | | | |
|------|-----------------------------------|--|--------------|---------------|--------------------|
| Item | Work Category | Value for Month | Value YTD | Annual Budget | % of Annual Budget |
| 13 | Preliminary and General | \$4,539.82 | \$54,737.27 | \$49,614.04 | 110.32% |
| 14 | Water Supply Ops and Maint | \$922.32 | \$6,456.24 | \$20,067.84 | 32.17% |
| 15 | Water Treatment | \$2,947.89 | \$22,767.75 | \$39,801.86 | 57.20% |
| 16 | WWTP Waitangi | \$922.32 | \$6,456.24 | \$35,580.63 | 18.14% |
| 17 | Dayworks - Water | \$4,609.88 | \$17,015.50 | \$9,519.14 | 178.75% |
| 18 | Dayworks - Wastewater | \$0 | \$40,603.97 | \$7,090.55 | 572.65% |
| 19 | Water and Wastewater Reticulation | \$0 | \$461.16 | \$461.16 | 100% |
| 20 | Treatment Plant Monitoring | \$1,188.52 | \$8,319.64 | \$14,262.24 | 58.33% |
| | | | | | |
| | Total | \$15,130.75 | \$157,267.77 | \$176,397.46 | 89.15% |

Last Financial Year

Programmed Work for Following Month

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

Water Meter Report

Irrigation Dosing

Fields have dried out this month and we have cleared and sprayed around the sprinklers.

Quality Assurance

Site Safety Report

| Date | Near Miss | Incident | Lost Time Injury | Plant Damage | Depot/Worksite Inspections |
|----------|-----------|----------|------------------|--------------|--|
| 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 |
| 7/12/22 | N | N | N | N | Steve in to do the annual service and inspection = all ok. |

Environmental Non Compliance

Monthly Stocktake of Supplies

General Supplies Stockpile – Month Ending January 2023

| | Stock Purchased | Stock End of Previous Month | Stock Used | Stock Remaining End of Month |
|----------|--------------------|--------------------------------------|---------------|---------------------------------------|
| Salt | | 95 Bags | 35 | 60 bags |
| Chlorine | | 200lts | 60lts | 140lts |

PHOTOS





Kaingaroa Raw Water Intake Pond & Channel





Kaingaroa Raw Water Lake Starting To Drop

4. Works & Services

4.4 Fulton Hogan Waste Management Operation Contract Report January 2023

| | |
|---------------------------|---|
| Date of meeting | 23 February 2023 |
| Agenda item number | 4.4 |
| Author/s | Dylan Fraser – Fulton Hogan Divisional Manager, Maintenance |

Purpose

To inform and update the Council on the Chatham Islands Waste Management Operation programme.

Recommendations


THAT the report be received.

Background

Attached to this report is the January 2023 Waste Management report from Fulton Hogan.



CHATHAM ISLANDS WASTE MANAGEMENT CONTRACT MONTHLY REPORT JANUARY 2023



Introduction
Te One Transfer Station
Owenga Landfill
Appendix 1

Introduction

This report provides a summary of waste management activities through the months of December 2022 and January 2023. .

Staff

In January we welcomed a new staff member to the team in the form of John Kamo. He is joining in a part time capacity to assist the team in the operation of Te One Transfer Station. .

Te One Transfer Station

We have had some plant issues with the loader blowing a hydraulic line in December. This was fixed quickly with the Porterhire mechanic on the island.

Discussions are underway with Macaulay Metals to establish whether they have an appetite to assist with removing the large amount of scrap metal on the island and at Te One.

Significant progress has been made with both the new Mitre 12 building, and the weigh bridge. The pads and the electrical connection for the weigh bridge have been constructed and this should be completed in February. The Mitre 12 building is all but complete, with only the plumbing for water connection to be finished.

The fire pit is to be completely filled in and will no longer be used. Some thinking now needs to be put into how larger construction waste such as timber will be managed, and whether this can go in to the landfill.

A large oil spill occurred close to Christmas requiring a large clean-up at Kaingaroa. All oil disposal will be removed and oil will only be accepted at Te One.

The waste records are included as Appendix 1 of this report.



Owenga Landfill

Minimal visits to the landfill were made in December and Jan however any waste not taken has been stockpiled to be taken at a later date.

Appendix 1

Te One Waste Record

Owenga Waste Record

| | |
|--|------------------|
| Gross Tonnage <i>All material that enters the facility</i> | 45.27072 |
| Diverted Tonnage <i>All material that is diverted from the facility</i> | 0 |
| Net Tonnage <i>Gross minus Diverted Tonnage - Tonnage on which the Waste Levy is Payable</i> | 45.27072 |
| Previous Months Net Tonnage <i>Net tonnage from previous months in same quarter.</i> | 28.84354 63.6 |

| | Month total | Quarter Total |
|---------------|-----------------|---------------|
| Cardboard | 1.9035 | |
| Plastic | 0.68796 | |
| Aluminium | 0.73197 | |
| Tin | 0.34398 | |
| Soft Plastic | 0.11466 | |
| General Waste | 10.3005 | |
| Total | 14.08257 | |

| | |
|---------------|----------|
| general wast | 10.3005 |
| glass | 9.07425 |
| cardboard | 1.9035 |
| plastic | 0.68796 |
| tin | 0.34398 |
| aluminium | 0.73197 |
| wood | 1.4715 |
| aerosol cans | 0 |
| heavy plastic | 0 |
| scrap metal | 18.88425 |
| tyres | 0.22932 |
| wood | 1.4715 |
| soft plastic | 0.11466 |
| plastics | 0 |
| rope | 0.05733 |
| | 45.27072 |

Volume Conversion Basic Template

[illegible]

| Measurement Volumes | |
|---------------------|--------|
| Wool pack volume | 0.441 |
| Wool pack volume | 0.441 |
| Trailer volume | 4.86 |
| 1/2 Skip volume | 2.4525 |
| Bale volume | 0.675 |
| Compactor Truck | 6.5 |
| Loader bucket | 1.4 |
| Hino trav | 2.4 |

8.4 2.688

| | |
|--|--------|
| Gross Tonnage <i>All material that enters the facility</i> | 14.336 |
| Diverted Tonnage <i>All material that is diverted from the facility</i> | 0 |
| Net Tonnage <i>Gross minus Diverted Tonnage - Tonnage on which the Waste Levy is Payable</i> | 14.336 |

| | Month total | Quarter Total |
|---------------|-------------|---------------|
| Cardboard | 0 | |
| Plastic | 0 | |
| Aluminium | 0 | |
| Tin | 0 | |
| Soft Plastic | 0 | |
| General Waste | 0 | |
| Total | 0 | |

6. Regulatory

6.1 Activity Report from Environment Canterbury

| | |
|---------------------------|------------------------------|
| Date of meeting | 23 February 2023 |
| Agenda item number | 6.1 |
| Author/s | Environment Canterbury Staff |

Purpose

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

Recommendations

THAT 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 7 February 2023.

Agenda 2023

Chatham Islands Council Steering Group

Date: Tuesday, 7 February 2023
Time: 9.30 AM
Venue: Whare Kotuia
Environment Canterbury
200 Tuam Street, Christchurch



Chatham Islands Council

Steering Group

Membership

Chair Giles Southwell

Members

Owen Pickles
Sue Allen
Craig Burke
Tanya Clifford
Brian Elliot
Lauren Hamilton
Teresa Hancock
Guy Harris
Terri Huxtable
Tina Jackson
Adrian Meredith
Joanne Mitten
Graeme Nelson
Steven Palmer
Emma Parr
Rebecca Phipps
Jo Simkiss
Gaynor Smith
Mark Smith
Kerryn Tangney
Jamin Thomas
James Thompson

Chatham Islands Council Steering Group

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6. Mihi / Karakia Whakamutunga - Closing339

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 - 29 November 2022

Chatham Islands Council Steering Group

| | |
|------------------------|--|
| Date of meeting | Tuesday, 7 February 2023 |
| Author | Petrea Downey, Committee Advisor |
| Endorsed by | Catherine McMillan, General Manager Governance |

Purpose

1. The previously circulated minutes from the Chatham Islands Council Steering Group on 29 November 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 29 November 2022.**

Attachments

1. Chatham Islands Council Steering Group - 29 November 2022 Unconfirmed Minutes [3.1.1 - 8 pages]

Minutes of the Chatham Islands Council Steering Group, held in the Whare Kotuia Room, Environment Canterbury, 200 Tuam Street, Christchurch and online on Tuesday 29 November 2022 at 9.30am.

Present

Committee Chair Giles Southwell (Environment Canterbury), Guy Harris*, Lauren Hamilton, Teresa Hancock, Terri Huxtable, Adrian Meredith, Joanne Mitten*, Steven Palmer, Owen Pickles, Mark Smith*, Kerry Tangney, Jamin Thomas*, Rachel Tutty and Jaden Wallace*.

* joined the meeting via audio/visual.

1. Mihi/Karakia Timatanga - Opening

Giles opened the meeting. The Chatham Islands Council is still working with Moriori and hope to have a karakia in the near future.

2. Apologies

An apology for absence was received from Graeme Nelson

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

3. Minutes

Refer pages 5-12 of the agenda.

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

Refer pages 5-12 of the agenda.

Staff provided the unconfirmed minutes of the Chatham Islands Council Steering Group meeting held on 25 October 2022.

Resolved CICSC/2022/89

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 25 October 2022.

4. Report Items

Refer pages 13-47 of the agenda.

4.1 Verbal Update on Island Matters

Refer page 13 of the agenda.

Owen provided a verbal update on Island matters including:

- the Island was visited by the Prime Minister
- the Prime Minister announced that \$500,000 from the drought relief fund has been made available to provide extra water tanks for homes not on the Council's reticulated services
- petrol has run out again, they are currently in negotiations
- Department of Internal Affairs have appointed an infrastructure review on the ownership and governance structure for the airport

Resolved CICSC/2022/90

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

4.2 Action list

Refer pages 14-15 of the agenda.

Staff updated the meeting with the actions carried forward from the previous meeting on 25 October 2022.

Resolved CICSC/2022/91

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 Travel Schedule

Refer pages 16-17 of the agenda.

Staff updated the meeting on upcoming travel by Environment Canterbury staff to and from the Chatham Islands, advising that Steven Palmer would be travelling in February/March 2023 also.

Resolved CICSC/2022/92

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.

4.4 Chatham Islands Services Overview

Refer pages 18-19 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/2022/93

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.
2. Suggests the Chatham Islands Services Overview report is put forward to the Chatham Islands Council to receive.

4.5 Procurement Projects Update - IT and Refurbishments

Refer pages 20-21 of the agenda.

Taken as read.

Resolved CICSC/2022/94

Staff recommendations adopted without change.

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.

4.6 Resource Management Planning

Refer pages 22-24 of the agenda.

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

Resolved CICSC/2022/95

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.
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.

4.7 Communications

Refer pages 25-29 of the agenda.

Staff updated the meeting on communications since the last meeting.

Resolved CICSC/2022/96

Staff recommendations adopted without change.

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.

4.8 Environmental Monitoring

Refer page 30 of the agenda.

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

Resolved CICSC/2022/97

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.

4.9 Biosecurity

Refer pages 31-32 of the agenda.

Staff updated the meeting on biosecurity issues on and around the Island, noting that they will update the next meeting on the chemicals issue relating to costs and availability.

Resolved CICSC/2022/98

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.

4.10 Navigation Safety

Refer pages 33-34 of the agenda.

Staff updated the meeting on navigation safety.

Resolved CICSC/2022/99

That the Chatham Islands Council Steering group:

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

4.11 Marine Oil Spill Response & Readiness

Refer page 35 of the agenda.

This report was taken as read.

Resolved CICSC/2022/100

Staff recommendations adopted without change.

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.

4.12 Compliance

Refer page 36 of the agenda.

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

Resolved CICSC/2022/101

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.

4.13 Civil Defence Emergency Management

Refer pages 37-38 of the agenda.

Staff updated the meeting on Civil Defence Emergency Management, noting that there will be an airport exercise in March 2023.

Resolved CICSC/2022/102

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.

4.14 Corporate Reporting Update

Refer pages 39-40 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/2022/103

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.

4.15 Financial Updates

Refer pages 41-45 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 31 October 2022.

Resolved CICSC/2022/104

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.

4.16 Meeting dates for 2023

Refer pages 46-47 of the agenda.

Staff provided a report with the dates for the meetings to be held in 2023.

Resolved CICSC/2022/105

Staff recommendations adopted without change.

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

5. Next Meeting

The next meeting will be held on Tuesday 7 February 2023 at 9.30am.

6. Mihi/Karakia Whakamutunga - Closing

Giles and Owen thanked everyone for the work undertaken in 2022.

Meeting concluded at 10.16am.

CONFIRMED 7 FEBRUARY 2023

Owen Pickles
Chief Executive
Chatham Islands Council

4. Report Items

4.1. Verbal Update on Island Matters

Chatham Islands Council Steering Group report

| | |
|------------------------|--|
| Date of meeting | 7 February 2023 |
| Author | Lauren Hamilton, Regional Leader - Zone Delivery |
| Endorsed by | Lauren Hamilton, Zone Manager - 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

| | |
|------------------------|---|
| Date of meeting | Tuesday, 7 February 2023 |
| Author | Petrea Downey, Committee Advisor |
| Endorsed by | 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 to be updated February 2023 [4.2.1 - 1 page]

| Task number | Status | Person responsible | Action |
|--------------|---------------|--------------------|---|
| 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

| | |
|-----------------------------|--|
| Date of meeting | Tuesday, 7 February 2023 |
| Author | Rebecca Phipps, Hub Leader Coordinators |
| Responsible Director | 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

Selection Criteria
Departures between 01Dec22 - 01May23
Destination/Transit - All Countries
17934
Outlet - ASHY Branch - All
Travel Type - Corporate



Attachment 4.3.1

| 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 |
| 977887 | 13Dec22 | Environment Canterbury | CORPORA | ASHY TE | Graeme Nelson | | | | | | SERV | assist with HR policy implementatio | Karen Harrower | HUR | LEEANNE CARSON- HUGHE | P027101/- | KAREN.HARROWER@ECAN.GOV.T.NZ | |
| | From | To | Dep Date / Date In | Arr Date / Date Out | Flight No | Supplier Reference | Vendor | | | | | | | | | | | |
| | CHC - Christchurch | CHT - Chatham Island | 13/12/22 02:00 p.m. | 13/12/22 04:45 p.m. | 3C0541 | 004DYF | Air Chathams | | | | | | | | | | | |
| | CHT - Chatham Island | WLG - Wellington | 16/12/22 09:45 a.m. | 16/12/22 11:15 a.m. | 3C0512 | 004DYF | Air Chathams | | | | | | | | | | | |
| 988414 | 14Feb23 | Environment Canterbury | CORPORA | ASHY TE | Ms Emma Parr | | | 64 64275642347 | Ms Emma Parr | | OPER | OIL SPILL RESPONSE CAPABILITY | Bernie Campbell | ZDE | JAMES DILLEY | P027121/- | BERNIE.CAMPBELL2@ECAN.GOV.T.NZ | emma.parr@ecan.govt.nz |
| | From | To | Dep Date / Date In | Arr Date / Date Out | Flight No | Supplier Reference | Vendor | | | | | | | | | | | |
| | 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 | CORPORA | ASHY TE | Mr Josh McdonaldDavis | | | +64 272564129 | Mr Josh McdonaldDavis | | OPER | CHATHAM ISLANDS COMPLIANCE | Bernie Campbell | ZDE | JAMES DILLEY | P027115/- | BERNIE.CAMPBELL2@ECAN.GOV.T.NZ | Josh.McDonald-Davis@ecan.govt.nz |
| | From | To | Dep Date / Date In | Arr Date / Date Out | Flight No | Supplier Reference | Vendor | | | | | | | | | | | |
| | 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 | CORPORA | ASHY TE | Mrs Terri Huxtable | | | +64278012708 | Mrs Terri Huxtable | | OPER | CHATHAM ISLANDS COMPLIANCE | Bernie Campbell | ZDE | JAMES DILLEY | P027115/- | BERNIE.CAMPBELL2@ECAN.GOV.T.NZ | terri.huxtable@ecan.govt.nz |
| | From | To | Dep Date / Date In | Arr Date / Date Out | Flight No | Supplier Reference | Vendor | | | | | | | | | | | |
| | 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 | | | | | | | | | | | |

Client Location Report - Environment Canterbury

Export Data



Selection Criteria
Departures between 01Jan23 - 30Jun23
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 | |
| 988414 | 14Feb23 | Environment Canterbury | CORPORA TE | ASHY | Ms Emma Parr | 64 64275642347 | Ms Emma Parr emma.parr@ecan.govt.nz | | OPER | OIL SPILL RESPONSE CAPABILITY | Bernie Campbell | ZDE | JAMES DILLEY | P027121/- | BERNIE.CAMPBELL2@ECAN.GOV.T.NZ | emma.parr@ecan.govt.nz | |
| | From | To | Dep Date / Date In | Arr Date / Date Out | Flight No | Supplier Reference | Vendor | | | | | | | | | | |
| | 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 07:45 a.m. | 21/02/23 09:15 a.m. | 3C0514 | 004JAP | Air Chathams | | | | | | | | | | |
| 988417 | 14Feb23 | Environment Canterbury | CORPORA TE | ASHY | Mr Josh Mcdonalddavis | +64 272564129 | Mr Josh Mcdonalddavis | | OPER | CHATHAM ISLANDS COMPLIANCE AUDIT | Bernie Campbell | ZDE | JAMES DILLEY | P027115/- | BERNIE.CAMPBELL2@ECAN.GOV.T.NZ | Josh.McDonald-Davis@ecan.govt.nz | |
| | From | To | Dep Date / Date In | Arr Date / Date Out | Flight No | Supplier Reference | Vendor | | | | | | | | | | |
| | 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 07:45 a.m. | 21/02/23 09:15 a.m. | 3C0514 | | Air Chathams | | | | | | | | | | |
| 988418 | 14Feb23 | Environment Canterbury | CORPORA TE | ASHY | Mrs Terri Huxtable | +64278012708 | Mrs Terri Huxtable | | OPER | CHATHAM ISLANDS COMPLIANCE AUDIT | Bernie Campbell | ZDE | JAMES DILLEY | P027115/- | BERNIE.CAMPBELL2@ECAN.GOV.T.NZ | terri.huxtable@ecan.govt.nz | |
| | From | To | Dep Date / Date In | Arr Date / Date Out | Flight No | Supplier Reference | Vendor | | | | | | | | | | |
| | 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 07:45 a.m. | 21/02/23 09:15 a.m. | 3C0514 | | Air Chathams | | | | | | | | | | |

4.4. Chatham Islands Services Overview

Chatham Islands Council Steering Group report

| | |
|------------------------|---|
| Date of meeting | 7 February 2023 |
| Author | 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. Request for proposal of an IT support service as posted on GETS on 2 November 2023 and as at the 15 November we had 22 interested parties
4. We have a few personnel changes who will be supporting the Chatham Island and they are: Tina Jackson – Navigation Safety and Joanne Mitton – Planning.
5. We have a few teams travelling to the Chatham Island in February: Marine Oil Spill Response and Compliance Audit teams

Renewal of services contract

6. 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

7. 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

8. 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

| | |
|------------------------|--|
| Date of meeting | 7 February 2023 |
| Author | Craig Burke |
| Endorsed by | Lauren Hamilton, Zone Manager - 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.
 - c. As of 20 January 2023, 1 response has been received to the RFP. The RFP closes on February 1 2023.

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:
- 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

| | |
|------------------------|---|
| Date of meeting | Tuesday, 7 February 2023 |
| Author | Rachel Tutty and Jo Mitten, Planners |
| Endorsed by | Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management |

Purpose

1. To update the Chatham Islands Council Steering Group on work that has been undertaken since the previous Steering Group meeting held on 29 November 2022.

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 the Environment Canterbury submission on the low slope map for the Government's stock exclusion regulations was successful. The Chatham Islands have not been included in the map.**
3. **Note, that a table of necessary changes to the Chatham Islands Resource Management Document (CIRMD) to give effect to the National Policy Statement for Freshwater Management (NPS-FM) has been prepared and peer reviewed by Environment Canterbury (ECan). The table has been attached to this report and ECan would like any comments back from the Chatham Islands Council by 28 February 2023.**
4. **Note, that a submission on the Natural and Built Environments Bill (NBEB) has been prepared Environment Canterbury and reviewed and approved by the Chatham Islands Council. Environment Canterbury lodged the submission with the Ministry for the Environment (MfE) prior to the deadline on Sunday 5 February 2023.**
5. **Note, that the Future for Local Government Report is out for submissions. Environment Canterbury planners would like to know whether the Chatham Islands Council would like a draft submission prepared. The due date for a submission is 28 February 2023.**

Key points

2. Joanne (Jo) Mitten (Principal Planner) is now leading the Resource Management Planning work under this contract from the beginning of 2023. Rachel Tutty will continue to be involved on occasion.

3. Due to our submission, the Chatham Islands has not been included on the low slope map. This means that there is no blanket requirement for farmers on the Islands to exclude cattle from all waterways. Stock exclusion will be dealt with either under the freshwater farm plan process if those plans are required on the Islands, or through the next resource management plan developed under the National and Built Environments Act. Either way it means that stock exclusion can be dealt with in a way that is practical for the local situation.
4. A table of necessary changes to the CIRMD to give effect to the NPS-FM has been drafted. It has been peer reviewed within Environment Canterbury and is attached to this report.
5. A submission on the NBEB has been lodged with the Select Committee. There was no need to provide a submission on the Spatial Planning Bill as it does not apply to the Chatham Islands.
6. The Government has released the Future for Local Government draft report for submissions 'He mata whāriki, he matawhānui'. The submission period closes on 28 February 2023 and Environment Canterbury would like direction from Chatham Islands Council on whether to draft a submission.

Background

7. 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 CIRMD 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 is attached for consideration by the Chatham Islands Council.
8. The proposed Natural and Built Environments Act (NBA) is likely to have significant impacts on planning for the Islands, including by making changes to the Chatham Islands Council Act. A submission was lodged to MfE prior to the 5 February deadline.
9. A review of local government was established by the Minister of Local Government in April 2021 in context of:
 - a. Significant reform programme and traditional roles and functions of local government changing.
 - b. The last substantial change was in 1989-there have been numerous reviews and multiple ad-hoc changes to legislation since then.
 - c. Evolution is required to respond to current and future state e.g., changes in demographics, Te Tiriti recognition, and the way communities interact.

10. The draft report 'He mata whāriki, he matawhānui' is the draft report that outlines a need for a local governance system that is community focussed and citizen centred to promote discussions and invite submissions to shape the final report and recommendations. It sets out a suite of recommendations and questions across different areas such as citizen led democracy, Te Tiriti based partnership, improving central and local government relationship, funding and finance, among others.
11. Environment Canterbury would like to know whether the Chatham Islands Council require a submission on this?

Cost, compliance and communication

Financial implications

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

Risk assessment and legal compliance

13. The Chatham Islands Resource Management Document needs to be amended to comply with the requirements of the National Policy Statement for Freshwater Management.
14. The proposed NBEB 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

15. Environment Canterbury would like any comments back on the table of changes required to the CIRMD to align with the NPS-FM. ECan will then work on the necessary changes required to the CIRMD to give effect to the NPS-FM.
16. If a submission is wanted by the Chatham Islands Council on He mata whāriki, he matawhānui, ECan will draft a submission and provide a draft to the Chatham Islands Council in time to lodge it on 28 February 2023.

Attachments

1. he mata whāriki, he matawhānui draft report [4.6.1 - 261 pages]
2. changes to CIRMD NPS FM 2 [4.6.2 - 29 pages]

| | |
|-----------------------|-----------------------------|
| Legal review | |
| Peer reviewers | Jeff Smith and Rachel Tutty |

4.7. Communications

Chatham Islands Council Steering Group report

| | |
|-----------------|--|
| Date of meeting | 7 February 2023 |
| Author | Teresa Hancock, Principal Communications & Engagement Advisor |
| Endorsed by | Lauren Hamilton, Zone Manager - 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 February 2023 is put forward to the Chatham Islands Council to receive.

Key points

2. The communications report for February 2023 includes:
 - 2.1 Website updates
 - a. News stories:
 - (i.) [Prime Minister visits Chatham Islands](https://cic.govt.nz/your-council/news-and-events/2022/prime-minister-visits-chatham-islands/) https://cic.govt.nz/your-council/news-and-events/2022/prime-minister-visits-chatham-islands/ (55 views)
 - (ii.) [Compliance monitoring visit planned for February](https://cic.govt.nz/your-council/news-and-events/2022/compliance-monitoring-visit/) https://cic.govt.nz/your-council/news-and-events/2022/compliance-monitoring-visit/ (24 views)
 - (iii.) [Reporting faults on the mobile network](https://cic.govt.nz/your-council/news-and-events/2022/reporting-faults-on-the-mobile-network/) https://cic.govt.nz/your-council/news-and-events/2022/reporting-faults-on-the-mobile-network/ (17 views)
 - (iv.) [Council end of year hours 2022-23](https://cic.govt.nz/your-council/news-and-events/2022/council-end-of-year-hours-2022-2023/) https://cic.govt.nz/your-council/news-and-events/2022/council-end-of-year-hours-2022-2023/ (35 views)
 - (v.) [Government consulting on the Natural and Built Environments Bill and the Spatial Planning Bill](https://cic.govt.nz/your-council/news-and-events/2022/government-consulting-on-the-natural-and-built-environments-bill-and-the-spatial-planning-bill/) https://cic.govt.nz/your-council/news-and-events/2022/government-consulting-on-the-natural-and-built-environments-bill-and-the-spatial-planning-bill/ (49 views)
 - b. Document pages:
 - (i.) [Unaudited Annual Report and Annual Report Summary](https://cic.govt.nz/documents/annual-report/) https://cic.govt.nz/documents/annual-report/

(ii.) [Council and PARC agendas and meeting dates page updated](https://cic.govt.nz/your-council/meetings-and-agendas/)

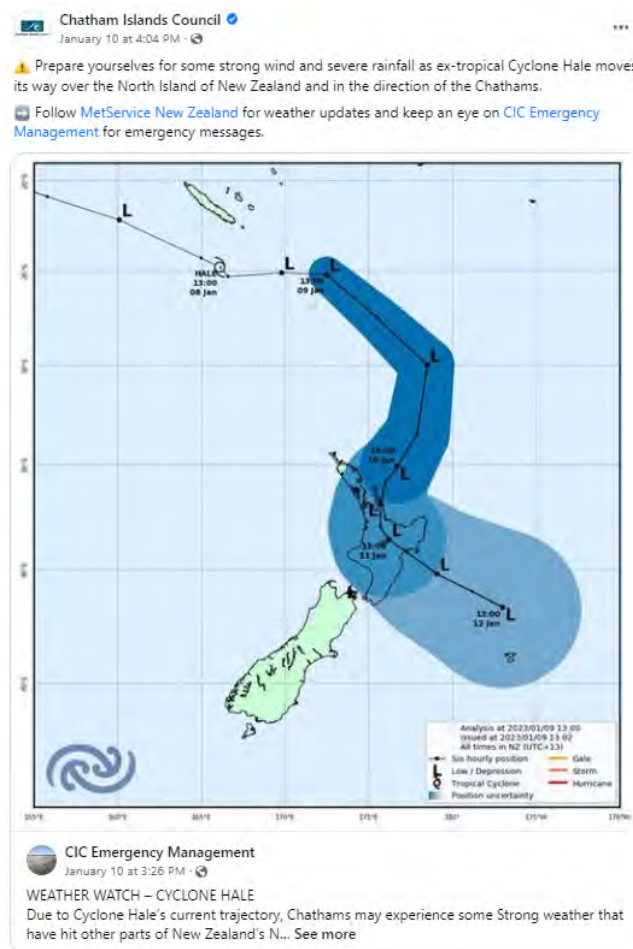
<https://cic.govt.nz/your-council/meetings-and-agendas/>

2.2 Facebook posts done by Environment Canterbury staff:

a. November newsletter post (reach: 577, engagements: 242, reactions: 30)



- b. Mobile faults (reach: 336, engagements: 21)
- c. December newsletter post (reach: 342, engagements: 103)
- d. Christmas message from Mayor Monique (reach: 300, engagements: 28)
- e. Council hours over Christmas (reach: 258, engagements: 3)
- f. Alcohol bylaw reminder (reach: 256, engagements: 17)
- g. Government bills (reach: 259, engagements: 19)
- h. Cyclone Hale (CDEM re-share) (reach: 342, engagements: 26)



- i. Boil water notice reminder (reach: 190, engagements: 4)

2.2 Council e-newsletter

- a. November newsletter:

- Open rate 67.0% (up 8.7% from October), clicks 18% (up 1.4% from October)

- b. December newsletter*:

- Open rate 56.8% (down 10.2% from November), clicks 2.3% (down 15.7% from November)
**This newsletter included Christmas and New Year hours, a message from the Mayor and few opportunities to click through to the website.*

3. Other tasks - in progress

| Task | Due date | Status |
|---------------------------|----------|--|
| Risk and issue management | Ongoing | Comms support for a number of evolving issues. |

| Task | Due date | Status |
|---|-----------------|---|
| 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. |
| 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. Progress on this topic during the first quarter of 2023 expected. |
| Chatham Islands Investment Strategy support | June/July 2023 | Comms support for this project is underway, first meeting had with external support. |
| Vehicle wrap | January 2023 | New design for ECan/CIC biosecurity cars completed. First vehicle will be arriving soon. |
| Signage | January 2023 | Vehicles on beaches (designed – ready for print) & dogs on beaches (completed) signage underway. |

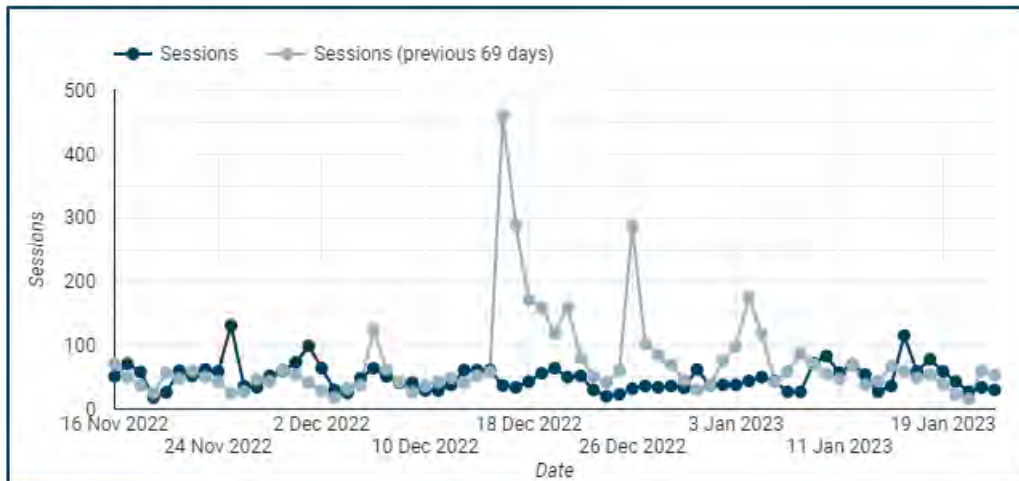
4. Chatham Islands Council [Website report](https://lookerstudio.google.com/reporting/0B78dbzCBLO9kUTg1SF8zaXhEVEE/page/Rw4H)
<https://lookerstudio.google.com/reporting/0B78dbzCBLO9kUTg1SF8zaXhEVEE/page/Rw4H>: 16 November 2022 - 23 January 2023

What has been viewed on the website?

| | Page Title | Page Views | Δ |
|-----|---|--------------|-----------------|
| 1. | Home » Chatham Islands Council | 1,241 | -622 ↓ |
| 2. | Visit the Chatham Islands » Chatham Islands Council | 1,139 | 17 ↑ |
| 3. | News and Events » Chatham Islands Council | 437 | -214 ↓ |
| 4. | Meet the Team » Chatham Islands Council | 375 | -185 ↓ |
| 5. | Search all Documents » Chatham Islands Council | 230 | 2 ↑ |
| 6. | Meetings and Agendas » Chatham Islands Council | 220 | 133 ↑ |
| 7. | Contact » Chatham Islands Council | 163 | -110 ↓ |
| 8. | Your Council » Chatham Islands Council | 140 | -41 ↓ |
| 9. | Airport fitout planning underway with public consultation ... | 133 | -43 ↓ |
| 10. | Page Not Found » Chatham Islands Council | 127 | 100 ↑ |
| | Grand total | 7,045 | -2,438 ↓ |












1 - 10 / 307 < >

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 ▾ | Δ |
|----------------|---|--|---|
| 1. | google / organic | 2,224  | -674  |
| 2. | (direct) / (none) | 699  | -530  |
| 3. | bing / organic | 122  | 17  |
| 4. | en.m.wikipedia.org / referral | 38  | 8  |
| 5. | statics.teams.cdn.office.net / refer... | 33  | -24  |
| | Grand total | 3,376 | -1,653  |
| 1 - 5 / 55 < > | | | |

4.8. Environmental Monitoring

Environmental monitoring report

| | |
|------------------------|--|
| Date of meeting | 7 February 2023 |
| Author | Adrian Meredith, Principal Surface Water Scientist |
| Endorsed by | Lauren Hamilton, Zone Manager - 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 December 2022 water quality sampling round has been completed.
3. Hydrology network and climate (rainfall) sampling has been continuing and is up to date.
4. Annual water quality reports (2020/21 and 2021/22) have been updated to include hydrology and climate data (as per requirements). The 2020/21 report is complete but awaiting final review; the 2021/2022 report will also be completed shortly. The compilation and analysis systems have been standardised now so the future annual reports will be completed quickly and on time.
5. Results from sampling of bores/wells are currently being provided to private bore owners.

4.9. Biosecurity

Chatham Islands Council Steering Group report

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

Purpose

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

Border control

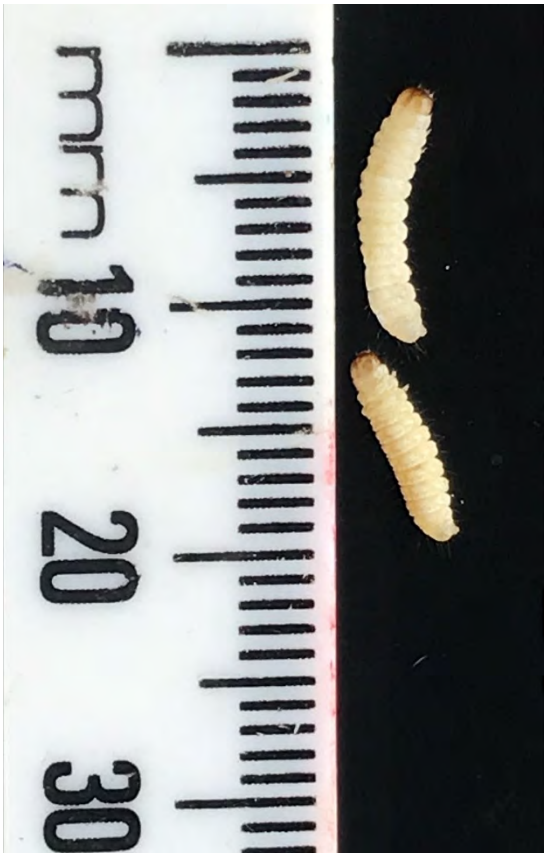
2. Since October 2022, Robin and Jason have responded to, and / or investigated multiple pest issues. It is pleasing to note that most of these have been reported to us by residents. These have included (Photos attached)
 - Two resident requests to import plants to the Chathams
 - Import of potting mix
 - Larvae found in milk powder (contained and returned to sender)
 - Ant nest found and ID. (Endemic)
 - Imported 2nd hand beehives imported and found to have bee material still present. This could harbour Varroa or American Foul Brood. (Hives returned to sender)
 - Whitetail spider found in food box (this species is possibly already present on the Island)
 - Parasitoid wasp (also probably present on the Island for some time)
3. We now have Alex Meikle engaged as a Contractor on a “as required” basis. Alex effectively fills the back-up vacancy left when Jason joined us as a full-time employee.
4. SPS Biosecurity have been very active on our behalf with the New Zealand side of border control and have been extremely helpful with the pest ID and import advice on the items listed above.

Pest Management Plan

5. A relatively quiet month with the Christmas / New Year break. No significant issues arising.

6. All of the chemical required to do this year's Gorse spraying has been purchased and is now on the Island. Unfortunately, we are facing a couple of hurdles to secure the helicopter service at this stage.
7. First and foremost is the boat availability to ship the helicopter. If the ship is out of commission for 3 months as anticipated, we would miss our "window" for an effective project. I.e weather and up-take of chemical. We will be in constant contact with Chatham Islands Shipping regarding progress.
8. Secondly, the "rates" specified by the service provider for the past 3 years. Working on the Chathams has a fine line between being viable or not for off Island Contractors. Precision Helicopters have asked that we incorporate a "down time" rate for when the helicopter is not available for service. This is specifically the in-transit days to and from the Chathams. The rate quoted is \$2,603 per day. This is probably realistic and should not be off the table for discussion.
9. If it wasn't for the Southern Tiare being out of action and the subsequent potential short notice request to the Helicopter provider to get to the Island, I would suggest we go back to the market for alternative providers but as it stands, if we want the service prior to mid May it would be unwise to expect a new service provider to deal with complex logistics at short notice.
10. In short, it would be my recommendation that we monitor ship availability and if possible, engage Precision Helicopters at short notice and absorb the extra costs for this and go back to market for the 2024 programme.







Attachments

Nil

4.10. Navigation Safety

Chatham Islands Council Steering Group report

| | |
|------------------------|--|
| Date of meeting | 07 February 2022 |
| Author | Guy Harris, Harbourmaster |
| Endorsed by | Lauren Hamilton, Zone Manager - 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. Replacement for 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. In March 2023, Southern Tiare will need another special survey and will be off-service for a few weeks. The small coastal bulk carrier ship Rangitata is being considered as the temporary replacement.
4. Waitangi Port Manager, Toby Kemp, has requested a suitable sized Swing mooring be established in the Waitangi Swing mooring area as a mooring that can be used when small fishing vessels have to be moved off the wharf to make room for other vessels. Joss and Guy to discuss and get back to Owen with a recommendation.
5. *NOTE: Guy Harris has a new role with the Harbourmaster's Office and so will slowly be handing over his responsibilities to his replacement, Tina Jackson. Tina is an ex super yacht skipper with 20 years of experience and very knowledgeable on Navigation Safety systems and is the current Deputy HM Systems and Services at ECan.*

4.11. Marine Oil Spill Response & Readiness

Chatham Islands Council Steering Group report

| | |
|------------------------|--|
| Date of meeting | 7 February 2023 |
| Author | Emma Parr, Coastal Response and Readiness Lead |
| Endorsed by | Lauren Hamilton, Zone Manager - 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. Trip to islands planned for Feb 14 2023 with the purpose of establishing and strengthening relationships, to gain familiarity with topography, risks, resources and capabilities.
3. 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 (requires CIC delegation)
 - 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

| | |
|------------------------|--|
| Date of meeting | 7 February 2023 |
| Author | Terri Huxtable, Resource Management Technical Lead |
| Endorsed by | Lauren Hamilton, Zone Manager - 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. Owenga Landfill – Stantec has submitted the environmental monitoring report for review. The report summarises and analyses the baseline groundwater and surface water monitoring data collected from June 2013 to December 2021 and proposes a revised set of interim trigger values in accordance with the LDMP. These interim trigger values will be used to assess any changes in groundwater and surface water receiving environments for discharges from the site, following the commissioning and ongoing operation of the landfill.
3. CI airport extension – Grass is growing well and the silt fences still in place are being maintained and cleared of any sediment accumulation. A final visit from DOC to review progress of the spear grass transplant project has declared it a success.
4. Visit to Chatham Islands – Compliance audit is booked for 14-21st February 2023. Pre trip planning is ongoing with a review of consents, past reports and setting up meetings with key stakeholders.
5. Environment Canterbury not currently processing any consents on behalf of CIC.

Attachments

Nil

4.13. Civil Defence Emergency Management

Chatham Islands Council Steering Group report

| | |
|------------------------|---|
| Date of meeting | 7 February 2023 |
| Author | James Thompson, Team Leader, Canterbury CDEM Group |
| Endorsed by | 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. 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. Two Chatham Island Council staff (Colleen Clearwater and Colette Peni) are going to attend, in person, a Canterbury delivered CDEM Controllers Initial course on the 10th of February.
4. The Canterbury Controllers Forum is to be held on the 20th of April and the Chatham Island Controllers will be invited to this.

| | |
|-----------------------|--|
| Peer reviewers | [Names of two peer reviewers who have reviewed this paper] |
|-----------------------|--|

4.14. Corporate Reporting Update

Chatham Islands Council Steering Group report

| | |
|------------------------|--|
| Date of meeting | 7 February 2023 |
| Author | Jamin Thomas, TL Corporate Reporting |
| Endorsed by | Lauren Hamilton, Zone Manager - 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 and 2021/22 annual reports did not occur prior to the revised statutory deadline of 31 December. We have been advised that the audits will begin in February 2023, with a proposed adoption date of 27 April 2023.
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. *Environment Canterbury CIC Accountant:* Tanya Clifford commenced her parental leave on 23 December 2021. Tanya is due to return to her position and resume the CIC accounting responsibilities on the week beginning 6th 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.

| | |
|-----------------------|-----------------|
| Peer reviewers | Lauren Hamilton |
|-----------------------|-----------------|

4.15. Financial Updates

Chatham Islands Council Steering Group report

| | |
|------------------------|--|
| Date of meeting | 7 February 2023 |
| Author | Mark Smith, Team Leader Finance Business Partnership |
| Endorsed by | Lauren Hamilton, Zone Manager - 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 December 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 December 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 \$218K consisting of \$4K additional revenue and \$214K less expenditure.

4. Expenditure by work programme (YTD):

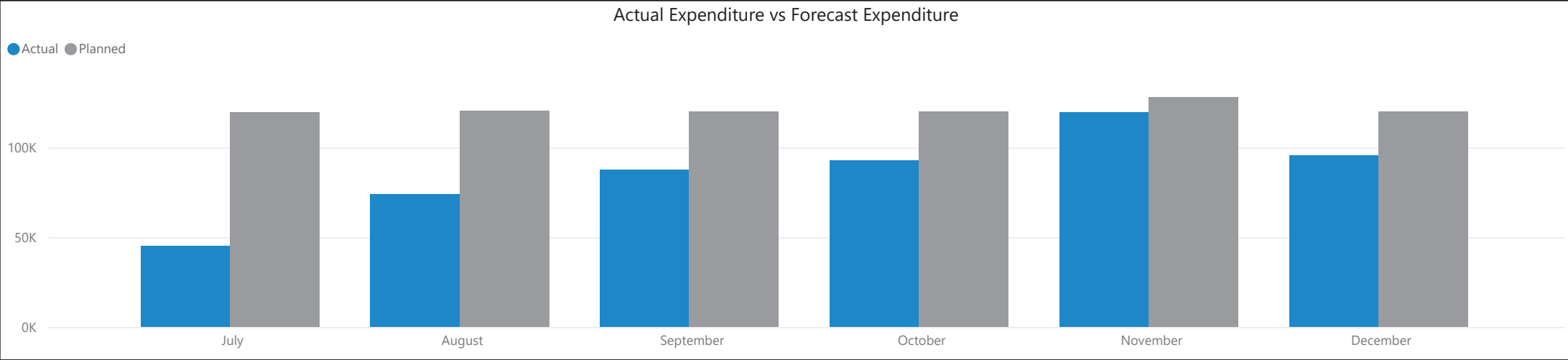
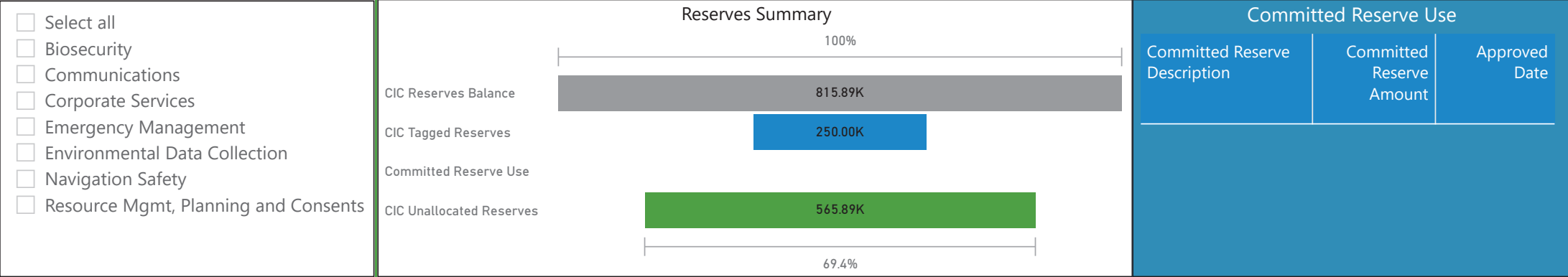
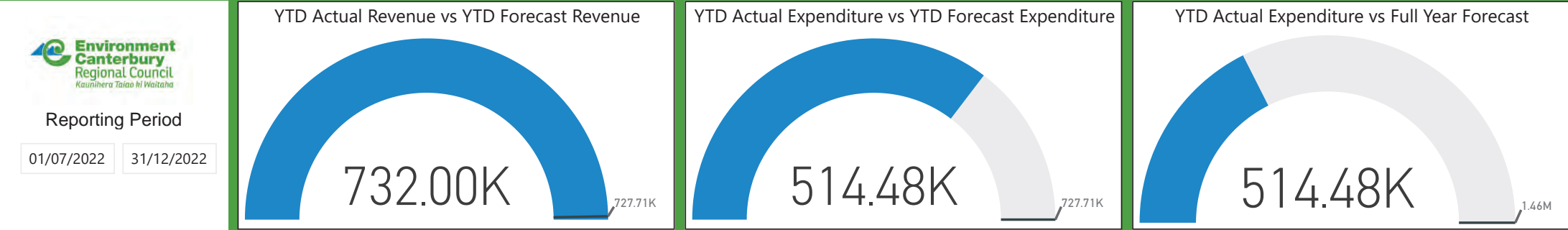
| | \$000s | Actual | Budget | Variance |
|--|---------------|---------------|---------------|-----------------|
| Biosecurity | | 255 | 391 | (136) |
| Communications | | 14 | 23 | (9) |
| Corporate Services | | 113 | 163 | (50) |
| Emergency Management | | 9 | 20 | (11) |
| Environmental Data Collection | | 87 | 73 | 14 |
| Navigation Safety | | 26 | 19 | 7 |
| Resource Management, Consents & Planning | | 10 | 39 | (29) |
| Total | | 514 | 728 | (214) |

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

Attachments

1. CIC Steering Committee financial report - Dec 22 A 4 [4.15.1 - 3 pages]

| | |
|-----------------------|---------------|
| Peer reviewers | Brian Elliott |
|-----------------------|---------------|



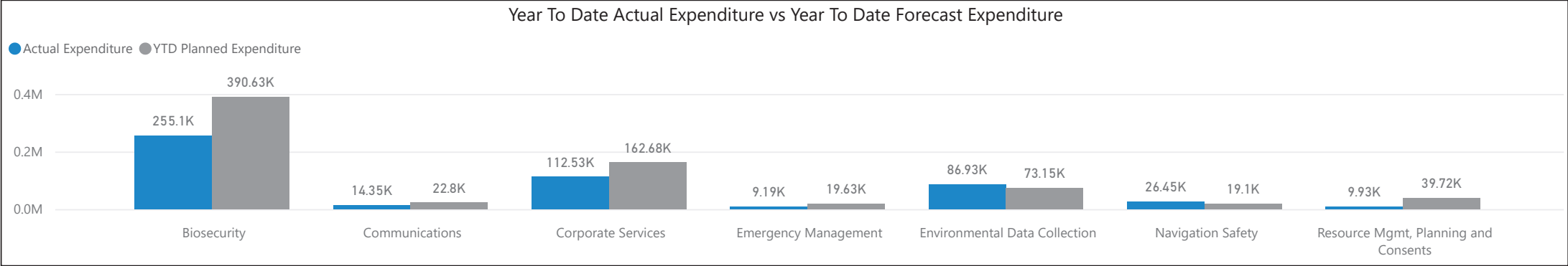


Reporting Period

01/07/202231/12/2022

Section Name

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



Biosecurity: Lower staff level and timing of work means expenditure is lower year-to-date. A large chemical order is being place which will increase expenditure.

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: Increased work will be carried out in the second half of the year as Central Government's resource management reform is responded to. The Chatham Islands Resource Management Document will also be updated to give effect to the Essential Freshwater Package.

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



Reporting Period

01/07/2022

31/12/2022

Forecast

Section Name

Biosecurity

Communications

Corporate Services

Emergency
ManagementEnvironmental Data
Collection

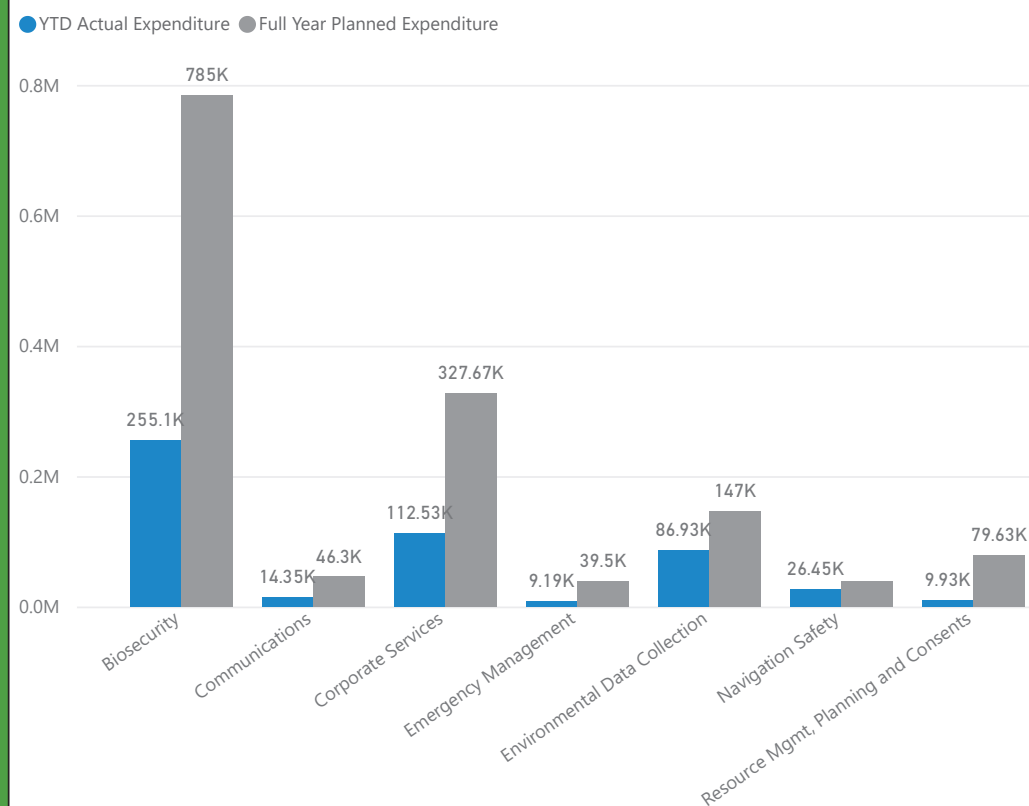
Navigation Safety

Resource Mgmt,
Planning and
Consents

Expenditure Details By Project Level

| Project Name | YTD Actual Expenditure | Full Year Planned Expenditure |
|---|------------------------|-------------------------------|
| CIC Biosecurity, Pest Strategy & Implementation | 201,975.83 | 516,000.00 |
| CIC Biosecurity - Border Control | 53,123.89 | 269,000.00 |
| CIC Corporate Services | 71,856.70 | 181,672.00 |
| CIC Water Quality, Ecology & Hydrology | 86,929.23 | 147,000.00 |
| CIC Finance | 40,675.72 | 146,000.00 |
| CIC Resource Management Planning | 7,002.51 | 58,828.00 |
| CIC Communications | 14,351.33 | 46,300.00 |
| CIC Emergency Management | 9,187.95 | 39,500.00 |
| CIC Navigation Safety | 22,886.92 | 38,900.00 |
| CIC Compliance Monitoring | 2,927.00 | 20,800.00 |
| CIC Oil Spill Response Capability | 3,559.95 | |
| Total | 514,477.03 | 1,464,000.00 |

Expenditure availability against Forecast



5. Next Meeting

The next meeting of the Chatham Islands Council Steering Group is scheduled to be held on Tuesday, 7 March 2023 at 9.30am.

6. Mihi / Karakia Whakamutunga - Closing

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

8. Government

8.1 Report to the Department of Internal Affairs to 31 December 2022

| | |
|---------------------------|-------------------------------|
| Date of meeting | 23 February 2023 |
| Agenda item number | 8.1 |
| Author/s | Owen Pickles, Chief Executive |

Purpose

Report to the Department of Internal Affairs in terms of Section 7 of the Deed of Funding, covering the 2018/19 financial year.

Recommendations

THAT Council receives the ‘Report to the Department of Internal Affairs to 31 December 2022’.

Attachments

1. Report to the Department of Internal Affairs to 31 December 2022.

CHATHAM ISLANDS COUNCIL
Report to the Department of Internal Affairs
1st October 2022 to 31st December 2022

We have assumed that the 2018/19 funding deed will continue until 30th June 2023. This is therefore the eighteenth report in terms of Section 7 of that deed.

Crown Appropriation

During late 2021 McGredy Winder was employed by the Department of Internal Affairs to undertake a review of the Crown Appropriation which supports the operations of the Chatham Islands Council. This includes the contractual relationship it has with the Canterbury Regional Council.

It is pleasing to note that recommendation made by McGredy Winder will be included in a budget bid for the 2023 budget.

Democracy

The Council is **Mayor** Monique Croon, **Deputy Mayor** Keri-Lea Day, **Councillors** Celine Gregory-Hunt, Graeme Hoare, Amanda Horler, Greg Horler, Steve Joyce, Judy Kamo, Nigel Ryan.

The Council has appointed two standing committees

PARC: Mr Philip Jones (Independent Chairman), Monique Croon, Keri-Lea Day, Greg Horler and Steve Joyce.

CEO Recruitment Committee: Monique Croon, Keri-Lea Day, Amanda Horler, and Celine Gregory-Hunt

Prime Minister's Visit

The Prime Minister Rt Hon Jacinda Adern visited the Island on 25th November 2022 when she officially opened the Council Office and Museum building.

4 Entities

Hokotehi Moriori Trust, Ngati Mutunga O Wharekauri Iwi Trust, Chatham Islands Enterprise Trust and the Chatham Islands Council make up the 4 Entities. Meetings are held monthly with each taking a turn to host and chair.

The meetings provide an opportunity for all to be updated on what each is doing and to provide a collective view on Island issues.

Governance Review

There has been no activity during the reporting period.

Infrastructure Strategy

The Council supports the proposed development of an Island Infrastructure Strategy and looks forward to being involved with its preparation.

During December consultants Bruce Anderson, Chris Fry, and Daniel Williams from the Woods Group visited and held several meetings.

Council Building

The Council has been resident in its new building for nearly a year now. It has been good to see the amount of community use of facilities growing especially for meetings.

The future of the previous building will be further considered by the Council into its new term.

Island Resilience

The current financial climate has had a magnified effect on the Chatham Islands with the cost of living reaching unsustainable levels. For low and fixed-income earners there is little relief, with relief offered by the Government not being fit for purpose on the Islands.

The biggest driver has been the cost of diesel which drives most of the Island including the power grid, which resulted in electricity being as high as \$1.37 per unit.

Petrol

With the closure of Waitangi Hardware, the Island was left without a petrol retailer. This has resulted in the Council importing 17,000L which it is selling through the Waitangi Hardware systems. This arrangement however is very temporary.

The Council has continued to be the retailer of petrol and looks as though it will continue to do so until an alternative is found.

The future of petrol will hopefully be addressed in the infrastructure review as the costs of compliance around this commodity are prohibitive when compared to the volumes sold.

Power Supply

As mentioned above the price of electricity reached as high as \$1.37 per unit. A recent reduction in diesel costs resulted in the price reducing to \$1.27 per unit. Both are unaffordable for many households.

The Chatham Islands Enterprise Trust has been seeking Government support for over 2 years for a wind based renewable solution that will halve this cost, but so far there doesn't seem to be a willingness on behalf of Government to support the initiative.

Shipping

It was great to see Government support for a shipping solution for the Chatham Islands.

The Council looks forward to working with the Chatham Islands Enterprise Trust and other stakeholders in determining what the right solution will be.

Airport

The airport project has progressed well with seemingly little time lost.

The Council will be working with the Contractors to make sure the quarry haul road is returned in the same condition it was prior to this project starting.

Water Tanks

NEMA has advised that funding to provide some 50 water storage tanks has been approved. We still await the official confirmation and conditions that will be applied to this project.

The Prime Minister when visiting in November, confirmed that this funding was available. \$500k was paid into the Council's bank on the same day.

Council's Emergency Management staff are now working through the logistics of this programme.

Roading

The Council's procurement strategy has been endorsed by Waka Kotahi, effectively providing permission to let its civil works contract for 10 years and professional services contract for 7 years (5+1+1). These will be up for renewal in 2025 and 2024.

A Partnership Charter with Council, Stantec, and Fulton Hogan is working well.

The bi-annual sealing programme was completed during November/December.

The 2021/22 major capital project the Whangamoe bridge replacement has been delayed due to land owners' consents being withheld on cultural grounds. A revised project within the existing road reserve will begin this year.

This has been further complicated with the passing of the land owner's representative.

Three Waters

Water Supplies

The Council made good progress with water supply improvements at both Waitangi and Kaingaroa using a Ministry of Health grant and 3 Waters Reforms stimulus grants.

The Waitangi supply is still vulnerable during dry times when restrictions are applied to make sure demand meets supply.

An extension out into deep water at Lake Rangitai, which feeds the Kaingaroa supply, has been delayed due to there being too much water in the lake. A good problem to have.

Waste Water

Using the 3 Waters Reforms stimulus funds, the essential repairs have been carried out on the Waitangi waste water system.

Like the Waitangi water supply, the waste water system is nearing its capacity.

Storm Water

With little in the way of storm water reticulation, the Council's major storm water activity is the monitoring, and when required, opening to the sea of Te Whanga. This is currently open.

When Treaty settlements are finalised, this will be managed jointly by Imi, Iwi, Council and DOC.

Three waters reforms

The Council has taken a neutral stand over the Government's proposed 3 Waters Reforms.

Chatham Islands has been included within entity C (lower North Island / top of South Island)

Many hours have been spent on responding to information requests from the 3 Waters unit at DIA, and keeping up with the formation of Entity C.

The Council has lodged its intentions application for the use of Tranche 1 of the Better-Off funds and looks forward to these being approved.

The Council's Better-off Tranche 1 application has been approved. Work on various projects is progressing. First reimbursement claim has been submitted.

Waste Management

Fulton Hogan has continued to improve the waste management processes at Te One.

The sanitary landfill at Owenga is now fully operative.

The Ministry for the Environment is supporting two Waste Minz funded projects;

- ❖ The supply and establishment of a weighbridge \$100,000
- ❖ The establishment of a new shed which will be used to store larger items of reusable waste \$200,000

Both of these projects will begin in October and should be completed by March 2023.

Work on establishment of a bylaw to cover the waste management activity is progressing alongside developing a user pays pricing strategy.

Emergency Management

An independent review of the Emergency Management activity was carried out by C3 Consulting.

This concluded that the activity is underfunded and under resourced due to the Council being a Regional Council and supporting a CDEM Group.

The report has been referred to DIA with the intention to have the extra funds needed being included in the next review of the Crown funding support.

As referred to in the water section above, the NEMA Resilience fund will be supporting the provision and establishment of some 50 water tanks at properties outside of the reticulated areas.

A new emergency depot has been proposed for many years. This will provide a home the Council's emergency management activity, FENZ, St John, Corrections, and the civil works contractor.

The Council has the land for the development situated well away from any tsunami risk.

This project is currently on hold due to a lack of funds.

Harbours

Kaingaroa

Hunter Civil has been contracted to undertake works on the wharf with the intention to make it safe to use costing \$300k. These were substantially completed in December 2022.

The wharf has been subjected to several battering's by high seas and storm events in recent times.

A new wharf is being planned for 2024 but is subject to funding being achieved.

Owenga

Hunter Civil will be carrying out essential maintenance to the wharf estimated to cost \$400k. These works are expected to be completed by March 2023.

Funding for these wharf projects is part of the Councils 3 Waters Better-off funding application which has been approved.

Regulatory

Building Control

Wellington City Council are contracted to provide building control services on the Island.

Public Health

Wellington City Council are contracted to provide public health services on the Island with food premises compliance being the focus.

Stock Control

A major problem (not new) is the increasing numbers of feral cattle and to a lesser degree feral horse. These are attracted to the warmth in the roads at night causing a dangerous traffic hazard.

Council is working with MPI and E.Can to find a solution, with helicopter culling being the front runner.

Resource Management

There has been no significant activity.

A large amount of compliance work will go unattended until Council is funded to cover associated costs. This is mostly in relation to the introduction of National Policy Statements.

Tourism Support

The Council is providing an umbrella for the Chatham Islands Tourism Industry receiving several grants approvals for tourism related projects. These include public toilets, walkways, lookouts etc.

Heartlands

The contract with MSD for the provision of a Heartland Services office has been renewed with a significant funding increase.

The Coordinator has been very active assisting clients to deal with the high costs of living associated with living on the Chatham Islands. This is driven by high petrol and diesel prices which flows on to the cost of electricity. Chatham Islands Electricity tariff at \$1.37 per unit is thought to be the highest in the world.

With a proposed new health facility there has been demand for an in care or respite facility for dependent elders.

Canterbury Regional Council

The Contract with the Canterbury Regional Council has been renewed for another year due to the uncertainty around the Council being funded to address the many responsibilities imposed by the National Environment Standards.

The Canterbury Regional Council continues to provide support for the Council over many activities as detailed in the enclosed report.

Finance

It is disappointing to advise that the audit of the Council's Annual Reports for 2020/21 and 2021/22 have been deferred until 2023. This is due to Audit New Zealand not having the resources available to complete these audit

The Mayor and PARC Chair have jointly written to the Auditor General expressing the Council's concerns about these delays.

Audit NZ has advised that the audits will commence during the week beginning 6th February with final adoption of audited reports planned for 27th April 2023

The financial reports up to 31 December 2022 are attached.

9. Chatham Islands

9.1 Community Surveillance Cameras

| | |
|---------------------------|-------------------------------|
| Date of meeting | 23 February 2023 |
| Agenda item number | 9.1 |
| Author/s | Owen Pickles, Chief Executive |

Purpose

Decision paper for Council to approve installation of surveillance cameras as recommended by NZ Police and to give public notice to community.

Recommendations

1. **THAT Council approves surveillance cameras to be installed as recommended by NZ Police; and**
2. **THAT public notice of this intention be given.**

Background

We have followed up on the legal advice and looked at the need for a Privacy Assessment as directed by Council.

We followed the Privacy Commission guidelines to determine that no Privacy Assessment will be required.

A public notice about the Council's intentions is still appropriate.

Snr Constable Will Joines has requested the following –

“Ideally the cameras would capture traffic travelling through and into Waitangi as this is the main town.

A camera near Dough and Go looking towards Pages Corner would be great. This would capture vehicles coming and going from Waitangi. This has been an area of interest for us for some time as a number of offences have been reported in this area that had we had cameras in this area may have identified lines of enquiry or possible offenders.

A camera in Waitangi at the end of Tuku Road looking back towards the bridge / Dough and Go. This could capture vehicles leaving the pub and coming into Waitangi.

If you or your team have any other ideas on location we would love to hear it."

The logistics of where the monitors would be situated is still to be determined but the Police Station would be best.

Public Excluded Agenda

23 February 2023

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 Public Excluded Meeting 26 January 2023 | Good reason to withhold exists under Section 7 | Section 48(1)(a) |
| 2 | Chief Executive Officer | Minutes of Public Excluded PARC Meeting 13 February 2023 | Good reason to withhold exists under Section 7 | Section 48(1)(a) |
| 3 | Chief Executive Officer | Civil Works Depot | 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) |
| 3 | 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) |

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