



chatham islands council

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## Chatham Islands Council

### AGENDA

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#### Notice of Meeting:

An ordinary meeting of the Chatham Islands Council will be held on:

**Date:** Thursday 5 October 2023

**Time:** 1.30pm

**Venue:** Council Chambers, Tuku Road, Chatham Islands

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#### Membership

Chairperson: Mayor Monique Croon  
Deputy Mayor: Councillor Keri Day  
Members: Councillor Celine Gregory-Hunt  
Councillor Graeme Hoare  
Councillor Greg Horler  
Councillor Steve Joyce  
Councillor Judy Kamo  
Councillor Nigel Ryan  
Councillor Amanda Seymour

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Owen Pickles  
Chief Executive

Jo Guise  
Executive Assistant  
[secretary@cic.govt.nz](mailto:secretary@cic.govt.nz)  
[www.cic.govt.nz](http://www.cic.govt.nz)

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.

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## 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!

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# APOLOGIES

*Agenda*

## 2. DEMOCRACY

*Agenda*

## 2. Democracy

### 2.1 Minutes from the Ordinary Meeting 31 August 2023

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<b>Date of meeting</b>	5 October 2023
<b>Agenda item number</b>	2.1
<b>Author/s</b>	Jo Guise, Executive Assistant

#### **Purpose**

For the Council to receive and confirm the minutes of the Ordinary Meeting of Council held on 31 August 2023.

#### **Recommendations**

1. **THAT the minutes from the Ordinary Meeting of the Chatham Islands Council held on 31 August 2023 be a true and accurate record.**

Chatham Islands Council

Council Meeting 31 Aug 23

**Date:** Thursday, 31 Aug 2023

**Time:** 1.30PM

**Location:** Chatham Islands

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**Members:** Mayor Monique Croon, Deputy Mayor Keri Day, Cr Steve Joyce, Cr Nigel Ryan, Cr Graeme Hoare, Cr Amanda Seymour, Cr Judy Kamo, Cr Celine Gregory-Hunt, Cr Greg Horler

**Attendance:** Mayor Monique Croon, Deputy Mayor Keri Day, Cr Steve Joyce, Cr Nigel Ryan, Cr Graeme Hoare, Cr Amanda Seymour, Cr Celine Gregory-Hunt

**Attendees:** Owen Pickles (Chief Executive), Colette Peni (Operations Manager), Jo Guise (Minutes), Ms Tanya Clifford (ECan), Mr Jase Seymour (ECan), Mr Nigel Lister (Stantec), Ms Rebecca Tinga (Stantec)

**Apologies:** Cr G Horler, Cr J Kamo

## ADMINISTRATIVE MATTERS

### RESOLVED:

THAT the apologies be accepted.

**KL DAY / RS JOYCE / CARRIED**

**Mayor Croon opened the meeting acknowledging the passing of Joe Thomas Snr, Abner Jacobs, David Crockett and Ron Manning.**

### 1.1 Appointment of Acting Chief Executive

#### RESOLVED:

THAT Council appoints Operations Manager Colette Peni to be the Acting Chief Executive during the Chief Executive's absence from 4-15 September 2023.

**RS JOYCE / G HOARE / CARRIED**

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No Actions assigned for this section

## 2. DEMOCRACY

### 2.1 Minutes of the Meeting 20 July 2023

#### RESOLVED:

THAT the minutes from the Special meeting of the Chatham Islands Council held on 20 July 2023 be a true and accurate record with amendments noted.

**C GREGORY-HUNT / G HOARE / CARRIED**

## **2.2 CEO Report**

### **RESOLVED:**

THAT the Chatham Islands Council receives the report.

**C GREGORY-HUNT / KL DAY / CARRIED**

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No Actions assigned for this section

## **3. FINANCE**

### **3.1 Financial Report**

Ms Tanya Clifford explained the report in the agenda was the report which went to the DIA after 30 June 2023. She gave an outline of Council's financial position.

### **RESOLVED:**

THAT the Financial Report be received.

**G HOARE / A SEYMOUR / CARRIED**

### **3.2 Funding Assistance Rates 2024-27**

Waka Kotahi had set the Funding Assistance Rates in the 2024-27 National Land Transport Programme. Council's FAR was 88% for that period, which remained the same as the FAR for the 2021-24 NLTP.

### **RESOLVED:**

THAT the Chatham Islands Council receives the report.

**RS JOYCE / G HOARE / CARRIED**

### **3.3 Draft Performance Report**

Ms Tanya Clifford explained the draft Service Performance Report to Council. The report would be included in the Annual Report.

### **RESOLVED:**

THAT the Chatham Islands Council receives the draft Service Performance Report.

**A SEYMOUR / KL DAY / CARRIED**

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No Actions assigned for this section

## **4. WORKS & SERVICES**

Mr Nigel Lister and Rebecca Tinga joined the meeting.



#### **4.1 Stantec Report**

Mr Nigel Lister gave an update to the report.

**RESOLVED:**

THAT the Chatham Islands Council receives the report.

**RS JOYCE / C GREGORY-HUNT / CARRIED**

#### **4.2 Fulton Hogan Road Maintenance Report**

**RESOLVED:**

THAT the Chatham Islands Council receives the report.

**A SEYMOUR / KL DAY / CARRIED**

#### **4.3 Fulton Hogan Water & Wastewater Report**

It was noted that a water filter had been fitted at the Te One Transfer Station.

**RESOLVED:**

THAT the Chatham Islands Council receives the report.

**G HOARE / KL DAY / CARRIED**

#### **4.4 Fulton Hogan Waste Management Report**

**RESOLVED:**

THAT the Chatham Islands Council receives the report.

**KL DAY / NC RYAN / CARRIED**

#### **4.5 LATE ITEM - Draft 2024-27 Rooding Expenditure**

**RESOLVED:**

THAT the report 'Draft 2024-27 Rooding Expenditure' be considered as a late item.

**A SEYMOUR / G HOARE / CARRIED**

**RESOLVED:**

THAT the funding submission to Waka Kotahi for the NLTP be approved.

**G HOARE / NC RYAN / CARRIED**

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No Actions assigned for this section

## **5. COMMUNITY SERVICES**

### **5.1 Heartlands Annual Report**

The Mayor acknowledged the work that Ms Barby Joyce performs for the Heartlands office.

The Chief Executive noted the Heartlands vehicle had arrived. He also advised staff were currently working through a tender to submit, for providing the Heartlands service on the Chatham Islands, which was a new process.

**RESOLVED:**

THAT the Heartlands Annual Report be received.

**NC RYAN / C GREGORY-HUNT / CARRIED**

## **5.2 Chatham Islands Swimming Pool Grant**

**RESOLVED:**

1. THAT the Council pay a grant to the Chatham Islands Swimming Pool Trust of \$6,000 to cover the 2022 and 2023 years.
2. THAT going forward a grant of \$3,000 adjusted for inflation, be paid in August of each year.

**NC RYAN / G HOARE / CARRIED**

## **5.3 Te Pae Oranga**

**RESOLVED:**

THAT the information be received.

**C GREGORY-HUNT / G HOARE / CARRIED**

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# **6. REGULATORY**

## **6.1 LATE ITEM - ECan Activity Report**

**RESOLVED:**

THAT the report 'ECan Activity Report' be considered a late item.

**C GREGORY-HUNT / A SEYMOUR / CARRIED**

Mr Jase Seymour gave an update to Biosecurity activities. Mayor Croon noted Steve Palmer had resigned from his role at ECan and acknowledged his dedication and service to island he had provided over the years.

**RESOLVED:**

THAT the information be received.

**A SEYMOUR / G HOARE / CARRIED**

## **6.2 LATE ITEM - Waka Kotahi Approval Letter**

### **RESOLVED:**

THAT the report 'Waka Kotahi Approval Letter' be considered a late item.

**A SEYMOUR / C GREGORY-HUNT / CARRIED**

The Chief Executive advised approval for Stantec to continue their service had been received until 31 October 2026 when the contract would have to go to the market.

### **RESOLVED:**

THAT the information be received.

**G HOARE / NC RYAN / CARRIED**

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No Actions assigned for this section

## **8. GOVERNMENT**

### **8.1 Report to the DIA to 30 June 2023**

#### **RESOLVED:**

THAT the Chatham Islands Council receive the report.

**RS JOYCE / G HOARE / CARRIED**

### **8.2 Future of Local Government Final Report**

Mayor Croon gave a brief summary of the report.

#### **RESOLVED:**

THAT the Chatham Islands Council receives the report.

**G HOARE / A SEYMOUR / CARRIED**

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No Actions assigned for this section

## **9. CHATHAM ISLANDS**

### **9.1 Chatham Islands Investment Strategy 2023**

**RESOLVED:**

THAT the Chatham Islands Investment Strategy 2023 be received.

**C GREGORY-HUNT / KL DAY / CARRIED**

*The meeting moved in to public excluded at 2.42pm and out at 2.49pm.*

**RESOLVED:**

THAT the meeting move in to public excluded.

**M CROON / A SEYMOUR / CARRIED**

*There being no further business, the meeting closed at 3.00pm.*

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No Actions assigned for this section

## **Minutes Submission**

*Minutes submitted by: Jo Guise*

## 2. Democracy

### 2.2 CEO Report

<b>Date of meeting</b>	5 October 2023
<b>Agenda item number</b>	2.2
<b>Author/s</b>	Owen Pickles, Chief Executive

### Purpose

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

### Recommendations

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

### Meetings

Frederique Bartrand	DIA Policy adviser	Council funding support	29 August
Anthea Oliver, Philippa Giles Southwell, Lauren Hamilton	DIA E.Can	Council Funding support	19 September
E.Can Steering Group		Chatham services	19 September
Philippa Somerville	Peters organizer	CEO house upgrade	20 September
Danielle Bryant	Chatham Auto and Marine	Petrol options	20 September
FENZ Local advisory committee	FENZ	Quarterly update	21 September
Tony Blackett	HMT	Green waste project handover	21 September

Kirsten Norquay Andrew Wong	Stantec	Water progress report	22 September
Craig Kerwin Hugh Sowman	Chatham Island Shipping	Shipping services	22 September
Paul Eagle/ Brian Dawson	MP	Weekly catch up	22 September
Taituara/SOLGM	AGM		22 September
Jackie Gurden	CI Tourism	TIF Projects catch up	22 September
Yvonne Yang & team	Audit NZ	2022/23 Audit commencement	25 September
Alice Heather Tiriana Smith	Regional Director Operations Manager	Department of Conservation	26 September
CEG			27 September
Lawrence Yule	Yule Alexander Consulting	Hawkes Bay Air service	27 September
CEG Meeting		CDEM	27 September

## 2. Democracy

### 2.3 Mayoral Correspondence

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<b>Date of meeting</b>	5 October 2023
<b>Agenda item number</b>	2.3
<b>Author/s</b>	

#### **Purpose**

Information for the Council to receive.

#### **Recommendations**

1. **THAT the correspondence be received.**

#### **Background**

Attached to this report is correspondence from Hon Kieran McNulty advising the Local Government Legislation Bill had received Royal assent, and explains what some of the changes mean.

# Hon Kieran McAnulty

Minister for Emergency Management  
Minister of Local Government  
Minister for Racing  
Minister for Regional Development  
Minister for Rural Communities  
Deputy Leader of the House



1 September 2023

Mayor Monique Croon  
Chatham Islands Council  
By email: [monique.croon5@gmail.com](mailto:monique.croon5@gmail.com)

cc. Chief Executive Owen Pickles  
By email: [owen@cic.govt.nz](mailto:owen@cic.govt.nz)

Dear Mayor Monique,

On Wednesday 30 August the Local Government Electoral Legislation Bill received the Royal assent.

The Act improves the processes by which individuals and communities are represented through, and can participate in, local government elections. The key areas in the Act are:

- Establishing a fit-for-purpose process for councils to review their representation arrangements, including Māori representation;
- Improving governance flexibility at Auckland Council by:
  - Enabling Auckland Council to determine how many councillors it has, in the same way as all other councils; and
  - Simplifying the process for adjusting local board boundaries;
- Updating the processes for tied elections, including an automatic judicial recount before any coin toss; and
- Enabling all candidates to submit electronic nominations.

The requirement for councils to consider Māori representation as part of their representation review will come into force in October 2025 to allow councils time to meet the new requirements. This Act completes the Government's work programme to improve the local electoral legislative framework, which began with the removal of binding polls on Māori wards in 2021.

## ***Remote participation is made permanent***

The Act also makes permanent member attendance by audio link or audio-visual link at council meetings counting towards quorum.

This government responded to the unique circumstances presented by COVID-19 and Cyclone Gabrielle by allowing members who attended remotely to be counted towards quorum. The Act makes this change permanent and enables councils to manage remote participation through their standing orders.



The change will come into effect on 1 October 2024 when the temporary settings for severe weather allowances expire on 30 September 2024. Councils will have to amend their standing orders by 1 October 2024 to allow for remote participation, if that is what they want to do.

I would like to thank all those councils who submitted on the Bill and those councils who engaged in the pre-legislative policy development process to ensure it is workable for all. I would also like to thank Local Government New Zealand and Taituarā for their assistance on the Bill.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Kieran McNulty', written in a cursive style.

Hon Kieran McNulty  
**Minister of Local Government**

# 3. FINANCE

*Agenda*

## 3. FINANCE

### 3.1 Annual Report Financial Extract

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<b>Date of meeting</b>	5 October 2023
<b>Agenda item number</b>	3.1
<b>Author/s</b>	Tanya Clifford, ECan

#### **Purpose**

To present to Council the Annual Report Financial extract.

#### **Recommendations**

That the Chatham Islands Council receives the report.

#### **Background**

Attached to this report is the financial extract from the Annual Report.

## Statement of Comprehensive Revenue and Expense for the year ended 30 June 2023

	Note	Actual 2022/23 \$000	Annual Plan 2022/23 \$000	Actual 2021/22 \$000
<b>Revenue</b>				
Rates	2	704	687	708
Grants & subsidies	2	9,791	13,869	9,101
Council Dues		316	336	324
User pays, fees & charges		147	121	100
Interest		41	31	2
Other revenue		1,637	464	232
<b>Total revenue</b>	<b>1</b>	<b>12,636</b>	<b>15,508</b>	<b>10,467</b>
<b>Expenditure</b>				
Depreciation and amortisation	8	2,385	2,707	2,889
Personnel costs	3	1,016	1,188	921
Financial costs		-	12	13
Other expenditure	4	7,745	8,038	6,960
<b>Total expenditure</b>	<b>1</b>	<b>11,146</b>	<b>11,945</b>	<b>10,783</b>
Share of surplus of associate		62	129	(4)
<b>Total surplus/deficit</b>		<b>1,552</b>	<b>3,692</b>	<b>(320)</b>
<b>Comprehensive revenue and expense</b>				
Increase/(decrease) in revaluation reserve	8, 13	-	10,262	13,490
<b>Total other comprehensive revenue and expense</b>		<b>-</b>	<b>10,262</b>	<b>-</b>
<b>Total comprehensive revenue and expense</b>		<b>1,552</b>	<b>13,954</b>	<b>13,170</b>

## Statement of changes in equity for the year ended 30 June 2023

	Note	Actual 2022/23 \$000	Annual Plan 2022/23 \$000	Actual 2021/22 \$000
<b>Equity at the start of the year</b>		<b>96,886</b>	<b>83,751</b>	<b>83,716</b>
Total comprehensive revenue and expense		1,552	13,954	13,170
<b>Equity at the end of the year</b>	<b>13</b>	<b>98,438</b>	<b>97,705</b>	<b>96,886</b>

## Statement of financial position as at 30 June 2023

	Note	Actual 2022/23 \$000	Annual Plan 2022/23 \$000	Actual 2021/22 \$000
<b>Current assets</b>				
Cash & cash equivalents	5	29	3,211	208
Cash funds held in trust	5	-	33	4
Cash investments		182	178	-
Receivables and other financial assets	7	802	1,417	671
<b>Total current assets</b>		<b>1,013</b>	<b>4,839</b>	<b>883</b>
<b>Non-current assets</b>				
Investment in associate		242	184	180
Property, equipment & intangible assets	8	98,858	95,242	97,785
<b>Total non-current assets</b>		<b>99,100</b>	<b>95,426</b>	<b>97,965</b>
<b>Total assets</b>		<b>100,113</b>	<b>100,265</b>	<b>98,848</b>
<b>Current liabilities</b>				
Bank overdraft	5	80	-	-
Payables and other financial liabilities	9	1,469	2,240	1,809
Borrowings	11	20	25	18

<b>Total current liabilities</b>		<b>1,569</b>	<b>2,265</b>	<b>1,827</b>
<b>Non-current liabilities</b>				
Borrowings	11	106	295	135
<b>Total non-current liabilities</b>		<b>106</b>	<b>295</b>	<b>135</b>
<b>Total liabilities</b>		<b>1,675</b>	<b>2,560</b>	<b>1,962</b>
<b>Net assets</b>		<b>98,438</b>	<b>97,705</b>	<b>96,886</b>
<b>Public equity</b>				
Accumulated funds & reserves	13	98,438	97,705	96,886
<b>Total public equity</b>		<b>98,438</b>	<b>97,705</b>	<b>96,886</b>

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### Statement of cash flows for the year ended 30 June 2023

		Actual 2022/23 \$000	Annual Plan 2022/23 \$000	Actual 2021/22 \$000
<b>Cash flow from operating activities</b>				
Receipts from rates revenue		737	699	702
Receipts from grants and subsidies		9,411	13,869	9,698
Receipts from Council Dues		318	341	340
Interest received		41	31	2
Receipts from other revenue		1,998	516	617
Payments made to employees		(1,004)	(1,199)	(941)
Interest paid		-	(12)	(13)
Other payments to suppliers		(8,072)	(8,038)	(7,375)
<b>Net cash flow from operating activities</b>		<b>3,429</b>	<b>6,207</b>	<b>3,030</b>
<b>Cash flow from investing activities</b>				
Purchase of fixed assets		(3,482)	(3,077)	(2,703)
Sale/(purchase) of other assets		-	-	178
<b>Net cash flow from investing activities</b>		<b>(3,482)</b>	<b>(3,077)</b>	<b>(2,525)</b>
<b>Cash flow from financial activities</b>				
Loans raised		-	200	-
Repayment of loans		(27)	(25)	(31)
<b>Net cash flow from financial activities</b>		<b>(27)</b>	<b>175</b>	<b>(31)</b>
<b>Increase/(decrease) in cash held</b>		<b>(80)</b>	<b>3,305</b>	<b>474</b>
Opening cash balance		212	117	(261)
<b>Closing cash balance</b>	5	<b>131</b>	<b>3,422</b>	<b>212</b>
Closing cash balance		131	3,422	212
check		(0)	-	0

## CIC FUNDING IMPACT STATEMENTS

COUNCIL	Actual 2022/23 \$000	Annual Plan 2022/23 \$000	Actual 2021/22 \$000	LTP 2021/22 \$000
<b>Source of operating funding</b>				
General rates, uniform annual charge, rates penalties	367	347	356	318
Targeted rates	337	340	352	313
Subsidies and grants for operating purposes	7,140	11,161	7,269	5,993
Interest and Dividends from Investments	41	31	2	56
Local authorities fuel tax, fines, infringement fees, and other receipts	2,365	921	656	730
<b>Total operating funding</b>	<b>10,249</b>	<b>12,800</b>	<b>8,635</b>	<b>7,410</b>
<b>applications of operating funding</b>				
Payments to staff and suppliers	6,255	9,226	5,710	6,223
Financial costs	-	12	13	6
Other operating funding applications	2,507	-	2,171	-
<b>total application of operating funding</b>	<b>8,762</b>	<b>9,238</b>	<b>7,894</b>	<b>6,229</b>
<b>Surplus/(deficit) of operating funding</b>	<b>1,488</b>	<b>3,562</b>	<b>741</b>	<b>1,181</b>
<b>Source of capital funding</b>				
Subsidies and grants for capital expenditure	2,387	2,708	1,832	3,428
Gross proceeds from sale of assets	-	161	1	119
Increase/(decrease) in debt	(27)	-	(31)	(67)
<b>Total source of capital funding</b>	<b>2,360</b>	<b>2,869</b>	<b>1,802</b>	<b>3,480</b>
<b>Application of capital funding</b>				
Capital expenditure				
- to improve the level of service	362	-	47	1,634
- to replace existing assets	3,094	3,077	2,656	2,261
Increase/(decrease) in reserves	392	3,483	(160)	766
<b>Total applications of capital funding</b>	<b>3,848</b>	<b>6,560</b>	<b>2,543</b>	<b>4,661</b>
<b>Surplus/(deficit) of capital funding</b>	<b>(1,488)</b>	<b>(3,691)</b>	<b>(741)</b>	<b>(1,181)</b>
<b>Funding balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

	Actual 2022/23 \$000	Annual Plan 2022/23 \$000	Actual 2021/22 \$000	LTP 2021/22 \$000
<b>Reconciliation</b>				
	1,488	3,562	741	1,181
<i>add</i> Subsidies and grants for capital expenditure	2,387	2,708	1,832	3,428
<i>less</i> Depreciation	2,385	2,707	2,889	2,857
<i>add</i> Investment in associate	62	129	(4)	133
Calculated surplus	1,552	3,692	(320)	1,885
Surplus per financial statements	1,552	3,692	(320)	1,885
<b>Variance</b>	<b>(0)</b>	<b>-</b>	<b>0</b>	<b>-</b>

## FUNDING IMPACT STATEMENTS

<b>Leadership &amp; community partnerships</b>	Actual 2022/23 \$000	LTP 2022/23 \$000	LTP 2021/22 \$000
<b>Source of Operating Funding</b>			
General Rates, Uniform Annual General Charges, Rates Penalties	-	-	-
Targeted Rates	-	-	-
Subsidies and Grants for Operating Purposes	1,157	912	908
Local Authorities Fuel Tax, Fines, Infringement Fees, and Other Receipts	153	124	239
<b>Total Operating Funding</b>	<b>1,309</b>	<b>1,036</b>	<b>1,148</b>
<b>Applications of Operating Funding</b>			
Payments To Staff And Suppliers	262	330	303
Finance Costs	-	-	-
Internal Charges and Overheads Applied	862	648	612
<b>Total Application of Operating Funding</b>	<b>1,125</b>	<b>978</b>	<b>915</b>
<b>Surplus (Deficit) of Operating Funding</b>	<b>185</b>	<b>58</b>	<b>233</b>
<b>Source of Capital Funding</b>			
Subsidies and Grants for Capital Expenditure	-	-	-
Increase (Decrease) in Debt	-	-	-
Gross proceeds from sale of assets	-	-	119
<b>Total Source of Capital Funding</b>	<b>-</b>	<b>-</b>	<b>119</b>
<b>Application of Capital Funding</b>			
Capital Expenditure			
-- to improve the level of service	-	-	-
-- to replace existing assets	87	120	-
Increase (Decrease) in Reserves	97	(62)	352
<b>Total Applications of Capital Funding</b>	<b>185</b>	<b>58</b>	<b>352</b>
<b>Surplus (Deficit) of Capital Funding</b>	<b>(185)</b>	<b>(58)</b>	<b>(233)</b>
<b>Funding Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Excludes depreciation</i>	12	14	17

<b>Transportation, roading &amp; coastal networks</b>	Actual 2022/23 \$000	LTP 2022/23 \$000	LTP 2021/22 \$000
<b>Source of Operating Funding</b>			
General Rates, Uniform Annual General Charges, Rates Penalties	-	-	-
Targeted Rates	84	79	78
Subsidies and Grants for Operating Purposes	2,275	2,204	2,133
Local Authorities Fuel Tax, Fines, Infringement Fees, and Other Receipts	172	53	52
<b>Total Operating Funding</b>	<b>2,531</b>	<b>2,336</b>	<b>2,263</b>
<b>Applications of Operating Funding</b>			
Payments To Staff And Suppliers	1,917	1,647	1,534
Finance Costs	-	-	-
Internal Charges and Overheads Applied	226	169	160
<b>Total Application of Operating Funding</b>	<b>2,142</b>	<b>1,816</b>	<b>1,694</b>
<b>Surplus (Deficit) of Operating Funding</b>	<b>389</b>	<b>519</b>	<b>569</b>
<b>Source of Capital Funding</b>			
Subsidies and Grants for Capital Expenditure	2,387	2,479	3,428
Increase (Decrease) in Debt	-	-	-
Gross proceeds from sale of assets	-	-	-
<b>Total Source of Capital Funding</b>	<b>2,387</b>	<b>2,479</b>	<b>3,428</b>
<b>Application of Capital Funding</b>			
Capital Expenditure			

-- to improve the level of service	-	492	1,634
-- to replace existing assets	2,713	2,325	2,261
Increase (Decrease) in Reserves	63	181	102
<b>Total Applications of Capital Funding</b>	<b>2,776</b>	<b>2,998</b>	<b>3,997</b>
<b>Surplus (Deficit) of Capital Funding</b>	<b>(389)</b>	<b>(519)</b>	<b>(569)</b>
<b>Funding Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Excludes depreciation</i>	1,973	2,800	2,562

<b>Three waters supply &amp; treatment - potable water</b>	Actual	LTP	LTP
	2022/23	2022/23	2021/22
	\$000	\$000	\$000
<b>Source of Operating Funding</b>			
General Rates, Uniform Annual General Charges, Rates Penalties	-	-	-
Targeted Rates	77	75	73
Subsidies and Grants for Operating Purposes	456	216	215
Local Authorities Fuel Tax, Fines, Infringement Fees, and Other Receipts	22	9	9
<b>Total Operating Funding</b>	<b>554</b>	<b>300</b>	<b>297</b>
<b>Applications of Operating Funding</b>			
Payments To Staff And Suppliers	432	229	219
Finance Costs	-	-	-
Internal Charges and Overheads Applied	63	47	44
<b>Total Application of Operating Funding</b>	<b>495</b>	<b>276</b>	<b>263</b>
<b>Surplus (Deficit) of Operating Funding</b>	<b>60</b>	<b>24</b>	<b>33</b>
<b>Source of Capital Funding</b>			
Subsidies and Grants for Capital Expenditure	-	-	-
Increase (Decrease) in Debt	-	-	-
Gross proceeds from sale of assets	-	-	-
<b>Total Source of Capital Funding</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Application of Capital Funding</b>			
Capital Expenditure			
-- to improve the level of service	-	-	-
-- to replace existing assets	6	-	-
Increase (Decrease) in Reserves	53	24	33
<b>Total Applications of Capital Funding</b>	<b>60</b>	<b>24</b>	<b>33</b>
<b>Surplus (Deficit) of Capital Funding</b>	<b>(60)</b>	<b>(24)</b>	<b>(33)</b>
<b>Funding Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Excludes depreciation</i>	79	44	44

<b>Three waters supply &amp; treatment - wastewater</b>	Actual	LTP	LTP
	2022/23	2022/23	2021/22
	\$000	\$000	\$000
<b>Source of Operating Funding</b>			
General Rates, Uniform Annual General Charges, Rates Penalties	-	-	-
Targeted Rates	71	69	68
Subsidies and Grants for Operating Purposes	128	121	121
Local Authorities Fuel Tax, Fines, Infringement Fees, and Other Receipts	17	11	11
<b>Total Operating Funding</b>	<b>216</b>	<b>201</b>	<b>200</b>
<b>Applications of Operating Funding</b>			
Payments To Staff And Suppliers	164	125	120
Finance Costs	-	-	-
Internal Charges and Overheads Applied	80	60	57
<b>Total Application of Operating Funding</b>	<b>244</b>	<b>185</b>	<b>177</b>



<b>Surplus (Deficit) of Operating Funding</b>	<b>(29)</b>	<b>16</b>	<b>23</b>
<b>Source of Capital Funding</b>			
Subsidies and Grants for Capital Expenditure	-	-	-
Increase (Decrease) in Debt	-	-	-
Gross proceeds from sale of assets	-	-	-
<b>Total Source of Capital Funding</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Application of Capital Funding</b>			
Capital Expenditure			
-- to improve the level of service	-	-	-
-- to replace existing assets	8	-	-
Increase (Decrease) in Reserves	(37)	16	23
<b>Total Applications of Capital Funding</b>	<b>(29)</b>	<b>16</b>	<b>23</b>
<b>Surplus (Deficit) of Capital Funding</b>	<b>29</b>	<b>(16)</b>	<b>(23)</b>
<b>Funding Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Excludes depreciation</i>	86	59	60

<b>Waste management &amp; minimisation</b>	Actual 2022/23 \$000	LTP 2022/23 \$000	LTP 2021/22 \$000
<b>Source of Operating Funding</b>			
General Rates, Uniform Annual General Charges, Rates Penalties	-	-	-
Targeted Rates	105	98	95
Subsidies and Grants for Operating Purposes	1,112	669	666
Local Authorities Fuel Tax, Fines, Infringement Fees, and Other Receipts	123	15	14
<b>Total Operating Funding</b>	<b>1,341</b>	<b>782</b>	<b>776</b>
<b>Applications of Operating Funding</b>			
Payments To Staff And Suppliers	852	707	688
Finance Costs	-	-	-
Internal Charges and Overheads Applied	45	34	32
<b>Total Application of Operating Funding</b>	<b>897</b>	<b>741</b>	<b>720</b>
<b>Surplus (Deficit) of Operating Funding</b>	<b>443</b>	<b>41</b>	<b>56</b>
<b>Source of Capital Funding</b>			
Subsidies and Grants for Capital Expenditure	-	-	-
Increase (Decrease) in Debt	-	-	-
Gross proceeds from sale of assets	-	-	-
<b>Total Source of Capital Funding</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Application of Capital Funding</b>			
Capital Expenditure			
-- to improve the level of service	362	-	-
-- to replace existing assets	5	-	-
Increase (Decrease) in Reserves	77	41	56
<b>Total Applications of Capital Funding</b>	<b>443</b>	<b>41</b>	<b>56</b>
<b>Surplus (Deficit) of Capital Funding</b>	<b>(443)</b>	<b>(41)</b>	<b>(56)</b>
<b>Funding Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Excludes depreciation</i>	168	113	118

<b>Community development &amp; emergency response</b>	Actual 2022/23 \$000	LTP 2022/23 \$000	LTP 2021/22 \$000
<b>Source of Operating Funding</b>			
General Rates, Uniform Annual General Charges, Rates Penalties	367	326	318
Targeted Rates	-	-	-
Subsidies and Grants for Operating Purposes	553	701	695

Local Authorities Fuel Tax, Fines, Infringement Fees, and Other Receipts	1,676	325	351
<b>Total Operating Funding</b>	<b>2,596</b>	<b>1,352</b>	<b>1,365</b>
<b>Applications of Operating Funding</b>			
Payments To Staff And Suppliers	1,467	627	610
Finance Costs	-	4	6
Internal Charges and Overheads Applied	835	627	592
<b>Total Application of Operating Funding</b>	<b>2,302</b>	<b>1,258</b>	<b>1,208</b>
<b>Surplus (Deficit) of Operating Funding</b>	<b>294</b>	<b>94</b>	<b>157</b>
<b>Source of Capital Funding</b>			
Subsidies and Grants for Capital Expenditure	-	-	-
Increase (Decrease) in Debt	(27)	(21)	(67)
Gross proceeds from sale of assets	-	-	-
<b>Total Source of Capital Funding</b>	<b>(27)</b>	<b>(21)</b>	<b>(67)</b>
<b>Application of Capital Funding</b>			
Capital Expenditure			
-- to improve the level of service	-	-	-
-- to replace existing assets	235	-	-
Increase (Decrease) in Reserves	32	72	90
<b>Total Applications of Capital Funding</b>	<b>267</b>	<b>72</b>	<b>90</b>
<b>Surplus (Deficit) of Capital Funding</b>	<b>(294)</b>	<b>(94)</b>	<b>(157)</b>
<b>Funding Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Excludes depreciation</i>	62	45	49

<b>Environmental protection, compliance &amp; planning</b>	Actual	LTP	LTP
	2022/23	2022/23	2021/22
	\$000	\$000	\$000
<b>Source of Operating Funding</b>			
General Rates, Uniform Annual General Charges, Rates Penalties	-	-	-
Targeted Rates	-	-	-
Subsidies and Grants for Operating Purposes	1,459	1,261	1,255
Local Authorities Fuel Tax, Fines, Infringement Fees, and Other Receipts	243	110	108
<b>Total Operating Funding</b>	<b>1,703</b>	<b>1,371</b>	<b>1,363</b>
<b>Applications of Operating Funding</b>			
Payments To Staff And Suppliers	1,160	997	971
Finance Costs	-	-	-
Internal Charges and Overheads Applied	396	298	281
<b>Total Application of Operating Funding</b>	<b>1,557</b>	<b>1,295</b>	<b>1,252</b>
<b>Surplus (Deficit) of Operating Funding</b>	<b>146</b>	<b>77</b>	<b>111</b>
<b>Source of Capital Funding</b>			
Subsidies and Grants for Capital Expenditure	-	-	-
Increase (Decrease) in Debt	-	-	-
Gross proceeds from sale of assets	-	-	-
<b>Total Source of Capital Funding</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Application of Capital Funding</b>			
Capital Expenditure			
-- to improve the level of service	-	-	-
-- to replace existing assets	40	-	-
Increase (Decrease) in Reserves	106	77	111
<b>Total Applications of Capital Funding</b>	<b>146</b>	<b>77</b>	<b>111</b>
<b>Surplus (Deficit) of Capital Funding</b>	<b>(146)</b>	<b>(77)</b>	<b>(111)</b>
<b>Funding Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Excludes depreciation</i>	6	6	8

## Note 1: Rates revenue

	Actual 2022/23 \$000	Actual 2021/22 \$000
General rates	351	328
Targeted rates	337	352
Penalties and other adjustments	16	28
<b>Total rates revenue</b>	<b>704</b>	<b>708</b>

## Rating Base Information

Rating units within the district or region of the local authority at the end of preceding financial year.

	30 June 2022
The number of rating units	680
The total land value of rating units	87,892,800
The total capital value of rating units	218,205,100

## Note 2: Grants revenue

	Actual 2022/23 \$000	Actual 2021/22 \$000
<b>Grants &amp; Subsidies</b>		
Department of Internal Affairs	4,636	4,355
Waka Kotahi roading subsidy	3,911	3,233
National Emergency Management Agency	500	-
Ministry of Culture & Heritage	-	309
Department of Conservation	100	311
Ministry of Business, Innovation & Employment	-	210
Other	644	683
<b>Total Grants &amp; Subsidies</b>	<b>9,791</b>	<b>9,101</b>

## Note 3: Other significant revenue

Petrol???

## Note 4: Governance and employment related expenditure

### Elected Members Remuneration:

Name	Position	Actual 2022/23	Actual 2021/22
Monique Croon	Mayor	57,356	55,350
Gregory Horler	Deputy Mayor	21,235	25,154
Keri Day	Councillor	24,867	18,917
Celine Gregory-Hunt	Councillor	18,908	18,917
Graeme Hoare	Councillor	18,908	18,917
Richard Joyce	Councillor	18,908	18,917
Judith Kamo	Councillor	11,911	-
Oscar Nilsson	Councillor	-	8,828
Amanda Seymour	Councillor	18,908	18,917
Jason Seymour	Councillor	6,996	18,917
Nigel Ryan	Councillor	18,908	9,674
<b>Total governance costs</b>		<b>216,905</b>	<b>212,509</b>
Chief executive remuneration		219,382	207,071
<b>Total Key management personnel remunera</b>		<b>436,287</b>	<b>419,580</b>

### Council Employees

#### Total annual remuneration by band for employees as at 30 June

Band	Actual 2022/23	Actual 2021/22
< \$59,999	7	6
\$60,000 - \$79,999	1	4
\$100,000 - \$219,999	6	4
<b>Total</b>	<b>14</b>	<b>14</b>

	Actual 2022/23	Actual 2021/22
<b>Full time staff and FTE</b>		
Full time staff	8	8
FTE equivalent for part time staff	3	3

### Severance Payments

For the year ended 30 June 2023, the Council made no severance payments.

### Note 5: Other significant expenditure

Included within expenditure are the following notable items

	Actual	Actual
--	--------	--------

	2022/23	2021/22
	\$000	\$000
<b>EXPENDITURE</b>		
Audit fees - financial statement	98	88
Audit fees - other	-	-
Donations	211	446
Bad debts	-	-
Lease expense	400	45

## Note 6: Cash and cash equivalents

	Actual 2022/23 \$000	Actual 2021/22 \$000
<b>Cash and Cash Equivalents</b>		
Cash at bank and on hand	29	208
Funds held in trust	-	4
Bank overdraft	(80)	-
<b>Total cash and cash equivalents</b>	<b>(51)</b>	<b>212</b>

<b>Investments</b>	<b>182</b>	<b>-</b>
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## Note 7: Receivables and other financial assets

	Actual 2022/23 \$000	Actual 2021/22 \$000
Rates	95	128
Other receivables	707	543
<b>Total current receivables and other financial asset</b>	<b>802</b>	<b>671</b>
<b>Total Non-Current receivables and other financial</b>	<b>-</b>	<b>-</b>
Receivables from non-exchange transactions	802	671
Receivable from exchange transactions	-	-

Actual 2022/23	Opening Cost/ Revaluation \$000	Accumulated Depreciation \$000	Carrying Value at the Start of the Year \$000	Additions/ Transfers \$000	Disposals at Cost \$000	Depreciation \$000	Revaluation \$000	Closing Accumulated Depreciation \$000	Carrying Value at the End of Year \$000
<b>Operational assets</b>									
Land	278	-	278	-	-	-	-	-	278
Buildings	1,710	(881)	829	205	-	(44)	-	(925)	990
Office equipment	488	(333)	155	154	-	(17)	-	(350)	292
Vehicles	314	(205)	109	44	-	(21)	-	(226)	132
Parks and Reserves	99	(86)	13	-	-	(3)	-	(89)	10
<b>Total operational assets</b>	<b>2,907</b>	<b>(1,523)</b>	<b>1,384</b>	<b>404</b>	<b>-</b>	<b>(86)</b>	<b>-</b>	<b>(1,590)</b>	<b>1,702</b>
<b>Infrastructural assets</b>									
Transportation - Roading & Coastal networks	90,179	-	90,179	2,690	-	(1,970)	-	(1,970)	90,899
Waste management	2,435	-	2,435	362	-	(167)	-	(167)	2,630
Waste Water	1,505	-	1,505	-	-	(84)	-	(84)	1,421
Potable Water	2,283	-	2,283	-	-	(78)	-	(78)	2,205
<b>Total infrastructural assets</b>	<b>96,401</b>	<b>-</b>	<b>96,401</b>	<b>3,053</b>	<b>-</b>	<b>(2,299)</b>	<b>-</b>	<b>(2,299)</b>	<b>97,156</b>
Work in progress	-	-	-	-	-	-	-	-	-
<b>Property, Plant and Equipment</b>	<b>99,308</b>	<b>(1,523)</b>	<b>97,785</b>	<b>3,456</b>	<b>-</b>	<b>(2,385)</b>	<b>-</b>	<b>(3,889)</b>	<b>98,858</b>

## Note 9: Payables and other financial liabilities

	Actual 2022/23 \$000	Actual 2021/22 \$000
Payables and accrued expenses under exchange tr:	1,305	1,657
Employee leave and other accrued benefits	104	92
Provision for repayment of Council Dues	60	60
<b>Total payables and other financial liabilities</b>	<b>1,469</b>	<b>1,809</b>

## Note 10: Borrowings

	Actual 2022/23 \$000	Actual 2021/22 \$000
<b>Term liabilities</b>		
Current portion of term liabilities	20	18
Non-current Portion of term liabilities	106	135
<b>Total term liabilities</b>	<b>126</b>	<b>153</b>

## Note 11: Public Equity

	Actual 2022/23 \$000	Actual 2021/22 \$000
<b>General funds</b>		
Opening balance	18,082	18,402
Plus net surplus for the year	1,552	(320)
Adjust for transfer (to)/from other reserves	-	-
<b>Closing Balance</b>	<b>19,634</b>	<b>18,082</b>
<b>Emergency Services Reserve</b>		
Opening balance	250	250
Adjust for transfer (to)/from other reserves	-	-
<b>Closing Balance</b>	<b>250</b>	<b>250</b>
<b>Mayoral Relief Reserve</b>		
Opening balance	25	25
Adjust for transfer (to)/from other reserves	-	-
<b>Closing Balance</b>	<b>25</b>	<b>25</b>
<b>Assets Revaluation Reserve</b>		
Opening balance	78,529	65,039
Revaluation/(impairments)	-	13,490
<b>Closing Balance</b>	<b>78,529</b>	<b>78,529</b>
<b>TOTAL EQUITY AT END OF YEAR</b>	<b>98,438</b>	<b>96,886</b>



## **4. WORKS & SERVICES**

*Agenda*

## 4. Works & Services

### 4.1 Stantec Engineering Report – July 2023

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<b>Date of meeting</b>	5 October 2023
<b>Agenda item number</b>	4.1
<b>Author/s</b>	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 July 2023

# CIC Engineering Services Contract: Monthly Report

## Financial update – July 2023

### Financial Position: Roothing

The total roading budget allocated for the 2023/24 financial year is \$6.2M

The total Waka Kotahi subsidised programme budget is \$5.3M, of which the approved Maintenance, Operations and Renewals (MOR) budget is \$3.6M, including a small amount of carry-over from the 22/23 financial year. \$1.7M of approved Low Cost/Low Risk (LCLR) funding has been carried over into this year.

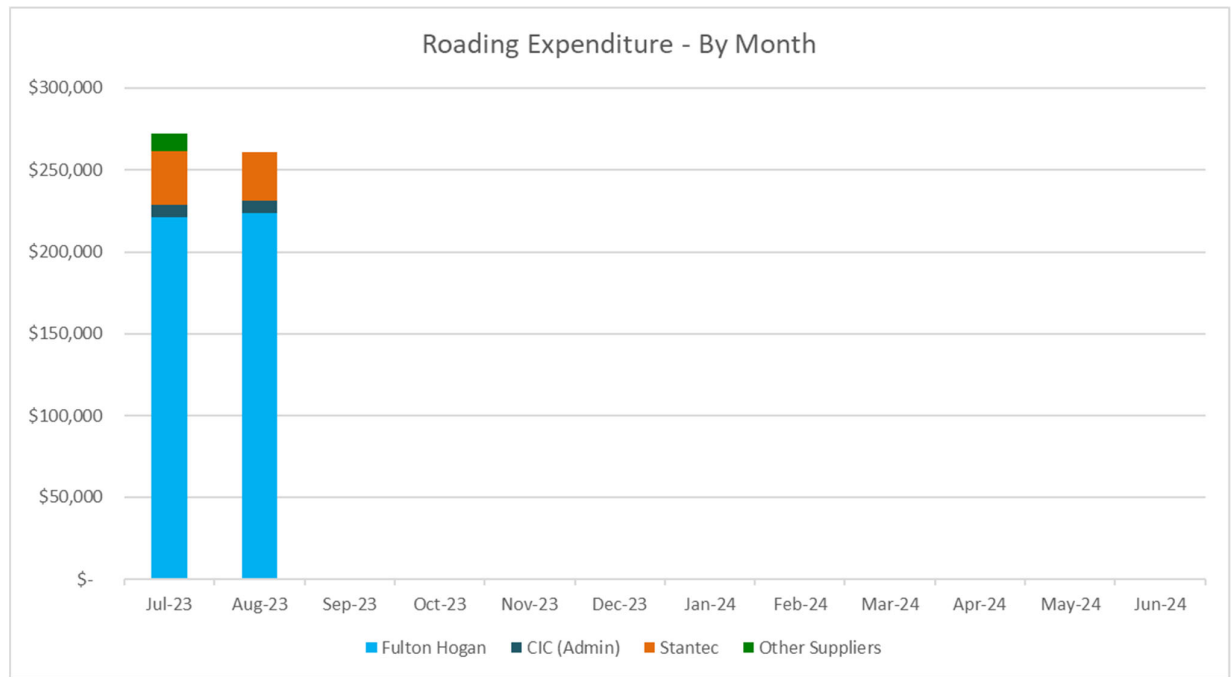
The August claim totalled \$261k.

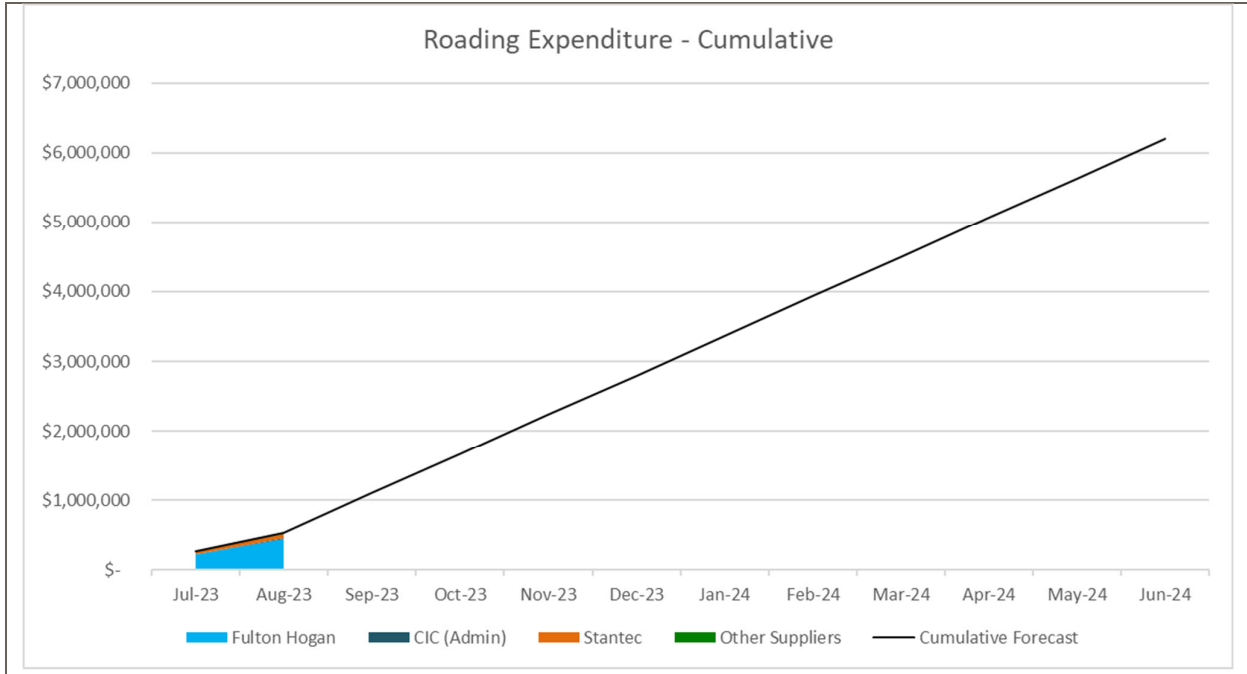
Expenditure of the core programme of Waka Kotahi Funded Maintenance, Operations, and Renewals work has exhausted 14.3% of the approved funding for FY 23/24, and we are 17% of the way through the financial year.

The largest construction cost was for the pavement repair on the Te Awainanga approach where a spring formed under the road. The largest engineering cost was for the Activity Management Plan and NLTP draft funding submission.

### Expenditure Tracking of Waka Kotahi Funding

Tracking graphs for roading expenditure are presented below.





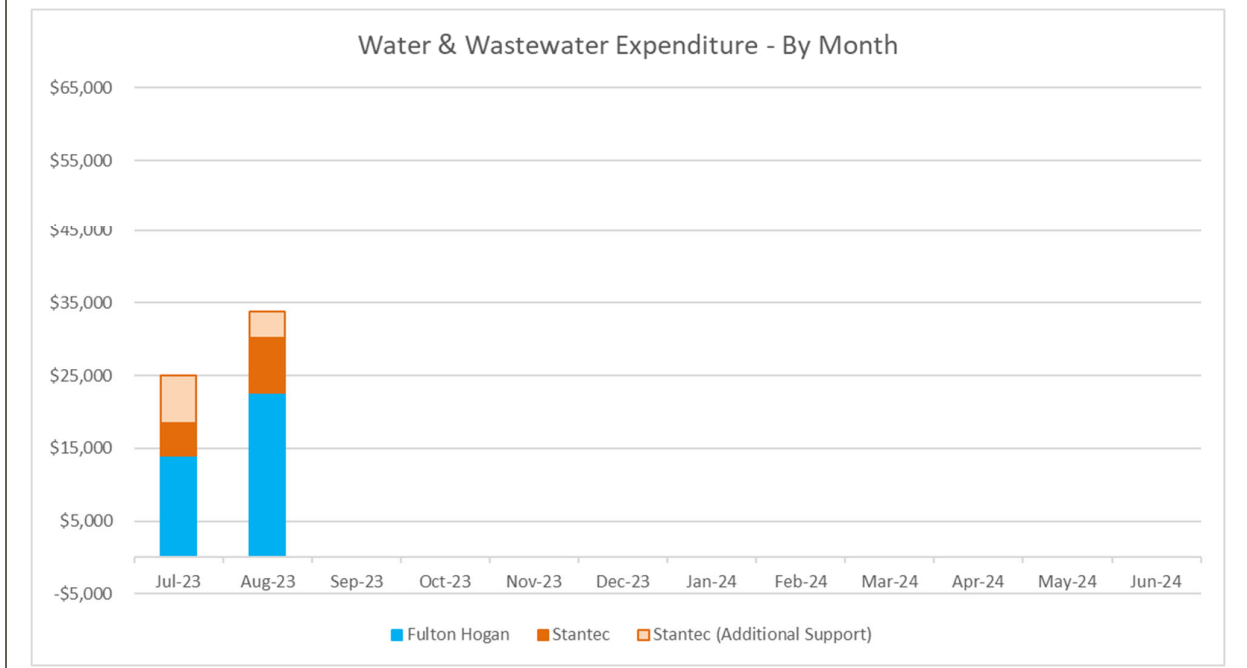
### Financial Position: Water and Wastewater

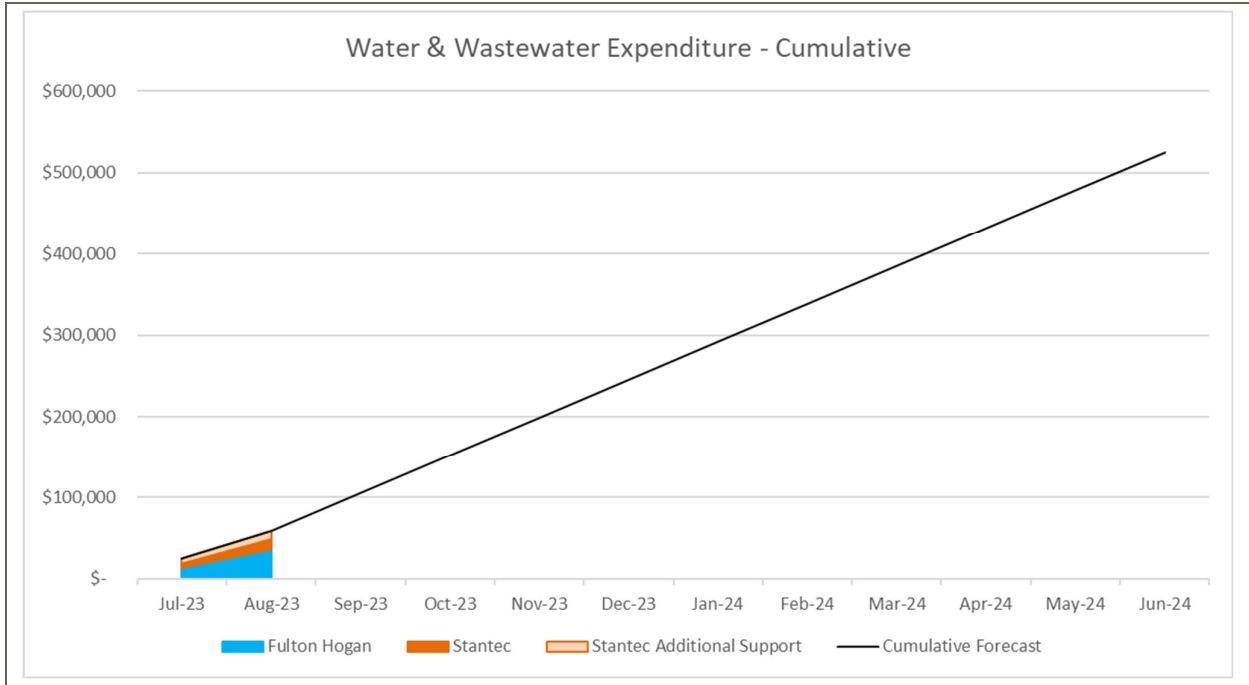
The operational expenditure for W+WW allocated in the 2021-31 LTP for 2023/24 is \$292,000, with additional funding available to support the 3-water reforms.

The August claim totalled \$25k. The main construction cost was for the annual service on the wastewater treatment plant, and the main engineering costs were from the additional support for the on-going Three Water Reform.

### Expenditure Tracking of Water & Wastewater Funding

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





## Roading Update – July 2023

Short-Term Roading Forward Work Programme	
<b>Renewals</b>	<ul style="list-style-type: none"> <li>Unsealed pavement strengthening works at key intersections including Te Matarāe/WW-O Road, Port Hutt/North Road, and Taia Hapupu/Kaingaroa/North Road intersections</li> <li>Installation of updated street name, wayfinding, and guide signage</li> </ul>
<b>Drainage</b>	<ul style="list-style-type: none"> <li>Tuku Road drainage renewals.</li> <li>Waikawa culvert headwall improvements.</li> </ul>
<b>Professional Services</b>	<ul style="list-style-type: none"> <li>Activity management plan updates and initial funding submissions for 24-27 NLTP and RLTP.</li> </ul>
<b>Whangamoe Bridge Design (LCLR)</b>	<ul style="list-style-type: none"> <li>Establishment of Boundary fencing, culvert sight rails, and the remaining signage.</li> </ul>
<b>Owenga Loading Facility Design (LCLR)</b>	<ul style="list-style-type: none"> <li>Undertake a consent needs assessment and archaeological assessment.</li> <li>Issue variation to Hunter Civil Contract to include Loading ramp into Wharf repair project (keep invoicing separate due to funding sources)</li> </ul>
Mid-Term Roading Forward Work Programme (approx. 2-6 months)	
<b>Whangamoe Bridge Design (LCLR)</b>	<ul style="list-style-type: none"> <li>Finalise legal boundaries and apply to Māori Land Court to lodge new titles for adjacent parcels and road.</li> <li>Arrange for a cadastral survey of the road alignment following fence construction.</li> </ul>
<b>Owenga Loading Facility Design (LCLR)</b>	<ul style="list-style-type: none"> <li>Finalise detailed design in consultation with Hunter Civil and costing.</li> <li>Apply for consents and initiate procurement</li> </ul>
<b>Network &amp; Asset management</b>	<ul style="list-style-type: none"> <li>Continue reviewing AMP and NLTP bid, for draft submission of Capital Works bid in September.</li> <li>Progress design works on Maipito Bridge replacement</li> <li>Identify additional possibilities for minor Low Cost / Low Risk projects</li> </ul>
<b>Owenga Wharf</b>	<ul style="list-style-type: none"> <li>Pile jacketing works to recommence in spring</li> </ul>
Long Term Roading Forward Work Programme	
<b>Owenga Loading Facility Construction (LCLR)</b>	<ul style="list-style-type: none"> <li>Begin construction of the barge loading facility at Owenga.</li> </ul>
<b>Network &amp; Asset management</b>	<ul style="list-style-type: none"> <li>Review feedback on draft submission / bid from Waka Kotahi, update information as required and prepare final submissions for December 2023, and March 2024 final dates.</li> <li>Prepare RLTP documents for CIC review and approval prior to April 2024.</li> </ul>
Pavement Maintenance	
<p><b>Previous Status:</b></p> <ul style="list-style-type: none"> <li>Airbase and North Roads have survived the airport hauling better than expected. The programme will switch to rehabilitation of the isolated worst areas and some intersection safety improvement and strengthening works</li> <li>Intersection alignment sketches to be finalised and sent to FH for the intersection pavement works.</li> </ul>	<p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>Te Matarāe/WW-O Road improvements have commenced</li> <li>Design sketches for Port Hutt/North Rd, and Taia Hapupu/ North Rd sent to FH</li> </ul>

Drainage Maintenance	
<p><b>Previous Status:</b></p> <ul style="list-style-type: none"> <li>• CIET have indicated that resource will be available in November to assist with the power cables on Tuku Road</li> </ul>	<p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• Design sketches sent to FH for gabion basket headwalls to the Waikawa culvert to improve the carriageway width and remove the load restriction on Port Hutt Road.</li> </ul>
Bridge Maintenance	
<p><b>Previous Status:</b></p> <ul style="list-style-type: none"> <li>• Rope access crews have been on island and completed the replacement of deck cleats on the Te Awainanga bridge.</li> <li>• Narin bridge repairs completed</li> </ul>	<p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• No change</li> </ul>
Whangamoe Bridge Replacement	
<p><b>Previous Status:</b></p> <ul style="list-style-type: none"> <li>• The road will be legalised to match the new alignment after fencing has been completed, with the installed fence location defining the cadastral boundaries.</li> <li>• Bulk construction work and pavement have been completed over the newly installed culvert.</li> <li>• Sight rails and fencing to be established, some materials may still need to be imported.</li> <li>• Cadastral survey and legalisation to follow.</li> </ul>	<p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• Awaiting fence and sight rail installation</li> </ul>
Owenga Loading Ramp Design	
<p><b>Previous Status:</b></p> <ul style="list-style-type: none"> <li>• Hunter Civil have recommended a construction methodology for the side of the abutment structure for design consideration.</li> <li>• Cost estimates have been received from ECI Contractor.</li> <li>• Surplus funding from Whangamoe has been transferred to the loading facility.</li> </ul>	<p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• Consent needs assessment commenced.</li> <li>• Draft contract addendum completed being reviewed before sending to Hunter Civil.</li> </ul>
Professional Services	
<p><b>Previous Status:</b></p> <ul style="list-style-type: none"> <li>• Stantec have largely completed Waka Kotahi end of financial year reporting requirements.</li> <li>• Annual Report updates are largely complete</li> </ul>	<p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• Initial draft AMP and indicative NLTP funding bid submitted to Waka Kotahi</li> </ul>
Kaingaroa & Owenga Wharf Repairs	
<p><b>Previous Status:</b></p> <ul style="list-style-type: none"> <li>• Hunter have completed the raising of the cross-bracing during their last visit but the conditions were too rough to complete the pile jacketing.</li> <li>• Some pile jacketing works have been completed and some are still outstanding</li> </ul>	<p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• Ongoing pile jacketing works expected to be completed in Spring when seas are calmer and working windows are better.</li> </ul>

<b>Stantec Site Visits</b>	
<p><b>Previous Status:</b></p> <ul style="list-style-type: none"> <li>• Previous Rooding site visits: Rebecca &amp; Nigel in early June and the road safety inspection in late March</li> </ul>	<p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• Next Stantec Rooding visit 26<sup>th</sup> - 29<sup>th</sup> September.</li> </ul>
<b>CIC catch-ups in Christchurch</b>	
<p><b>Previous Status:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• No change</li> </ul>
<b>Waka Kotahi (NZTA) Correspondence</b>	
<p><b>Previous Status:</b></p> <ul style="list-style-type: none"> <li>• Waka Kotahi have expressed a desire to send representatives to the Island later in the year to learn more about the Chathams context and operating environment. This is dependant on Waka Kotahi's travel policy, but Gordon and Suvechya are very interested in visiting alongside Stantec in September.</li> <li>• Waka Kotahi have further confirmed that the surplus approved Low Cost / Low Risk funding remaining for the Whangamoe Bridge replacement project is able to be transferred to the Owenga Wharf Loading Facility project.</li> </ul>	<p><b>Updates:</b></p> <ul style="list-style-type: none"> <li>• No change</li> </ul>



## Water and Wastewater Update – August 2023

Contract Documentation	
Project:	Current Status:
<b>Water Compliance</b>	<ul style="list-style-type: none"> <li>Stantec to revise/prepare a Water Safety Plan (WSP) and Source Water Risk Management Plan (SWRMP) in a combined document for each CIC water supply.</li> <li>Stantec to propose “practicable” monitoring approach and advise Taumata Arowai.</li> <li>Stantec/FH to determine “practicable” approach to operations and compliance monitoring – maximising use of existing on-line systems (M2M and WaterOutlook)</li> </ul>
Water Supply	
Project:	Current Status:
<b>All Supplies – Funding and Site Visit</b>	<ul style="list-style-type: none"> <li>CIC is currently considered out-of-scope of the 3 Ws Reform. An updated delivery plan is being developed for the remaining transitional funding from Central Government.</li> </ul>
<b>Kaingaroo – Lake Rangitai</b>	<ul style="list-style-type: none"> <li>There are some outstanding documentation deficiencies by FILTEC following the upgrade works at the WTP.</li> <li>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&amp;M contract funds will be used to cover the outstanding costs to complete the project when lake levels allow.</li> </ul>
<b>Waitangi water supply</b>	<ul style="list-style-type: none"> <li>There are some outstanding documentation deficiencies by FILTEC following the upgrade works at the WTP.</li> <li>The new cloud-based telemetry system was installed and commissioned at both WTPs in April 2022.               <ul style="list-style-type: none"> <li>Improvements to the online portal have been noted and a request for modifications was sent to ConnectM2M. Updates are pending.</li> </ul> </li> <li>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. <b>Ongoing.</b></li> <li>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). <b>Ongoing.</b></li> </ul>
<b>Reporting/ Monitoring/ Sampling August 2023</b>	<ul style="list-style-type: none"> <li><b>Waitangi Water Supply</b> <ul style="list-style-type: none"> <li>E. coli and total coliforms not detected in the raw, treated, or network sample.</li> <li>Treated water turbidity was below the operational target of 0.3 NTU based on online sampling but 0.5 NTU measured by lab; monitor.</li> <li>Complying with DWSNZ for protozoa with UV disinfection system.               <ul style="list-style-type: none"> <li>The UV reactor is providing a protozoa barrier.</li> <li>Non-compliance is related to monitoring: Turbidity, UV dose, flow, FAC and pH (2 per week, at least 2 days between samples). UVT is monitored adequately.</li> </ul> </li> </ul> </li> <li><b>Kaingaroo Water Supply</b> <ul style="list-style-type: none"> <li>E. coli not detected in the treated or network sample; total coliforms not detected in treated water but detected in low levels in the network sample.</li> <li>E.coli and total coliforms detected in the raw sample, as expected with lake source</li> <li>Treated water turbidity was below the operational target of 0.3 NTU.</li> <li>Not complying with DWSNZ for protozoa with UV disinfection system.               <ul style="list-style-type: none"> <li>The UV reactor may not have provided a protozoa barrier due to a low UVT reading.</li> <li>UVT has not been consistently above 70%.</li> </ul> </li> </ul> </li> <li><b>Council Office – Rain Water Supply</b></li> </ul>

	<ul style="list-style-type: none"> <li>○ Monthly monitoring is being completed, but not for compliance with the DWSNZ at this stage since it is not a Council supply.</li> <li>○ No E.coli or Total Coliforms detected in the treated water sample.</li> <li>○ UVT was high and a protozoa barrier was being provided.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Resource Recovery Centre</b> <ul style="list-style-type: none"> <li>○ No E.coli or Total Coliforms detected in the water sample.</li> <li>○ <b>A Boil Water Notice remains in place.</b></li> <li>○ Installation of a treatment system is in progress.</li> </ul> </li> <li>● <b>MPA Batching Bore (Potential Future Water Supply)</b></li> </ul> <p>MPA bore no longer in operation (or sampled). See June 2018 monthly update for results and conclusions.</p>
<b>Wastewater Treatment</b>	
<b>Project:</b>	<b>Current Status:</b>
<b>WWTP maintenance</b>	<ul style="list-style-type: none"> <li>● <b>Discharge consent review on-going.</b></li> <li>● 70% of plantings have been planted in the land application area. Remaining 30% of plants due to be planted early 2023.</li> <li>● Annual servicing visit by Steve Riley planned week of 21-25 August.</li> <li>● No wet weather overflows in wastewater network despite prolonged wet weather. <b>One overflow event at WWTP due to high I&amp;I and only one balance tank online.</b> This will be resolved once the new balance tank (double the capacity) is returned to service</li> <li>● FH received cost estimate of \$54k for CCTV of high I&amp;I areas; about double this for whole of network</li> </ul>
<b>Reporting/ Monitoring/ Sampling June 2023</b>	<ul style="list-style-type: none"> <li>● <b>Waitangi Treated Wastewater Discharge</b> <ul style="list-style-type: none"> <li>○ All parameters well below annual median (TSS 7mg/L, Ammonia-N 3mg/L, TN 19mg/L, COD 25 mg/L, TBOD 4 mg/L), except E.coli which was 1.3 log higher (9,100 MPN/100mL vs 500 MPN/100mL). The land application system will further reduce solids, organics, nitrogen and micro-organisms prior to reaching groundwater.</li> <li>○ Stantec to review algae treatment options and sludge accumulation issue.</li> <li>○ Regular maintenance of the land application areas (i.e., tall grass / weeds) required.</li> <li>○ UV system, which reduces E.coli, to be serviced as part of annual inspection</li> </ul> </li> </ul>
<b>General</b>	
	<ul style="list-style-type: none"> <li>● N/A</li> </ul>

## Solid Waste Update – August 2023

<b>Landfill Operation</b>	
<p><b>Current Status:</b></p> <ul style="list-style-type: none"> <li>MfE have conducted an audit of the landfill, with a favourable report being received afterwards.</li> <li>Council has accepted Viking Containment's proposal to repair the minor liner damage and is working with Fulton Hogan on this.</li> <li>Annual Report required for Owenga Landfill by the end of September.</li> </ul>	<p><b>Current Status:</b></p> <ul style="list-style-type: none"> <li>MfE have conducted an audit of the landfill, with a favourable report being received afterwards.</li> <li>Council has accepted Viking Containment's proposal to repair the minor liner damage and is working with Fulton Hogan on this.</li> <li>Annual Report required for Owenga Landfill by the end of September.</li> </ul>
<b>Waste Minimisation Project (MfE Waste Minimisation Fund)</b>	
<p><b>Current Status:</b></p> <ul style="list-style-type: none"> <li>Project Completion Report has been submitted to the MfE by CIC. <ul style="list-style-type: none"> <li>The Code of Compliance Certificate has been issued for the Mitre 12 facility.</li> </ul> </li> </ul>	<p><b>Current Status:</b></p> <ul style="list-style-type: none"> <li>Project Completion Report has been submitted to the MfE by CIC.</li> <li>The Code of Compliance Certificate has been issued for the Mitre 12 facility.</li> </ul>
<b>Weighbridge Project (CRRF Project)</b>	
<p><b>Current Status – no change</b></p> <ul style="list-style-type: none"> <li>The weighbridge has been installed at Te One and is up and running.</li> <li>The weighbridge has been operating successfully.</li> </ul>	<p><b>Current Status – no change</b></p> <ul style="list-style-type: none"> <li>The weighbridge has been installed at Te One and is up and running.</li> <li>The weighbridge has been operating successfully.</li> </ul>
<b>Sludge Lagoon Project</b>	
<p><b>Current Status – no change.</b></p> <ul style="list-style-type: none"> <li>Stantec has provided a short report on the requirements for installing an overflow to the leachate pond. This has been given to FH.</li> </ul>	<p><b>Current Status – no change.</b></p> <ul style="list-style-type: none"> <li>Stantec has provided a short report on the requirements for installing an overflow to the leachate pond. This has been given to FH.</li> </ul>
<b>Other Waste Management Matters</b>	
<p><b>Current Status:</b></p> <ul style="list-style-type: none"> <li>Workshop held to discuss the Issues and Options Paper on SW Charges.</li> <li>Council has accepted the draft Solid Waste Bylaw and draft WMMP for consultation, together with the Statement of Proposals.</li> <li>Council to discuss options of funding for dealing with organic wastes with MfE, and decide on a course of action.</li> <li>Stantec has suggested that an Asbestos Management Plan (AMP) would be appropriate for guidance on dealing with asbestos in the Chathams.</li> </ul>	<p><b>Current Status:</b></p> <ul style="list-style-type: none"> <li>Workshop held to discuss the Issues and Options Paper on SW Charges.</li> <li>Council has accepted the draft Solid Waste Bylaw and draft WMMP for consultation, together with the Statement of Proposals.</li> <li>Council to discuss options of funding for dealing with organic wastes with MfE, and decide on a course of action.</li> <li>Stantec has suggested that an Asbestos Management Plan (AMP) would be appropriate for guidance on dealing with asbestos in the Chathams.</li> </ul>

## 4. Works & Services

### 4.2 Fulton Hogan Road Maintenance Report August 2023

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<b>Date of meeting</b>	5 October 2023
<b>Agenda item number</b>	4.2
<b>Author/s</b>	Phil Holt – Fulton Hogan Contract Manager

#### **Purpose**

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

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

#### **Recommendation**

**THAT** the report be received.



chatham islands council



**Fulton Hogan**



WW-0/Te Matarae Intersection Works

# CHATHAM ISLANDS ROAD MAINTENANCE CONTRACT MONTHLY REPORT AUGUST 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.

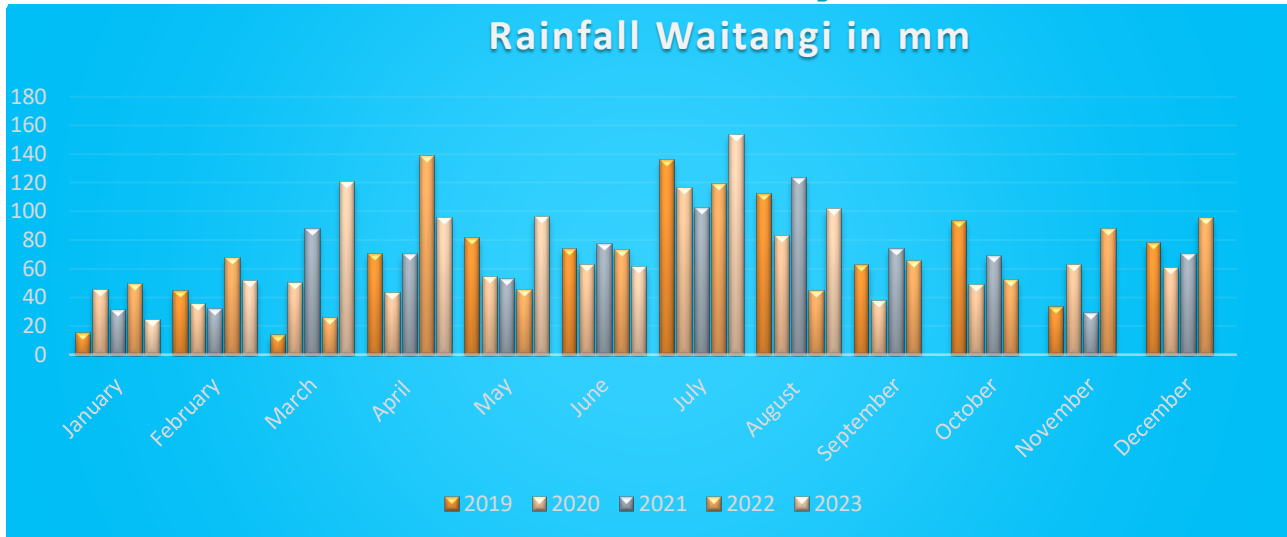
Summary of Monthly Progress Claim by Work Category

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

Photos

## Work Summary

Outline of work carried out during the month.



101.5mm rainfall recorded for August in the Waitangi yard.

### Routine Maintenance and Operations

Another wet month with not a lot of drying weather to help us out. When weather did allow, we had to put quite a bit of maintenance metal on the worst areas to help support pavement through to the drier months, if we get any. Grader busy keeping on top of the potholes and making sure cutouts were open to keep the water off the pavement.

### Pavement Renewals

Digout done on Owenga side of Te Awainanga bridge with a subsoil and cloth installed.

### Sealed Road Resurfacing

### Drainage Renewals

Installed a culvert across WW-0 road where water was ponding and causing problems for traffic.

### Bridge and Structure Renewals

### Traffic Services

Someone had a good time pushing over signs etc at the Port Hutt intersection, these have since been repaired and reinstated.

### Minor Improvements

## Vegetation Control

Very little mowing done this month as grass has not been growing much and conditions too wet.



## Dayworks

Removed a dead beast from the side of Air Base Road.  
Cleared material build up from under the guardrails over Te-One creek.

## Programmed Work for following month

Get the roads back in order, metal + grading then look at the Te Matarae/WW-O road intersection improvements.

## 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	5144	21	4590	48500	57160
WW-O ROAD	5149	11	4440	220395	18415
TUKU ROAD	5152	111	700	14100	13357
KAIWHATA ROAD	5166	31	0	1050	1050
KAINGAROA ROAD	5167	126	0	5900	5900
PORT HUTT ROAD	5168	51	0	16600	16600
RAPANUI ROAD	5176	81	0	1155	1155
MAIPITO ROAD	5179	101	300	1200	900
KAPITO ROAD	5180	122	0	330	330
TIKI TIKI ROAD	5181	96	30	660	630
HOSPITAL ROAD NORTH	5182	90	20	350	330
				<b>Total</b>	<b>115827m</b>
					<b>115.827km</b>

### 2. Unsealed Maintenance Metaling

Road ID	Disp	Road ID	Start RP	End RP	Quantity	
NORTH ROAD	5145	21	4590	48508	560	
WW-O ROAD	5151	11	4440	20395	56	
KAIWHATA ROAD	5160	31	0	1050	16	
RAPANUI ROAD	5161	81	0	1155	32	
WHAREKAURI ROAD	5162	121	0	1500	32	
PORT HUTT ROAD	5171	51	0	16600	80	
		<b>Totals</b>		<b>This Month</b>	<b>776</b>	<b>m3</b>
				<b>Revised Target</b>	<b>47000</b>	<b>m3</b>
				<b>Contract TD</b>	<b>47810</b>	<b>m3</b>

## Next Month's Target

Currently 810m3 ahead at this stage.

## Crash Damage Report Summary

### Crash Damage Report

Date	Event	Action	Repaired Y/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.
19/05/23	A vehicle ran over the islands and through the gardens on Page's corner.	No official report of harm or damage to road. Vehicle not healthy.	Yes Garden edging needs to be replaced.
20/05/23	A vehicle failed to take the corner at the bottom of Target Hill and rolled in the drain between George Day's and Cameron's access.	1 person was trapped and upon removal was air lifted to NZ for treatment.	Y Slight shoulder and pavement damage.
28/07/23	A vehicle went through both sets of railings on Nairn bridge and landed on the beach.	Damage not found till the next morning and made safe.	Y New post & railings installed.
12/08/23	Vehicle v's beast on North Road just past Murphy's causing extensive damage to the front end of the vehicle. Beast got up and ran away!	Vehicle moved off to the side to be recovered later.	N

### Network Inspections

Month	Inspection Type	Faults Identified	Inspected By
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	Drive around network looking at signs etc	Phil
March 2023	Day	Drive around network to check culverts etc ahead of the winter period.	Tomby
May 2023	Day & Night	Stantec Road Safety Audit drive around the network	Bruce & Mike
June 2023	Day	All roads checked after heavy rain event for damage.	All Crews
July 2023	Day	All roads check regularly through the month due to the extreme wet weather.	All Crews

August 2023	Day	All roads checked regularly through the month due to the extremely wet conditions.	All Crews
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## Monthly Safety Report and Statistics

Nothing to report.

### 1. Safety Engagements

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
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.
29/3/23	N	N	N	N	Tiki Tiki water plant check with Kirsten.
12/05/23	N	N	N	N	Te Awainanga Bridge cleat replacements.
17/05/23	N	N	N	N	Whangamoe Bridge Replacement
16/08/23	N	N	N	N	Audit done on the workshop by Andy Allen.

### Metal Stockpiles

31/08/2023							
Site	AP40 Schist	AP65	AP32 Basalt	AP100 Schist	AP20	G3 Chip	G5 Chip
Waitaha Schist	5,388	0	0	7,933	0		
Waitaha Basalt	0	0	6,732	0	371	301	255
Paritu	2,654	0	0	0	0		
Stoney Crossing	0	2,810	9,026	0	2,438	287	361
Yard	0	0	0	0	0		
Ohinemama	0	0	0	0	0		
Muirsons Schist	1,192	0	0	1,538	0		
	9,234	2,810	15,758	9,471	2,809	588	616

CIC Owned Materials  
Signs

Item Description	Unit	Purchased	Used Aug 2023	End Measure	Comments
<b>Signs</b>					
CS85 North Rd	ea.			1	
CS85 Port Hutt Rd	ea.			1	
RG1	ea.			1	
RG2	ea.			0	
RM6 White	ea.			8	
RM6 Yellow	ea.			7	
RM7	ea.			16	
P66X242	ea.			7	
PW11	ea.			1	
PW11.1L	ea.			1	
PW11.1R	ea.			1	
PW12L	ea.			1	900
PW12R	ea.			1	
PW24	ea.			2	
PW25 65KM	ea.			1	
PW28	ea.			1	
PW34.1	ea.			1	900 Y
PW34.2	ea.			2	
PW37	ea.			1	900
PW49 FIRE ENGINE	ea.			2	
PWSX1	ea.			2	
RH-4	ea.			2	
PW54	ea.			2	
<b>Marker pegs</b>					
EMP	ea.	500	13	547	
CULVERT MARKERS	ea.	50		50	
WHITE RAPID MARKERS	ea.			60	
<b>Misc. Items</b>					
ACROW PROPS	ea.			6	
ROAD COUNTER	ea.			1	
ROUGHOMETER	ea.			1	

Item Description	Unit	Purchased	Used Aug 2023	End Measure	Comments

## Culvert Pipes

### ALUFLOW

Item Description	Unit	Used	Purchased	End Measure
375mm	m			5
450mm	m			0
600mm	m			0
750mm	m			6

### Civilboss

225mm	m	12		24
300mm	m			36
375mm	m			54
450mm	m			42
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
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
21/02/23	Whangamoe Bridge Replacement	Y	N	N	Tomby

18/05/23	Whangamoe Bridge Replacement	Y	N	N	Tomby
27/06/23	FH Workshop Wash Down Pad	Y	N	N	Phil

## Stakeholder Complaints Register

Month	Council/ Public Complaint	Complaint	Repair Undertaken	Response Time
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 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
29/05/23	Public	Intermittent areas of corrugations on the North/Kaingaroa Roads.	Nowhere near the intervention threshold.	Normal Programme
16/06/23	Public	Dead Cattle on the side of the road.	All were more than 5m away from the edge so were left to decompose.	No Action Taken
July 23	Public	A few complaints through the month about water on roads and isolated potholes.	No action taken till weather and conditions allowed.	Ongoing
1/08/23	Public	Large soft area on Owenga side of Te Awainanga bridge and a large pothole off the end of the seal on Target Hill.	Pothole and soft area repaired when weather allowed.	2 Weeks

## Public Relations & Community Involvement

### Innovation

## Summary of Monthly Progress Claim by Work Category

	August 23	Separable Portion One - Rooding			
Item	Work Category	Value for Month	Value YTD	Annual Budget	% of Annual Budget
1	P&G Other	\$138,486.04	\$254,800.09	\$1,100,000.00	23.16%
2	Routine Maintenance and Ops	\$57,734.33	\$117,008.06	\$810,000.00	14.44%
3	Pavement Renewals	\$6,406.22	\$6,406.22	\$840,000.00	0.76%
4	Sealed Road Resurfacing	\$0	\$0	\$8,000.00	%
5	Drainage Renewals	\$5,574.86	\$8,356.51	\$283,000.00	2.95%
6	Bridge Renewals	\$7,542.30	\$9,245.10	\$100,000.00	9.25%
7	Traffic Services	\$6,409.94	\$21,442.73	\$44,000.00	48.73%
8	Minor Improvements	\$0	\$0	\$170,000.00	%
9	Vegetation Control	\$5,408.41	\$10,816.82	\$60,000.00	18.03%
11	Dayworks	\$0	\$20,735.31	\$150,000.00	13.82%
	<b>Total</b>	<b>\$227,562.10</b>	<b>\$448,810.84</b>	<b>\$3,565,000.00</b>	12.59%

Estimated

### 1. Miscellaneous

### 2. Traffic Counting

Have received the new counter and software program to run it but will wait now till Nov to start the counts.

### 3. Pitt Island

#### 4. Wind Damage

No reported or visible signs of damage this month.

### Photos

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WW-O/Te Matarae Intersection Works

## 4. Works & Services

### 4.3 Fulton Hogan Water and Wastewater Operation Contract Report August 2023

---

<b>Date of meeting</b>	5 October 2023
<b>Agenda item number</b>	4.3
<b>Author/s</b>	Phil Holt – Fulton Hogan Contracts Manager

#### **Purpose**

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

#### **Recommendations**

**THAT** the report be received.

#### **Background**

Attached is the August 2023 report from Fulton Hogan that will be presented by Phil Holt (Fulton Hogan Contract Manager).

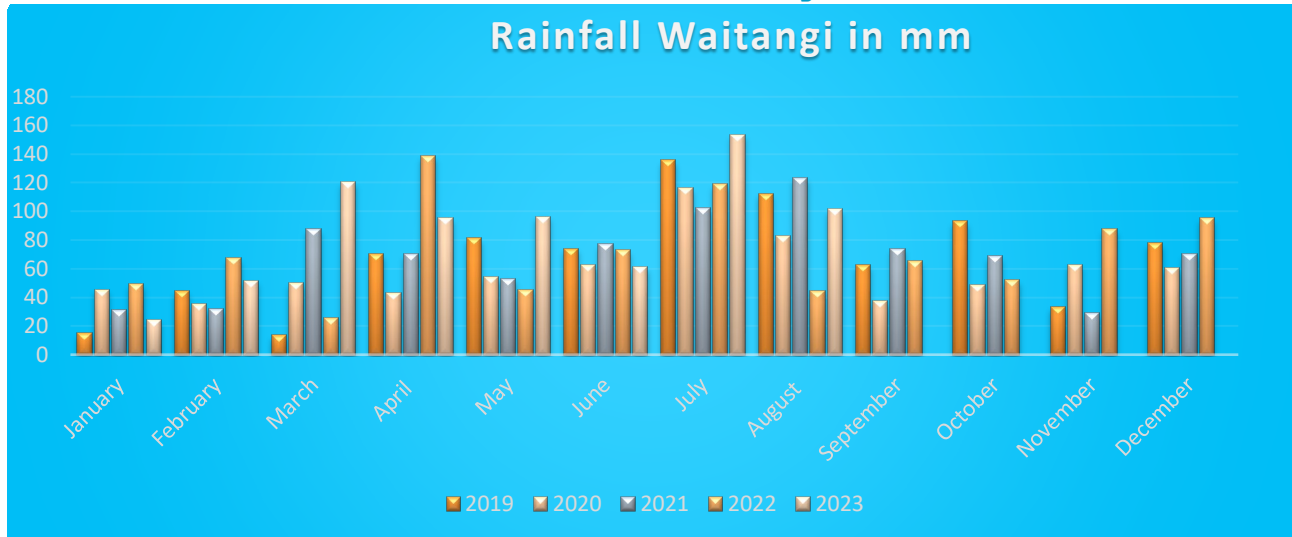


p

High Tide Lake Rangitai  
CHATHAM ISLANDS  
WATER AND  
WASTEWATER  
OPERATION CONTRACT  
MONTHLY REPORT

## Work Summary

Outline of work carried out during the month.



101.5mm rainfall recorded for August in the Waitangi yard.

### Water Supply Operation & Maintenance

Not a lot to report this month as no problems with the plants. Tikitiki bore level is still above normal with all the rain we have had recently. No problems with the plant or reticulated network this past month.

Kaingaroa plant still appears to be working ok after our last round of modifications and the chlorine dosing has been a lot more settled, although not quite as high as we would like.

Due to the ongoing heavy rain events the raw water from Lake Rangitai is still slightly discolored along with the treated water.

### Water Treatment

Tiki Tiki plant = Plant operating good with no problems trouble this month.

Kaingaroa plant = Again, no problems with the plant over the last month.

### Wastewater Treatment Plant at Waitangi

Plant still having to work hard at times due to the stormwater ingress in heavy rain events but no overflows.

New float switches have arrived and will look at installing these and commissioning the new balance tank when weather allows.

Steve Riley was in to do the annual service on the plant.

### Dayworks - Water

## Dayworks - Wastewater

### Water and Wastewater Reticulation Network

No problems with the network this past month.

### Water and Wastewater Treatment Plant: Monitoring

WWWT plant and water samples all good.

**Kaingaroa Lake Monitoring Post** = lake level is still up with all the recent rain events.

## Summary of Monthly Progress Claim by Work Category

	August 23	Separable Portion Two - Water and Wastewater			
Item	Work Category	Value for Month	Value YTD	Annual Budget	% of Annual Budget
13	Preliminary and General	\$3,424.47	\$7,443.45		
14	Water Supply Ops and Maint	\$922.32	\$1,844.64		
15	Water Treatment	\$2,947.89	\$5,895.78		
16	WWTP Waitangi	\$922.32	\$1,844.64		
17	Dayworks - Water	\$1,664.28	\$2,557.36		
18	Dayworks - Wastewater	\$10,606.70	\$13,718.30		
19	Water and Wastewater Reticulation	\$0	\$0		
20	Treatment Plant Monitoring	\$1,188.52	\$2,365.04		
	Total	\$21,676.50	\$35,681.21		

No Budget Details Available

### Programmed Work for Following Month

Commissioning the new balance tank.

Install the new raw water pump at lake Rangitai.

## Water Meter Report

### Irrigation Dosing

Ground conditions very saturated this month on all fields.

Changing them daily to achieve as less runoff as possible.

## Quality Assurance

## Site Safety Report

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
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.
29/03/23	N	N	N	N	Crew working with FH sparky on the new balance tank.
23/05/23	N	N	N	N	Lake Rangitai pump shed new motor installation.
23/08/23	N	N	N	N	WWWT Plant check once service had been completed.

## Environmental Non Compliance

## Monthly Stocktake of Supplies

## General Supplies Stockpile - Month Ending August



2023

	<b>Stock Purchased</b>	<b>Stock End of Previous Month</b>	<b>Stock Used</b>	<b>Stock Remaining End of Month</b>
Salt	120	65 Bags	15	170 bags
Chlorine	200	40lts	20lts	220lts

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PHOTO

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## 4. Works & Services

### 4.4 Fulton Hogan Waste Management Operation Contract Report August 2023

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<b>Date of meeting</b>	5 October 2023
<b>Agenda item number</b>	4.4
<b>Author/s</b>	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 August 2023 Waste Management report from Fulton Hogan.



chatham islands council



**Fulton Hogan**



*Owenga Cell 1 showing progress of filling.*

# CHATHAM ISLANDS WASTE MANAGEMENT CONTRACT MONTHLY REPORT AUGUST 2023

Introduction  
Te One Transfer Station  
Owenga Landfill  
Appendix 1

## Introduction

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This report provides a summary of waste management activities through the month of August 2023.

## Staff

---

Arlette was off the island for a few days in the middle of August so Bob Howat was on the island to backfill the spot. We are also actively looking for an additional staff member to bring us to a full contingent.

## Te One Transfer Station

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We are now seeing regular “early bird” customers here at the Transfer Station, as our community are enjoying the ability to come along to deposit there refuse before going about their daily commitments.

With the arrival of the Southern Tiare Shipping Vessel, the public are now beginning there long-awaited building projects and replacing old with new. Like bulls at a gate, we are quick to divert old cabinets, furniture and good timber off cuts among other re-useable items to Mitre 12, which is still experiencing a good turnover of preloved treasures. Already we are seeing an increase in our cardboard recycling and general waste.

Hemi the Giant Weka (new signage) has arrived and he will be proudly displayed on the Mitre 12 building.

The team spent 3 days with Darrel who came to train, support and assess our abilities to operate machinery and overall future planning for progressive training. Both Johnny and Arlette have learnt so much and are confident in their abilities to operate and by having a good plan to work towards. By being assessed they are able to support each other more in daily tasks that involve operating machinery. Arlette learnt vital skills that will enhance the use and health of our landfill when using the Excavator and track rolling.

The recycling process has had some change with engagement from EnviroNZ who are likely to take the recycling once it is shipped back to the mainland.

## Owenga Landfill

---

Owenga was very much a BAU operation this month with no significant change in waste. With the training we have changed methodology for compaction. We are also looking at attachments for the excavator to improve compaction.

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





## 4. Works & Services

### 4.5 Waste Minimisation Fund Projects

<b>Date of meeting</b>	5 October 2023
<b>Agenda item number</b>	4.5
<b>Author/s</b>	Owen Pickles, Chief Executive

#### Purpose

To inform and update the Council on the Waste Minimisation Fund Projects.

#### Recommendations

**THAT the information be received.**

#### Background

Attached are two letters from the Ministry for the Environment acknowledging the completion of the Waste Minimisation funded projects. The projects:

1. Te One Transfer Station Weighbridge
2. Improvements to Solid Waste Management and Infrastructure.

The local share of cost for each of these projects was funded from the Three Waters Better-off Fund.

The shipping of recyclables for processing in New Zealand is in progress with a resolution in sight.

The Ministry has also supported Hokotehi Moriori Trust (HMT) with an Organic Waste Processing project for the island. I have invited HMT to meet with the Council with the view to handing this project to the Council. If the Council agrees to accept this project the MfE will be willing to 'fast-track' a funding application.

Tonkin Taylor (Chris Purchase) who undertook a business case for HMT is willing to provide pro bono time to progress an application.





25 September 2023

**Classification: In-Confidence**

PJ-0002181  
Deed 25126

Colette Peni  
Chatham Islands Council  
13 Waitangi Tuku Road, Chatham Islands, 8016, New Zealand

[operations@cic.govt.nz](mailto:operations@cic.govt.nz)

Tēnā koe Colette,

**Re: Te One Transfer Station Weighbridge, PJ-0002181, Deed 25126**

I write to acknowledge the completion of the above project funded through the COVID-19 Response and Recovery Fund: Waste Minimisation and Resource Recovery Initiative.

The project has successfully demonstrated the project outcome of 'Improving the efficiency of measurement and accuracy of data on waste to landfill' with the weighbridge installed and tonnage data being collected.

**Achievement of project objectives**

Evaluation of the project completion report has determined that you have successfully achieved the contracted objective of this project; Objective 1. Site preparation and installation of a compliant weighbridge as stated in the milestone deliverables.

**Evaluation of project success**

On reviewing your project completion report we note that the new weighbridge is working well with 7.896 of net tonnage recorded at the time of the final milestone reporting.

**Post-project annual reporting**

To contribute to our post-project reporting of benefits for up to 3 years following the anniversary of project closure we may request that a brief report is submitted to the Ministry to inform on the continued success of your project.

**Final confirmation of WMF funding**

The final WMF funding information is confirmed as \$100,000 towards this \$122,400 project, or 82%.

With reference to clause 4.9 of the Deed of Funding, I confirm that the agreed deliverables are complete and that the term of deed is now concluded. No further claims against this Deed of Funding may be made.

Thank you for contributing to the waste minimisation and data gathering effort and congratulations on your project's success.

Ngā mihi,



A handwritten signature in black ink, appearing to read 'William Novak'.

**William Novak**

Investment Manager

COVID-19 Response and Recovery Fund (CRRF)

Waste Minimisation Fund (WMF)

Waste Infrastructure & Investment / Te Whakangao Hanganga Para

[william.novak@mfe.govt.nz](mailto:william.novak@mfe.govt.nz) | [environment.govt.nz](http://environment.govt.nz)



## Classification: In-Confidence

WMF ref: PJ-0001486

20 September 2023

Owen Pickles (CEO)  
Chatham Island Council  
9 Tuku Rd  
Waitangi  
Chatham Islands  
New Zealand

Email: Owen Pickles (owen@cic.govt.nz)

Tēnā koe Owen,

### Re: Chatham Islands Waste Minimisation Fund Project 2020 - Improvements to Solid Waste Management and Minimisation Infrastructure

I write to formally acknowledge the completion of your Waste Minimisation Funded 2020 project # PJ-0001486 - Improvements to Solid Waste Management and Minimisation Infrastructure on the Chatham Islands.

#### Achievement Project Objectives

Evaluation of the project completion report has determined that you have fully met three of the four objectives for this project.

The last objective is in progress: **Having processes in place to enable recyclables to be shipped off the island for processing in New Zealand, including signing an MOU with Timaru DC's waste contractors for dealing with the recyclables.** We believe CIC have had discussions with both Timaru DC and Chatham Shipping CEO (Craig Kirwin) and he has advised he has empty containers which could possibly be utilized for shipping recyclables to the mainland. This would solve the problem of having to source containers which are compliant for shipping. Envirowaste is sending a representative to the island at the end of September 2023 to advise what their requirements will be for receiving the waste.

The project has successfully improved waste minimisation infrastructure on the Island, including the building a new 'Mitre 12' reuse centre, which is popular with the community, and also provides additional space under cover that can be used for storing collected and baled recyclables such as cardboard. The project also made improvements to the Recycling Facility with new sliding doors and other equipment making it easier for staff to handle recyclables. New signage has been implemented at the Transfer Station which will continue to raise awareness of the importance of recycling and waste minimisation.



The project has been completed well ahead of time and the team at Chatham Island Council (CIC) have done a great job of keeping the project on track despite some inevitable delays.

The contracting of Fulton Hogan to manage waste to landfill on the Island has been a huge step forward for the island, and combined with funding for the installation of a weighbridge now enables data to be collected on waste to landfill and recycling diverted from landfill. The results are heartening to see:

The results from the project, against targets set at the start are commendable:

TARGET: 30.4 T mixed recyclables diversion target at year 3.

ACTUAL: 132.83 tonnes since August 2021 (start of Fulton Hogan contract)

JOB CREATION: 1 FTE by end of project

ACTUAL: Two residents have been employed full time and until earlier this year there was a third part-time person. A replacement is being sought for the third person.

#### **Post-project annual reporting**

Although not a requirement of your deed, we request, where possible, that CIC contribute to our post-project reporting. The WMF would like to collect information on the continued success of your project. (Up to 3 years following the anniversary of project closure). This would be a brief report initiated by our team.

#### **Final confirmation of WMF funding**

The final WMF funding information is confirmed as follows:

The total project costs amounted to \$286,213.50 excluding GST

WMF contribution was \$200,000 excluding GST (70% of costs)

CIC contributed \$86,213.50 excluding GST. (30% of costs)

With reference to clause 3.9 of the Deed of Funding, I confirm that the agreed deliverables have been completed to the satisfaction of The Ministry, and that the term of the deed is now concluded. No further claims against this Deed of Funding may be made.

Thank you for contributing to New Zealand's waste minimisation effort and congratulations on your project's successes.

Your team have been a pleasure to work with and we look forward to discussing the possibility of an organics waste project for Rēkohu in the near future.

Ngā mihi mahana,

#### **Karen Cross**

Senior Investment Manager | Kaiwhakahaere Haumi Pūtea Matua

Te Pūtea Whakamauru Para | Waste Minimisation Fund

022 0180 952 | [karen.cross@mfe.govt.nz](mailto:karen.cross@mfe.govt.nz) | [mfe.govt.nz](http://mfe.govt.nz)

## 5. COMMUNITY SERVICES

*Agenda*

## 5. COMMUNITY SERVICES

### 5.1 Annual Survey Report

<b>Date of meeting</b>	5 October 2023
<b>Agenda item number</b>	5.1
<b>Author/s</b>	Jo Simkiss, Senior Communications & Engagement Advisor, Environment Canterbury

#### Purpose

This report provides the information gathered by the 2023 residents' satisfaction survey.

#### Recommendations

**That the Chatham Islands Council receive the 2023 residents' satisfaction survey report.**

#### Background

1. This survey is run annually. The information gathered forms the basis for some of our measures in our Annual Report.

#### Significance and engagement

2.
  - a. This year we received 62 responses, which is an 182% increase from last year.
  - b. Top performing areas were: knowledge of how to contact the Council and Councillors, satisfaction with sealed roads, feelings of preparedness for an emergency event.
  - c. Low performing areas were: satisfaction with unsealed roads, satisfaction with water scheme service, satisfaction with waste management services.

#### Next steps

3. Once Council has received the report, we recommend making it public. This would involve sharing it in our monthly newsletter and on social media. From there we would recommend a 'what we heard' article, in which we take the opportunity to address some

of the areas where Council received high levels of dissatisfaction and indicate what Council is doing in those areas.

## **Attachments**

{CIC 2023 residents survey report}



chatham islands council

Chatham Islands  
**Residents' Satisfaction**  
**Survey Report**  
2023



# Contents

- Executive summary ..... 3
  - Response rate ..... 3
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  - Low performing areas ..... 4
  - Results over time ..... 4
- Key findings ..... 6
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  - Satisfaction with Council activities ..... 7
  - Community services and Emergency management ..... 8
  - Environmental services ..... 8
  - Closing comments ..... 9
- Recommendations ..... 10

# Executive summary

The annual Chatham Islands residents survey ran again in July/August 2023. The survey runs every year and is important as a measure of how well Council is performing against our targets set out in the Long-Term Plan and Annual Plan.

## Response rate

The survey received a total of 62 responses (48 online and 14 paper copies). Though it is not a high response rate, it is a significant improvement from previous years. We also received two late submissions, which have not been included in the report, as the results had been collated and inputted into documents before they were received.

In 2022 the survey received 22 responses making this an increase of 182% from last year. We also found that in comparison to 2022 (16 paper and 6 online responses), the uptake of digital responses dramatically increased.

Please note that:

- Because the sample size is low, the findings should be treated with some caution.
- In some cases, respondents chose to answer 'I have no opinion' rather than rate a service or facility. Where this is the case, these responses have been removed from the analysis and the subtotal of respondents calculated.

## Top performing areas



Know how to contact the Council and Councillors



Satisfied with sealed roads

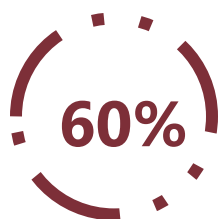


Feel prepared for an emergency event

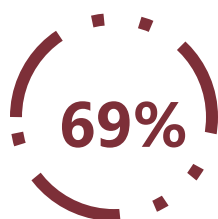
Council scored generally well on satisfaction regarding communication and engagement. There is confidence that the Council has the community's best interests at heart.

Council emergency management services also scored well. In general, residents feel prepared in the case of an emergency, have confidence in the Council's ability to respond and there are high levels of knowledge regarding evacuation points and emergency coordinators.

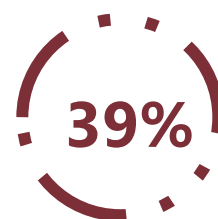
## Low performing areas



Dissatisfied with unsealed roads



Dissatisfied with water scheme service



Dissatisfied with waste management services

Satisfaction regarding infrastructure was much lower. Residents expressed concerns with the quality of roading. Environmental services scored below fifty percent satisfaction, concerns regarding pest control and ineffectiveness of current work was also a theme amongst responses. There was also a demand for better waste management services.

## Results over time

Despite some good satisfaction results, the satisfaction levels have decreased in most categories since last year. While the numbers don't look good, it's important to remember that this year's survey captured the sentiment of nearly three times the people of the 2022 survey, so while the figures may look like a decrease, it may not indicate things have worsened, but instead may simply be a factor of a higher proportions of voices being captured.

Question	2022	2023	
How confident are you that decisions are made by Council in the best interests of the community?	75%	68%	↓
Do you feel Council appropriately captures the voice of the community (including cultural considerations), when making decisions?	95%	57%	↓
How sufficient is the level of information provided to the community about our Council's activities?	82%	76%	↓
How satisfied are you with the chip-sealed (sealed) roads?	53%	81%	↑
How satisfied are you with the unsealed (gravel) road network?	43%	32%	↓
How satisfied are you with the Council's Waste Management Services - landfill and recycling services and ease of use?	66%	56%	↓
How satisfied are you with the water scheme service? (of those connected)	40%	31%	↓

How satisfied are you with the wastewater scheme service? (of those connected)	75%	67%	↓
How satisfied are you with our community services, including library and dog and animal control services?	65%	53%	↓
How prepared do you think you and your household are for an emergency event (three days of food stored etc) and do you know what to do in such an event?	76%	74%	
How confident are you that Chatham Islands Council will be able to appropriately respond in an emergency?	77%	68%	↓
How satisfied are you with our environmental services? (Environmental services include pest management, consent & compliance, water monitoring and freshwater management).	59%	64%	↑

## Key findings

### Demographics

The survey asked a number of demographic questions. Notable responses for each category showed:

- Low response rate from those aged under 25, however, a good spread of other age ranges.
- Slightly higher response from females than male or those who prefer not to disclose.
- Majority of respondents own their own home.
- Highest response rates from those who identify as Māori or pākehā, 20% from Moriori.
- Over 90% of respondents are full time Island residents.

### Communication and engagement

Overall, there is a general satisfaction with the communication and engagement from Council to the community.

- 76% of respondents believe the level of information supplied to the community about Council's activities to be sufficient or more than sufficient.
- 95% of respondents know how to contact the Council and Councillors.
- 68% of respondents are confident or very confident that the decisions Council makes are in the best interests of the community.
- 57% of respondents feel that the Council appropriately captures the voice of the community when making decisions.

When asked the open question "Are there any comments you wish to make on the Chatham Islands Council's level of engagement with the community?"

The comments can be categorised as follows:

- (7) Generally positive, e.g. "I like the mayor's update. It keeps us informed"
- (6) Negative, e.g. "Piss poor"
- (5) Neutral
- (5) Suggestions for change; including more communication regarding actions following public feedback, more engagement, and an increased ability for residents to ask for more information.

When asked for how Council could improve its level of engagement, the comments could be themed as:

- (7) A desire for increased accessibility and engagement of Council – including meetings, forums, connection to community etc
- (4) A desire for increased levels of communication
- (3) Generally positive
- (3) Requests to seek more community input
- (2) Comments regarding better communication specifically regarding rates payments.

### **Satisfaction with Council activities**

Regarding infrastructure and work the Council is responsible for, respondents expressed mixed levels of satisfaction.

- 80% of respondents were satisfied or very satisfied with the chip-seal roads.
- 60% were dissatisfied or very dissatisfied with the unsealed road network.
- 85% of respondents are not connected to a water scheme.
  - Of those who are connected, more were dissatisfied than satisfied with the service.
- 88% are not connected to a wastewater scheme.
  - Of those who are connected, more were satisfied than dissatisfied with the service.
- 56% of respondents were satisfied or very satisfied with Council's waste management services.

When asked for comments on how Council could improve the ease of our waste management services, the comments could be summarised as follows:

- (10) Neutral comments/suggestions regarding general waste
- (7) Comments suggesting that opening times insufficient and closures too frequent
- (6) Requests for roadside waste collection/bins
- (6) Concerns regarding the effectiveness of our current systems
- (3) Requests to simplify the service
- (2) Suggestions regarding accepting green waste.

When asked "Are there any comments you wish to make about our infrastructural services?", responses could be themed as:

- (7) Inadequacies of the roading network e.g. potholes
- (6) Dissatisfaction regarding infrastructure
- (3) Neutral comments
- (2) Requests for more public facilities e.g. rubbish bins and gardens.

## Community services and Emergency management

The level of satisfaction in this category was generally high.

- 53% of respondents were satisfied or very satisfied with community services, including library and animal control services.

Regarding emergency management, respondents were mostly informed and felt prepared:

- 74% of respondents feel that their household would be prepared in the case of an emergency.
- 75% know where the emergency evacuation points are and 73% are aware of their area emergency co-ordinators.
- 62% of respondents feel confident that Council would be able to respond appropriately to an emergency.

When asked "Are there any other comments you wish to make about our community services and emergency management?", comments could be themed as follows:

- (6) General positive, e.g. "Doing a good job"
- (6) Suggestions for improvements e.g. A system where people can report animal neglect anonymously
- (5) General negative, e.g. disorganised
- (3) Concerns, e.g. staff not trained enough
- (2) Neutral comments.

## Environmental services

Satisfaction with Council's environment services; including pest management, consent and compliance, water monitoring and freshwater management, rated at just below 50% of respondents being satisfied.

When asked for comments about Council's environment services, comment themes were:

- (5) Concerns that not enough work is being done
- (5) More communication required
- (5) Tighter pest control required
- (3) Costs and practicalities of requirements
- (4) Other suggestions.

## **Closing comments**

We gave respondents the opportunity to add any final comments. The comments have been categorised as follows:

- (11) Generally positive, e.g. "The CI Council has fabulous ladies in the office who do a great job"
- (5) Other suggestions, e.g. "Be more out there as a Council"
- (4) More animal/pest control required
- (2) Neutral comments.



## Recommendations

When reviewing the results of the survey and noting the themes that came through the comments, there are some potential actions that could happen to help increase residents' satisfaction and understanding of Council's work. While Council will continue to drive for more funds in order to do more of the work that the community calls for, some initial steps are recommended below:

- Communicate what Council is doing with regard to investigating the possibility of roadside collection.
- Provide more opportunities for community engagement, meetings or forums in different places across the Island.
- Provide a 'what we heard' article and social media posts reflecting some of the key themes from the survey. I.e. Residents are dissatisfied with the unsealed roads, potholes, etc. Here is what we're doing about it or why we're limited in dealing with these issues.

## 5. COMMUNITY SERVICES

### 5.2 CEO House Upgrade

<b>Date of meeting</b>	5 October 2023
<b>Agenda item number</b>	5.2
<b>Author/s</b>	Owen Pickles, Chief Executive

#### **Purpose**

Decision paper for Council.

#### **Recommendation:**

1. **THAT funding for the CEO house be drawn from what has been allocated;**
2. **THAT the new house Tranche 1 allocation be used to meet the additional costs that may arise.**

#### **Background**

The CEO house is being upgraded with \$200k of the Three Water Better-off funding being allocated to the task. The \$200k is based on an estimated work plan provided by Leith Weitzel in October 2021.

The new CEO, Paul Eagle, and his family have inspected the house and have suggested further improvements. These along with inflation will push the cost beyond the \$200k.

The Council has \$800k allocated for a second new house split over Tranche 1 \$300k and Tranche 2 \$500k of the Better-off funding programme. Tranche 2 has been discontinued to allow for the revised Three Waters solutions as introduced by Government.

It would be appropriate for the \$300k Tranche 1 fund to be redirected, in the first instance, towards getting the CEO house completed to an acceptable condition.

Builder Peter Somerville will be on-island from 3 October to confirm price and begin works.

## 6. REGULATORY

*Agenda*

## 6. Regulatory

### 6.1 Activity Report from Environment Canterbury

---

<b>Date of meeting</b>	5 October 2023
<b>Agenda item number</b>	6.1
<b>Author/s</b>	Environment Canterbury Staff

#### Purpose

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

#### Recommendations

**THAT Chatham Islands Council**

1. **Receives the report; and**
2. **Notes the recommendation in the Resource Management Planning report.**

#### Background

The following reports are for your information only. All resolutions included in these reports were considered at the Steering Group meeting on 19 September 2023.

# Agenda 2023

## Chatham Islands Council Steering Group

Date: Tuesday, 19 September 2023  
Time: 9.30 AM  
Venue: Whare Kotuia  
Environment Canterbury  
200 Tuam Street, Christchurch



## 4.3. Travel Schedule

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	Tuesday, 19 September 2023
<b>Author</b>	Rebecca Phipps, Hub Leader Coordinators
<b>Responsible Director</b>	Giles Southwell, Director Corporate and Public Transport 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.**

#### Attachments

1. Corp Client Location Air Chathams 01 Sep 23 - 29 Feb 24 (September) [4.3.1 - 1 page]

# Client Location Report - Environment Canterbury

[Export Data](#)



Attachment 4.3.1

**Selection Criteria**  
 Departures between 01Sep23 - 29Feb24  
 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	Hinerary Email	EmailTo
1035928	21Nov23	Environment Canterbury	CORPORATE	ASHY	Ms Christina Jackson	+64272547666	Ms Christina Jackson tina.jackson@ecan.govt.nz		OPER	The annual CIC/EC/Can/Port SMS item	Bernie Campbell	HAR	LAUREN HAMILTON	POZ7114/-	BERNIE.CAMPBELL2@ECAN.GOVT.NZ	tina.jackson@ecan.govt.nz
	<b>From</b>	<b>To</b>	<b>Dep Date / Date In</b>	<b>Arr Date / Date Out</b>	<b>Flight No</b>	<b>Supplier Reference</b>	<b>Vendor</b>									
	CHC - Christchurch	CHT - Chatham Island	21/11/23 01:00 p.m.	21/11/23 03:45 p.m.	3C0541	0058J3	Air Chathams									
	CHT - Chatham Island	AKL - Auckland	25/11/23 08:00 a.m.	25/11/23 10:00 a.m.	3C0519	0058J3	Air Chathams									
1035930	21Nov23	Environment Canterbury	CORPORATE	ASHY	Mr Guy Harris	+64275605816	Mr Guy Harris		OPER	internal review - November 2023	Bernadette Campbell	HAR	LEIGH GRIFFITHS	POZ7114/-	BERNIE.CAMPBELL2@ECAN.GOVT.NZ	guy.harris@ecan.govt.nz
	<b>From</b>	<b>To</b>	<b>Dep Date / Date In</b>	<b>Arr Date / Date Out</b>	<b>Flight No</b>	<b>Supplier Reference</b>	<b>Vendor</b>									
	CHC - Christchurch	CHT - Chatham Island	21/11/23 01:00 p.m.	21/11/23 03:45 p.m.	3C0541	0058J3	Air Chathams									
	CHT - Chatham Island	AKL - Auckland	25/11/23 08:00 a.m.	25/11/23 10:00 a.m.	3C0519	0058J3	Air Chathams									

## 4.4. Chatham Islands Services Overview

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	Tuesday, 19 September 2023
<b>Author</b>	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management
<b>Responsible Director</b>	Giles Southwell, Director Corporate and Public Transport Services

#### 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 operations of the services agreement between the Chatham Islands Council and Environment Canterbury.**
2. **Suggests that Chatham Islands Services Overview report is put forward to the Chatham Islands Council to receive.**

#### Key points

2. PwC have completed the audit, and the report will be shared with Environment Canterbury and Owen in October.
3. We have a draft of 2023/24 work programme; it is now aligned to the levels of service in the Chatham Island Council's long-term plan. The draft work programme will be separately circulated after the meeting, and we will seek feedback from subject matter experts.
4. The new Chief Executive for Chatham Islands Council, Paul Eagle starts on 1 November 2023.

#### Attachments

Nil



## 4.5. Procurement Projects Update - IT and Refurbishments

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	Tuesday, 19 September 2023
<b>Author</b>	Craig Burke, Project Manager, Business & Project Optimisation
<b>Responsible Director</b>	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

##### Activities Update

3. The period covered in this report is from 16 July 2023 – 31 August 2023. There has not been any change since the last report, dated 15 August 2023.  
Colette Peni has advised that the project can be closed. This notification was received on 23 August 2023. The closure is to occur on the basis that CIC has a new IT service provider engaged and working for them. Server Works Ltd commenced providing services to CIC on July 1, 2023. Colette will be continuing to work with their legal counsel to further refine the contract agreement for signing. It is expected that the contract will be signed at the earliest.
4. Please find attached the project closure report, dated 29 August 2023.

#### Attachments

1. Chatham Islands Council IT Service Provider - Closure Report v 0.3 - Signed [4.5.1 - 10 pages]




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## Chatham Islands Council – IT Service Provider

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Date created: 28/08/23

Author: Craig Burke

Version number: 0.3

Approval date: 29/08/23

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### VERSION CONTROL

Version	Date	Author	Reviewed by	Comments
0.1	28/8/23	Craig Burke		Draft
0.2	29/08/23	Craig Burke		Add content
0.3	29/08/23	Craig Burke	Andy Barclay	Add financial information

## 1 KEY PROJECT DETAILS

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### 1.1 EXECUTIVE SUMMARY

This project was initiated in August 2022. Colette Peni, Operations Manager, CIC has advised that the project can be closed. This notification was received on 23 August 2023. The closure is to occur on the basis that CIC has a new IT service provider engaged and working for them. Server Works Ltd commenced providing services to CIC on July 1, 2023. Colette will be continuing to work with their legal counsel to further refine the contract agreement for signing. It is expected that the contract will be signed at the earliest, possibly during September 2023.

## 2 PROJECT DEFINITION

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### 2.1 BACKGROUND

Tas Carryer of Tastronics was the IT service provider for the Chatham Islands Council (CIC). Tas indicated that he intended to retire and therefore CIC needed to find a replacement vendor(s) to provide IT services. Late in 2021 Tas agreed to document the current technical landscape and assets and provide that information to ECan to allow an RFI/RFP to be put out for tender.

### 2.2 PROJECT PURPOSE

The purpose of this project was to support the CIC through a procurement process to appoint a new service provider.

### 2.3 PURPOSE OF THIS DOCUMENT

This document details the conclusion of the project. This document, when approved by the business owner, will formally close the project. In doing so, the business owner will be:

- (Section 3) Accepting deliverables.
- (Section 6) Agreeing to specific actions regarding any incomplete work.
- Instructing that the project hand over support, processes, etc. to business operations.
- Instructing the project team to disband and no further work to be done under the auspices of the project.

This document does not address:

- the achievement of benefits, which is handled in the Benefits Realization Analysis.
- the effectiveness of project execution or adherence to the ECan PMO Methodology, which is handled in the Project Execution Review.

## 2.4 PROJECT TEAM

Role	Name
Sponsor	Owen Pickles, CEO, CIC
Business Owner	Colette Peni, Operations Manager, CIC
Project Manager	Craig Burke
Business Analyst	Valerie Reid
Tastronics	Tas Carryer
Procurement Team	Craig Prebble
Project Lead	Lauren Hamilton
Committee Advisor, Governance	Petrea Downey

## 2.5 KEY PROJECT &amp; REFERENCE DOCUMENTS

Document Filename	Version	Date	Puna (or other) Location
Chatham Islands IT Service Provider - Project Plan	0.3	29/07/22	Sharepoint
CIC Procurement Projects v1.1	1.1	29/07/22	Sharepoint

### 3 OUTCOMES

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#### 3.1 DELIVERABLES & BENEFITS

Id.	Description	Benefit to the business
D1	A summary of interested parties from the RFI process	This will allow the business to understand who the potential service providers are
D2	Host and coordinate exploratory meetings	CIC will be able to meet respondents
D3	A high-level services summary	Will provide context for the proposals to the business
D4	Presentation of proposals	The CIC review panel will be able to appoint a new service provider

## 4 PROJECT DIMENSIONS

### 4.1 SCHEDULE

Task Name	Duration	Start	Finish
<b>Initiate CIC Procurement Projects</b>	<b>14 days</b>	<b>1 August 2022 8:00 am</b>	<b>18 August 2022 5:00 pm</b>
Approach IT Market for Interest	14 days	1 August 2022 8:00 am	18 August 2022 5:00 pm
<b>Analyse IT Support Requirements</b>	<b>43 days</b>	<b>10 August 2022 8:00 am</b>	<b>7 October 2022 5:00 pm</b>
Chathams Site Visit	6 days	6 September 2022 8:00 am	13 September 2022 5:00 pm
Summarise Business Requirements	43 days	10 August 2022 8:00 am	7 October 2022 5:00 pm
RFP Prep' & Scoring matrix	14 days	22 August 2022 8:00 am	8 September 2022 5:00 pm
<b>Procurement</b>	<b>174 days</b>	<b>1 November 2022 8:00 am</b>	<b>1 July 2023 5:00 pm</b>
RFP submitted to GETS - IT Support Services	1 day	1 November 2022 8:00 am	1 November 2022 5:00 pm
Deadline for questions from suppliers	0 days	30 November 2022 8:00 am	30 November 2022 8:00 am
Deadline for the Buyer to answer supplier's questions	0 days	22 December 2022 8:00 am	22 December 2022 8:00 am
Deadline for Proposals	0 days	1 February 2023 8:00 am	1 February 2023 8:00 am
Respondents site visits	10 days	27 February 2023 8:00 am	10 March 2023 5:00 pm
Award Contract	0 days	1 April 2023 8:00 am	1 April 2023 8:00 am
Unsuccessful Respondents notified of award of Contract	0 days	1 April 2023 8:00 am	1 April 2023 8:00 am
Contract Preparation	19 days	4 April 2023 8:00 am	28 April 2023 5:00 pm
Contract Negotiations	11 days	1 May 2023 8:00 am	15 May 2023 5:00 pm
Contract Signing	1 day	16 May 2023 8:00 am	16 May 2023 5:00 pm
Serverworks visit Chatham Islands	6 days	20 June 2023 8:00 am	27 June 2023 5:00 pm
Handover between Tastronics and new service provider	34 days	17 May 2023 8:00 am	1 July 2023 5:00 pm
Tastronics Exit from supporting CIC	1 day	30 June 2023 8:00 am	30 June 2023 5:00 pm
New Service Provider Contract Start	0 days	1 July 2023 8:00 am	1 July 2023 8:00 am

## 4.6. Resource Management Planning

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	Tuesday 19 September
<b>Author</b>	Jo Mitten, Principal Planner
<b>Responsible Director</b>	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.

#### Recommendations

That the Chatham Island Council Steering Group:

1. **Suggests the Resource Management Planning report is put forward to the Chatham Islands Council to receive.**
2. **Requests that the Chatham Islands Council confirms and endorses that Environment Canterbury staff work on determining what, if any, implications that the National Policy Statement for Indigenous Biodiversity (NPSIB) holds for the Chatham Islands, on the proviso that this work will be communicated to the Chatham Islands Council, and feedback will be sought.**

#### Key points

2. Work is required to identify if any changes to the Chatham Islands Resource Management Document (CIRMD) are needed as a result of the recently issued National Policy Statement on Indigenous Biodiversity (NPSIB).
3. With Chatham Islands Council approval, Environment Canterbury staff are prepared to determine the implications of this and provide advice as to the required changes to the CIRMD. Further feedback will be sought from the Chatham Islands Council throughout this process.

#### Background

4. Central Government gazetted the National Policy Statement on Indigenous Biodiversity on 7 July 2023, which applies to indigenous biodiversity in the terrestrial environment throughout Aotearoa New Zealand. It provides direction to councils to protect, maintain and restore indigenous biodiversity, and requires at least no further reduction of indigenous biodiversity nationally.

5. The NPSIB provides increased clarity and direction to councils on their roles and responsibilities for identifying, protecting and maintaining indigenous biodiversity under the Resource Management Act 1991.
6. This is achieved through clear and consistent direction on how to identify and protect significant indigenous biodiversity and manage the adverse effects of subdivision use and development. It is limited to land (terrestrial) ecosystems and some aspects of wetlands and will apply across all land types/tenures in Aotearoa New Zealand, both public and private.
7. The Chatham Islands Resource Management Document (CIRMD) already provides a framework for the integrated management of natural and physical resources of the Chatham Islands.
8. Work is now required to identify any changes required to ensure compliance with the NPSIB.

## **Cost, compliance and communication**

### **Financial implications**

9. This work is covered under the current agreed budget for the 2023/2024 financial year.

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

10. The Chatham Islands Resource Management Document needs to be amended to comply with the requirements of the National Policy Statement for Indigenous Biodiversity.

### **Next steps**

11. Environment Canterbury would like confirmation from the Chatham Islands Council as to whether they would like staff to provide a breakdown to the Chatham Islands Council of any required changes to the CIRMD.
12. If the Chatham Islands Council agrees, then any required changes will be circulated to the Chatham Islands Council for feedback.

## **Attachments**

Nil

<b>Legal review</b>	
<b>Peer reviewers</b>	



## 4.7. Communications

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	Tuesday, 19 September 2023
<b>Author</b>	Teresa Hancock, Principal Communications and Engagement Advisor
<b>Responsible Director</b>	Giles Southwell, Director Corporate and Public Transport Services

#### Purpose

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

#### Recommendations

That the Chatham Islands Council Steering Group:

1. **Approve the Communications report for September 2023 to be presented to the Chatham Islands Council to receive.**

#### Key points

2. The communications report for September 2023 includes:
  - i. Website updates
  - ii. News stories:
    - [Audited Annual Reports for 2020/21 and 2021/22 adopted by Council » Chatham Islands Council \(cic.govt.nz\)](https://cic.govt.nz/your-council/news-and-events/2023/annual-reports-for-202021-and-202122-adopted-by-council/) https://cic.govt.nz/your-council/news-and-events/2023/annual-reports-for-202021-and-202122-adopted-by-council/ (32 views)
    - [Chatham Islands Council appoints new Chief Executive](https://cic.govt.nz/your-council/news-and-events/2023/chatham-islands-council-appoints-new-chief-executive/) https://cic.govt.nz/your-council/news-and-events/2023/chatham-islands-council-appoints-new-chief-executive/ (240 views)
  - iii. Document pages:
    - [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/
    - [Annual Report » Chatham Islands Council \(cic.govt.nz\)](https://cic.govt.nz/documents/annual-report/) https://cic.govt.nz/documents/annual-report/
    - [Surface water summaries for 2020/21 and 2021/22](https://cic.govt.nz/documents/document-search?keywords=&category=0&year=2023&sort=Created) https://cic.govt.nz/documents/document-search?keywords=&category=0&year=2023&sort=Created
  - iv. Facebook posts by Environment Canterbury staff:
    - New Chief Executive announcement (reach: 2,300, engagements: 1,200 including 22 likes and reactions, 1 share)
    - Residents survey prize winners (reach: 772, engagements: 56)
    - Sun interference (reach: 363, engagements: 18)

- David Crockett's passing (reach: 612, engagements: 113)
  - August newsletter (reach: 216, engagements: 18)
  - For sale by tender - loader (reach: 198, engagements: 0)
- v. Council e-newsletter
- vi. E-newsletters include:
- August newsletter:  
Open rate 55.4% (down 4.9% from July), clicks 6.2% (up 1.3% from July)
  - Special edition: Chief Executive announcement: Open rate 59.7%, clicks 8.1%
- vii. Other tasks - in progress

<b>Task</b>	<b>Due date</b>	<b>Status</b>
Risk and issue management	Ongoing	Comms support for a number of evolving issues.
Developing communications and engagement for the Essential Freshwater Package	Ongoing	Web pages live. Supporting social media posts, and notices in newsletters as appropriate.
Support on Annual Report, Annual Report Summary	Ongoing	2022/23 Annual Report with Design.
Long-Term Plan 2024-34	Now-June 2024	Work has started on this. Briefing held with Council on visions and community outcomes. Work now turns to LoS. Aim to have draft CD and LTP document ready by end of 2023.
Government submissions	Ongoing	Government submissions published on CIC website.
Website	Ongoing	Content edits as required.
Recreating an A0 poster on Chatham Islands Lakes	None	Currently in draft form.
Potential development of a Chatham Islands CDEM webpage	?	On hold.
Waste management comms	Ongoing	Ongoing campaign to help with sorting waste. Human-sized Hemi sign has been designed has arrived on Island.

<b>Task</b>	<b>Due date</b>	<b>Status</b>
New CE comms support	Ongoing	Support provided for the announcement of the new CE. Announcement made mid-August.
CE farewell comms support	Oct-Dec	Working with the CIC team to celebrate outgoing CE.
Residents' survey	August	Survey received a great response this year (62). A report has been drafted summarising the results and will come to Council soon.
Chatham Islands Investment Strategy support	June/July 2023	Comms support for this project is underway. Engagement with community has taken place, awaiting next tranche of work.
Road safety	Ongoing	Messaging and suggested collateral being worked through with CIC staff, and design team at ECan.
Vehicle wrap	January 2023	New design for ECan/CIC biosecurity cars completed. First vehicle has been delivered.
Signage	Ongoing	Ad-hoc basis, when needed.

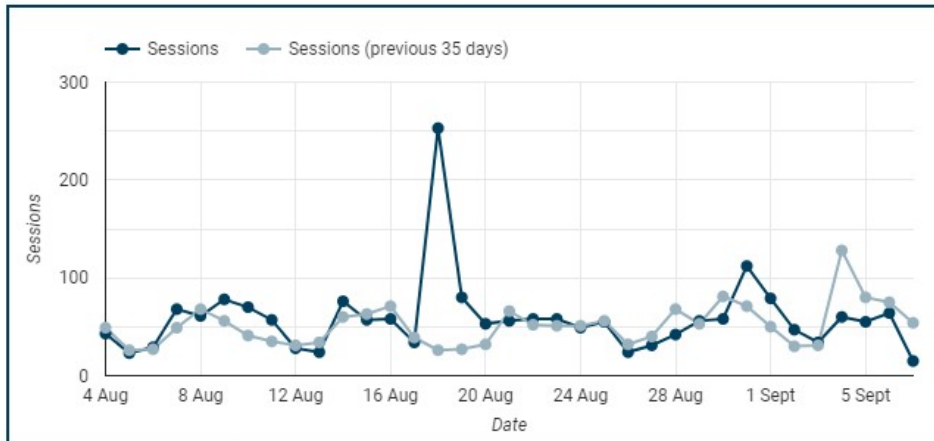
- viii. Chatham Islands Council [Website report](https://lookerstudio.google.com/reporting/0B78dbzCBLO9kUTg1SF8zaXhEVEE/page/Rw4H)  
<https://lookerstudio.google.com/reporting/0B78dbzCBLO9kUTg1SF8zaXhEVEE/page/Rw4H> - 4 August - 7 September 2023.

### What has been viewed on the website?

	Page Title	Page Views	Δ
1.	Visit the Chatham Islands » Chatham Islands Council	663	0
2.	Home » Chatham Islands Council	661	50 ↑
3.	Meet the team » Chatham Islands Council	290	124 ↑
4.	Chatham Islands Council appoints new Chief Executive » ...	240	-
5.	News and Events » Chatham Islands Council	203	-48 ↓
6.	Search all Documents » Chatham Islands Council	129	68 ↑
7.	Your Council » Chatham Islands Council	98	41 ↑
8.	Contact » Chatham Islands Council	88	22 ↑
9.	Annual Report » Chatham Islands Council	78	8 ↑
10.	Meetings and Agendas » Chatham Islands Council	62	-7 ↓
	<b>Grand total</b>	<b>4,053</b>	<b>282 ↑</b>

1 - 10 / 230 < >

### 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	1,325	142 ↑
2.	(direct) / (none)	401	-14 ↓
3.	bing / organic	89	39 ↑
4.	m.facebook.com / referral	67	52 ↑
5.	en.wikipedia.org / referral	20	7 ↑
	<b>Grand total</b>	<b>2,045</b>	<b>242 ↑</b>

1 - 5 / 46 < >

## Next steps

3. An update will be provided to the next meeting to advise of further communications activities.

## Attachments

Nil

<b>Legal review</b>	
<b>Peer reviewers</b>	

## 4.8. Environmental Monitoring

### Environmental monitoring and data report

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<b>Date of meeting</b>	19 September 2023
<b>Author</b>	Adrian Meredith, Principal Surface Water Scientist
<b>Responsible Director</b>	Giles Southwell, Director Corporate and Public Transport Services

#### Purpose

1. To update the Chatham Islands Council Steering Group on environmental monitoring work and advice that has been carried out by Environment Canterbury recently to show that environmental obligations are being met.

#### 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. Environmental monitoring activity this period has included:
  - A hydrological and climate station fieldtrip occurred in August
  - Water quality sampling equipment has been consigned to the island for the September sampling
  - Further delays in reporting Groundwater quality data to bore owners, but letters and results are being consigned and delivered with the September sampling equipment.
  - The 2020/21 and 2021/22 monitoring reports have received new more appropriate covers and approval has been obtained to put them on the CIC website
  - Data collation and preparation of the 2022/23 monitoring report is progressing on schedule.
  - Confirming travel and logistics for council and community workshop on monitoring data and outputs in early November. Workshop proposed to include: key points from last three annual reports; presentation and approval of catchment mapping system for the island; summary of generic groundwater watering understandings; discussion of further monitoring required.

#### Attachments

Nil

## 4.9. Biosecurity

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	Tuesday, 19 September 2023
<b>Author</b>	Carl Diamond, Manager Biosecurity, Parks and Forest
<b>Responsible Director</b>	Giles Southwell, Director Corporate and Public Transport Services

#### Purpose

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

#### Recommendations

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

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

#### General Update

2. Carl Diamond, Manager Biosecurity, Parks and Forest visited the island and caught up with the team. An operational overview and handover document is in the process of being completed to enable Steve Palmer's replacement.
3. An Operational Plan and associated Biosecurity Activity Reporting is not currently in place. This is a requirement under the Biosecurity Act if a Regional Pest Management Plan exists for the region.
4. Neither officers hold current warrants. While in an ideal world these will never be used it is important that they are held, should we become aware of a pest issue on private land that requires works to be undertaken and the land holder will not consent to us accessing the property.
5. A Health and Safety review commenced last year but was never completed. Further work is required in this area.
6. There is currently no contract in place with SPS Biota, one of our primary suppliers of services on the Chatham Islands since 2016. Throughout this period, they have assisted to evolve the Biosecurity programme of work.

#### Border Control

7. Southern Tiare is now up and running again and freight biosecurity checks are underway.
8. A request was received to look into adding further aggregate suppliers to the approved list. Currently there is only one provider and their costs have gone up 100% in two years – significantly greater than general inflation.

9. New Biosecurity vehicles have arrived on island. We are in the process of switching over equipment before selling old vehicles. The team is currently investigating the feasibility of sending over required equipment to set up biosecurity vehicles with their own spray down set up. This will ensure mud and seeds are not spread between properties by our staff.

## **Pest Management**

10. Feral Goat Control work has been undertaken following a complaint received, with three goats shot to date. This work is ongoing.
11. Feral cattle work is ongoing, with a further 8 cattle shot this month. All works undertaken in conjunction with Nadia Thomas.
12. Initial review of staff training needs underway including the supply of two in reach personal safety devices.
13. Landowner conversations commencing for helicopter operations are set to be undertaken in late March early April.
14. Support is ongoing with the monitoring of AT220 traps currently targeting possums.

## **Next steps**

15. A proposal for completing an Operational Plan for the RPMP is needed. This will need to consider the timeline and any associated costs. The Chatham Islands Council Chief Executive will need to approve the proposal.
16. Training for both officers and enable them to obtain their warrants is needed to be organised.
17. Will continue to obtain buy in from land holders in preparation for helicopter work in late March.
18. Will undertake a review of health and safety systems giving consideration to both Chatham Islands Council and Environment Canterbury in the PCBU chain.
19. Need to follow up with SBS Biota about other potential suppliers of aggregate for Chatham Islands.
20. Need to go through the appropriate procurement processes to correct the contract situation with SPS Biota.

## **Attachments**

Nil

<b>Legal review</b>	
<b>Peer reviewers</b>	



## 4.10. Navigation Safety

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	Tuesday, 19 September 2023
<b>Author</b>	Tina Jackson, Deputy Harbourmaster
<b>Responsible Director</b>	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.**

#### Key points

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.
  - No update
3. Southern Tiare is back in service. Has had some deficiencies noted by Maritime New Zealand.
4. Point Weeding light. Is ready to install, but currently too wet to transfer to position.
5. Guy and Tina, to attend Chatham Islands for the annual review - 21 November through to 25 November 2023.
6. Communication between the Harbour Master and Port Manager is challenging and being monitored, currently spending more time working with them. Hope to improve this over the next months and during our visit. We have our scheduled meeting 8<sup>th</sup> September.
  - No update
7. When checking the Sector Light for the Port Company, Josh found that the actual lights are opposite to what is detailed on the chart. It has been like this since installation but never previously reported. Maritime New Zealand (MNZ) and LINZ are aware. Port Manager wants to remove the light. HM would not approve the light being removed as it is used by the masters of the large ships. Port manager has applied to MNZ and LINZ change the sectors on the chart.

- No update
8. Attended the Chatham Islands Emergency Services Project – Briefing Meeting, to include requirements for the Coast & Harbours Team in the high-level plan.

<b>Legal review</b>	
<b>Peer reviewers</b>	

## 4.11. Marine Oil Spill Response & Readiness

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	Tuesday, 19 September 2023
<b>Author</b>	Emma Parr, Coastal Response and Readiness Lead
<b>Responsible Director</b>	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.**

#### Key points

2. Continuing to work with Tier 1 operators to gain compliance with Maritime Transport Act 94.
3. Liaising with Maritime NZ and Marine Pollution Response Services regarding the new emergency services building and potential for marine oils spill response storage and decontamination area.

<b>Legal review</b>	
<b>Peer reviewers</b>	

## 4.12. Compliance

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	Tuesday, 19 September 2023
<b>Author</b>	Terri Huxtable, Resource Management Technical Lead
<b>Responsible Director</b>	Giles Southwell, Director Corporate and Public Transport Services

#### Purpose

1. To brief the Chatham Islands Council Steering Group on compliance monitoring and enforcement activities undertaken during this report 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. The Draft Chatham Islands Compliance Assessment Report 2023 is currently out for technical review. Once complete, the draft report will be submitted to Chatham Islands Council for comment.
3. There haven't been any compliance activities of note during this reporting period.
4. Environment Canterbury is not currently processing any consents on behalf of Chatham Islands Council.

#### Attachments

Nil

## 4.13. Civil Defence Emergency Management

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	Tuesday, 19 September 2023
<b>Author</b>	James Thompson, Team Leader, Canterbury CDEM Group
<b>Endorsed by</b>	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

#### Purpose

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

#### Recommendations

That the Chatham Islands Council Steering Group:

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

#### Background

2. Over the period of the diesel fuel crisis planning support has been provided to the Chatham Island. A key part of this was to ensure all parties involved were aware of their responsibilities and role they need to play to ensure the islands energy needs are met.
3. While the crisis has been averted, the fuel network is still fragile, so we will continue to provide support as requested.
4. The use of D4H allowed this work to be done remotely and shows the value of the system.
5. No other support has been provided in this period.

#### Attachments

Nil

<b>Legal review</b>	
<b>Peer reviewers</b>	

## 4.14. Corporate Reporting Update

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	Tuesday, 19 September 2023
<b>Author</b>	Tanya Clifford, Corporate Reporting Accountant
<b>Responsible Director</b>	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. **Put forward the Corporate Services update to the Chatham Islands Council to receive.**

#### Key points

2. **Annual Report:** Preparation for the 2023 Annual Report is underway, including review of the financial information and population of the performance results - thanks to ECan staff who have provided responses, these have been collated and provided to CIC's PARC and Council to review.
3. **Annual Plan 2023/24:** The 2023/24 Annual Plan was presented to CIC for adoption on 29 June 2023, along with the setting of the rates. The 2023/24 Annual Plan is now available on CIC's website, along with relevant updates occurring to the Council website related to fees and charges.
4. **Long-Term Plan 2024-34:** To ensure greater engagement with the Council on LTP matters, it is aimed to provide smaller segments to the Council for consideration monthly, the "vision (etc), community outcomes, groups of activities and consultation issues" was presented to Council for discussion in July 2023 with Council reconvening in August for further discussion. With a new CE commencing later in 2023, it may be beneficial for the CE and Councillors to hold 'meet and greets'/'roadshows' etc around the island to better understand the needs and challenges facing the community, which may help with Long-Term Plan discussions (and content).
5. Level of service targets will be updated later, once we understand Council's priorities, incorporating any appropriate feedback from Council or community discussions. Documents to help populate these 'packs' will be circulating soon and any input from ECan staff related to targets or measures would be appreciated.

6. **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. DIA representatives have observed the financial report for September and December 2022 were missing and requested an update. Archive search to be completed as time allows.
7. Given the change in personal at the DIA/Councillors, it is recommended discussion are held with people receiving these reports to confirm they are fit for purpose and update as required.
8. **Payroll & HR matters:** CIC payroll is processed fortnightly by Environment Canterbury staff. There are no new issues of note to highlight for the steering group attention.
9. Assistance has been provided with recruiting a new Chief Executive. Conservative estimated costs for this process (including travel to the island), may exceed \$170,000. Therefore, it is requested that any recruitment costs exceeding the CIC HR budget allocation, be approved to be funded from the CIC reserve. There are no other HR matters requiring the attention of the steering group.
10. **Three waters reform:** The financial request for information submission has been populated and support provided with updating/reviewing the legal and AMP RFI's. In April 2023, further amendments to the Water Services Entities Act 2022 were proposed, which indicated CIC would not be included within any new entity, the full impacts of these changes on CIC remains uncertain. For the most part, all document and meeting requests have been paused, awaiting further direction from the DIA.
11. **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.

## Attachments

Nil

<b>Peer reviewers</b>	Jamin Thomas, Corporate Reporting Team Leader Lauren Hamilton, Zone Manager Central
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## 4.15. Financial Updates

### Chatham Islands Council Steering Group report

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<b>Date of meeting</b>	Tuesday, 19 September 2023
<b>Author</b>	Mark Smith, Team Leader Finance Business Partnership
<b>Endorsed by</b>	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 August 2023.

#### 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 August 2023 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 \$106K which is \$102K higher than budget. This variance consists of \$1K of additional revenue and \$101K less expenditure.
4. Expenditure by work programme (YTD):

	<b>\$000s</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Biosecurity		66	128	(62)
Communications		-	8	(8)
Corporate Services		38	53	(15)
Emergency Management		2	7	(5)
Environmental Data Collection		27	24	3
Navigation Safety		3	6	(3)
Resource Management, Consents & Planning		2	13	(11)
<b>Total</b>		138	239	(101)



5. The allocation of the total budget into individual work areas is still being finalised so may yet change. Once this is complete, budgets will then be phased to reflect when work is expected to take place.
6. The draft reserve balance at 30 June 2023 is \$682K with \$432K currently uncommitted. This includes an increase for the 2022/23 financial year of \$113K.

## **Attachments**

1. CIC Steering Committee Financial Report - August 2023 [4.15.1 - 3 pages]

<b>Legal review</b>	
<b>Peer reviewers</b>	

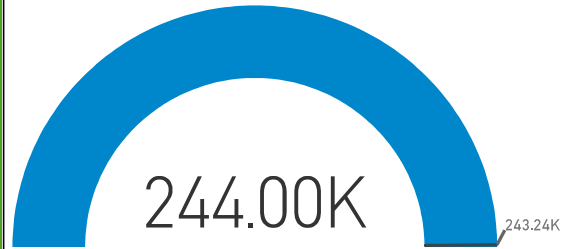


Reporting Period

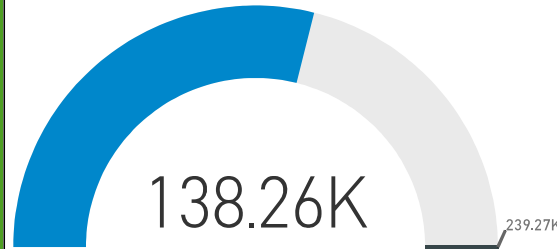
01/07/2023

31/08/2023

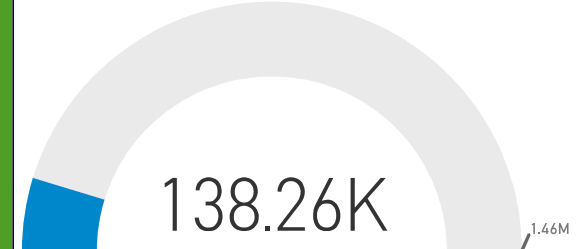
YTD Actual Revenue vs YTD Forecast Revenue



YTD Actual Expenditure vs YTD Forecast Expenditure

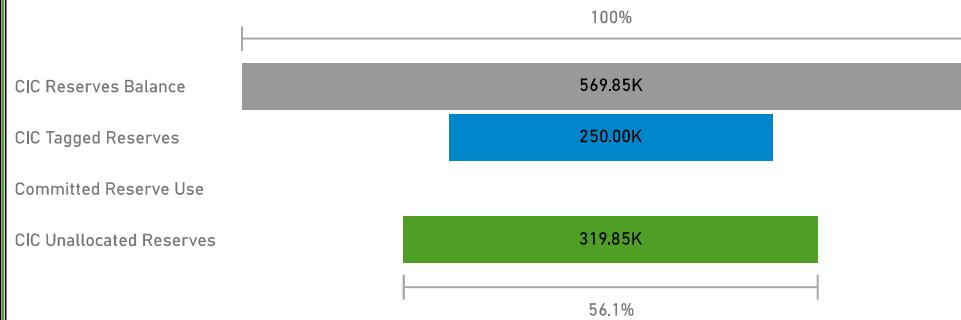


YTD Actual Expenditure vs Full Year Forecast



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

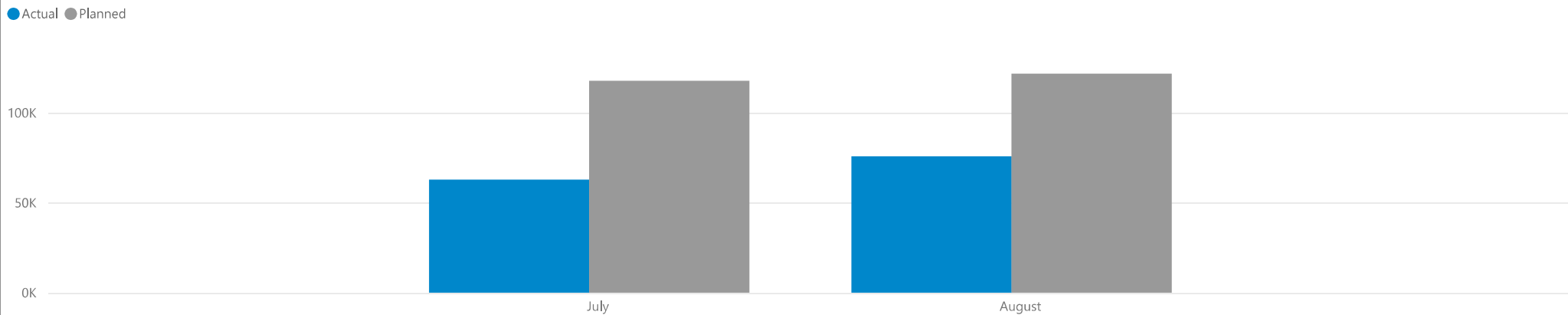
Reserves Summary



Committed Reserve Use

Committed Reserve Description	Committed Reserve Amount	Approved Date

Actual Expenditure vs Forecast Expenditure





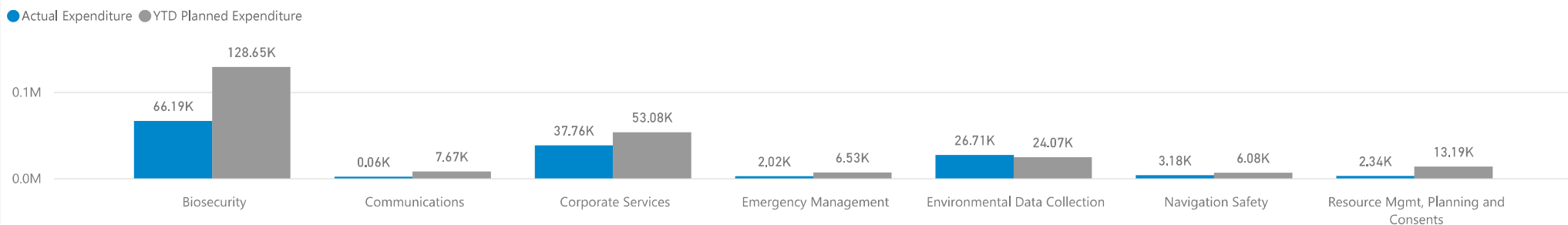
Reporting Period

01/07/2023 31/08/2023

Section Name

Biosecurity	Communications	Corporate Services	Emergency Management	Environmental Data Collection	Navigation Safety	Resource Mgmt, Planning and Consents
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Year To Date Actual Expenditure vs Year To Date Forecast Expenditure



Variance commentary:

The 2023/24 work programme and contract is currently being finalised. Annual budgets and monthly phasing will be updated once this has been confirmed.

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



Reporting Period

01/07/2023 31/08/2023

Forecast

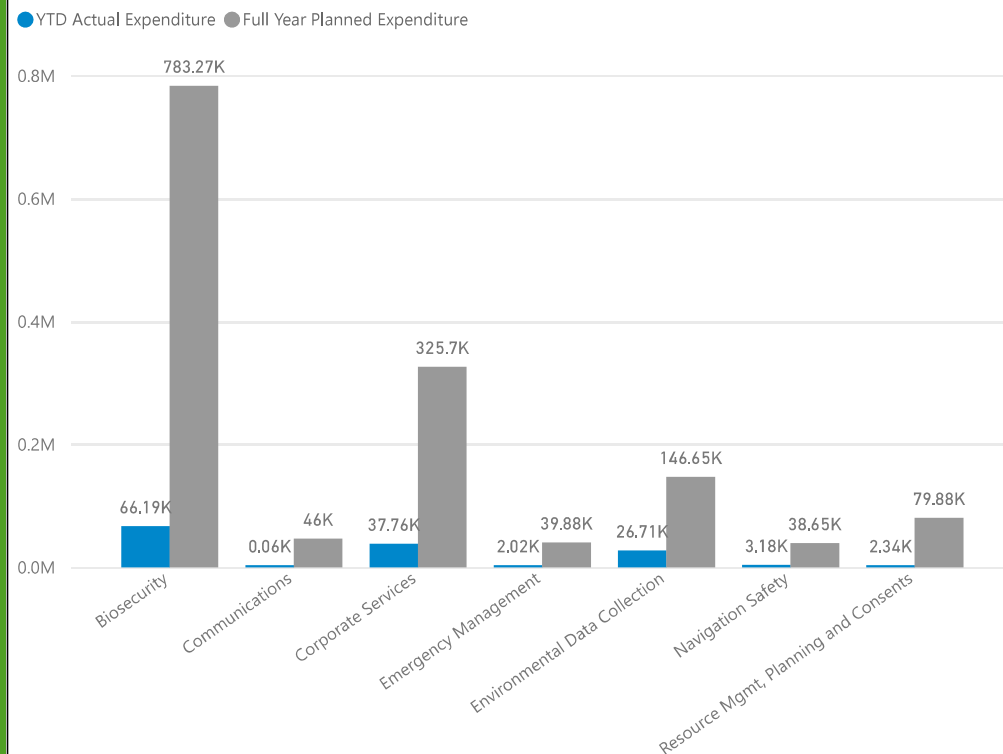
Section Name

Biosecurity	Communications	Corporate Services	Emergency Management	Environmental Data Collection	Navigation Safety	Resource Mgmt, Planning and Consents
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Expenditure Details By Project Level

Project Name	YTD Actual Expenditure	Full Year Planned Expenditure
CIC Biosecurity, Pest Strategy & Implementation	71,317.31	514,270.20
CIC Biosecurity - Border Control	-5,122.59	269,000.04
CIC Corporate Services	25,053.96	180,792.91
CIC Water Quality, Ecology & Hydrology	26,713.92	146,646.99
CIC Finance	12,708.25	144,906.44
CIC Resource Management Planning	216.67	59,000.04
CIC Communications	58.80	45,999.96
CIC Emergency Management	2,016.20	39,880.47
CIC Navigation Safety	2,882.25	38,647.63
CIC Compliance Monitoring	2,123.52	20,883.57
CIC Oil Spill Response Capability	293.07	
<b>Total</b>	<b>138,261.36</b>	<b>1,460,028.25</b>

Expenditure availability against Forecast



# BYLAWS & POLICIES

*Agenda*

## 10. POLICIES & BYLAWS

### 10.1 Draft CIC Stock Control and Keeping of Poultry, Bees & Pigs, and Boundary Fencing Bylaw

<b>Date of meeting</b>	5 October 2023
<b>Agenda item number</b>	10.1
<b>Author/s</b>	Owen Pickles, Chief Executive

#### **Purpose**

Decision paper for Council to approve the draft bylaw for public consultation.

#### **Recommendation:**

**THAT the draft Chatham Islands Council Stock Control and Keeping of Poultry, Bees & Pigs and Boundary Fencing Bylaw 2023 be approved for public consultation.**

#### **Background**

The Chatham Islands Council Stock Control and Keeping of Poultry, Bees & Pigs and Boundary Fencing Bylaw was initially adopted in 2018 and is currently due for review.

#### **Community Engagement**

The Chatham Islands Council Stock Control and Keeping of Poultry, Bees & Pigs and Boundary Fencing Bylaw was made to make better provision for the control of stock, and the keeping of other animals within the Chatham Islands territory..

No changes have been made to the original bylaw.

#### **Attachments**

1. CIC Stock Control and Keeping of Poultry, Bees & Pigs and Boundary Fencing Bylaw 2023



**chatham islands council**

# Chatham Islands Council

## Stock Control and Keeping of Poultry, Bees & Pigs & Boundary Fencing Bylaw 2023

# Chatham Islands Stock Control and Keeping of Poultry, Bees & Pigs & Boundary Fencing Bylaw 2023

Pursuant to the Bylaws Act 1910, the Local Government Act 2002, the Transport Act 1962, and the Stock Impounding Act 1955 and their respective amendments, the Chatham Islands Council makes this bylaw.

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## History of Changes

Date	Version	Council Adoption	Description
1/1/2017	1.0	02/11/2018	Initial Bylaw
	2.0	Xx/xx/2023	Reviewed



## **1. PREAMBLE**

- 1.1 In pursuant, and exercise of the powers conferred upon it by the Bylaws Act 1910, the Local Government Act 2002, the Transport Act 1962, and the Stock Impounding Act 1955 and their respective amendments, and of every other power and authority in this respect so enabling it, the Chatham Islands Council hereby by Special Order makes and ordains the Bylaw set out hereunder.

This Bylaw will be in force throughout the whole of the Chatham Islands, or any specific part of the Chatham Islands as required.

## **2. TITLE AND COMMENCEMENT DATE**

- 2.1 This Bylaw shall be known and referred to as the Chatham Islands Council Stock Control and Keeping of Poultry, Bees and Pig Bylaw 2018.
- 2.2 This Bylaw shall come into force on 1 November 2018.

## **3. PURPOSE**

- 3.1 The purpose of this Bylaw is to make better provision for the control of stock, and the keeping of other animals within the Chatham Islands territory.

## **4. INTERPRETATIONS**

- 4.1. In this Bylaw, except where inconsistent with the context the following terms shall have the legal or existing (common) understanding of the terms stated:

“Adult” a person over the age of 15 years.

“Approved Crossing” a crossing designed and constructed in compliance with the requirements of Council’s policies.

“Approved Underpass” an underpass designed and constructed in compliance with the requirements of Council’s policies.

“Boundary Fence” a fence, as defined in Section 2 of the Fencing Act 1978, which separates a road from adjoining property.

“Carriageway” that part of a road constructed or laid out for use by vehicular traffic, and includes:

- (a) Any metal shoulder edging, kerbing and channelling thereof; and
- (b) A footpath as defined in Section 315 of the Local Government Act 1974.

“Control Pont” a position from which an adult drover can exercise effective control over stock.

“Council” the Chatham Islands Council.

“Drove” the foot movement of stock, and “driven” and “droving” shall have equivalent meanings.

“Farm” any parcel or parcels of land occupied and operated as a single farming unit, irrespective of ownership.

“Gateway” any entrance in a boundary fence which allows entry to or exit from a road.

“Hours of Daylight” the period of time between half an hour before sunrise and half an hour after sunset on the same day.

“Officer”, Animal Control Officers, or any other person that is appointed by Chatham Islands Council to carry out or exercise the duties of an Inspector under the requirements of this Bylaw.

“Owner” in relation to stock, means every person who:

- (a) Owns the stock, or
- (b) Is responsible for the care and custody of the stock, whether the stock is at large or in confinement.

“Public Place”

- (a) Every thoroughfare (other than a road as defined in this Bylaw) of a public nature or open to or used by the public as of right; and
- (b) Every park, reserve, beach, riverbed, place of public resort or place to which the public has access (within the Territory).

“Road” a road as defined in Section 315 Local Government Act 1974 and Section 2 of the Transport Act 1962 but excluding an unformed paper road.

“Road Verge” that part of a road which is not the carriageway (this includes the term “roadway”).

“State Highway” has the meaning attributed to it by Section 2 of the Transit New Zealand Act 1989.

“Stock” any four-legged hooved animal not in a wild state.

“Stock Droving Race” land fenced and used for droving stock and includes stock droving race laid off in whole or in part on a verge with the prior written consent of the Council, in its unfettered discretion.

“Settlement Area(s)” as prescribed under the Chatham Islands Resource Management Document 2018

“Temporary Fence” has the meaning attributed to it by Clause 13.1 of this Bylaw.

“Warranted Officer” any person who is for the time being a Warranted Officer within the meaning of the Conservation Act 1987.

## **5. OBLIGATIONS OF STOCK OWNERS**

5.1. The obligations imposed on stock owners by this Bylaw, require every owner of stock:

- (a) To ensure that the requirements of this Bylaw are complied with;
- (b) To ensure stock are kept under control at all times;
- (c) To take all reasonable steps to ensure that stock do not damage or endanger any property belonging to any other person.

5.2 Nothing in this Bylaw limits the obligation of the owner of any stock to comply with the requirements of any other Act, or of any regulations or bylaws regulating the control, keeping, and treatment of stock.

## **6. ANIMAL CONTROL OFFICERS**

6.1 The Council, may be resolution, from time to time appoint any person or persons as an Animal Control Officer to administer the provisions of:

- (i) This Bylaw;
- (ii) The Stock Impounding Act 1955.

6.2 The Council may also appoint such other persons to administer the provisions of this Bylaw, as may be required.

## **7. WARRANT OF AUTHORITY**

7.1. The Council shall supply Animal Control Officers or any other person appointed to administer the provisions of this Bylaw, with a Warrant of Appointment, which shall be carried and produced as evidence of their identity.

## **8. ANIMALS WANDERING**

9.1 Every person being the owner or having the care, custody or control of any stock shall keep and prevent the same from wandering or being at large without proper control on any public place or road.

9.2 In the event of stock wandering or being at large without proper control on any public place or road, the owner of such stock is responsible for all fees and costs incurred by Council, or its agents, to secure same, where responsibility can be proved.

## **10. LOITERING**

10. No person shall allow stock under their control or charge to loiter in any public place.

## **11. ROADSIDE GRAZING**

11.1 Stock may be grazed on a road verge adjoining land owned or occupied by the owner of the stock, or on a road verge adjoining land of another person with the prior consent of that person, if:

- (a) The stock is confined within a temporary fence in accordance with the provisions of Clause 13, or

- (b) The stock are controlled by a sufficient number of adult drovers to prevent the stock from obstructing the carriageway and from wandering beyond the control points.

11.2 No person shall graze any stock on a road during the hours of darkness, in any urban or rural area, or in an area which is zoned residential or rural residential in the District Plan.

11.3 No bulls are allowed to graze on road verges.

11.4 No person shall tether or otherwise put or place any stock for the purpose of de-pasturing or grazing the same on any public place without the written permission of the Council. A Council permit will on approval be issued for this purpose.

11.5 An owner of stock who grazes the same on the road verge in accordance with this Bylaw does so at the owner's risk in all respects.

11.6 State highway grazing would require a consent for temporary fencing from Transit New Zealand, however, the requirements of temporary fencing, Clause 13.1 to 13.6 do apply.

## **12. TEMPORARY FENCING ON ROADSIDE RESERVES**

12.1 For the purpose of this clause a "temporary fence" means an adequate stock proof fence erected on the road verge for grazing purposes which is constructed of:

- (a) Securely driven or rammed posts or stakes made of fibreglass, plastic or wood or any combination of these of a size not greater than 100mm width and 50mm depth;
- (b) Steel wire or netting or electric fence braided wire or netting or any combination of these adequately strained, battened and stayed;
- (c) Temporary one wire electric fences are allowed to be used for grazing pastures for a duration of one (1) day or less.

12.2 Fence and edge of race shall be no closer than 1 metre, where appropriate, from the edge of any road, except at existing water tables which shall be avoided.

12.3 A temporary fence may only be erected on one side of a road at any one time. (Where different occupiers on opposite sides of the road each wish to erect a temporary fence, they must make their own, compatible arrangements.)

12.4 Safety reflectors, e.g. Adhesive reflective strips visible from the left-hand approach shall be fitted to both ends of the temporary fence and to posts or stakes at not more than 50 metre intervals along the length of the temporary fence.

12.5 If the temporary fence is electrified, appropriate "live wire" warning signs shall be fitted to the fence.

12.6 No temporary fence can be erected without a Council Permit issued in the name of the stock owner. Any permit issued is not transferable to any other person. The permit requirement for a temporary fence is only in respect of temporary fences of the nature stated in clause 13.1 (a) and (b).

### **13. DROVING OF STOCK**

- 13.1 Stock may be driven along or across a road during the hours of daylight if a person or animal is clearly visible at a distance of 100 metres, or warning given that stock are being moved.
- 13.2 No person shall drove stock along or across a road during the hours of darkness unless clear warning signs (e.g. Hazard lights or other effective devices) are visible.
- 13.3 In the case of an emergency or escape, Clause 14.2 requirements should apply as soon as possible (in order to warn other road users).

### **14. GENERAL CONDITIONS FOR DROVING OF STOCK**

14.1 Stock shall be driven so as to cause the least possible disruption to other road users. The drover shall allow any vehicle to proceed along the road and take all reasonable steps to make way for or allow such vehicle to pass.

14.2 At all times during droving of stock:

- (a) Warning signs are to be displayed indicating clearly that stock is on the road, or pilot vehicles are operated in front and behind such stock;
- (b) The stock being driven are controlled by sufficient drovers to ensure that continuous progress is made towards the destination;
- (c) Stock are driven in such a manner and use only such points of exit and access to and from the road that will ensure danger to other road users and damage to the road flanks will be minimised.

*Note: At all times stock must be controlled in a means that are suitable to the conditions of the road being used, and normal right of way rules apply in respect of other road users.*

14.3 All reasonable efforts shall be made to ensure that stock are kept:

- (a) On the road way and off any adjoining property. (Gateways where fitted must be closed before stock pass.)
- (b) Away from trees, shrubs or flower beds planted by Council on the road verge.

14.4 All injured or dead stock shall be removed from the carriageway immediately, and from the road verge as soon as possible thereafter but in any event on the same day.

### **15. POWER TO RESTRICT DROVING**

15.1 The Council may from time to time in extraordinary circumstances, and by Special Order prohibit or restrict the use of any road for the droving of stock. Any such prohibition or restriction may from time to time in like manner be altered or revoked. Council will give public notice of any restriction put in place on the use of roads for stock droving, and advise residents in the vicinity of the road in question, where practicable.

### **16. STOCK DROVING ROUTES**

16.1 The Council may from time to time by Special Order declare specified roads to be stock droving routes for the purposes of droving stock. Any such declaration may from time to

time in like manner be altered or revoked.

16.2 Any roads designed by Council as “stock routes” will have suitable signage erected

## **17. DAMAGE TO ROADS**

17.1 Where damage can be clearly identified as having been caused by the droving of stock to the carriageway, verge, any roadside marker post or sign, bridge railings or decking, ditches, boundary fences, gateways or mailboxes, the owner of the stock responsible for that damage shall take all reasonable steps to repair such damage to its previous standard. Should the owner default, the Council may undertake such works on the owner’s behalf and recover the costs incurred from the owner.

## **18. ANIMAL HEALTH / DROVING**

18.1 No person shall drove any stock on a road, or tether or graze any stock on a road verge in circumstances where such droving, tethering or grazing is in contravention of any statute, regulation, code of practice or other lawful directive relating to animal health and/or the droving of stock.

## **19. FEES**

19.1 The Council may from time to time by ordinary resolution, fix the fees payable for infringements under this Bylaw, and for impoundment of stock.

## **20. STOCK IMPOUNDMENT**

20.1 The Council has adopted all the requirements for the establishment and management of public pounds, trespassing and wandering stock, and the impounding of stock as part of this Bylaw and detailed in the Impounding Act 1955 and its respective amendments.

## **21. STOCK RACES**

21.1 Usage of a road frontage for the purpose of a permanent stock race requires approval from Council by way of a written request.

21.2 No person shall use any road frontage as a stock race except in accordance with a permit and subject to such conditions as may be prescribed by Council by resolution from time to time.

## **22. DEAD STOCK**

22.1 Owners of dead stock are responsible for their sanitary disposal within 24 hours of being advised, or finding the carcase(s), whichever applies, whether found on their property or not.

22.2 In the event that carcase(s) are not removed, Council may undertake such work on the owner’s behalf and recover the costs incurred from the owner.

## **23. OBLIGATION TO FENCE ROAD BOUNDARY**

- 23.1 Owners of stock are responsible for all boundary fences in accordance with the Fencing Act 1978, on their property to ensure they are kept in good condition so stock are securely contained at all times.
- 23.2 The occupier of any land within the Chatham Islands having a frontage to a road and used for de-pasturing or holding stock whether permanently or temporarily shall erect and maintain an adequate fence along the boundary of the road.

## **24. PIG KEEPING**

- 24.1 No pigs shall be kept in any area which has a predominantly Settlement area character under the Chatham Islands Resource Management Document, District Plan of Council.

## **25. POULTRY KEEPING (SETTLEMENT AREA REQUIREMENTS)**

- 25.1 No poultry, caged or otherwise (which shall include geese, ducks, pigeons, turkeys, and domestic fowls of all descriptions), shall be kept in a predominantly Settlement area except in a properly constructed poultry house covered in with a rainproof roof and to which a poultry run may be attached.
- 25.2 No poultry house or poultry run shall be erected or maintained, so that any part of it is within 10 metres from any dwelling, factory, or any other building, whether wholly or partially occupied, or within 2 metres of the boundary of adjoining premises.
- 25.3 Every poultry house and poultry run shall be maintained in good repair, in a clean condition free from any offensive smell or overflow, and free from vermin. The poultry run shall be enclosed to confine the poultry.

## **26. BEE KEEPING (SETTLEMENT AREA REQUIREMENTS)**

- 26.1 No person shall keep bees in a Settlement area without the permission of Council. Permission will only be given where it is believed that the keeping of bees is, or is unlikely to become, a nuisance or an annoyance to any person or potentially dangerous or injurious to health.
- 26.2 Conditions may be prescribed relating to the location and number of hives able to be kept on any premises or place.

## **27. OFFENCES**

- 27.1 In the event of breach, (including an alleged breach) the Council may give written notice of the breach to the owner of the stock specifying the steps which the Council requires to be taken to remedy that breach and the reasonable time period within which those steps are to be taken. An owner who fails to take the steps set out in the notice within the time period specified in the notice shall:
- (a) Commit an offence under this Bylaw;
  - (b) As soon as practicable remove the stock and/or the temporary fence; and
  - (c) As soon as practicable erect adequate boundary fencing.

27.2 Every person committing any breach of this Bylaw shall be liable for prosecution under Section 694 and 695 of the Local Government Act 1974.

**28. INDEMNITY**

28.1 Under no circumstances will Council be held responsible for claims for damages in relation to compliance with any part of this Bylaw.

Draft



## **SCHEDULE 1 – IMPOUNDING FEES**

### Fees for Poundage and Sustenance

- a) For every horse, mule/ass, bull, cow, ox, steer, heifer, deer.  
Fees for Impounding (first day or part of day). \$25.00  
Subsequent Days (standard fee). \$10.00  
Sustenance Fee per day or part of day. \$ 5.00
- b) For every ram, ewe, wether, lamb, goat, boar, sow, pig or calf.  
Fees for Impounding (first day or part of day). \$15.00  
Subsequent Days (standard fee). \$ 5.00  
Sustenance Fee per day or part of day. \$ 2.00
- c) In addition to above fees.  
Giving notice (advertising) of impounding in respect of any stock impounded.  
For writing and delivery of any notice or sending of any notice by post. \$20.00  
For advertisement in any newspaper in addition to actual cost of insertion. \$20.00

### Repeat Impounding

- a) Where stock, not necessarily the same animal, but owned by the same person is impounded on a second or subsequent occasion the poundage fee shall be twice that of the initial impounding.

### Droving Charges

- a) In the case of any stock found trespassing, straying or wandering on any road, the owner shall pay to the Council all actual and reasonable costs, including GST, incurred in loading, driving or conveying the stock from the place where it is found to the nearest Pound or to the place where it is delivered to the owner.

This shall so include all the costs of transportation and all cost incurred by Council for the attendance, call out, and any costs of all vehicles from and return to place of despatch, provided that no charge shall be less than \$20.00.

### Trespass Fees

Trespass on any paddock of grass or stubble:

- a) For every horse, cattle, beast, deer, ass or mule. \$ 3.00  
b) For every sheep. \$ 1.00  
c) For every pig or goat. \$ 6.00

Trespass on any land bearing any growing or from which the crop has not been removed, or in any reserve, cemetery or burial ground:

- a) For every horse, cattle, beast, deer, ass or mule. \$ 6.00  
b) For every sheep. \$ 2.00  
c) For every pig or goat. \$12.00

## **SCHEDULE 2 – ENFORCEMENT AND PENALTIES FOR OFFENCES**

Part 8 Regulatory, enforcement, and coercive powers of local authorities

Subpart 1—Powers of local authorities to make bylaws

143 Outline of Part

This Part provides the powers necessary for local authorities—

- (a) to make bylaws:
- (b) in relation to enforcement, —
  - (i) to enforce all regulatory measures made under this Act, including bylaws and infringement offences; and
  - (ii) to undertake, or contract out the administration of, those enforcement powers:
- (c) to undertake certain activities on, or in relation to, private land, including powers in relation to owners and occupiers, and powers to recover for damage to certain local authority property caused wilfully or negligently:
- (d) to undertake activities in relation to water services, including discharge of sewage and trade wastes:
- (e) to require development contributions:
- (f) to apply for and enforce removal orders.

### **Subpart 2—Penalties**

242 Penalties for offences

- (1) A person who is convicted of an offence under [section 225](#), [section 227](#), [section 228](#), or [section 232\(3\)](#), is liable to a fine not exceeding \$20,000.
- (2) A person who is convicted of an offence under [section 224](#), [sections 229 to 231](#), or [sections 233 to 238](#) is liable to a fine not exceeding \$5,000.
- (3) A person who is convicted of an offence under [section 232\(2\)](#) is liable to imprisonment for a term not exceeding 3 years or to a fine not exceeding \$20,000 or both.
- (4) A person who is convicted of an offence against a bylaw made under [Part 8](#) (other than a bylaw made under Part 8 referred to in subsection (5)) is liable to a fine not exceeding \$20,000.
- (5) A person who is convicted of an offence against a bylaw made under [section 146\(a\)\(iii\)](#) (which relates to trade wastes) is liable to a fine not exceeding \$200,000.

Compare: 1974 No 66 [ss 683\(1\)](#), [698](#)

Section 242(1): amended, on 20 September 2007, by [section 8\(1\)](#) of the Local Government Act 2002 Amendment Act 2007 (2007 No 69).

Section 242(3): amended, on 20 September 2007, by [section 8\(2\)](#) of the Local Government Act 2002 Amendment Act 2007 (2007 No 69).

## Public Excluded Agenda

5 October 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	Public Excluded Minutes 31 August 2023	Good reason to withhold exists under Section 7	Section 48(1)(a)
2.	Chief Executive	Public Excluded PARC Minutes 25 September 2023	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)

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