



Chatham Islands Council

AGENDA

Notice of Meeting:

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

Date: Thursday 16 November 2023

Time: 1.30pm

Venue: Council Chambers, Tuku Road, Chatham Islands

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

Owen Pickles
Chief Executive

Jo Guise
Executive Assistant
secretary@cic.govt.nz
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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Interest Register

Agenda

APOLOGIES

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DEMOCRACY

Agenda

2. Democracy

2.1 Minutes of a Special Meeting 5 October 2023

Date of meeting	16 November 2023
Agenda item number	2.1
Author/s	Jo Guise, Executive Assistant

Purpose

For the Council to receive and confirm the minutes of the Ordinary Meeting of Council held on 5 October 2023.

Recommendations

1. **THAT the minutes from the Special meeting of the Chatham Islands Council held on 5 October 2023 be a true and accurate record.**



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

Attendance: Mayor Monique Croon, Deputy Mayor Keri Day, Cr Steve Joyce, Cr Nigel Ryan, Cr Graeme Hoare, Cr Judy Kamo, Cr Greg Horler (via Zoom), Cr Celine Gregory-Hunt

Attendees: Owen Pickles (Chief Executive), Mereraina Hemara (Financial Lead), Jo Guise (Minutes)

Apologies: Cr Amanda Seymour

Next Meeting: Thursday 16 Nov 2023 1:30PM

Active actions to date:

None

APOLOGIES

RESOLVED:

THAT the apologies be received.

KL DAY / G HOARE / CARRIED

No Actions assigned for this section

2. DEMOCRACY

2.1 Minutes 31 August 2023

RESOLVED:

THAT the minutes from the meeting on 31 August 2023 be a true and accurate record.

RS JOYCE / KL DAY / CARRIED

2.2 CEO Report

The Chief Executive advised Hokotehi Moriori Trust (HMT) was proposing to meet with Council to present some research on their Green Waste project which had been funded by MfE, with the view of persuading Council to pick up the project. As the project had been started by another organisation, MfE were happy to continue funding it.

RESOLVED:

THAT the CEO Report be received.

G HOARE / C GREGORY-HUNT / CARRIED

2.3 Mayoral Correspondence

RESOLVED:

THAT the correspondence be received.

G HOARE / C GREGORY-HUNT / CARRIED

2.4 LATE ITEM - PARC Meeting Minutes 25 September 2023

RESOLVED:

THAT the late item 'PARC Meeting Minutes 25 September 2023' be considered as a late item.

J KAMO / G HOARE / CARRIED

RESOLVED:

THAT the PARC Meeting Minutes 25 September 2023 be received.

RS JOYCE / G HOARE / CARRIED

No Actions assigned for this section

3. FINANCE

3.1 Annual Report Financial Extract

RESOLVED:

THAT the Chatham Islands Council receives the report.

G HOARE / C GREGORY-HUNT / CARRIED

No Actions assigned for this section

4. WORKS & SERVICES

4.1 Stantec Report

Mr Nigel Lister and Mr Andrew Wong gave an update on road and water engineering matters.

The Te Mataarae Road intersection had been completed. Council's engineers had inspected the works and had indicated that more fill would be added to the dip in the road on the Owenga side of the intersection. They would also be erecting signs to advise the oncoming intersection.

Stantec would soon be undertaking a drone survey in Waitangi and Kaingaroa to create a data base for three waters asset tracking. Letters were being sent to residents in the survey area to notify them.

RESOLVED:

THAT the report be received.

RS JOYCE / NC RYAN / CARRIED

4.2 FH Road Maintenance Report

Mr Phil Holt gave an update on road maintenance work.

Work had nearly been completed on the North Road intersection at the Kaingaroa / Port Hutt turn-off.

RESOLVED:

THAT the report be received.

G HOARE / C GREGORY-HUNT / CARRIED

4.3 FH Water & Wastewater Report

Mr Phil Holt gave an update on water and wastewater work.

RESOLVED:

THAT the report be received.

G HOARE / C GREGORY-HUNT / CARRIED

4.4 FH Waste Management Report

RESOLVED:

THAT the report be received.

RS JOYCE / J KAMO / CARRIED

4.5 Waste Minimisation Fund Projects

RESOLVED:

THAT the information be received.

G HOARE / NC RYAN / CARRIED

No Actions assigned for this section

5. COMMUNITY SERVICES

5.1 Annual Survey Report

Council agreed with the recommendation in the report to make the report public. It would be shared in Council's monthly newsletter and on social media.

Council suggested the water scheme service performed low as those surveyed were unaware the questions referred to water supplied by Council e.g. town supply water.

RESOLVED:

THAT the Chatham Islands Council receives the 2023 residents' satisfaction survey report.

G HOARE / NC RYAN / CARRIED

5.2 CEO House Upgrade

RESOLVED:

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.

NC RYAN / G HOARE / CARRIED

No Actions assigned for this section

6. REGULATORY

6.1 ECan Activity Report

Mr Jase Seymour gave an update on recent biosecurity activities.

The Chief Executive referred to Item 4.4 of the ECan report and advised that a report from PWC on the contract for services between CIC and ECan would be presented to the PARC on 6 November 2023. The main impediment to non-compliance with the contract was lack of funding.

It was noted Adrian Meredith would be on-island in November and would run a workshop with Council, Imi & Iwi and a workshop for the public on the report he had written on water quality on the island and particularly around Te Whaanga.

RESOLVED:

1. THAT the report be received; and
2. THAT Council notes the recommendation in the Resource Management Planning report.

G HOARE / C GREGORY-HUNT / CARRIED

No Actions assigned for this section

BYLAWS & POLICIES

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

It was recommended to remove 'deer' from the bylaw as deer were not allowed on the island.

RESOLVED:

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

RS JOYCE / NC RYAN / CARRIED

Moved by the Mayor and seconded by Cr G Hoare that the public be excluded from the following part of the proceedings of this meeting.

The meeting moved to Public Excluded at 2.30pm and out at 2.32pm.

There being no further business, the meeting closed at 2.32pm.

2. Democracy

2.2 Minutes of a Special Meeting 26 October 2023

Date of meeting	16 November 2023
Agenda item number	2.2
Author/s	Jo Guise, Executive Assistant

Purpose

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

Recommendations

1. **THAT the minutes from the Special meeting of the Chatham Islands Council held on 26 October 2023 be a true and accurate record.**

Chatham Islands Council
Special Council Meeting
Date: Thursday, 26 Oct 2023
Time: 1.00PM
Location: Chatham Islands



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

Attendance: Mayor Monique Croon, Cr Steve Joyce (via Zoom), Cr Graeme Hoare, Cr Judy Kamo, Cr Greg Horler

Attendees: Owen Pickles (Chief Executive), Mereraina Hemara (Financial Lead), Jo Guise (Minutes), Ms Tanya Clifford (ECan) via Zoom, Ms Yvonne Yang (Audit NZ) via Zoom

Apologies: Cr Keri Day, Cr Celine Gregory-Hunt, Cr Nigel Ryan

Next Meeting: Thursday 16 Nov 2023 1:30PM

APOLOGIES

RESOLVED:

THAT the apologies be received

J KAMO / G HOARE / CARRIED

ANNUAL REPORT ADOPTION

1.0 Annual Report Adoption 2023

Mayor Croon opened the meeting by welcoming Ms Yvonne Yang (Audit Manager) from Audit NZ.

Ms Yang reported that the audit had been completed and they had issued an audit report within the statutory timeframe. She thanked Council management for their assistance throughout the audit process.

The CE acknowledged the tight timeframes, and thanked both sides of the audit and acknowledged that the Annual Report was available for adoption within the timeframes.

Mayor Croon acknowledge Tanya Clifford for her assistance and time she had put in to preparing the Annual Report. Ms Clifford reiterated thanks to the team. In relation to the Annual Report, they had tried to make it simple and clear, along with the summary, and they had concentrated on key messages.

RESOLVED:

THAT the Chatham Islands Council for the 2022/23 Annual Report:

- 1. Receives the draft Annual Report for 2022/23;**
- 2. Receives the Audit NZ Audit opinion for the 2022/23 financial year;**
- 3. Adopts the Audited Annual Report for 2022/23;**
- 4. Approve the publication of the 2022/23 Annual Report (both in print & online);
and**
- 5. Delegate to the Chief Executive to approve minor editorial changes.**

G HOARE / A SEYMOUR / CARRIED

There being no further business, the meeting closed at 2.32pm.

Name: _____

Signature: _____ **Date:** _____

2. Democracy

2.3 CEO Report

Date of meeting	16 November 2023
Agenda item number	2.3
Author/s	Owen Pickles, Chief Executive

Purpose

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

Recommendations

THAT the Chatham Islands Council receives the report.

Meetings

Nigel Lister and Rebecca Tinga	Stantec	Roading contract	28 September
Paul Eagle MP and Brian Dawson		Weekly catch up	29 September,
Giles Southwell, Lauren Hamilton Shasa Lawrence, Juanita Victor, James Rees-Thomas	E.Can PWC	CIC/E.Can contract Review	03 October
Peter Sommerville		CEO House upgrade	04 October
Paul Eagle	CEO Transition	CEO house upgrade	05/06 October
CI Leadership Group		Diesel Shortage Government interface	10 October
Mihi Whakatau	Ngati Mutunga and others	Housing projects	10 October
Ngati Mutunga and others, Kirsten		Housing projects	11 October

Norquay, Andrew Wong			
Nigel Lister	Stantec	Housing Projects	11 October
Kirsten Norquay, Andrew Wong	Stantec	3 Waters updates	13 October
Kelli Lewis	Wynn Williams	Council sub division	16 October
Karl Diamond	E.Can	Vet visit	17 October
NZDF		Proposed exercise September/October 2024	18 October
Kanui Manu Taiko		Meeting form	18 October
Yvonne Yang & team	Audit NZ	2022/23 Audit update	18 October
Tui Corneal, Josh Kurare, Moerangi Rakapai, Shai Sosefi, Sue Poyeter, Keri Donoghue-Cox	MSD	Heartland Services Tender bid	19 October
Taituara		CEO Forum	20 October
Adriane Merideth	E.Can water scientist	November visit	24 October
Kirsten Norquay	Stantec	various	24 October
Nicholas Boyack	Stuff Reporter	Chatham property sales	24 October
Tony Blackett	HMT	Monthly catch up	26 October
Steering Group Meeting	E.Can	6 weekly meeting	31 October
Peter Scott	E.Can Chair	Paul Eagle Introduction	31 October
Paul Whyte	BECA	Paul Eagle Introduction	31 October
Yvonne Yang Laura Song	Audit New Zealand	Paul Eagle Introduction	31 October
Richard Coleman	Koau	Paul Eagle Introduction	31 October
Craig Waghorn and others	Apollo Projects	Paul Eagle Introduction	31 October
Hamish Catherwood	ANZ Bank	Paul Eagle Introduction	01 November
Stantec team	Stantec	Paul Eagle Introduction	01 November
Future for local Government Forum	Te Papa Wellington		02 November
Ministry of Transport meeting with	Ministry of Transport Wellington	Air Chathams support	02 November

communities served by Air Chathams			
Christopher Finlayson		Catch up	02 November
Rural and Provincial meeting LGNZ	Te Papa Wellington		03 November
Jo Simkiss	E.Can communications	Chathams Interview	07 November
Adriane Merideth	E.Can	Reschedule Visit	08 November

FINANCE

Agenda

3. Finance

3.1 Financial Report to October 2023

Date of meeting	16 November 2023
Agenda item number	3.1
Author/s	Tanya Clifford, Environment Canterbury

Purpose

For Council to receive the financial report to October 2023.

Recommendations

THAT the Financial Report to October 2023 be received.

Background

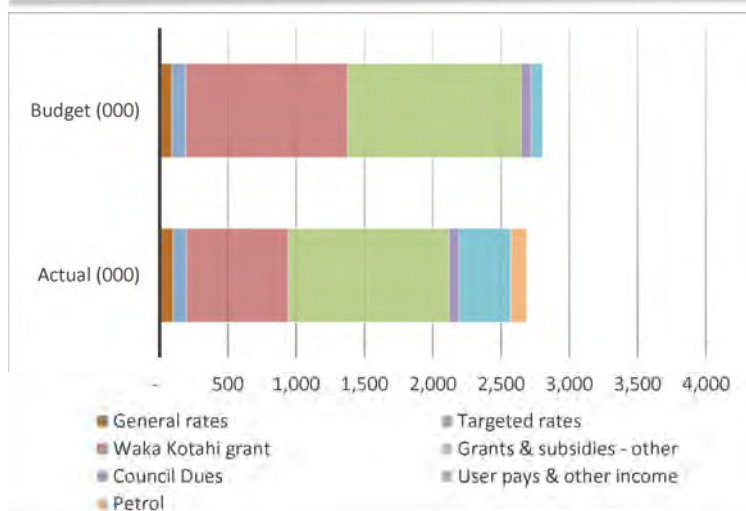
Attached is the financial report for October 2023.

Graphical Financial Information



as at 31 October 2023

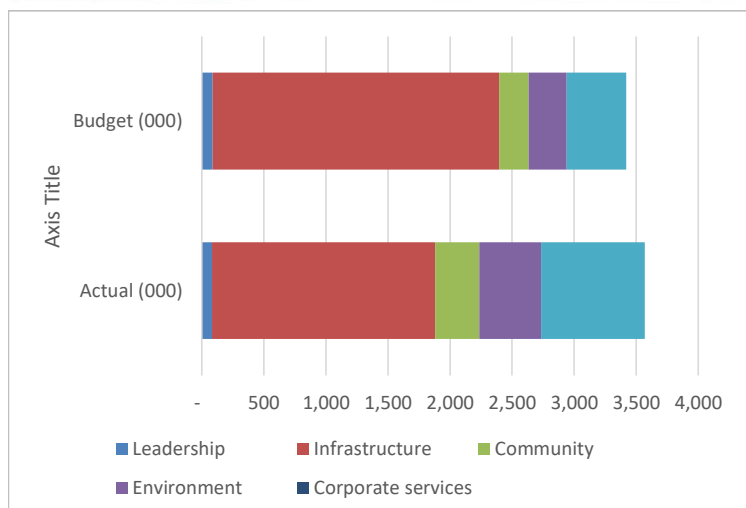
Revenue



No significant items of concern related to revenue items. However, it is worth noting:

- * Waka Kotahi, NZTA subsidy is driven by actual expenditure on roading works. The grant includes capital and operating expenditure.
- * Other income has also increased from the Council taking over petrol operations on the island.
- * Remaining other variances relate to timing differences between actual revenue, which has received a number of large up-front payments early in the year - compared with budget, which assumes a smooth receipt of revenue over the course of the year.

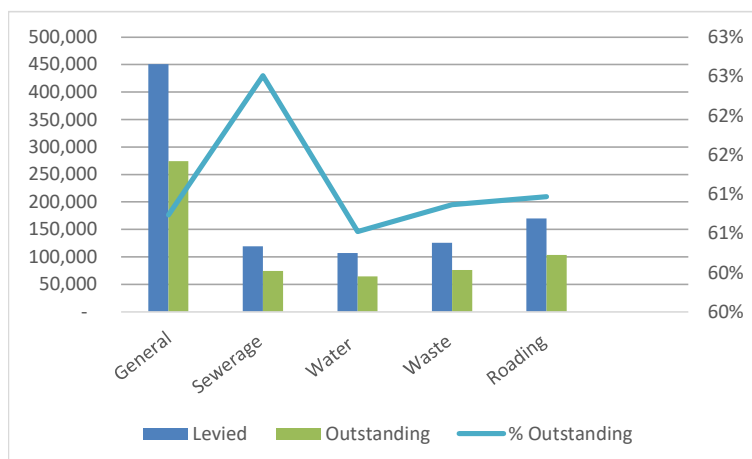
Operating & Capital Expenditure



No significant items of variance related to expenditure.

- * Waka Kotahi/NZTA funded roading projects are slightly behind budget due to issues sourcing material and other operational/weather delays, expenditure is likely to increase as the year progresses and weather conditions improve.
 - * Community expenditure includes costs are high, due to the purchase and supply of petrol to the island and water tanks installed.
- For more information refer to the more detailed report.

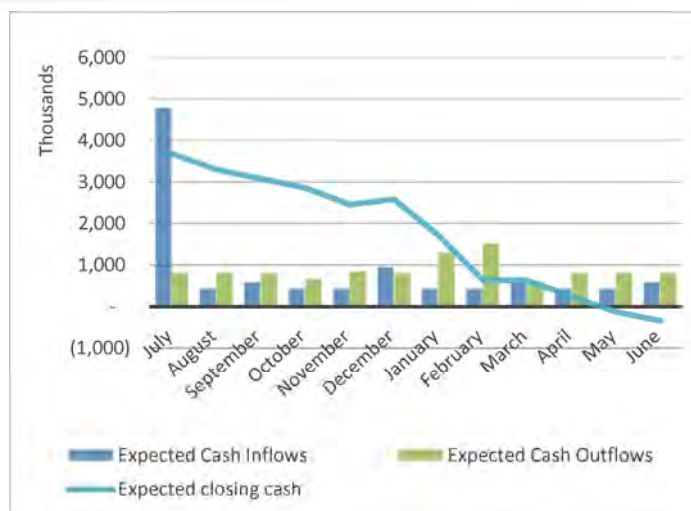
Revenue rates collectability



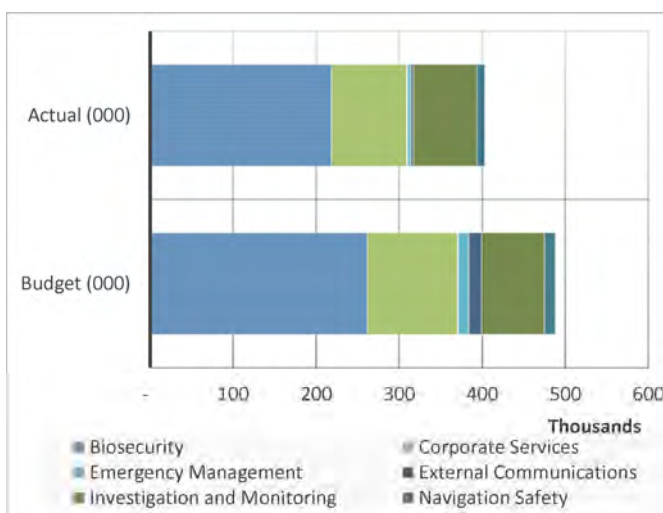
Council has four rate instalment dates for the 2024 financial year, of which, one has now past meaning three instalments are still outstanding. While the graph indicates that 67% of rates are outstanding, if an adjustment was made for the instalment dates, the level of outstanding rates would be around 2% (reflective of some ratepayers paying their rates in full).

There has been a focus on collecting long outstanding rate balances, with \$91k outstanding as at 30 June 2023 (\$126k as at 30 June 2022). This indicates there has been some success with the collection approach and further follow up of outstanding balances would be encouraged.

Cashflow Forecast

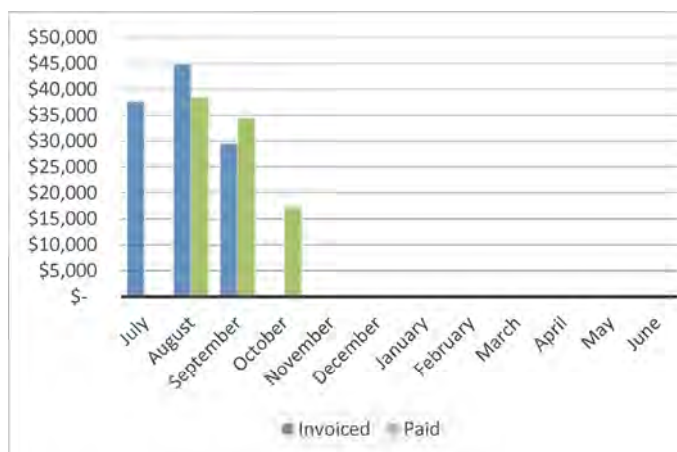


ECan Operational Expenditure



Actual expenditure reflects year to date spend, compared with the budgeted contract value. Biosecurity expenditure is lower than budget, with a deferment to the helicopter programme due to cost and transportation constraints. Works programme for the year is currently being reviewed in light of internal audit on the contract, which may result in a reprioritising of work. ECan continues to operate within the overall budgetary constraints of the contract. Any unspent funds at year end will be allocated to a reserve for future use.

Revenue Council dues collectability



Note: The current outstanding Council Dues balance for October is \$21k. Council dues for October have not been processed yet, but no concerns have been identified. Current trends are reflective of steady repayments being made. However, amounts have historically not always been repaid within a month of invoicing. Delays in collecting Council Dues, increases the risk of funds not being collected.

Statement of Comprehensive Revenue and Expense
as at 31 October 2023



	Actual (000) \$000	Budget (000) \$000	Variance	Note Ref
Revenue				
General rates	98	90	9	1
Targeted rates	97	100	(3)	1
Grants & subsidies - Waka Kotahi NZTA	749	1,187	(438)	2
Grants & subsidies - other	1,175	1,272	(97)	2
Council Dues	73	70	3	
Petrol	113	-	113	3
User pays, fees & charges and other income	381	87	294	4
Total revenue	2,686	2,805	(119)	
Expenditure				
Leadership and community partnerships	81	87	(6)	
Transportation, roading and coastal networks	721	912	(191)	5
Three waters - water	113	101	13	5
Three waters - wastewater & stormwater	64	188	(124)	5
Waste management and minimisation	200	198	2	5
Community development & emergency response	498	235	263	6
Environmental management, protection and monitoring	355	309	45	
Corporate services	838	478	360	7
Total expenditure by activity	2,870	2,508	362	
Total surplus/(loss)	(184)	297	(481)	

Variance explanations:

- 1 Rates are invoiced based on the Council approved rates strike. A minor difference has occurred, with recognition of penalty payments.
- 2 Roading subsidy based on 88% of actual expenditure (operational and capital). The negative variance in revenue is matched against the negative variance with roading capital and operational expenditure. Roading projects tend to accelerate as weather conditions become more favourable. For the remaining grants and other income, difference primarily relates to timing of expected grants (e.g. TIF) where no cash has yet been received.
- 3 The Council has recently facilitated the supply of petrol on the island and has been separately disclosed to show greater transparency. This revenue item was unbudgeted and has a contra expenditure increase.
- 4 Variance relates more to timing of payments, with a large number of contractual payments being received as a one-off up front payment. The budget assumes a smooth allocation over the year.
- 5 Infrastructure projects - primarily relate to the Stantec/Fulton Hogan roading, water, wastewater and waste management contracts. Roading works are generally slow to commence, awaiting more favourable weather conditions. Three waters work has been limited with funding restrictions impacting levels of service Council is able to provide. There exists a significant level of uncertainty related to how the affordable water programme will apply to Council.
No other significant areas of variance to note, with contract for services operating within agreed deliverables.
- 6 Community service expenditure includes the cost of the Council supplying petrol for the island (further review to come at a later date). This code also recognises \$100k in expenditure related to the insulation of water tanks as part of a resilience project - funded by way of grant.
- 7 No notable areas of variance, rather the difference relates to timing impacts, with insurance costs, audit fees and IT upgrade works incurring large one-off payments early in the year. The budget assumes an allocation that is equally apportioned over the year.

*Processing for the month of October has not been complete, and therefore estimation of contract expenses for the month have been made.
Depreciation expenditure has not been run for the year and therefore (actual and budgeted) expenditure has been excluded.*

Capital expenditure summary	Actual \$000	Budget \$000	Variance	Note Refere
Sources of capital funding				
Subsidies and grants for capital expenditure	486	829	(342)	a
Total sources of capital funding	486	829	(342)	
Application of capital funding				
Roading works	553	911	(358)	a
Other - including community works (funded from TIF)	148	150	(2)	
Three waters - critical infrastructure*	-	1,200	(1,200)	
Total application of capital funding	701	2,260	(1,559)	
Movement in reserves	(214)	(1,431)	1,217	

* Desired projects in the 2023/24 budget, removed due to lack of funding support

Variance explanations:

- a** The grant figure relates to the Waka Kotahi budget, which is reflective of 88% of actual costs incurred. Actual expenditure behind expected budgeted levels, with work subject to weather fluctuations.

Note, budget figures are allocated on an equal monthly apportionment

3. Finance

3.2 Long-Term Plan: Funding, and other financial policies

Date of meeting	16 November 2023
Agenda item number	3.2
Author/s	Tanya Clifford, Corporate Reporting Accountant, Environment Canterbury

Purpose

To seek guidance from Council on the content of and changes required to the Council's key financial policies prior to drafting for approval by Council. These policies will form part of the "information that supports the Consultation Document", which will in turn become part of the Council's 2024 Long-Term Plan post consultation.

Recommendations

THAT the Council:

- 1. Consider changes to Council's current policies included within the Long-Term Plan**
- 2. Provide direction to changes required (if any)**

Background

The Local Government Act 2002 requires a local authority to adopt the following funding and financial policies:

- (a) a revenue and financing policy; and
- (b) a liability management policy; and
- (c) an investment policy; and
- (d) a policy on development contributions or financial contributions; and
- (e) a policy on the remission and postponement of rates on Māori freehold land; and

A local authority may adopt either or both of the following policies:

- (a) a rates remission policy;
- (b) a rates postponement policy.

The purpose of a Local Authority creating such policies is to provide predictability and certainty about sources and levels of funding.

A Long-Term Plan must also include a funding impact statement, in the prescribed form. To create a better flow of information, a rating policy has also been created.

As part of the 2021 Long-Term Plan process, these policies were reviewed extensively and updated accordingly. Therefore, it is proposed for the 2024 review a more 'light touch' approach will be taken, updated for legislative changes along with best practice improvements.

An extract of the current financial policies from the 2021 Long-Term Plan is attached, with the following changes recommended:

Revenue and financing policy:

This policy outlines the Council's various funding mechanisms currently available to it and how it applies these funds to the activities it completes.

The policy specifies a rate comparison will be completed [to be done] comparing rates CIC sets with other small rural councils, this will be completed at a later date and provided to Council for consideration.

The revenue and financing policy must also support the principles set out in the Preamble to Te Ture Whenua Māori Act 1993. Which seems to focus on providing Māori the opportunity to retain Māori land. Propose updating the policy to refer to this as a 'guiding principle' but the current policy does not seem to require further updates.

Guidance from Taituara (SOLGM): Many, but not all, of the funding and financial policies must support the principles of the Preamble of Te Ture Whenua Māori Act 1993.

In practical terms that means:

(a) positive action by local authorities towards supporting the desired outcome. This requires more of local authorities than adopting policies which "do not harm" or take a neutral view of the desired outcome

(b) a local authority in giving support is not primarily responsible for achieving the desired outcome

(c) the action must be to strengthen the position of Māori landowners (regardless of the status of the land they own) to retain ownership of the land and to use the land for the benefit of themselves, their whānau, and their hapū

(d) the policies must be sufficiently clear about how that support is given, to promote accountability to the community

(e) the support that can be given is not defined or constrained, and on that basis, there can be a broad range of options given the role of local authorities in promoting the wellbeing of their communities taking a sustainable development approach.

The policy also includes a table explaining the ‘application of funding principles to the funding of operating and capital expenditure for each activity’ This disclosure was a legislative requirement for the 2021 Long-Term Plan and it is recommended this table remains, no further updated considered necessary to the table.

Rating policy:

This policy outlines the Council’s rationale for applying general and targeted rates. With the exception of date reference changes, no further updates/changes recommended.

Rates remission and postponement policy

This policy outlines when rates exemptions or postponements apply, currently this includes:

- Moriori and Māori freehold land
- Not-for profit community organisations
- Property affected by natural calamity or disaster
- ~~Late payment penalties and~~
- ~~Financial hardship relief (postponement only)~~

The rates remission and postponement policy must also support the principles set out in the Preamble to Te Ture Whenua Māori Act 1993. How this can best be incorporated into this policy is still being considered.

Suggest removing the late payment penalty remissions, rather this can be delegated to the Operations Manager in the delegations policy as something to remove based on their discretion. [check included in the delegations policy]

Suggest removing the financial hardship relief policy, as for the most part, this is covered in the Government's rates rebate scheme.

Council funding impact statement and rating information:

This section provides details on the specific general and targeted rates to be applied to the Chatham Island ratepayers for the 2024/25 financial year. The rating amounts will need to be updated. Reference to the warm home and water tank loans to be removed as the loan schemes have either been completed or are not to proceed.

Liability and investment management policy

The policy covers borrowing options available to Council, along with the inclusion of borrowing limits. These at the time we set to match those of the Local Government Funding Agency, which at the time the Council was aiming to join. The limits in the policy currently set are:

Ratio	Policy limit
Long term debt as a percentage of equity	<10%
Long term debt as a percentage of total revenue (excluding earmarked capital grants)	<175%
interest as a percentage of total revenue	<20%
interest as a percentage of annual rates, council dues and Crown contribution income (debt secured under debenture)	<25%
Liquidity as a percentage of external debt	>110%

Council may wish to have a more prescriptive limit, such as not entering into borrowing unless external repayment support agreed.

In relation to Council's investments, to ensure Council has appropriate cash management arrangements in place, Council may wish to have a policy of transferring 'excess' cash balances at year end to an investment account.

Development and financial contributions policy

Currently Council does not have a policy covering development and financial contributions given the lack of growth on the island. Given Council's current size and lack of growth opportunities on the island, further policies are not considered necessary.

Significance and engagement policy

No changes suggested to policy, however consideration to be given to how significance is determined and whether this remains valid for Council:

Criteria	Threshold	Considerations
Financial impacts	Incurs net debt as a percentage of equity of more than 10%.	1. The financial cost of the decision, in the short term, medium term and long term The extent of the impact on debt 3. The impacts on Council's capacity/ capability to meet legislative requirements
Level of public interest	Generates considerable interest or community views are extremely divided	1. The potential for the issue to generate interest or controversy The extent to which community opinion is divided on the matter
Effect on the ratepayers	Ratepayers have a notable change in the value of rates set against properties	1. The extent of the financial impact on rates
Effect on individuals or communities	Specific demographics are drastically impacted.	1. The proportion of individuals or groups within the community that are affected and the extent they are impacted 2. The level of impact on our community outcomes and strategic priorities
Levels of Service	The change in level of service will be major and long-term.	1. The long-term social, economic, environmental and cultural impacts of the proposal/decision on the needs of current and future generations The opportunity costs, assessed level of risk and ability to reverse any effects of the decision

Working in partnership with Moriori and Māori

To be reviewed at a later stage, included for completeness

Attachments

- i. Long-Term Plan extract: funding, and other financial management policies
- ii. Rates comparison benchmarking information

Revenue and financing policy

What's changed to the policy in the last Long-Term Plan?

The revenue and financing policy has been updated to give consideration to the Local Government (Rating of Whenua Māori) Amendment Act 2021 and the Te Ture Whenua Māori Act 1993.

Guiding principles

To ensure Council manages its finances prudently, the following guiding principles have been applied when considering our funding sources as part of the revenue and financing policy:

- funding sources will be at a level to cover our net funding requirements. If funding is insufficient, planned expenditure will be reduced.
- The primary revenue source will be government grants, but affordability of rates and council dues will be considered.
- targeted rates are collected from properties that are the direct beneficiaries of services where these can be identified with the incidence of rates to be fairly spread where possible.
- the number and costs of projects instigated are acceptable to the community, substantially funded by Government grant.
- the needs of current and future ratepayers are considered, including adhering to limits and ratios set in our financial strategy and other policies.
- The Council acknowledges and affirms the special relationship between the Māori and Moriori people and the Crown agreed in the Treaty of Waitangi. The Council recognises that land is a taonga tuku iho of special significance to Māori and Moriori people and, for that reason, promotes the retention of that land in the hands of its owners, their whanau, and their hapu, and to protect wahi tapu: and to facilitate the occupation, development, and utilisation of that land for the benefit of its owners, their whanau, and their hapu.

Funding mechanisms

Council has determined funding sources for both operating and capital expenditure. For the most part, funding sources for both operating and capital expenditure are similar, where the rationales differ, these are separately identified.

Government and other grants

With the small size of our ratepayer base, Council is unable to operate sustainably from rates alone. Consequently, approximately 88% of our operating and capital funding sources are provided from grants. We rely heavily on Government to support us in supplying essential infrastructure and services to the Islands, in the form of full grant or increased assistance to repay debt. If funding for a capital project cannot be confirmed, works will be delayed until funding is assured. This may result in existing assets deteriorating, due to lack of maintenance and investment and levels of service Council is able to provide may reduce. This is a risk Council has agreed to undertake to ensure intergenerational equity.

The Crown provides Council with an annual contribution to meet our statutory obligations as a council with both regional and district functions. Levels of assistance are currently confirmed annually in May as part of the budget announcement. The approach to funding Council creates a lack of funding certainty for Council. Council budgets for either future indicative amounts, or if unknown, prior status quo funding levels. Operational and capital expenditure budgets are adjusted once support is confirmed.

Financial support is also provided by the Waka Kotahi NZ Transport Agency for road works, currently negotiated support is at 88% of total operational and capital expenditure, we expect this level of support to continue.

The Council may receive additional one-off grants to support particular operational or capital projects, these are generally not budgeted due to the uncertain nature of the funding.

Rates

Most of our funding sources are provided from grants, leaving approximately 6% of funding provided from general and targeted rates.

Historically, the amount raised from ratepayers was more nominal in nature, reflecting a level Council felt was a reasonable contribution (including council dues) when compared with what a mainland ratepayer would contribute for a similar level of service.

Given our council is the most remote in location and smallest in size of all New Zealand councils, a meaningful comparison is difficult, especially considering the level of service we can provide to our ratepayers.

To determine whether our rating amount remains reasonable, compared to similar councils of a small or isolated nature, Council will periodically (every three years) review rating and estimated council dues amounts expected to be set and compare with benchmarked councils, ensuring our rates charged remain reasonable for the service provided. If Council considers these to be appropriate, it will remain reasonable to increase levels by a consistent inflationary adjustment as applied to expenditure ~~estimated inflation~~ until the next review, unless determined otherwise by Council.

Our approach to setting, assessing and assigning rates is further detailed in our rating policy and Council funding impact statement and rating information.

Council dues

A unique aspect of Council is that the Chatham Islands Council Act 1995 allows the Council to charge Council dues. These take the form of a tax on the import and export of goods for transport of goods by sea or air and are payable by the carrier of the goods. The rates of tax vary by commodity, charges are detailed as part of our fees and charges policy.

Council dues are expected to form approximately 2% of Council's funding sources. Council dues are a mechanism for Council to receive a contribution from people or entities working on the island, who benefit from Council services, but do not necessarily contribute financially to Council, as they are not ratepayers. All Council dues are classed as general funds, and allocated across the organisation, to fund all of Council's activities.

Loans and asset sales

Borrowing will not generally be used to fund operating expenditure. Council may borrow funds to finance specific capital projects, where it is in line with the Council's liability and investment management policy and Council are able to afford the cost of the debt repayment. Council may consider selling assets no longer required for Council purposes.

Fees, charges and other income

Fees, charges and other income consists of approximately 4% of Council's expected funding. Fees and charges can be applied where the users of a service can be identified and charged

according to their use of the service. Fees and charges for a statutory service are set on a cost recovery basis, which incorporates overhead charges. Refer to our statement of fees and charges for a summary of these rates.

Other revenue sources may be used where appropriate to support operational or capital expenditure projects and to reduce the reliance on other funding. The aim is to maximise the return to Council and to use funds to reduce the amount of revenue required to be raised elsewhere.

Where fees, charges and other income can be directed to a particular activity, the revenue will be matched with the corresponding expenditure for the Council activity. Otherwise, other income will be classed as general funds, and allocated across the organisation, to fund all of Council's activities.

Development, financial and other lump sum contributions are not normally used as a funding source for Council.

Application of funding principles to the funding of operating and capital expenditure for each activity

Community outcomes activity contributes	Distribution and period of benefits	External factors influencing activity	Rationale of the costs and benefits of distinct funding for the activity
Leadership & Community partnerships:			
<ul style="list-style-type: none"> • Resilient community • Embracing diversity • Building growth 	<p>The community benefits from and contribute to the Council's decision making process, this includes an open and transparent decision-making process.</p> <p>The benefits occur predominately within the year in which the expenditure is incurred.</p>	<p>Legislative requirements mandate engagement with the community including involving Moriori and Māori in decision-making.</p> <p>The community directs Council through the consultative and election process.</p>	<p>Appropriate engagement with the community ensures a greater awareness and understanding of Island issues, where the Council can make informed decisions.</p> <p>Community representation and engagement is considered a public good. This is because the benefit accrues to individuals equally. All operational and capital costs are funded from the annual Crown contribution and allocated general funds. The contribution of the public to the decision making process is valuable as it ensures public expectations are known and considered whilst promoting public accountability of Council. This funding source is deemed to be the most efficient and equitable.</p> <p>Funding sources:</p> <p>General funds apportioned based on need</p> <p>Annual Crown contribution: adjusted to balance activity funding differences</p>

Community outcomes activity contributes	Distribution and period of benefits	External factors influencing activity	Rationale of the costs and benefits of distinct funding for the activity
Transportation, roading & coastal networks:			
<i>Roading networks:</i>			
<ul style="list-style-type: none"> • Resilient community • Embracing diversity • Building growth • Sustainable action 	<p>The community benefits from increased transportation links, including moving goods to reach markets and people to work, providing vital connections for economic growth, and greater access and mobility.</p> <p>The benefits accrue immediately and into the future.</p>	Need is created from the public and road users.	<p>Provision of a roading service is considered a public good. Funding will be principally from Waka Kotahi NZ Transport Agency grants. Any shortfall is expected to come from targeted roading rates set as a fixed sum per rating unit, and the remainder from the annual Crown contribution and allocated general funds.</p> <p>Funding sources:</p> <p>Roading targeted rate 100%</p> <p>Waka Kotahi NZ Transportation Agency grant 100%</p> <p>General funds 9.0%</p> <p>Annual Crown contribution: adjusted to balance activity funding differences</p>
<i>Coastal transportation networks & navigational safety:</i>			
<ul style="list-style-type: none"> • Resilient community • Building growth 	<p>The community benefits from safer coastal areas for recreation. Commercial and recreational users benefit from safe water transport.</p> <p>The benefits accrue immediately and into the future.</p>	Need is created by recreational and commercial coastal water users.	<p>The provisions of harbour safety and navigation services provide both public and private benefits. The public, including small vessel recreational users benefit from the provisions of these services. User charges are levied on larger vessels and coastal structure owners, who are direct beneficiaries of the services. Remaining operating and capital costs are funded from a mix of Crown contribution and allocated general funds.</p> <p>Funding sources: as above</p>

Community outcomes activity contributes	Distribution and period of benefits	External factors influencing activity	Rationale of the costs and benefits of distinct funding for the activity
Three Waters supply & treatment:			
<i>Potable water:</i>			
<ul style="list-style-type: none"> •Resilient community •Sustainable action 	<p>The community benefits from the potable water supply activity being managed so the impact of the water take does not prove detrimental to the surrounding environment, nor community health.</p> <p>The benefits accrue immediately and into the future.</p>	<p>Need is created from residents connected to the Waitangi and Kaingaroa potable water schemes.</p>	<p>This activity is largely a private service to those connected to the potable water supply scheme. However, there remains public good in that the environment and potable water supply is managed and protected by the scheme.</p> <p>Capital expenditure is to be funded by Government grant or debt.</p> <p>Operating expenditure is funded by a fixed targeted rate on all rating units with a connection to the potable water supply scheme, the annual Crown contribution and allocated general funds.</p> <p>Funding sources:</p> <p>Water targeted rate 100%</p> <p>General funds 2.5%</p> <p>Annual Crown contribution: adjusted to balance activity funding differences</p>
<i>Wastewater:</i>			

<ul style="list-style-type: none"> • Resilient community • Sustainable action 	<p>The community benefits from waste material being processed or disposed of in an appropriate and sustainable manner. These activities will be managed to minimise the impact on the environment.</p> <p>The benefits accrue immediately and into the future.</p>	<p>Need is created from residents and tourists inhabiting the Islands who are connected to the wastewater scheme.</p>	<p>This activity is largely a private service to those connected to the Waitangi wastewater scheme. However, there are public good demands in that the environment is protected by the scheme.</p> <p>Capital expenditure is funded from Government grants. Operating expenditure is funded by a mix of a fixed targeted rate on all rating units with a connection to the wastewater scheme, the annual Crown contribution and allocated general funds.</p> <p>Funding sources:</p> <p>Wastewater targeted rate 100%</p> <p>General funds 3.2%</p> <p>Annual Crown contribution: adjusted to balance activity funding differences</p>
<p><i>Flood protection & Stormwater drainage:</i></p>			
<ul style="list-style-type: none"> • Embracing diversity • Sustainable action 	<p>The community benefits from effective drainage on-island and controlling the level of Te Whanga lagoon to prevent flooding.</p> <p>The benefits accrue immediately and into the future.</p>	<p>Need is created from residents.</p>	<p>This activity involves drainage from the public roading network and is largely categorised as a public good.</p> <p>Capital and operating costs are funded from a mix of annual Crown contribution and allocated general funds.</p> <p>Funding sources: as above</p>

Community outcomes activity contributes	Distribution and period of benefits	External factors influencing activity	Rationale of the costs and benefits of distinct funding for the activity
Waste management & minimisation:			
<ul style="list-style-type: none"> •Embracing diversity •Sustainable action 	<p>The community benefits from waste material being processed or disposed of in an appropriate and sustainable manner. These activities will be managed to minimise the impact on the environment.</p> <p>The benefits accrue immediately and into the future.</p>	<p>Need is created from residents and tourists inhabiting the Islands who are connected to the wastewater scheme.</p>	<p>This activity is largely a private service to those connected to the Waitangi Village wastewater scheme. However, there are public good demands in that the environment is protected by the scheme.</p> <p>Capital expenditure is funded from Government grants. Operating expenditure is funded by a mix of a fixed targeted rate on all rating units with a connection to the wastewater scheme, the annual Crown contribution and allocated general funds.</p> <p>Funding sources:</p> <p>Wastewater targeted rate 100%</p> <p>General funds 1.8%</p> <p>Annual Crown contribution: adjusted to balance activity funding differences</p>

Community outcomes activity contributes	Distribution and period of benefits	External factors influencing activity	Rationale of the costs and benefits of distinct funding for the activity
Community development & emergency management:			
<i>Community services:</i>			
<ul style="list-style-type: none"> •Resilient community •Embracing diversity 	<p>The community benefits from on-island collaboration opportunities.</p> <p>Benefits accrue both in the immediate and long-term.</p>	Need is created from residents.	<p>The community benefits from Council creating the environment in which communities can enjoy parks and reserves, enhancing health and wellbeing.</p> <p>Capital and operating costs are funded from a mix of Crown contribution, general rates and allocated general funds. Funding sources:</p> <p>General rate 100%</p> <p>General funds 33.3%</p> <p>Annual Crown contribution: adjusted to balance activity funding differences</p>
<i>Emergency Management:</i>			
<ul style="list-style-type: none"> •Resilient community •Embracing diversity •Sustainable action 	<p>The community benefit from maintaining an emergency response capability.</p> <p>Benefits occur mostly in the year the emergency event occurs. However, there is residual benefit from growing knowledge and experience.</p>	Need is created to provide advance warning systems to detect emergency events and providing a response.	<p>A coordinated emergency management system is a public good in respect of reduction, readiness, response, and recovery across the region. Oil spill response is for the public good, but the shipping industry can be identified as an exacerbating factor.</p> <p>Capital and operating costs are funded from a mix of Crown contribution and allocated general funds. Funding sources: as above</p>

Community outcomes activity contributes	Distribution and period of benefits	External factors influencing activity	Rationale of the costs and benefits of distinct funding for the activity
Environmental protection, compliance & planning:			
<i>Biosecurity:</i>			
<ul style="list-style-type: none"> •Embracing diversity •Building growth •Sustainable action 	<p>Individuals and the community benefit from improved image and retention of productive values of land, reducing adverse effects of natural resources.</p> <p>Furthermore, the community benefits from protecting biodiversity by the containment of plant and animal pests.</p> <p>Benefits accrue both in the immediate and long-term.</p>	<p>Individuals and the community who undertake practises which are detrimental to the environment or who wish to foster and enhance the environment are influencing factors.</p> <p>In addition, the community who benefit from the active control of animal and plant pests and the protection of our unique ecosystems.</p>	<p>The provision of biodiversity and biosecurity activities is considered a public good. However, there can be a private element of benefit, with plant and animal pest monitoring and inspection. Therefore, such monitoring and inspection costs will be funded equally from a mix of the Crown contribution, allocated general funds and landowner contributions. All other operating activities to be funded from the Crown contribution.</p> <p>Capital and operating costs are funded from a mix of Crown contribution and allocated general funds.</p> <p>Funding sources:</p> <p>General funds 15.8%</p> <p>Annual Crown contribution: adjusted to balance activity funding differences</p>
<i>Resource management:</i>			
<ul style="list-style-type: none"> •Resilient community •Embracing diversity •Building growth •Sustainable action 	<p>The community benefits from the environmental protection that comes from our activities that follow the Resource Management Act 1991.</p> <p>Benefits accrue both in the immediate and long-term.</p>	<p>Need is created by applicants seeking consent under the Resource Management Act 1991.</p>	<p>Planning, consenting and compliance monitoring is required as a result of the actions or inactions of individuals. Compliance provides an indirect benefit to the public. The allocation of costs to those who cause such costs, through fees and charges, ensures our environment is maintained in accordance with consent conditions, encouraging sustainable use of resources.</p> <p>Other capital and operating costs are funded from a mix of fees and charges, Crown contribution and allocated general funds.</p> <p>Funding sources: as above</p>
<i>Licensing and building:</i>			

<ul style="list-style-type: none"> •Resilient community •Embracing diversity •Building growth •Sustainable action 	<p>Consent holders benefit directly from gaining compliance and holding a consent.</p> <p>All benefits accrue immediately once the consent is issued. Although, there are future benefits throughout the life of the consent.</p>	<p>Need is created by applicants seeking consent under the Building Act 2004 or Sale and supply of Alcohol Act 2012.</p>	<p>Consent and licensing applications are considered a largely private good; therefore, the associated processing costs are to be fully funded by the applicant.</p> <p>Capital and operating costs are funded from a mix of Crown contribution and allocated general funds. Funding sources: as above</p>
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Council is required to make adequate provision in the Long-Term Plan to meet our identified expenditure needs. Council believes the outlined approach to funding and the consequential impacts on our operating budgets, debt and levels of service is prudent, reasonable, and appropriate having had regard to our funding principles, legislation and other relevant matters, including achieving a balanced budget.

Rating policy

What's changed to the policy in the last Long-Term Plan?

No significant updates or changes have been made to that in the last Long-Term Plan

This policy should be read in conjunction with the Council's revenue and financing policy.

General rates

Council uses capital value to set and assess rates. Capital value is defined as the market value of land, plus the improvements as per the valuation roll.

Council considers general rates are an appropriate basis for funding activities where it is not practicable or cost-effective to identify the individual or group of beneficiaries of the service and charge them for the benefits received or costs imposed. The rationale being that those with more capital are better able to bear the costs. Furthermore, those with more capital are likely to consume more resources and have a greater interest vested in the management of those resources.

Council will set general rates differentially, based on the use to which the land on each rating unit is put. Given the size of the Council and the distribution of wealth, this is considered the most equitable approach to fairly distributing rates within our community.

Council has defined the differential factors below:

General rate category	Description
Infrastructure	Land where the primary use is for public utilities, including telecommunications, potable water, wastewater and energy industries.
Industrial	Land where the primary use is for manufacturing or distributing goods, as defined in our Resource Management Document.
Commercial	Land where the primary use is for retail or wholesale sale of goods or services.
Rural & Residential	Land where the current or intended use includes, but is not limited to, housing (single and multiple dwellings) or rural land resources, which facilitate farming, forestry, quarrying and areas of significant natural, spiritual and cultural value.

General rates will be fully assigned to the community development and emergency management group of activities. The rationale being that funds raised on the island, by way of general rates should be attributed towards the community and focus on enhancing local services, amenities and initiatives for our residents. Council considers this an appropriate model for the allocation of rates.

Targeted rates

Council will apply a targeted rate to those properties which use the service provided. This includes: roading, potable water, wastewater and waste management services provided by the Council.

Rates based on location

The Council deems the Islands as one location, for reasons of rating efficiency and due to the size of the Council, will not apply different rating amounts based on the location of a rating unit.

Separately used and inhabited parts

Council has elected to rate all fixed rates based on the separately used or inhabited parts of a rating unit.

Divisions

A division is the separation of a property record in the District Valuation Roll (DVR) into two or more parts in the Rating Information Database (RID). The purpose of a division is to charge the correct rates liability according to the property's use.

Council has elected to not undertake the division of properties, where there are two or more uses (being the rating categories, or as non-rateable or 50% non-rateable properties). The size of the Council and the additional administrative burden required to collect the additional revenue, means division of properties is not efficient. Rates shall be calculated on a property's primary use.

Where there are contiguous rating units, owned by the same ratepayer, the ratepayer may apply for a remission on additional uniform solid waste and roading charges, applied on a per rating unit basis. Decisions on approving remissions are delegated to the Operations Manager.

Rates payable by instalments

Council provides for rates to be paid in four equal instalments. A ratepayer may elect to pay weekly, fortnightly, monthly by automatic payment through the banking system or by direct debit (weekly fortnightly or monthly). **Council also accepts over the counter payments.**

Any payments received for rates are applied to the oldest debt first.

Minimum economic rate

Council will not collect the rates payable on a rating unit if the sum of those rates is so small as to be uneconomic to collect. Council has determined that it is uneconomic to collect rates owing on any rating unit of less than \$20.00 (including GST) per annum.

Rates penalties

Council applies the following penalties:

- a. A 10% penalty is added on the next day to any balance of any instalment not paid by the due date.
- b. A 10% penalty will be added to any balance that remains unpaid from previous years. This will be added on 6 July of each year, or five working days after Council has passed the rates resolution (whichever is the later).

Three-yearly property re-valuations

Council has chosen to reassess rateable values of properties every three years, the maximum timeframe allowed by the Rating Valuations Act 1998. The next re-valuation is as of 1 September **2024**, to be applied to the **2025/26** rating year.

The re-valuation may affect the amounts assessed against individual rating units within each differential rating category relative to other rating units.

Public availability of information

The Rating Information Database is available on the Council website and the Council office. Council may charge a fee for supplying any person with a copy of **this** information.

Objections and disputes

The Local Government (Rating) Act 2002 provides for the right of objection to Council's implementation of their rating policies. Any objections to the allocation of property use to the council differential rating categories needs to be in writing to the Operations Manager for consideration.

Rates remission and postponement policy

What's changed to the policy in the last Long-Term Plan?

The revenue and financing policy has been updated to give consideration to the Local Government (Rating of Whenua Māori) Amendment Act 2021 and the Te Ture Whenua Māori Act 1993.

Council has elected to remove remissions for late payments and postponement of rates due to financial hardship, electing for approval to be at the discretion of the Operations Manager.

A rate remission allows Council, at its discretion and where relevant qualifying criteria are met, to modify the rates liability on applicable rating units in order to ensure an appropriate rate liability.

Postponements allow for the delay in payment of rates in certain circumstances.

Specific areas where rates exemptions or postponements apply include:

- Moriori and Māori freehold land
- Not-for profit community organisations
- Property affected by natural calamity or disaster
- ~~Late payment penalties and~~
- ~~Financial hardship relief (postponement only)~~

Remissions policy guidelines - general

All rates remissions are deducted from the rates assessment when the rates are assessed at the start of each rating year.

All applications (except for penalty remissions) must be received one month prior to the rates being assessed. Remissions received after this date will be applied to the following financial year. Rates remissions are not made retrospectively.

Moriori and Māori freehold land remission and postponement policy

Some Moriori or Māori freehold land on the Chatham & Pitt Islands is unoccupied and unproductive. This land creates a significant rating burden on the Moriori or Māori owners

who often do not have the ability or desire to make economic use of the land. Often this is due to the nature of the ownership, or it is isolated and marginal in quality.

The objective of this policy is to remove or reduce any financial burden on Moriori and Māori-owned lands (or portion of lands) that have no occupier, or no economic or financial benefit derived from the land ~~and there is no practical means of enforcing the rates assessed~~, granting a remission for the portion of land unoccupied and unproductive. This approach may encourage owners or trustees to use or develop the land.

Moriori and Māori freehold land is defined as land where beneficial ownership has been determined by an order issued by the Māori Land Court, irrespective of whether the owners identify as **tchakat henu Moriori or Ngāti Mutunga**. Only land that is the subject of such an order, or any other matters referred to in schedule 11 of the Local Government Act 2002 (Matters relating to rates relief on Māori freehold land) may qualify for a remission or postponement of rates under this policy.

Whether rates are remitted or postponed in any individual case will depend on the individual circumstances of each application.

Conditions and criteria

The land must either be Moriori or Māori freehold land (as defined in the Local Government (Rating) Act 2002) or the land is general land that ceased to be Māori land under Part 1 of the Māori Affairs Amendment Act 1967 which does not produce any income.

The land or portion of the land must not be “used”. This includes leasing the land, residing on the land, maintaining livestock on the land, growing exotic forest for future harvesting, using the land for storage or in any other way. Land that is maintained to reduce fire risk, or land that is unfenced and grazed by wandering stock for no income by the owners is not “used”.

To encourage the development of the land, the rating unit may be apportioned into used and non-used portions and the rates will be remitted on the percentage of non-used land.

Any occupied dwellings, or activities using the land for commercial or agricultural purposes, will be rated the general and targeted rates per separately used or inhabited parts of a rating unit.

To be considered for rates remission under this policy, the owner or ratepayer must provide:

- Details of the property, including documentation that proves the land, which is the subject of the application, is Moriori or Māori freehold land and
- An explanation on **how the relevant criteria and conditions are satisfied, including the objectives that will be achieved by providing a remission or postponement; and**
- **complete any other relevant statutory declarations as may be required by Council.**

However, if the owners of an unoccupied block cannot be found, the Council may apply a remission without the need for a request. If the circumstances of a ratepayer who has been granted a remission under this policy changes, the ratepayer must inform Council within 30-days. The change in circumstances may mean that the rating unit or part of the rating unit, are no longer eligible for a remission under this policy in future rating years.

All land that is approved for remission under this policy, will be reviewed on a yearly basis to decide if the remission is still relevant for the following rating year.

The Council has a discretion to apply a remission or postponement on rates either fully or partially, based on the following criteria:

- The land is fully or partially unoccupied and no income is derived from the use or occupation of the land; or
- The land is inaccessible and is unoccupied; or
- The land is better set aside for non-use (whenua rāhui) because of its natural features, or
- The property carries a best potential use value that exceeds the economic value arising from its actual use.

Not-for-profit community organisations

Council extends the status of non-rateable properties to not-for-profit community organisations, the objective to provide additional support to these organisations and reduce financial commitments. These organisations must deliver social benefits to the community where neither government nor business is best or appropriately placed to do so.

Where a property is used for multiple purposes, the primary use of the property will be used to determine its use (no rating unit division will be undertaken).

The policy is that these rating units will have all general rates remitted.

Conditions and criteria

A qualifying not-for profit community organisation is defined as:

- The organisation must be either a registered Charitable Trust or an IRD approved donee organisation.
- The organisation and anyone using the organisations property must not be operating any activity for private profit.
- The organisation must deliver social benefits as a substantial part of its activities.
- The organisation must complete and provide all information requested on the application form and respond to any further enquiry for information to support the application.
- As annual declaration form is required to be completed confirming that the organisation still occupies the property and meets the purpose of this policy. This form can be obtained from the Council's office.

Decisions on remission for not-for-profit organisations are delegated to the Operations Manager.

Rates set and assessed on rateable units for schools can apply for a remission of wastewater charges, subject to approval from the Operations Manager.

Property affected by natural calamity or disaster

The objective of this policy is to for rate relief to be provided to assist ratepayers experiencing extreme financial hardship due to a calamity or natural disaster that affects their ability to pay rates.

Conditions and criteria

Remissions approved under this policy do not set a precedent and will be applied only for each specific event and only to properties affected by the event.

Council may remit all or part of any rate on any rating unit where the application meets the following criteria:

- Where erosion, subsidence, submersion or other natural calamity or disaster has affected the use or occupation of any rating unit.

- It is applicable for each single event and does not apply to erosion, subsidence or other incidences that may have occurred without a recognised major natural calamity or disaster.
- Council can set additional criteria for each event where it considers it to be fair and reasonable to do so. This is because the criteria may change depending on the nature and severity of the event and available funding at the time. Council may require financial or other records to be provided as part of the remission approval process.
- The extent of any remission shall be determined by Council on a case-by-case basis.

Decisions on remission of Property affected by Natural Calamity or Disaster are delegated to the Operations Manager.

Any other remissions related to the removal of late payment penalties or other rate postponement due to financial hardship are delegated to the Operations Manager to approve at their discretion.

Late payment penalties remission

The objective is to enable Council to act fairly and reasonably in consideration of rates that have not been received by Council by the penalty date, due to circumstances outside the ratepayer's control.

Conditions and criteria

Council's policy is that rates penalties may be remitted under the following criteria:

- Remission may be granted where payment has been received after the date fixed for imposition of a penalty charge, provided none of the previous instalments were similarly received late.
- Remission may be granted where a ratepayer either:
 - Makes satisfactory arrangements for regular and substantial reduction of arrears (these arrangements are to include the remission of penalty charges as long as such arrangements are fully met); or,
 - provides sufficient information which, if considered genuine and if substantiated with reasonable excuse for late payment, would justify remission for late penalty charges,
 - the circumstances of each case will be taken into consideration on their individual merits.

Decisions on remission of late payment penalties are delegated to the Operations Manager.

Financial hardship rates postponement

The objective of this policy is to receive and consider applications for rates remission in the cases of extreme financial hardship.

Conditions and criteria

Council will consider postponing rates owing on a rating unit in cases of extreme financial hardship. Council has approved the following criteria for determining the application of this policy:

- Ratepayers must apply to Council in writing to be considered. Postponements resulting from applications received and approved during a rating year will be effective from the commencement of the following rating year. No applications will be backdated.
- The following essential elements must be met before any postponing is granted:
 - The applicant must be the owner of the rating unit, must reside at the property and the property must be classified within the 'Rural & Residential' rating category. Companies, trusts and other similar ownership structures of these properties do not qualify.
 - Council must be satisfied that extreme financial hardship on any individual exists or would be caused by requiring payment of the whole or part of the rates.
 - The applicant must declare total household income and their total financial position for the purposes of the postponement calculation.
 - The ratepayer must not own any other rating units, investment properties or other realisable assets.
- Council will consider each application on its merits, including all of the ratepayer's personal circumstances, including: age, physical or mental disability, injury, illness, and family circumstances when determining whether rate postponement is warranted.
- The application will be assessed independently from the Government Rates Rebate Scheme.
- A provision of a postponement in any year does not set a precedent for similar postponements in future years.

Decisions on rates postponement due to financial hardship, including postponement length are delegated to the Operations Manager.

Postponed rates are a charge against the property and must be paid either at the end of the postponement term, when the property is sold or until the applicant/occupier ceases to be the occupier, whichever is the earlier.

Postponed rates will be registered as a statutory land charge on the property title. Council may add a postponement fee to the rates postponed. This fee will cover the Council's administration and financial costs.

Council funding impact statement and rating information

What's changed to the policy in the last Long-Term Plan?

Targeted rates have been updated to remove the targeted fish rate, which no longer is in use.

Refer to loans expected to be repaid through targeted rates, have been removed either due to the scheme ceasing (warm home loans) or no longer expected to progress due to alternate funding arrangements being secured (water tank loans).

The funding impact statement consists of two parts:

- Rating information for 2024/25,
- Rating samples for 2024/25

The funding impact statement should be read in conjunction with our Revenue and Financing Policy and Rating Policy.

Rating information for 2024/25

Council sets and assess the following rates under the Local Government (Rating) Act 2002:

- General rates
- Targeted rates, including:
 - Service use – roading
 - Service use – potable water
 - Service use – wastewater
 - Service use – solid waste
 - Service use – fish waste discharge

Details of the rates revenue to be collected and the rating categories that will pay these rates are detailed in this funding impact statement.

General rates

A general rate is set and assessed on the capital value of all rateable land on the islands.

General rates are set on a differential basis on the category of land identified below. The differential basis is driven by the primary use of the land.

The objective of including differentials in the general rate is to achieve a fair distribution of the general rate, ensuring our rates are affordable among other considerations by Council.

This funding mechanism is used to fund all the services we provide.

The general rate is set and assessed on a differential basis as follows:

Source	Differential categories	Percentage of total general rates	Rate in the dollar of capital value (incl. GST)	Rates revenue (incl. GST) (\$)
General rate	Infrastructure	5.0%	0.00314298	17,811
	Industrial	14.5%	0.00630390	51,654
	Commercial	11.0%	0.00405395	41,991
	Rural & Residential	69.5%	0.00188294	254,663
	Total revenue sought			366,119

For the purposes of classification, the differential categories are defined in our rating policy.

Council does not require a uniform annual general charge (UAGC) to be set on any property, due to the minimal number of rateable units in the area and therefore no revenue is sought from this funding category.

Targeted rates

Targeted rates are applied to the properties which use the service provided. Council applies the waste management targeted rate on a differential basis, separating between rural and residential ratepayers and other ratepayers. With this exception, no other targeted rates are set on a differential basis.

Targeted rates are set based on a rating unit basis for funding roading and waste management (including fish waste discharge) activities and connections for potable water supply activities and pans for wastewater activities will be used.

Lump sum contributions in respect of targeted rates will not be sought

The targeted rates are set and assessed as follows:

Source	Activity for setting a targeted rate	Category for setting targeted rate	Calculation factor	Factor used (\$)		Revenue sought (including GST) 2024/25 (\$)
Targeted rate – service use	Roading	The provision of a roading service.	A per rating unit charge for roading activities	201.32	Fixed amount per unit	89,183
	Potable water supply	The provision of a public potable water supply service.	The number of connections for potable water supply activities – for both Kaingaroa and Waitangi connections.	804.94	Fixed amount per connection	83,714
	Wastewater	The provision of a wastewater service.	A per pan rate for wastewater activities.	836.70	Fixed amount per pan	77,813
	Waste management	The provision or availability of a waste management service.	All rating units on Chatham Island with improvements are charged for waste management activities.	240.00	Fixed amount per rural or residential unit on Chatham Island	75,360
				300.00	Fixed amount per Infrastructure, Industrial or Commercial unit on Chatham Island	15,000
	Fish waste discharge	The provision or availability of fish waste disposal services for fishing businesses.	A rating unit basis to the following rating units 420, 508 and 635	0.0058824	Fixed amount per tonne	19,235
						\$360,306

Warm homes

Council, along with the Energy Efficiency and Conservation Authority and the Chatham Islands Enterprise Trust, provides a warm homes programme for residents. This programme provided subsidies for owners meeting certain criteria to insulate and install clean heating appliances. The difference is funded by way of

loan, repaid by the homeowner over 10 years through the rates account. The targeted rate is set to ensure there is sufficient cash to repay the loan over the ten year period. It is expected this programme and all repayment will be finalised within the 2020/21 financial year. However, minor final repayments and other administrative processes may occur.

Water tank scheme

Council plans to provide a low interest loan to ratepayers who install approved water tanks, which aims to reduce the demand on Council's potable water supply. The loans would be repaid over 10 years through a targeted rate on the property and the loan would be registered on each property's Land Information Memorandum. The costs of supplying the water tanks to the community are expected to be offset by way of the targeted rate loan.

The water tank scheme is in the early stages and therefore no firm agreements relating to the costs or funding of the project have been settled, including the expected level of support required from central government to enable the scheme to proceed. Council has indicatively agreed to support up to \$500,000 associated with these costs. However, the full process costing (including transportation of tanks to the island) is yet to be finalised.

Whilst the level of ratepayer participation is unclear, there is high public support for this programme, and it is expected the project will address some water supply issues. Council is planning on sourcing the funds through a loan from an external entity such as the Local Government Funding Agency, ANZ Bank or Chatham Islands Enterprise Trust, with additional support to secure the borrowing potentially being required from central government. The water tank loan scheme is expected to start later in year one of the Long-Term Plan. There remains a significant amount of uncertainty related to the costs and funding of the project and therefore failure to supply funding among other aspects may defer the project.

Rates instalment and penalty dates

The following instalment and penalty dates apply for the 2024/25 set rates :

Instalment	Due date	Penalty date
1	14 September 2024	15 September 2024
2	14 November 2024	15 November 2024
3	14 February 2025	15 February 2025
4	14 May 2025	15 May 2025

A penalty of 10% is added to each instalment or part thereof that is unpaid after the last date for payment. Previous year's rates that remain unpaid will have a further 10% penalty added on 6 July.

Future rates

Based on the assumptions and decisions included in this 10-year plan, Council intends to set and assess rates from the sources listed above in each year by a consistent inflationary adjustment as applied to expenditure expected rates of inflation, increased by a rate of 0.75%, reflective of the increased cost of providing goods and services on the island, estimated as:

Year	Increase	Year	Increase
2024/25	2.35%	2030/31	2.75%
2025/26	2.45%	2031/32	2.95%
2026/27	2.45%	2032/33	3.05%
2027/28	2.45%	2033/34	3.05%
2028/29	2.35%	2034/35	3.05%
2029/30	2.65%		

Inspection of the rating information database

In accordance with the Local Government (Rating)

Act 2002, the District Valuation Roll and Rates

Records are available for public inspection at the

Council Offices, 9 Tuku Road, Waitangi, Chatham Islands, between the hours of 8:30am and 4:30pm on all business days of the week.

Rating base

For the 2024/25 financial year, it is projected Council will have 680 rating units within the region. Council assumes minimal growth and expects the number of rating units to remain stable over the ten-year period.

The total capital value estimated for 2024/25 is \$218,205,100.

Projections are based on the latest QV valuation data as disclosed in the 2022/23 Annual Report.

Rating samples table for 2024/25

The table below provides examples of the financial impact of rates on ratepayers in 2024/25 compared with 2024/25.

Sample property *	Capital Value of Property (\$)	General rate 2024/25 (\$)	Targeted rate 2024/25 (\$)	Total rate 2024/25 (\$)	Movement in total rates from 2023/24 to 2024/25 (\$)
Infrastructure	1,270,000	3,991.58	501.32	4,492.90	449.40
Industrial - Waitangi	200,000	1,260.78	2,142.96	3,403.74	234.13
Commercial	129,000	522.96	501.32	1,024.28	177.23
Rural residential - Waitangi	310,000	583.71	2,082.96	2,666.67	157.94
	Capital Value of Property (\$)	General rate 2023/24 (\$)	Targeted rate 2023/24 (\$)	Total rate 2023/24 (\$)	
Infrastructure	1,270,000	3,628.40	139.56	3,767.96	
Industrial - Waitangi	200,000	1,193.44	1,836.13	3,029.57	
Commercial	129,000	544.36	318.74	863.09	
Rural residential - Waitangi	310,000	553.98	1,836.13	2,390.11	

Liability and investment management policy

What's changed to the policy in the last Long-Term Plan?

Borrowing limits have been changed, to restrict Council from entering any borrowing arrangements unless repayment funding is secured, previously the limits were based on ratios set as part of the Local Government Funding Agency.

Council has updated the investment policy to transfer excess funds at year end to an investment fund, with the aim of increasing Council's financial resilience.

Liability management

Council's liabilities comprise borrowings and various other liabilities. Council borrows in order to:

- Raise debt to fund specific new or improvements to capital projects.
- Raise finance leases for fixed asset purchases
- Fund assets whose useful lives extend over several generations of ratepayers.

Borrowing limits

Council does not have the financial capacity to enter into long term debt borrowing arrangements. Therefore, the Council shall not enter into any such borrowing arrangement, unless there is a funding arrangement in place to support the repayment arrangements. Therefore, no borrowing limits are set, as Council's ability to repay borrowings is based on the funding support it receives.

Note, borrowing limits relate to long term debt, which is defined as borrowing commitments of more than one year, it excludes short term overdraft facilities.

Long term debt will be managed within the following limits as shown in the following table as set by the financial covenants of the Local Government Funding Agency (LGFA):

Ratio	Policy limit
Long term debt as a percentage of equity	<10%
Long term debt as a percentage of total revenue (excluding earmarked capital grants)	<175%
Interest as a percentage of total revenue	<20%
Interest as a percentage of annual rates, council dues and Crown contribution income (debt secured under debenture)	<25%
Liquidity as a percentage of external debt	>110%

Notes:

- Long term debt is defined as borrowing commitments of more than one year, it excludes short term overdraft facilities.
- Total revenue is defined as cash earnings from rates, Government grants and subsidies, user charges, interest, dividends, financial, and other revenue and excludes non-government capital contributions (e.g. developer contributions and vested assets).
- Net interest is defined as the amount equal to all interest and financing costs less interest income for the relevant period.
- Annual rates income is defined as the amount equal to the total revenue from any funding mechanism authorised by the Local Government (Rating) Act 2002.
- Liquidity is defined as external debt plus committed loan facilities plus liquid investments.

Borrowing mechanisms

Council is responsible for the approval of any new borrowing. In approving new debt, council will consider the impact on its borrowing limits as well as the economic life of the asset that is being funded and its overall consistency with Council's Long-Term Plan.

Council can borrow through a variety of market mechanisms, although the preferred method is to directly borrow from ANZ, to retain our on-island banking service (ensuring continuation of our banking services, refer to our investment policy). **Council can also borrow from the LGFA.**

When evaluating new borrowing in relation to source, term, size and pricing of debt, Council must ensure any terms result in:

- effective debt management
- the cost of borrowing being affordable to the Council ratepayers
- a prudent level of borrowings, in line with Council's borrowing limits

Borrowing to meet operating costs is not considered financially prudent. The exception to this would be the use of overdraft facilities or other short-term facilities to cover temporary fluctuations in cash flow. Any new debt agreement entered must be approved by the Council.

Security

Council's external borrowings and interest rate risk management instruments will generally be secured by way of a charge over its Council dues and/or rates and rates revenue offered through a deed of charge, debenture or debenture trust deed. Under a deed of charge, debenture or debenture trust deed, Council's borrowing is secured by a floating charge over all Council dues acquired under the Chatham Islands Act 1995 or for council rates, levied under the Local Government (Rating) Act 2002. The security offered by council ranks equally with other lenders.

From time to time, and with Council approval, security may be offered by mortgage over the property being purchased or upgraded.

Debt repayment

The funds from all asset sales and operating surpluses will be applied to the reduction of debt and/or a reduction in borrowing requirements, unless Council specifically directs that the funds will be put to another use.

Debt will be repaid as it falls due in accordance with the applicable loan agreement. Subject to the debt limits, a loan may be rolled over or renegotiated as and when appropriate.

Loans and contingent liabilities

Loans and advances can be made to community organisations/individuals to facilitate the ongoing provision of community services or recreational opportunities. These are usually at a lower than commercial interest rate.

Council sets the criteria for applications for any other loans or advances as they are granted. Council as a rule is not a lender of money. Council must be satisfied that the potential for capital loss is minimal by applying the following:

- where possible, securing a charge over collateral security realisable on default
- ensuring the organisation/ratepayer is financially stable and the ongoing cashflow is sufficient to service the loan

Council may act as guarantor to financial institutions or individuals on loans or enter into incidental arrangements for organisations, clubs or trusts, when the purposes of the loan are in line with Council's strategic objectives.

Investment policy

Council generally holds investments for strategic reasons, including retaining a local banking facility on-island or where there is some other community, social, physical or economic benefit accruing from the investment activity. Generating a commercial return on strategic investments is considered a secondary objective.

Whilst acknowledging the financial constraints Council operates under, it is desirable to build financial resilience by directed excess funds into an investment account. Therefore, in years where the operating cash balance exceeds \$200 thousand, any unearmarked funds should be transferred to an investment account. The purpose of this investment account is to assist with enhancing Council's capability to be more financially resilient.

Council recognises that as a responsible public authority, all investments held should be low risk. Council also recognises that low risk investments generally mean lower returns.

In its financial investment activity, only approved creditworthy counterparties are acceptable. Council's primary objective when investing is to ensure the continuance of a trading bank on the Islands and therefore, surplus funds will be utilised to repay borrowings and any surplus cash will be invested with the ANZ Bank or other on-island agencies at the best available negotiated rate. Investments held with ANZ bank will mature in less than three months and are held for working capital purposes.

Council will act effectively and appropriately to:

- Protect council's investments by only transacting with counterparties and instruments that are detailed in this policy to ensure investments are risk averse and secure
- Ensure investments benefit council's ratepayers
- Maintain a prudent level of liquidity and flexibility to meet both planned and unforeseen cash requirements.

Acquisition of new investments

With the exception of approved financial investments, new investments are acquired if an opportunity arises and approval is given by the appropriate Council committee, based on advice and recommendations from Council officers. Before approving any new investments, Council must give due consideration to the contribution the investment will make in fulfilling Council's strategic objectives, and the financial risks of owning the investment.

The authority to acquire financial investments is delegated to the chief executive.

Investment mix

Council may maintain investments in the following assets from time to time:

- Equity investments, including investments held in Council controlled organisations and other shareholdings
- Property investments incorporating land, buildings, a portfolio of ground leases and land held for development
- Forestry investments
- Financial investments
- Other investments approved by Council.

Financial investments

Council's investment portfolio will be arranged to provide sufficient funds for planned expenditures and allow for the payment of obligations as they fall due. Council prudently manages liquid financial investments as follows:

- Any liquid investments must be restricted to a term of no more than 91 days and must be with an approved counterparty
- Interest income from financial investments is credited to general funds, except for income from investments for other funds where interest may be credited to the fund.

Disposal of investments

Council may elect to dispose of investments or other financial assets that no longer meet our investment objectives. Proceeds from the sale of these investments will be utilised to repay borrowings in the first instance.

Monitoring and reporting

Investments and associated risks are monitored and managed, and regularly reported to Council by the chief executive, who is also responsible for recommending investment strategies to the Council. Council will receive a quarterly statement of investment balances and interest rates, and income received compared to budget.

Risk management

The definition and recognition of interest rate, liquidity, funding, investment, counterparty credit, market, operational and legal risk of council as detailed below applies to both the Liability Management Policy and Investment Policy.

Credit risk exposure

Dealing in interest rate products must be limited to financial instruments approved by Council. For cash management, investments and borrowing, approved instruments include: bank overdraft, cash advance (for short term and long-term loan facilities), call deposits, short-term bank deposits and borrowing through the Local Government Funding Agency.

Any other financial instrument must be specifically approved by Council on a case by case basis, and only be applied to the one single transaction being approved.

There is no minimum credit rating requirements imposed by the Council on its lenders, nor is there any limit on the level of borrowing to which the Council may commit from any one lender.

Liquidity risk management

Liquidity risk management focuses on the ability to access committed funding at a future time to fund gaps. Funding risk management centres on the ability to refinance or raise new debt at a future time at the same or more favourable pricing (fees and borrowing margins) and maturity terms of existing loans and facilities. The Council minimises its liquidity risk by timing expenditure payments to match expected cash inflows from its revenue sources or investments maturing, where there is an expected cash shortfall, Council will utilise an overdraft facility to manage the cashflow difference.

Interest rate risk management

Interest rate risk is the risk that funding costs or investment returns (due to adverse movements in market interest rates) will materially exceed or fall short of projections included in the Long-Term Plan or Annual Plan, so as to adversely impact revenue projections, cost control, and capital investment decisions/returns and feasibilities.

The primary objective of interest rate risk management is to reduce uncertainty relating to interest rate movements by fixing investment returns or funding costs. Certainty around funding costs is to be achieved through proactive management of underlying interest rate exposures.

To manage debt and borrowings, a fixed interest rate is preferred. However, floating rate debt may be spread over any maturity out to 12 months. Bank advances may be for a maximum term of 12 months

Council manages short term cash investment risk ensuring availability and access to financial investments held. In order to manage short-term cash risk, financial investments are required to have a term to maturity of less than 91 days.

Foreign currency, forward rate agreements, future markets and options are not normally used, except with specific approval by the Council. Interest rate swaps are not to be used.

Policy on development or financial contributions

What's changed to the policy in the last Long-Term Plan?

No significant updates or changes have been made to that in the last Long-Term Plan

Council does not expect to have any capital expenditure in this Long-Term Plan that will be funded by development contributions or financial contributions.

Council does have the power to collect financial contributions as per the Chatham Islands Resource Management Document, specifically a financial contribution, in the form of money, land, or any combination thereof, may be required as a condition of any resource consent granted.

A financial contribution shall be received for the purposes of:

- restoring, at the same location or near any natural or physical resources which suffer damage or loss because of an activity; or

- ensuring that there are positive effects on the environment, at the same or any other location in the region, to offset any adverse effects of an activity on natural or physical resources.

The financial contribution shall be determined as follows:

- Where the environment can be restored, the financial contribution shall be limited to the costs of measures of restoration undertaken or expected to be undertaken.
- Where the environment cannot be restored, the financial contribution shall be limited to an amount calculated by the consent authority as if the environment could be restored to a pre-activity state. In this situation, the contribution shall be used for the purpose of environmental enhancement or maintenance on the Chatham Islands.

A financial contribution shall not exceed the construction cost of the project for which the resource consent is granted.

Significance and engagement policy

What's changed to the policy in the last Long-Term Plan?

No significant updates or changes have been made to that in the last Long-Term Plan

Introduction

Decisions made by Council affect the residents and ratepayers of the Chatham Islands. Therefore, for every decision Council makes, we need to determine how important, or significant, it is to our community. We consider several factors, including who is affected by or interested in the decision, how the decision may impact levels of service, and what the costs will be.

These factors help us to work out how to engage with our community, i.e., whether to involve the community in making the decision, ask for community feedback on the decision, or simply tell the community what is happening. The way we engage is often set

Determining significance

Criteria	Threshold	Considerations
Financial impacts	Incurs net debt as a percentage of equity of more than 10%.	1. The financial cost of the decision, in the short term, medium term and long term The extent of the impact on debt 3. The impacts on Council's capacity/ capability to meet legislative requirements
Level of public interest	Generates considerable interest or community views are extremely divided	1. The potential for the issue to generate interest or controversy The extent to which community opinion is divided on the matter
Effect on the ratepayers	Ratepayers have a notable change in the value of rates set against properties	1. The extent of the financial impact on rates
Effect on individuals or communities	Specific demographics are drastically impacted.	1. The proportion of individuals or groups within the community that are affected and the extent they are impacted 2. The level of impact on our community outcomes and strategic priorities
Levels of Service	The change in level of service will be major and long-term.	1. The long-term social, economic, environmental and cultural impacts of the proposal/decision on the needs of current and future generations

by legislation, and there are many steps to follow. This policy guides how we determine the significance of a decision and how we engage the community based on that level of significance.

The objectives of this policy are to:

- Establish a general approach and process when making decisions, to ensure consistency when determining significance;
- identify the extent and type of public engagement required before a decision is made;
- build positive relationships with stakeholders and the wider community – including Mori and Māori, encouraging co-operation, respect and mutual understanding of other points of view.

		The opportunity costs, assessed level of risk and ability to reverse any effects of the decision
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Significance will be determined in the early stages of a proposal before decision making occurs. If it becomes necessary to do so, the significance of a proposal may be re-assessed.

In determining a proposal's degree of significance, Council will be guided by:

- Historic levels of community impact or interest in the proposal.
- How much a decision or action promotes community outcomes or other Council priorities
- The likely impact on Moriori and Māori and their culture and traditions with their ancestral land, water, valued flora and fauna; and
- Whether the decision is consistent with previous Council decisions
- The extent and degree to which consequences of a decision are irreversible

Matters of significance

A decision will be considered significant by Council if one of the following applies:

- It involves the transfer of the ownership or control of a strategic asset to or from Council; or

- It is a legislative requirement
- It is inconsistent with Council's plans or policies that have been previously consulted on and meets one of the following thresholds:
- The higher the level of impact assessed as part of the considerations, the higher the need for greater engagement within our community.

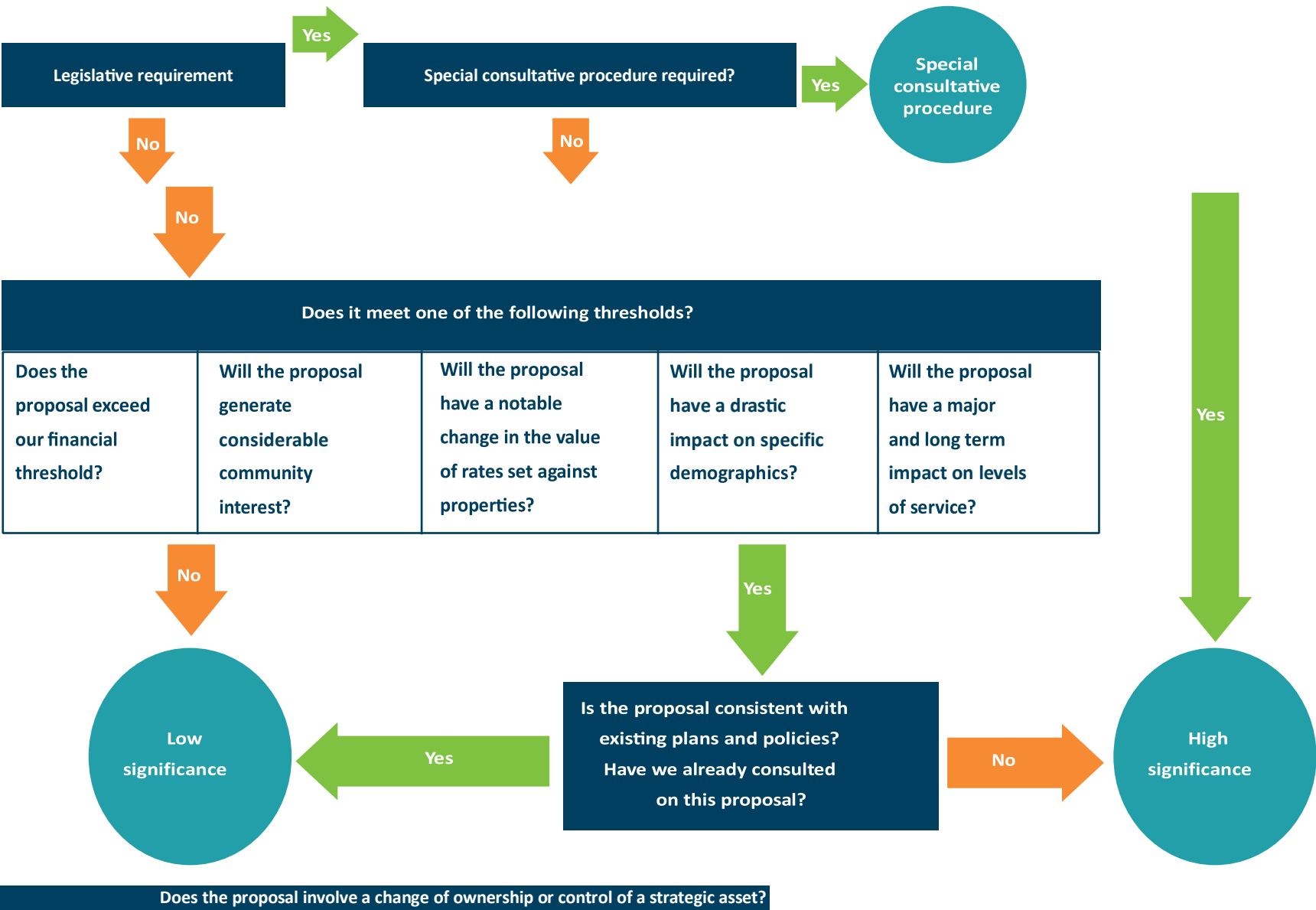
Strategic assets

Strategic assets are defined as 'an asset or group of assets that the local authority needs to retain to maintain its capacity to achieve or promote any outcome that it determines to be important to the current or future wellbeing of the community'.

Council considers the following to be strategic assets:

- Our infrastructural assets, including: the roading network, the potable water supply network, the wastewater network, our landfills and transfer stations
- Our open space network, including parks, walkways and sports fields
- Our community buildings and housing and
- Owenga wharf and our inner harbours

Determining level of engagement



Once the level of significance has been assessed, the corresponding level of engagement will be used:

Level of significance	Level of engagement
High	Collaborative: Working together with key stakeholders (such as the Department of Internal Affairs, imi and iwi) to develop understanding of all issues and interests to work out alternatives and identify preferred solutions.
Medium	Consultative: Two-way communications designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision-making.
Low	Informative: One-way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened.

Principles for engagement

Council seeks to inform communities about decisions that affect them, provide an opportunity for meaningful community input into decisions, and promote a sense of ownership of its decisions. Council will do this by upholding the following principles:

1. We conduct our business in an open, transparent, democratically accountable manner
2. We maintain awareness of, and have regard to all community views
3. At the beginning of a decision-making process, we consider what matters are significant, and the level of engagement required.
4. We provide opportunities for Moriori and Māori to contribute to our decision-making processes.

Engaging with Moriori and Māori

When engaging with Moriori and Māori, Council will:

- Acknowledge the unique perspective of Moriori and Māori and recognise that Moriori and Māori are more than an interest group or stakeholder;
- Provide opportunities and capacity for Moriori and Māori to hui and contribute to its decision making processes;

- Ensure existing general and project-specific relationship processes between Council and Moriori and Māori will, where working well, remain as a starting point for engagement;
- Recognise and empower existing formal relationships (i.e. MOUs) with imi and iwi; and
- Fulfil our obligations under the Treaty settlement legislation and agreements.

When council may choose not to engage

There are times when Council may not consult the community including, but not limited to:

- Operational matters that do not reduce a level of service
- Emergency management activities
- Those decisions made by delegation to Council staff
- Commercially sensitive decisions (e.g. awarding contracts)
- Decisions made to manage an urgent issue
- Decisions where action is necessary for example to comply with the law; protect life, health, or amenity and infrastructure; prevent serious damage to property or avoid, remedy, or mitigate an adverse effect on the environment.

Working in partnership with Moriori and Māori

What's changed to the policy in the last Long-Term Plan?

No significant updates or changes have been made to that in the last Long-Term Plan

The Council recognises the special position of t'chakat henu and t'ngata whenua within our community and acknowledges the important role Moriori and Māori play in our decision-making processes. Council seeks to recognise the principles of Te Tiriti o Waitangi/Treaty of Waitangi within its decision-making processes.

Council is committed to take steps to strengthen the capacity of Moriori and Māori to contribute to the decision-making processes of the Council, with the following strategies:

- Establish and maintain processes to provide opportunities for Moriori and Māori to contribute to the decision-making processes of the local authority;
- Consider ways in which it may foster the development of Moriori and Māori capacity to contribute to the decision-making processes of the local authority; and
- Consult with Moriori and Māori where, in the course of the decision-making process a significant decision relates to land or a body of water, the Council must take into account the relationship of Moriori and Māori and their culture and traditions with their ancestral land, water, sites, sacred places/wāhi t'chap/wāhi tapu, valued flora and fauna, and other treasures/ miheke/taonga.

Recognition of tikane Moriori and tikanga Māori

Within the Chatham Islands territory, Moriori are recognised as t'chakat henu and Māori are recognised as tangata whenua, both identities representing and acknowledging the people of the land.

The Council acknowledges that differences may arise when engaging with tikane Moriori and tikanga Māori in their values, beliefs and traditions. Council will seek to resolve these differences by enabling participation that promotes:

- greater understanding of expectations and aspirations
- finding common outcomes
- increased opportunities to establish shared projects and joint ventures, supporting Moriori and Māori expectations and aspirations to promote the well-being of Moriori, Māori and the wider community

- ensuring more efficient and effective use of Council, Moriori and Māori resources,
- improved processes based on an understanding of one another's priorities, expectations and available resources.

The Council is committed to building strategic relationships with Moriori and Māori. Effective relationships and meaningful engagement will enable the Council to meet our responsibilities, recognise Te Tiriti o Waitangi/Treaty of Waitangi and result in more informed decision-making.

Resource management

For resource management matters, the Council is considering opportunities for imi, iwi and Council to work together under the Resource Management Act 1991. Other processes or mechanisms that will contribute to Moriori and Māori input in resource management include:

- providing opportunities for Moriori and Māori to hui and participate in the review of Council's Resource Management Document,
- implementing statutory provisions prescribed within Treaty Claims Settlement Acts

The relationship between Moriori, Māori and Council's regulatory functions relating to protecting the environment requires information-sharing and appropriate dissemination. The wider relationship building process will also seek to align Moriori and Māori social and development stewardship or t'chiekitanga /kaitiakitanga outcomes so there are clearer opportunities and efficiencies when providing for well-being/mouri ora of Moriori and Māori within our islands.

Council's Significance and Engagement Policy

This policy sets out what the community, including Moriori and Māori, can expect from Council regarding consultation and ways they can influence and participate in Council's decision-making processes.

Council acknowledges the unique perspective of Moriori and Māori. When Council are considering a significant decision, it will consider the likely impact on imi and iwi.

Building capacity

Chatham Islands Council will work with Moriori, Māori and others to investigate how the Council may foster development of Moriori and Māori capacity to contribute to the decision-making processes of Chatham Islands Council.

Related to this process is the need for the Council to gain a clear understanding, through hui and ongoing relationships, of Moriori and Māori expectations and to agree and commit to practicable steps to building Moriori and Māori capacity.

Chatham Islands Council recognises the need to invest in education programmes for elected members and staff to provide for the development of Moriori and Māori values and traditions and gain an appreciation of these needs and expectations in relation to the Local Government Act 2002 and Resource Management Act 1991.

Formalised arrangements, such as memoranda of understanding and agreed consultative processes under the Local Government Act 2002, will need to be agreed upon.

Memorandum of Understanding

Memoranda of Understanding are principle based documents that seek to build and maintain relationships and enable input into Council processes where applicable. These documents are becoming increasingly important as Council seeks closer and more meaningful working relationships with Moriori and Māori, along with striving for effective consultation and engagement on a wide range of issues affecting Moriori and Māori areas of interest, and shared projects for shared outcomes.

The Council will seek to develop a formalised Memorandum of Understanding with imi and iwi along with other strategies considered relevant to building relationships.

The Council is committed to encouraging and developing further relationships at both the governance and operational levels. The Council will also participate in co-governance models where they arise under Treaty Settlement legislation.

3. Finance

3.3 Summary Report Adoption 2023

Date of meeting	16 November 2023
Agenda item number	3.3
Author/s	Tanya Clifford, Environment Canterbury

Purpose

To present Council with the draft Summary Annual Report for the year ended 30 June 2023, with a recommendation that it be adopted, along with the audit opinion contained therein. Noting the adoption process for the annual report was completed at a special meeting held on the 26th of October 2023. The adoption process has complied with all legislated statutory deadlines.

Recommendations

That the Council for the 2022/23 summary annual report:

- 1. Receives the draft 2022/23 summary annual report for**
- 2. Receives the Audit New Zealand Audit opinion on the summary document for the 2022/23 financial year.**
- 3. Adopts the Audited 2022/23 summary annual report**
- 4. Approve the publication of the 2022/23 summary annual report (both in print & online).**
- 5. Delegate to the Chief Executive to approve minor editorial changes.**

Background information

The Council is required by the Local Government Act 2002 to annually prepare and adopt a full and summary annual report. The summary annual report must provide an appropriate summary of the full document and be adopted within one month of the full annual report being adopted by Council.

Discussion

A copy of the draft summary annual report for the year ended 30 June 2023 proposed for adoption is attached. The Annual Report outlines a summary of achievements of Council and the financial and non-financial performance against the comparative years of the Council's Long-Term Plan.

The summary annual report has been reviewed by Audit New Zealand, who are expected to issue an unmodified audit opinion as to the fair presentation in all material respects of matters presented and disclosed in the summary annual report, and that the disclosures are summarised from information presented in the full annual report.

To ensure the statutory deadline for the full Annual Report for the year ended 30 June 2023 was met, we elected to focus on completing the audit of the full document, with the summary document being prepared later, allowing appropriate quality control processes to occur within both Council and with Audit New Zealand. Council may adopt a summary Annual Report document within one month of the full annual report being adopted.

Attachments

1. 2022/23 Chatham Islands Council summary annual report



Chatham Islands Council

Summary Annual Report

2022/23

Our people, our Islands, our future



chatham islands council

Profile of the Chatham Islands

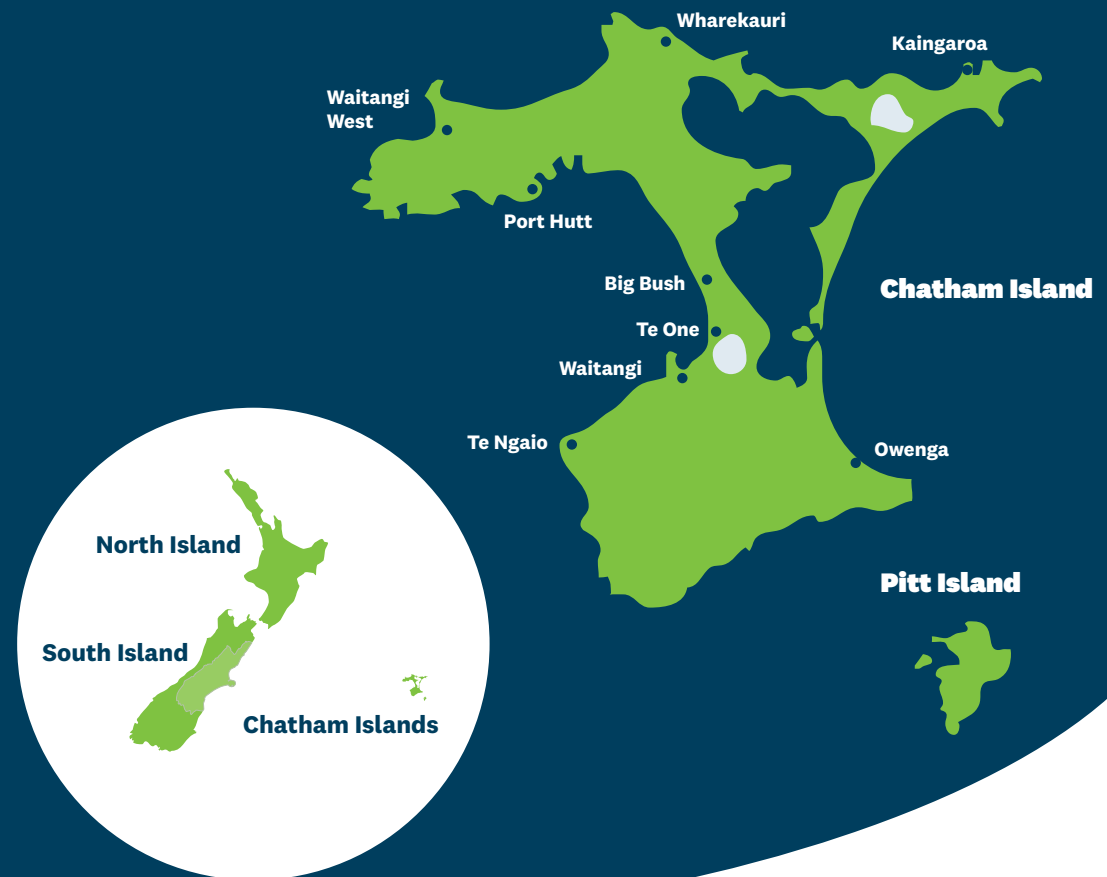
The Chatham Islands and its people are a unique community, isolated by 800 kilometres of ocean from mainland New Zealand.

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

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

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

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



The Islands at a glance

Usually 660 people live in the Chatham Islands.

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

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

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

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

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

Source: Statistics New Zealand 2018 Census Data

Mayor and Chief Executive's report

Kioranga, kia ora, greetings,

Once again, we have done our best to provide a great service to the community in the face of many challenges. We are grateful that we have all worked together despite fuel shortages and our main connection with New Zealand being out of service for several months during the year.

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

Government reforms have continued to be plentiful, all providing different challenges for the community. Reforms in the resource management space and as a response to climate change have been both challenging and costly while other reforms like the Three Waters proposals have provided the Council with additional funds to enable infrastructure upgrades to occur. The "better off" allocation provided Council with approximately \$2.2 million to spend on community good projects. However, we do not yet have certainty about what the Three Waters space will look like for us going forward. We continue to fight for what is right and what is fair for the people of the Chatham Islands in this space.

A highlight this year has been the completion of the Whangamoe Bridge Replacement project. This work was carried out by roading partner Fulton Hogan and strengthens our roading network. We have also put great effort into improving our waste management and minimisation work. With the launch of a new waste management campaign featuring Hemi the weka, the community has been encouraged to sort their waste and think of ways to reduce, reuse and recycle. The push for recycling has proved to be successful.

In 2022 it was estimated that about 26.5 tonnes of recyclables were diverted from landfill. With a new Waste Management and Minimisation Plan (WMMP) and associated bylaw in place, we will now focus on how we can continue to improve this service and the state of our waste on island.

The community has expressed a desire for waste collection services and green waste options, and shown concerns that what is happening is not enough. Council receives this feedback and continues to move forward and strive for continual improvement where we can.

We have continued to build relationships with our regional partners, and with our treaty partners Hokotehi Moriori Trust and Ngati Mutunga O Wharekauri Iwi Trust, and Island partner Chatham Islands Enterprise Trust, we have completed the refresh of the Chatham Islands Investment Strategy which is due for release soon.

We also continue to maintain good relationships with the Government and its officials and acknowledge retiring local MP Paul Eagle for his assistance with this.

There are many changes being imposed by the Government that will affect the way the Council operates that flow into the community. We continue to advocate for the Islands interests where we can.

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



Monique Croon
Mayor



Owen Pickles MNZM JP
Chief Executive

Our performance during 2022/23

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

Leadership and Community Partnerships

4 of 4 targets met

The aim of the leadership and community partnerships group of activities is to meet our statutory responsibilities and provide effective governance and leadership.

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

What we delivered in 2022/23

Council met all the targets set for 2022/23 regarding leadership and community partnerships. Community satisfaction with the level of communication provided by Council, trust in their decision making and the community’s ability to contact Council and Councillors were all high scoring areas in our annual resident’s satisfaction survey. The community was asked for their feedback regarding many of Councils plans and activities; including the waste plan, representation arrangements and the Chatham Islands Investment Strategy. Though submissions and feedback on Council documents is typically low, providing the community these opportunities to have their say on our work is important to us.

Regular meetings of the “4 Entity” group ensure Moriori and Māori participation and engagement, and Council continually actively engages with Central Government, advocating for the Island. Council recognises the unique needs of the Chatham Islands and fights for the community when government legislation is impractical for our way of life. Our submission to Central Government regarding stock exclusion regulations was successful, demonstrating to the community that we understand their needs and will take action when needed.

ALL TARGETS ACHIEVED

75% OF RESIDENTS FELT INFORMATION SUPPLIED BY COUNCIL IS SUFFICIENT

95% OF RESIDENTS KNOW HOW TO CONTACT COUNCIL OR COUNCILLORS

68% OF RESIDENTS ARE CONFIDENT THAT COUNCIL DECISIONS ARE MADE IN THE BEST INTERESTS OF THE COMMUNITY

Transportation, roading and coastal networks

7 of 9 targets met

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

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

What we delivered in 2022/23

Council met the majority of measures for the transportation, roading and coastal networks group of activities. While residents have expressed their satisfaction with the sealed road network, the 2023 residents and ratepayers survey revealed a high level of dissatisfaction with the unsealed road network. Comments suggested this was due to potholes and a lack of grading. That said, we are proud that we can report no fatalities or serious injuries on our roading network this year as road safety is a priority to us. Roothing is the Council’s largest spend with an approximate annual spend of \$4.5M. A notable piece of work this financial year was the Whangamoe Bridge Replacement project. Council works to regularly ensure signage is appropriate and up to date wherever needed.

Council worked with organisations across the Island to ensure the adequate supply of fuel to the Island while the ship Southern Tiare was out of service.

80% SATISFACTION WITH SEALED
ROADING NETWORK

32% SATISFACTION WITH UNSEALED
ROADING NETWORK

NO FATAL OR SERIOUS INJURY CRASHES
ON OUR ROAD NETWORK

AVERAGE ROAD QUALITY RATED: GOOD

Three waters supply and treatment

11 of 15 targets met (1 not measured)

Safe drinking water and appropriate collection, treatment and disposal of wastewater are essential to the health and wellbeing of our people and our environment. The Government has reviewed arrangements for how three water services will be delivered. The Water Services Entities Act 2022 originally established four publicly owned water services entities to take over responsibilities for three waters service delivery and infrastructure from local authorities from 1 July 2024, with later legislation proposed to enable the transfer of three waters related assets and liabilities to these water services entities.

The Chatham Islands Council is not referred to within the Water Services Entities Act 2022, and the responsibility for managing the Three Waters programme (including providing levels of service, collection of rates, and payment of operating and capital expenditure – including any associated debt repayment), will rest with the Council. It has been indicated this may be funded via the Crown appropriation.

What we delivered in 2022/23

We are disappointed to have achieved only half of our measures for potable water. A boil water notice was issued for Kaingaroa as temporary measure to ensure public safety. Council responded quickly to instances where action regarding potable water was required, and we continue to seek funding to better improve the infrastructure required to support higher drinking water standards for the community. We strongly believe that some of the non-compliance we face relates directly back to our lack of funding, and therefore, appropriate infrastructure.

All wastewater and stormwater measures were achieved. We are pleased to receive no complaints, no concerning incidents and no flooding events this year.

50%
**ACHIEVED POTABLE
WATER MEASURES**

100%
**ACHIEVED
WASTEWATER MEASURES**

100%
**ACHIEVED
STORMWATER MEASURES**

Waste management and minimisation

6 of 8 targets met

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

What we delivered in 2023

Though not a clean sweep of fully achieved measures, Council has done a lot in the waste management space over the last financial year. With the launch of a new waste management campaign featuring Hemi the weka, the community has been encouraged to sort their waste and think of ways to reduce, reuse and recycle. Items dropped at Te One station are now required to be sorted to aid this initiative.

The push for recycling has proved to be successful, in 2022 it was estimated that about 26.5 tonnes of recyclables were diverted from landfill, representing an overall diversion rate of just under 5%.

The new landfill at Owenga became operational. We drafted a new Waste Management and Minimisation Plan (WMMP) and associated bylaw in order to consider how we can continue to improve this service and the state of our waste on the Island.

We acknowledge that though improvements have been made, we still have a long way to go, as indicated by a satisfaction rate from our community which is lower than what we would like. The community has expressed a desire for waste collection services and green waste options, and shown concerns that what is happening is not enough. Council receives the feedback and continues to move forward and strive for continual improvement where we can.

5/7 ACHIEVED

56% OF RESIDENTS SATISFIED WITH WASTE MANAGEMENT SERVICES

299 TONNES OF MATERIAL WAS RECEIVED AT THE OWENGA LANDFILL SITE

Community services and emergency management

4 of 7 targets met

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

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

What we delivered in 2023

We had mixed results in both Council’s community services and emergency management functions. Though respondents in our residents’ survey were generally satisfied with the community services we provide, only 50% of respondents were aware that we were responsible for most of our services. The highest awareness being that of dog/animal control (74%) and the lowest being recreation centres (23%).

In order to encourage use of our services, Council posts regularly on our Facebook page advertising new books available to borrow from our library and information regarding dog registrations or vet visits.

Council continues to support the newly-established Manaaki Whanau O Wharekauri Trust (formerly the Morgue/Marque Committee), which supports whānau on the Island with funeral services. Council supports the committee with administration services.

As per the requirements below, our emergency management team held the annual training exercise, Exercise Phenox, which involved a large number of people. 61% of respondents in our residents survey felt confident Council would be able to respond appropriately to an emergency.

76% RESIDENTS AWARE OF KEY SERVICES PROVIDED BY COUNCIL

53% RESIDENTS SATISFIED WITH COMMUNITY SERVICES

73% RESIDENTS FEEL PREPARED IN CASE OF AN EMERGENCY

Environmental management, protection and monitoring

13 of 15 targets met (1 not measured)

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

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

What we delivered in 2023

Council is pleased with the efforts we've made in the environmental management, protection and monitoring space this financial year. All consenting and compliance deadlines were met and processed on time, and no major non-compliance issues noted.

As part of regular surveys on inbound vessels during the year, three fanworms were detected on a vessel. Council and Environment Canterbury acted promptly to minimise any residue risk from the vessel. This involved "wrapping" the vessel and using a chlorine solution which was left to soak for 30 hours and the threat was eliminated. This is just one example of the hard mahi we are continually doing to ensure that our Island stays protected from unwanted organisms and pests.

Water monitoring, sampling, testing and analysing was conducted as per the measures listed below. We aim to continue to hold ourselves to a high standard, and actively engage the community regarding the regulations we and they have to uphold to ensure an appropriate level of water quality is met.

100%

CONSENTING AND COMPLIANCE MEASURES ACHIEVED

13

STREAMS, 8 LAKES AND THE TE WHANGA LAGOON SITE TESTED FOR WATER QUALITY

NO

GERMAN WASPS FOUND IN 2022/23

Financials

The summary financial statements do not include all the disclosures provided in the full financial statements and cannot be expected to provide as complete an understanding as provided by the full financial statements. A copy of the full 2022/23 Annual Report can be found on our website or at our office.

Our financial performance

Our financial strategy highlights the financial challenges we are facing and includes strategies on how we plan to address them.

A lack of funding continues to be an ongoing barrier to offering comparable services to that of mainland New Zealand. As always, the Council relies heavily on funding from Central Government to operate, as we don't have the population to fund our work through rates. We are always careful not to unfairly burden our ratepayers by spending more than we are able, but in doing so our funding situation remains unpredictable and may delay desired projects, including infrastructure upgrades.

The purpose of our strategy is to enable prudent and sustainable financial management, ensuring Council can continue to provide effective services now and into the future. To achieve this, Council has set a number of financial goals, with the results reported in the table below.

AIM	RESULT
Managing funds in a financially prudent manner with the aim of achieving a balanced budget each year, and ensuring projected operating revenues are at a level sufficient to meet that year's projected operating expenses.	Achieved: The Council recognised a net surplus of \$1.6 million, meaning it achieved a balanced budget for the year. This result is more favorable than the result in our 2021/22 Annual Report (before valuation), which recognized a loss of \$0.3 million. Council has been a fortunate recipient of a large number of specific one-off grants in 2023 to improve our community including the Ministry for the Environment supporting construction of our weighbridge and Mitre12 building and the tourist infrastructure fund supporting the installation of toilets and area beautification of key tourist sites.
Advocating for sustainable and committed funding from the Government and to fully utilise available subsidies and, where possible, searching for alternative sources of funding through user pays or other partnerships.	Achieved: Council has regular meetings with key officials at the Department of Internal Affairs to highlight our funding difficulties, including our inability to currently comply with some areas of legislation. Unfortunately, additional funding was unsuccessful for the 2023/24 financial year, with the Government allocating funding to other priorities. However, we were successful in receiving a commitment that future appropriations will be increased by inflation. Council has also been successful in securing other central government grants for one-off projects, as discussed above.
Ensuring rates and council dues are affordable by limiting rates increases to align with expected rates of inflation and not adjusting council dues charges.	Achieved: Our Council rates remain in line with inflationary movements and council due charges remain unchanged for the year. Council remains committed to ensuring rates paid by our community remain affordable and comparable with other similar Councils.

AIM	RESULT
Maintaining current levels of service provided, with an expectation that service levels will only increase where external support is provided.	Achieved: The level of funding Council received for the 2022/23 financial year through the annual appropriation from the Department of Internal Affairs was not increased and therefore the level of service provided to the community also did not increase, rather it remained within the level of funding support.
Focusing on maintaining core services and infrastructure as cost-effectively and efficiently as possible, ensuring that funding efficiencies remain of paramount importance.	Achieved: During the year, we continued to deliver our services under a challenging operating environment while achieving a financial surplus. Council continues to review how we deliver our services, with a view to being more cost effective and efficient.
<p>Developing Council's capacity and capability to build, maintain and renew assets by limiting expenditure to where it is reasonable and economic to do so.</p> <p>Council interprets this as only progressing projects which are fully funded either by way of capital grant or where Council has an ability to borrow and repay debt. Such an approach may defer projects, which may result in a higher risk of asset failure and the asset deteriorating at a faster rate over time.</p>	<p>Achieved: Capital projects completed in the 2022/23 financial year, were all funded by way of grant.</p> <p>When Council considers investing in infrastructure, we consider affordability to the Council and ratepayers, electing to defer capital works until funding can be secured. This means our financial position remains healthy and debt low.</p> <p>However, the cost to the community is that critical work where funding cannot be secured, such as with our water and wastewater infrastructure is often delayed, with levels of service experienced by our community being below expectation.</p> <p>Our Council is unable to invest in infrastructure outside of roading works, and therefore our asset quality is likely to deteriorate over time. This reduces the quality of service that we can offer to our residents and increases the risk of asset failure.</p>



Our summarised financial statements

The full financial statements are prepared in accordance with the requirements of the Local Government Act 2002, which requires information to be prepared in accordance with New Zealand Generally Accepted Accounting Practice (NZ GAAP), and comply with Public Benefit Entity International Public Sector Accounting Standards (PBE IPSAS).

The Chatham Islands Council has elected to prepare the financial statements in accordance with Tier 2 PBE accounting standards as it is not publicly accountable or large.

The summary financial statements are for the year ended 30 June 2023 and are presented in New Zealand dollars with all values rounded to the nearest thousand (\$000). The summary financial statements comply with PBE FRS-43. The financial statements were authorised for issue by Council on 17 November 2023.

Summary statement of Comprehensive Revenue and Expense for the year ended 30 June 2023

	Actual 2022/23 \$000	Annual Plan 2022/23 \$000	Actual 2021/22 \$000
Rates	704	687	708
Grants & subsidies	10,616	13,869	9,101
Other revenue	1,282	952	658
Total revenue	12,602	15,508	10,467
Financial costs	-	12	13
Other expenditure	11,055	11,933	10,770
Total expenditure	11,055	11,945	10,783
Share of surplus of associate	62	129	(4)
Increase/(decrease) in revaluation reserve	-	10,262	13,490
Total comprehensive revenue and expense	1,609	13,954	13,170

Our focus for the year has been on managing our finances prudently and operating within the confines of our financial assistance packages provided by the Crown and rates received from our community.

The Council recognised a net surplus of \$1.6 million, meaning it achieved a balanced budget for the year. A balanced budget is where grants, rates and other revenue match or exceed what Council is required to pay for the services it delivers each year. This result is less favorable than the result budgeted in our 2022/23 Annual Plan, predominately due to Council not receiving all expected grants.

Summary 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
Equity at the start of the year		96,886	83,751	83,716
Total comprehensive revenue and expense		1,609	13,954	13,170
Equity at the end of the year	12	98,495	97,705	96,886

The Council's net worth is represented by equity, which is the difference between what the community owns (assets of \$100 million) and what the community owes (liabilities of \$1.7 million).

Summary statement of financial position as at 30 June 2023

	Actual 2022/23 \$000	Annual Plan 2022/23 \$000	Actual 2021/22 \$000
Current assets	1,068	4,839	883
Non-current assets	99,100	95,426	97,965
Total assets	100,168	100,265	98,848
Current liabilities	1,567	2,265	1,827
Non-current liabilities	106	295	135
Total liabilities	1,673	2,560	1,962
Net assets	98,495	97,705	96,886
Total public equity	98,495	97,705	96,886

At the end of the financial year, the Council remains in a good financial position, with high net equity and asset balances and low borrowing and other liabilities.

The Council's net worth at the end of the year was \$98 million, an increase of \$1.6 million from 2021/22. The major reason for the increase in our net worth relates to Council investing in capital roading and waste management construction of 3.4 million, funded by way of grants from Waka Kotahi and the Ministry for the Environment. The overall increase is reduced by depreciation expense for the year of \$2.4 million.

Summary statement of cash flows for the year ended 30 June 2023

	Actual 2022/23 \$000	Annual Plan 2022/23 \$000	Actual 2021/22 \$000
Net cash flow from operating activities	3,428	6,207	3,030
Net cash flow from investing activities	(3,664)	(3,077)	(2,525)
Net cash flow from financial activities	(27)	175	(31)
Increase/(decrease) in cash held	(263)	3,305	474
Opening cash balance	212	117	(261)
Closing cash balance	(51)	3,422	212

Funding assistance provided by the Crown is the primary source of operating cash inflows for the Council. This grant funding is used to cover operational costs and to invest in the purchase of infrastructural assets for our community.

The Council ended the year with an unfavorable cash movement of \$263 thousand with the Council transferring \$182 thousand to a cash investment and spending more on capital works than what it received. The Council's closing cash position is also less favorable than the result estimated in the Annual Plan, due to Council not receiving all expected grants.

The closing cash balance consists of cash and cash equivalents, net of outstanding bank overdrafts and excludes any cash investments held by the Council. If Council's cash investments were included in the closing cash balance, Council's overall closing cash position would be positive for the year.

The organisation

Council

Mayor

Monique Croon

Deputy Mayor

Keri Lea Day

Councillors

Celine Gregory-Hunt

Graeme Hoare

Greg Horler

Richard Joyce

Judy Kamo

Nigel Ryan

Amanda Seymour

Council Staff

Chief Executive

Owen Pickles

owen@cic.govt.nz

Operations Manager

Colette Peni

operations@cic.govt.nz

Engineers

Stantec Ltd (Christchurch)

Nigel Lister, Rebecca Tinga

Bryan Peters – Roads and bridges

Kristen Norquay, Andrew Wong –

Water and wastewater

Phil Landmark –

Waste management and minimisation

Contractors

Environment Canterbury

Fulton Hogan Ltd

Resource management

Beca Ltd

Solicitors

Wynn Williams

Bankers

ANZ (Waitangi – Chatham Islands)

Auditors

Audit New Zealand

(on behalf of the Auditor-General)





chatham islands council

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R23/5

WORKS & SERVICES

Agenda

4. Works & Services

4.1 Stantec Engineering Report – September & October 2023

Date of meeting	16 November 2023
Agenda item number	4.1
Author/s	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 September 2023
2. Stantec Monthly Report October 2023

CIC Engineering Services Contract: Monthly Report

Financial update – September 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.

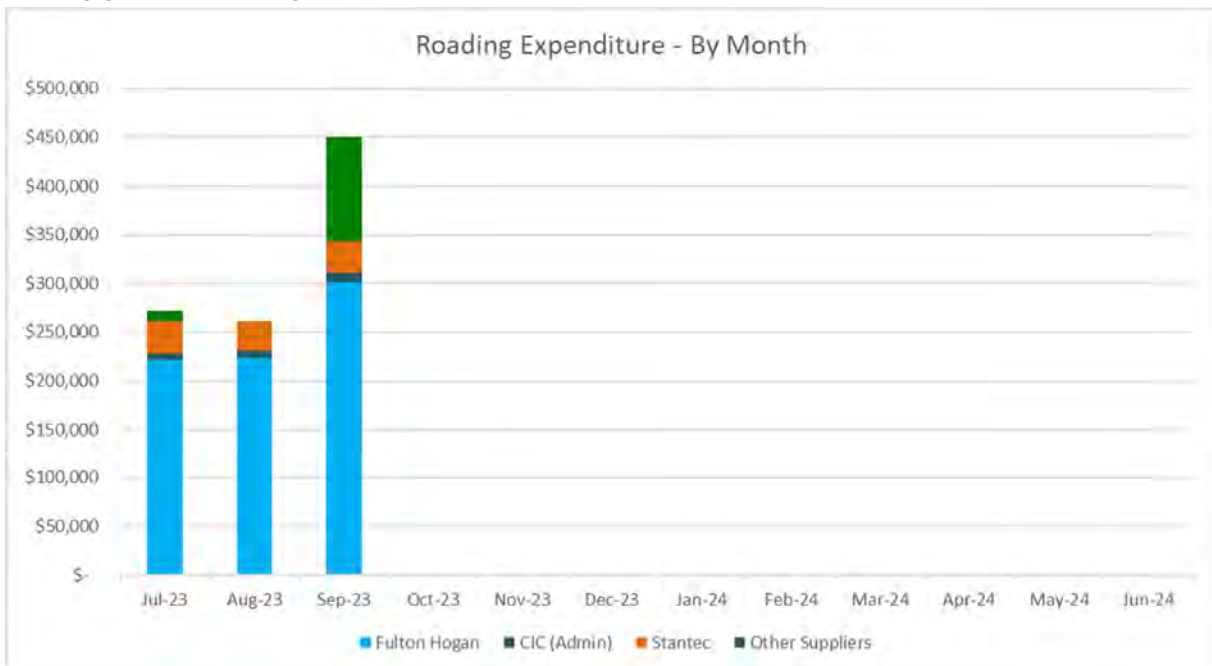
The September claim totalled \$450k.

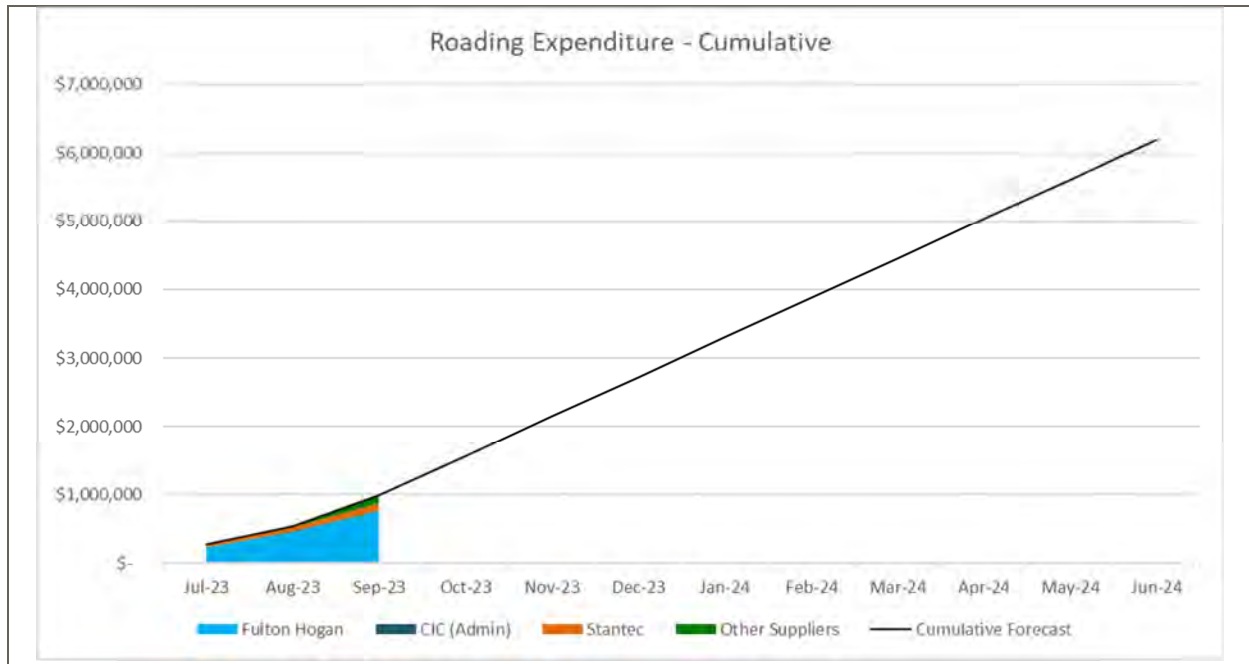
Expenditure of the Maintenance, Operations, and Renewals work programme has exhausted 24% of the approved funding for FY 23/24, and we are 25% of the way through the financial year.

The largest construction cost was for the intersection improvement works at Te Matarae/WW-O Roads. The largest engineering cost was for design and consenting for the Owenga Loading Ramp facility.

Expenditure Tracking of Waka Kotahi Funding

Tracking graphs for roading expenditure are presented below.





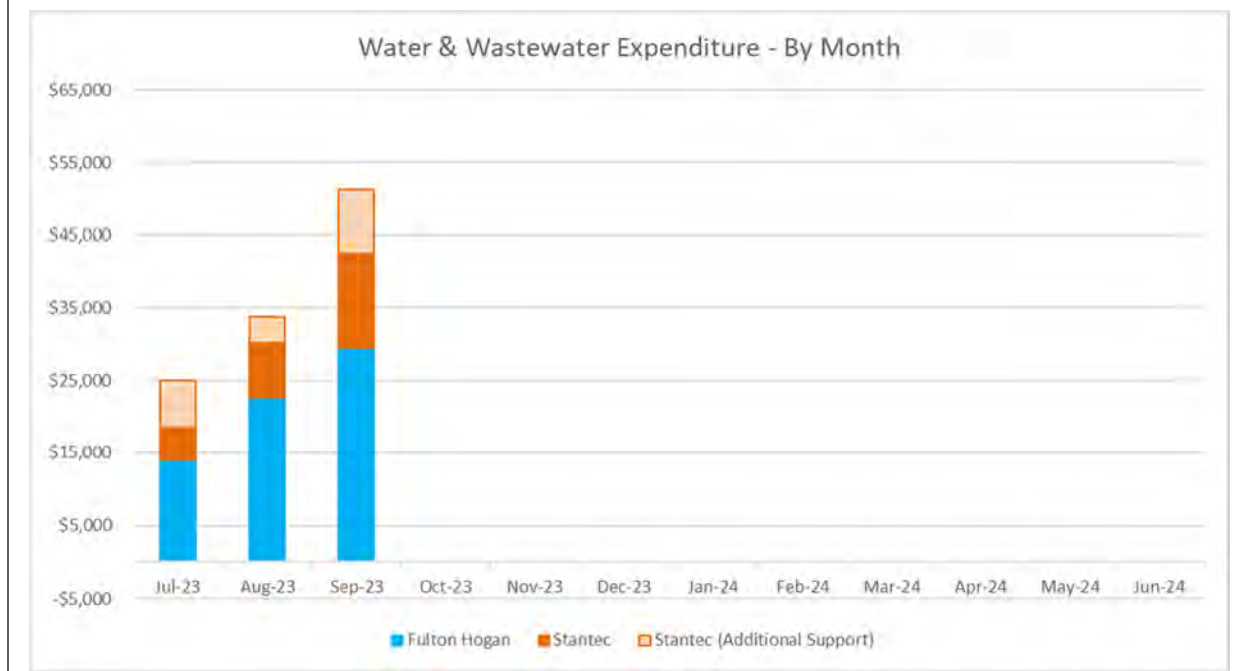
Financial Position: Water and Wastewater

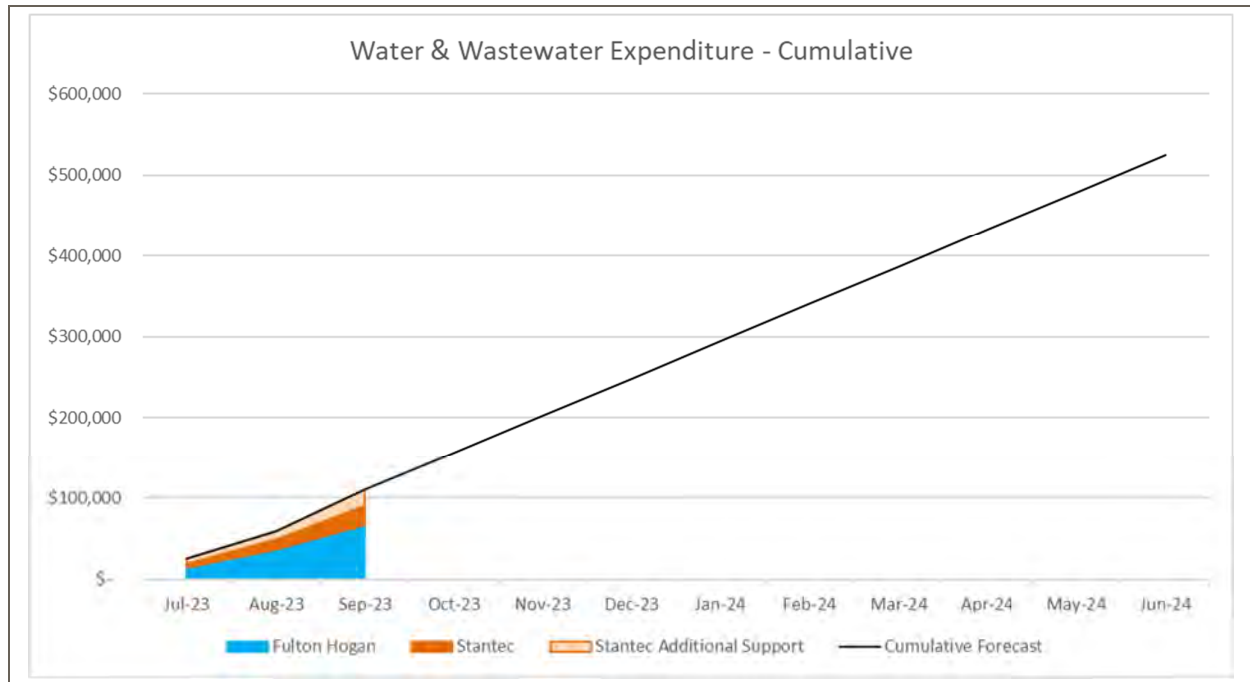
The operational expenditure for W+WW allocated in the 2021-31 LTP for 2023/24 is \$292,000, with additional funding available to support the 3-water reforms.

The September claim totalled \$51k. The main construction cost was for the diesel supply for the Kaingaroa Raw Water Pump, 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 – September 2023

Short-Term Roothing Forward Work Programme	
Renewals	<ul style="list-style-type: none"> Completion of intersection pavement improvements at Port Hutt/North Road, and improvements at Taia Hapupu/Kaingaroa/North Road intersections Installation of updated street name, wayfinding, and guide signage
Drainage	<ul style="list-style-type: none"> Tuku Road drainage renewals. Waikawa culvert headwall improvements.
Professional Services	<ul style="list-style-type: none"> Activity management plan updates and initial funding submissions for 24-27 NLTP and RLTP. Assisting Audit New Zealand with queries about the 2022/23 financial year. Completing the plot map of the Kapito Cemetery
Whangamoe Bridge Design (LCLR)	<ul style="list-style-type: none"> Establishment of Boundary fencing, culvert sight rails, and the remaining signage.
Owenga Loading Facility Design (LCLR)	<ul style="list-style-type: none"> Undertake a consent needs assessment and archaeological assessment. Issue variation to Hunter Civil Contract to include Loading ramp into Wharf repair project (keep invoicing separate due to funding sources)
Mid-Term Roothing Forward Work Programme (approx. 2-6 months)	
Whangamoe Bridge Design (LCLR)	<ul style="list-style-type: none"> Finalise legal boundaries and apply to Māori Land Court to lodge new titles for adjacent parcels and road. Arrange for a cadastral survey of the road alignment following fence construction.
Owenga Loading Facility Design (LCLR)	<ul style="list-style-type: none"> Finalise detailed design in consultation with Hunter Civil and costing. Apply for consents and initiate procurement
Network & Asset management	<ul style="list-style-type: none"> Progress design works on Maipito Bridge replacement
Owenga Wharf	<ul style="list-style-type: none"> Pile jacketing works to recommence in spring
Long Term Roothing Forward Work Programme	
Owenga Loading Facility Construction (LCLR)	<ul style="list-style-type: none"> Begin construction of the barge loading facility at Owenga.
Network & Asset management	<ul style="list-style-type: none"> 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. Prepare RLTP documents for CIC review and approval prior to April 2024.
Pavement Maintenance	
<p>Previous Status:</p> <ul style="list-style-type: none"> Te Matarae/WW-O Road improvements have commenced Design sketches for Port Hutt/North Rd, and Taia Hapupu/North Rd sent to FH 	<p>Updates:</p> <ul style="list-style-type: none"> Te Matarae/WW-O Road improvements are largely complete with some final snags to be addressed Port Hutt/North Road works are progressing.

Drainage Maintenance	
Previous Status: <ul style="list-style-type: none"> CIET have indicated that resource will be available in November to assist with the power cables on Tuku Road. 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. 	Updates: <ul style="list-style-type: none"> None
Bridge Maintenance	
Previous Status: <ul style="list-style-type: none"> Narin bridge repairs completed 	Updates: <ul style="list-style-type: none"> None
Whangamoe Bridge Replacement	
Previous Status: <ul style="list-style-type: none"> The road will be legalised to match the new alignment after fencing has been completed, with the installed fence location defining the cadastral boundaries. Sight rails and fencing to be established, some materials may still need to be imported. Cadastral survey and legalisation to follow. 	Updates: <ul style="list-style-type: none"> Awaiting fence and sight rail installation
Owenga Loading Ramp Design	
Previous Status: <ul style="list-style-type: none"> Consent needs assessment commenced. Draft contract addendum completed being reviewed before sending to Hunter Civil. 	Updates: <ul style="list-style-type: none"> Consent application started. Supplementary Agreement drafted to add the Loading Ramp works to Hunter Civil's existing wharves contract.
Professional Services	
Previous Status: <ul style="list-style-type: none"> Initial draft AMP and indicative NLTP funding bid submitted to Waka Kotahi 	Updates: <ul style="list-style-type: none"> Audit NZ queries have resumed. Continuing updates to transport AMP. Kapito Cemetery map to be presented shortly.
Kaingaroa & Owenga Wharf Repairs	
Previous Status: <ul style="list-style-type: none"> Ongoing pile jacketing works expected to be completed in Spring when seas are calmer and working windows are better. 	Updates: <ul style="list-style-type: none"> None
Stantec Site Visits	
Previous Status: <ul style="list-style-type: none"> Previous Roding site visits: Rebecca & Nigel in early June and September, and the road safety inspection in late March 	Updates: <ul style="list-style-type: none"> Bryan Peters will return to the island in the summer to undertake the biennial bridge inspection A summer roading site visit will occur in either December or January

CIC catch-ups in Christchurch	
<p><i>Previous Status:</i></p> <ul style="list-style-type: none"> 	<p><i>Updates:</i></p> <ul style="list-style-type: none"> Owen and Paul will be in Christchurch on the 1st of November to meet much of the Stantec team
Waka Kotahi (NZTA) Correspondence	
<p><i>Previous Status:</i></p> <ul style="list-style-type: none"> 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. 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. 	<p><i>Updates:</i></p> <ul style="list-style-type: none"> The Maintenance, Operations, and Renewals funding submission and Low Cost/Low Risk application have been sent to NZTA.

Water and Wastewater Update – September 2023

Contract Documentation	
<i>Project:</i>	<i>Current Status:</i>
Water Compliance	<ul style="list-style-type: none"> 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. Stantec to propose “practicable” monitoring approach and advise Taumata Arowai. Stantec/FH to determine “practicable” approach to operations and compliance monitoring – maximising use of existing on-line systems (M2M and WaterOutlook)
Water Supply	
<i>Project:</i>	<i>Current Status:</i>
All Supplies – Funding and Site Visit	<ul style="list-style-type: none"> 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. Drone survey for the purposes of documenting 3Ws assets is progressing. Date for site visit to be confirmed.
Kaingaroa – Lake Rangitai	<ul style="list-style-type: none"> There are some outstanding documentation deficiencies by FILTEC following the upgrade works at the WTP. Materials for the intake extension are on the island and awaiting installation by FH. Wet weather has prevented the completion of this work and was not completed under the grant funding budgets. O&M contract funds will be used to cover the outstanding costs to complete the project when lake levels allow.
Waitangi water supply	<ul style="list-style-type: none"> There are some outstanding documentation deficiencies by FILTEC following the upgrade works at the WTP. CIC to consider introducing rules for enforcing private repairs within a certain timeframe to minimise loss of water and ensure the supply network can be maintained. Ongoing. CIC to consider whether charges are applied for taking water from the FH yard and/or if water is only able to be taken during hours when the yard is manned (i.e., locked at other times). Ongoing.
Reporting/ Monitoring/ Sampling September 2023	<ul style="list-style-type: none"> Waitangi Water Supply <ul style="list-style-type: none"> E. coli and total coliforms not detected in the raw, treated, or network sample. Treated water turbidity was above the operational target of 0.3 NTU measured by the lab. Online monitoring indicates the turbidity is less than 0.3 NTU. Complying with DWSNZ for protozoa with UV disinfection system. <ul style="list-style-type: none"> The UV reactor is providing a protozoa barrier. Non-compliance is related to monitoring: Turbidity, UV dose, flow, FAC and pH (2 per week, at least 2 days between samples). UVT is monitored adequately. Kaingaroa Water Supply <ul style="list-style-type: none"> E. coli and Total Coliforms were not detected in the treated or network sample. E.coli and total coliforms detected in the raw sample, as expected with lake source. Still in compliance. Treated water turbidity was below the operational target of 0.3 NTU. Not complying with DWSNZ for protozoa with UV disinfection system. <ul style="list-style-type: none"> The UV reactor may not have provided a protozoa barrier due to a low UVT reading. UVT has not been consistently above 70%. Council Office – Rain Water Supply <ul style="list-style-type: none"> Monthly monitoring is being completed, but not for compliance with the DWSNZ at this stage since it is not a Council supply. No E.coli or Total Coliforms detected in the treated water sample. UVT was high and a protozoa barrier was being provided. UV lamp and filters were due for replacement this month.

	<ul style="list-style-type: none"> • Resource Recovery Centre <ul style="list-style-type: none"> ◦ Treatment system has been installed and operating. ◦ No E.coli or Total Coliforms detected in the water sample on 19 September 2023. ◦ The boil water notice was lifted on 19 September 2023. • MPA Batching Bore (Potential Future Water Supply) MPA bore no longer in operation (or sampled). See June 2018 monthly update for results and conclusions.
Wastewater Treatment	
Project:	Current Status:
WWTP maintenance	<ul style="list-style-type: none"> • Discharge consent review on-going. • 70% of plantings have been planted in the land application area. Remaining 30% of plants due to be planted early 2023. • UV reactor controller identified as due for replacement. Interim repairs were completed by Steve Riley in August which has improved performance. • The new balance tank has been commissioned and is operating. No overflow events have occurred. Overflow from the new balance during a rain event was diverted to the irrigation tank for UV treatment and land application. • FH received cost estimate of \$54k for CCTV of high I&I areas. This has been approved to progress. Date for completion to be confirmed by FH.
Reporting/ Monitoring/ Sampling September 2023	<ul style="list-style-type: none"> • Waitangi Treated Wastewater Discharge <ul style="list-style-type: none"> ◦ All parameters well below annual median (TSS 5mg/L, Ammonia-N 8mg/L, COD 28 mg/L, TBOD 8 mg/L), except Total Nitrogen which was 3mg/L higher and E.coli which was 0.2 log higher (745 MPN/100mL vs 500 MPN/100mL). The land application system will further reduce solids, organics, nitrogen and micro-organisms prior to reaching groundwater. ◦ Stantec to review algae treatment options and sludge accumulation issue. ◦ Regular maintenance of the land application areas (i.e., tall grass / weeds) required.
General	
	<ul style="list-style-type: none"> • N/A

CIC Engineering Services Contract: Monthly Report

Financial update – October 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.

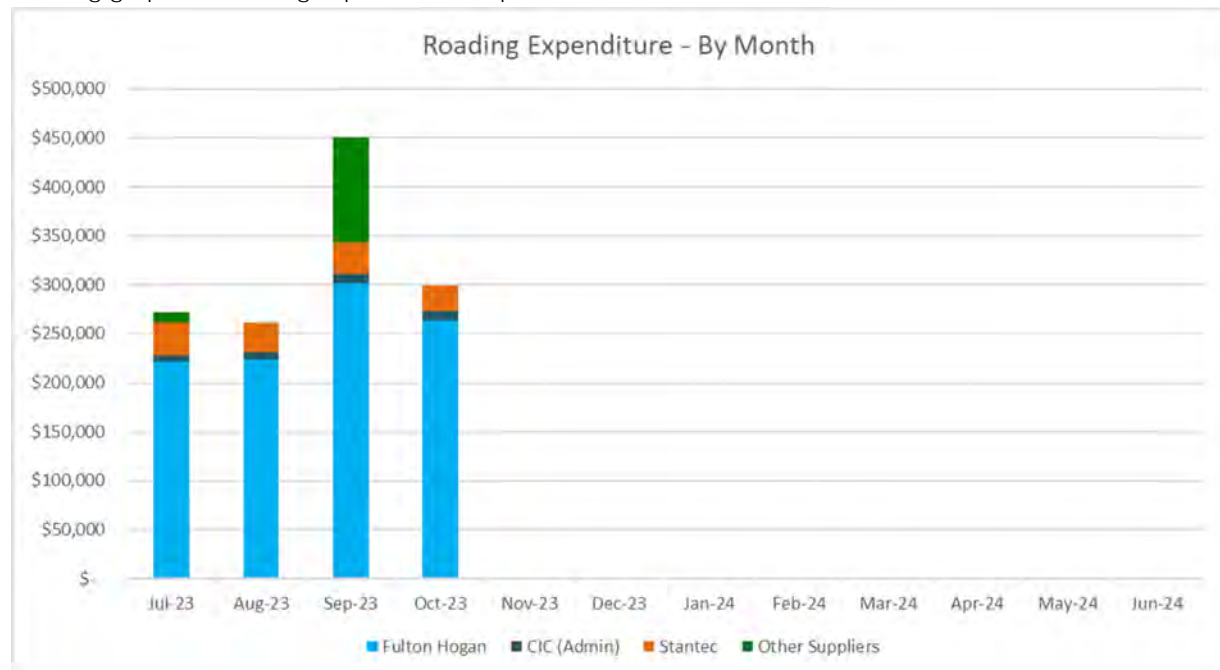
The October claim totalled \$300k.

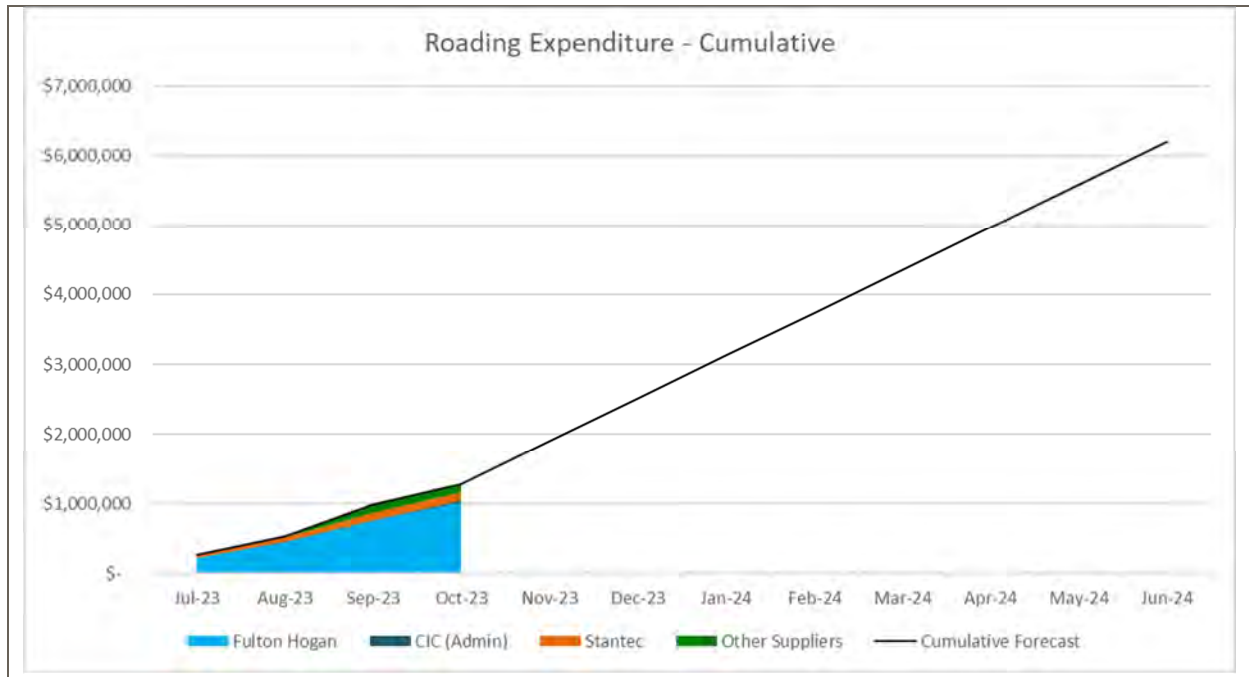
Expenditure of the Maintenance, Operations, and Renewals work programme has exhausted 30% of the approved funding for FY 23/24, and we are 33% of the way through the financial year.

The largest construction cost was for the intersection improvement works at the Port Hutt Road intersection. The largest engineering cost was for design and consenting for the Owenga Barge Loading facility.

Expenditure Tracking of Waka Kotahi Funding

Tracking graphs for roading expenditure are presented below.





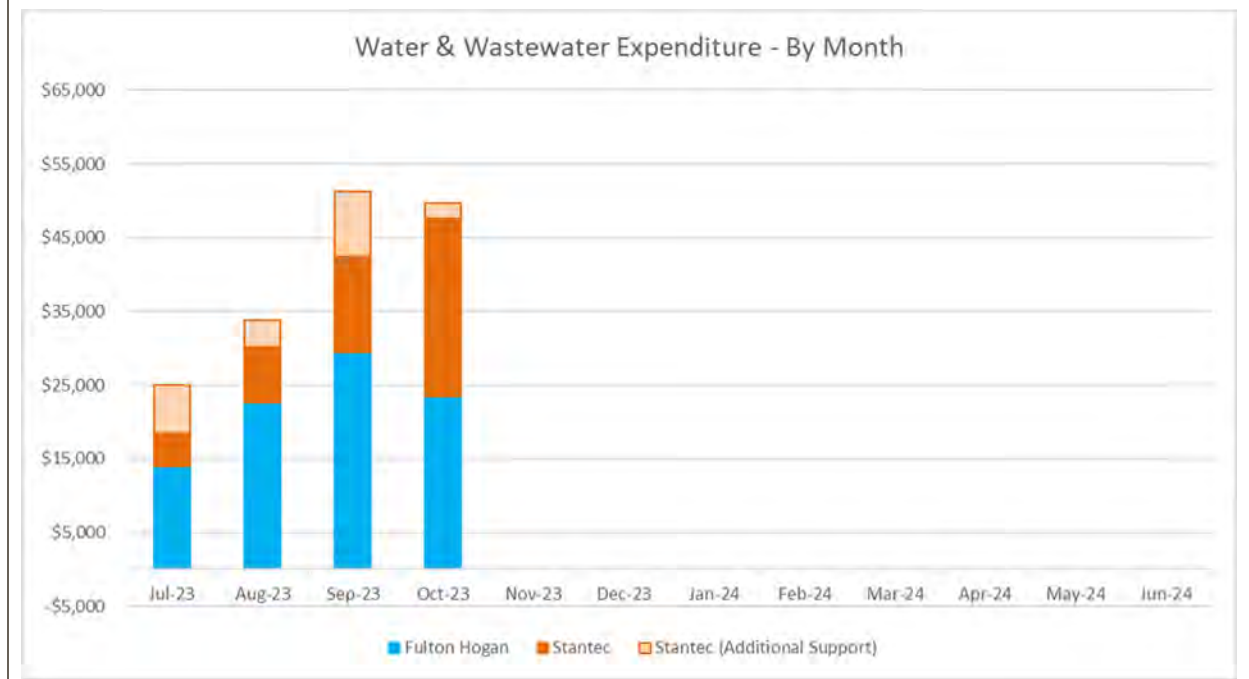
Financial Position: Water and Wastewater

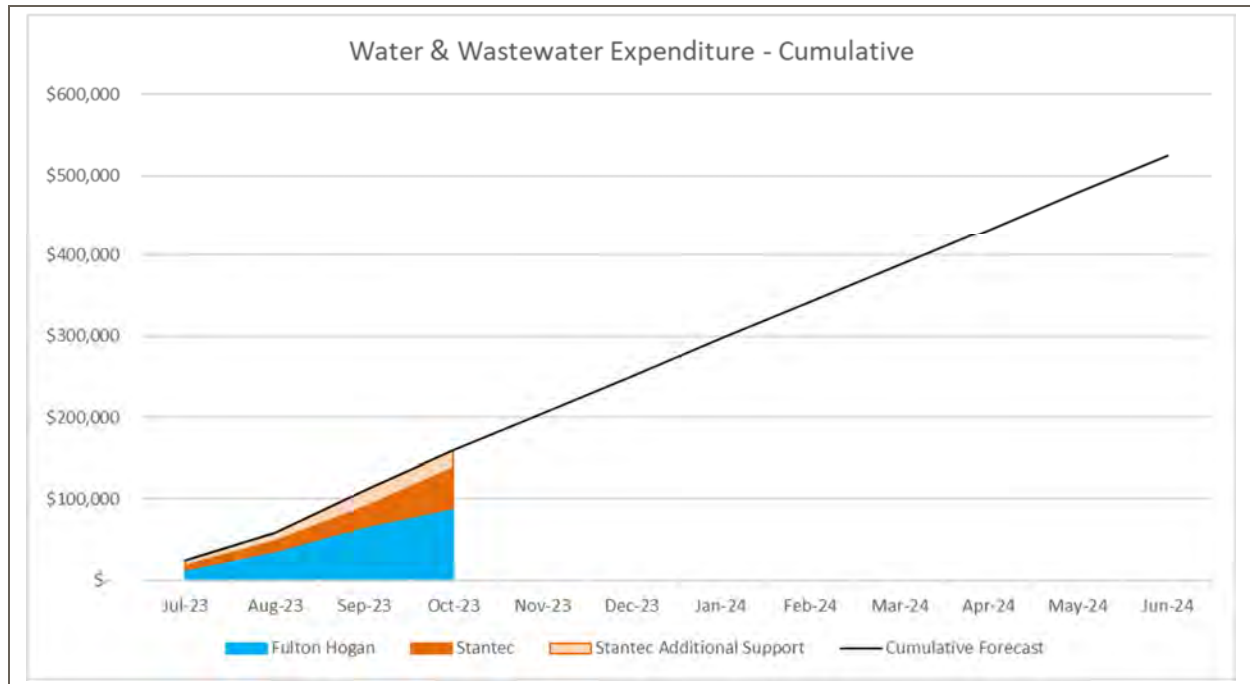
The operational expenditure for W+WW allocated in the 2021-31 LTP for 2023/24 is \$292,000, with additional funding available to support the 3-water reforms.

The October claim totalled \$49.6k. The main construction cost was for the new balance tank at 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 – October 2023

Short-Term Roothing Forward Work Programme	
Renewals	<ul style="list-style-type: none"> Completion of intersection pavement improvements at Port Hutt/North Road, improvements at Taia Hapupu/Kaingaroa/North Road intersections, plus some additional works identified at the Te Matarae intersection Installation of updated street name, wayfinding, and guide signage
Drainage	<ul style="list-style-type: none"> Tuku Road drainage renewals. Waikawa culvert headwall improvements.
Professional Services	<ul style="list-style-type: none"> Activity management plan updates and refinements to the funding submissions for 24-27 NLTP and RLTP.
Whangamoe Bridge Design (LCLR)	<ul style="list-style-type: none"> Establishment of Boundary fencing, culvert sight rails, and remaining signage.
Owenga Loading Facility Design (LCLR)	<ul style="list-style-type: none"> Resource consent application for the upgrade work. Variation issued to Hunter Civil Contract to include Loading ramp into Wharf Make Safe repair project (keep invoicing separate due to funding sources)
Owenga Wharf	<ul style="list-style-type: none"> Pile jacketing works to recommence in spring
Mid-Term Roothing Forward Work Programme (approx. 2-6 months)	
Whangamoe Bridge Design (LCLR)	<ul style="list-style-type: none"> Arrange for a cadastral survey of the road alignment following fence construction. Finalise legal boundaries and apply to Māori Land Court to lodge new titles for adjacent parcels and road.
Owenga Loading Facility Design (LCLR)	<ul style="list-style-type: none"> Finalise detailed design in consultation with Hunter Civil and costing. Apply for consents
Network & Asset management	<ul style="list-style-type: none"> Progress design works for Maipito Bridge replacement Prepare RLTP documents for CIC review and approval prior to April 2024.
Long Term Roothing Forward Work Programme	
Owenga Loading Facility Construction (LCLR)	<ul style="list-style-type: none"> Begin construction of the barge loading facility at Owenga.
Pavement Maintenance	
<p><i>Previous Status:</i></p> <ul style="list-style-type: none"> Te Matarae/WW-O Road improvements are largely complete with some final snags to be addressed Port Hutt/North Road works are progressing. 	<p><i>Updates:</i></p> <ul style="list-style-type: none"> The bulk of the works at both the Te Matarae/WW-O and Port Hutt/North intersections are complete Some small items such as signs are still to be installed when they arrive on island

Drainage Maintenance	
<p>Previous Status:</p> <ul style="list-style-type: none"> CIET have indicated that resource will be available in November to assist with the power cables on Tuku Road. 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. 	<p>Updates:</p> <ul style="list-style-type: none"> Gabion baskets are on order for the Waikawa Headwall and works will commence on their arrival
Bridge Maintenance	
<p>Previous Status:</p> <ul style="list-style-type: none"> Narin bridge repairs completed 	<p>Updates:</p> <ul style="list-style-type: none"> None
Whangamoe Bridge Replacement	
<p>Previous Status:</p> <ul style="list-style-type: none"> Awaiting fence and sight rail installation 	<p>Updates:</p> <ul style="list-style-type: none"> There have been some challenges making contact with the agreed fencing sub-contractor. Fencing materials have been ordered.
Owenga Loading Ramp Design	
<p>Previous Status:</p> <ul style="list-style-type: none"> Consent application started. Supplementary Agreement drafted to add the Loading Ramp works to Hunter Civil's existing wharves contract. 	<p>Updates:</p> <ul style="list-style-type: none"> Consent application ongoing. Stakeholder engagement has begun and information has gone out to affected parties for input.
Professional Services	
<p>Previous Status:</p> <ul style="list-style-type: none"> Initial draft AMP and indicative NLTP funding bid submitted to Waka Kotahi Audit NZ queries have resumed. Continuing updates to transport AMP. Kapito Cemetery map to be presented 	<p>Updates:</p> <ul style="list-style-type: none"> Audit NZ queries were brief and have been addressed AMP updates are on-going and some initial feedback has been given on the Road Safety Promotion submission which was largely positive
Kaingaroa & Owenga Wharf Repairs	
<p>Previous Status:</p> <ul style="list-style-type: none"> Ongoing pile jacketing works expected to be completed in Spring when seas are calmer and working windows are better. 	<p>Updates:</p> <ul style="list-style-type: none"> None
Stantec Site Visits	
<p>Previous Status:</p> <ul style="list-style-type: none"> Previous Roding site visits: Rebecca & Nigel in early June and September, and the road safety inspection in late March Bryan Peters will return to the island in the summer to undertake the biennial bridge inspection 	<p>Updates:</p> <ul style="list-style-type: none"> Two roading visits are scheduled for the summer, the next visit from Nigel and Rebecca for the week of the 4th - 8th December. Bryan scheduled for bridge inspection week of the 4th - 8th December.

CIC catch-ups in Christchurch

Previous Status:

- Owen and Paul will be in Christchurch on the 1st of November to meet much of the Stantec team

Updates:

- Owen, Monique, and Paul met with most of the Stantec team in Christchurch to introduce Paul on the 1st

Waka Kotahi (NZTA) Correspondence

Previous Status:

- The draft Maintenance, Operations, and Renewals funding submission and Low Cost/Low Risk application have been sent to NZTA.

Updates:

- The feedback on the Road Safety Promotion submission was positive. Some additional discussion is required in support of the application, David Scarlett indicated he was happy with the bid and the additional discussion is more a formality of the submission process.
- The MOR bid has been acknowledged by WK, and we are hoping to receive formal feedback shortly.

Water and Wastewater Update – October 2023

Contract Documentation	
<i>Project:</i>	<i>Current Status:</i>
Water Compliance	<ul style="list-style-type: none"> • 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. • Stantec to propose “practicable” monitoring approach and advise Taumata Arowai. • Stantec/FH to determine “practicable” approach to operations and compliance monitoring – maximising use of existing on-line systems (M2M and WaterOutlook)
Water Supply	
<i>Project:</i>	<i>Current Status:</i>
All Supplies – Funding and Site Visit	<ul style="list-style-type: none"> • 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. • Drone survey for the purposes of documenting 3Ws assets was completed during the week of 30 October 2023. Processing of the data is progressing.
Kaingaroa – Lake Rangitai	<ul style="list-style-type: none"> • There are some outstanding documentation deficiencies by FILTEC following the upgrade works at the WTP. • Materials for the intake extension are on the island and awaiting installation by FH. Wet weather has prevented the completion of this work and was not completed under the grant funding budgets. O&M contract funds will be used to cover the outstanding costs to complete the project when lake levels allow.
Waitangi water supply	<ul style="list-style-type: none"> • There are some outstanding documentation deficiencies by FILTEC following the upgrade works at the WTP. • CIC to consider introducing rules for enforcing private repairs within a certain timeframe to minimise loss of water and ensure the supply network can be maintained. Ongoing. • CIC to consider whether charges are applied for taking water from the FH yard and/or if water is only able to be taken during hours when the yard is manned (i.e., locked at other times). Ongoing. • Three leaking toby boxes were identified and replaced.
Reporting/ Monitoring/ Sampling October 2023	<ul style="list-style-type: none"> • Waitangi Water Supply <ul style="list-style-type: none"> ○ E. coli and total coliforms not detected in the raw, treated, or network sample. ○ Treated water turbidity was less than the operational target of 0.3 NTU measured by the lab. ○ Complying with DWSNZ for protozoa with UV disinfection system. <ul style="list-style-type: none"> ▪ The UV reactor is providing a protozoa barrier. ▪ Non-compliance is related to monitoring: Turbidity, UV dose, flow, FAC and pH (2 per week, at least 2 days between samples). UVT is monitored adequately. ○ Electrical issues at the plant arose on 27 October and cause the bore pump and plant to shutdown. Consequently, some residents notified FH that they have run out of water. Water restriction notice has been in place since 27/28 October. The plant has not been able to keep up with demand, and a few minor electrical issues persist. ○ A major leak of approximately 20,000 L/d has prevented the plant from catching up to the demand. Identifying the leak is in progress. • Kaingaroa Water Supply <ul style="list-style-type: none"> ○ E. coli and Total Coliforms were not detected in the treated sample. ○ In the network sample, E.coli was not detected but Total Coliforms was. Still in compliance. ○ E.coli and total coliforms detected in the raw sample, as expected with lake source. Still in compliance. ○ Treated water turbidity was below the operational target of 0.3 NTU. ○ Not complying with DWSNZ for protozoa with UV disinfection system.

	<ul style="list-style-type: none"> ▪ The UV reactor may not have provided a protozoa barrier due to a low UVT reading. ▪ UVT has not been consistently above 70%. ○ The water at Lake Rangitai is still coloured with some being removed at the plant. But the treated and network water still has some colour. • Council Office – Rain Water Supply <ul style="list-style-type: none"> ○ Monthly monitoring is being completed, but not for compliance with the DWSNZ at this stage since it is not a Council supply. ○ No E.coli or Total Coliforms detected in the treated water sample. ○ UVT was high and a protozoa barrier was being provided. ○ UV lamp and filters are due for replacement next year. • Resource Recovery Centre <ul style="list-style-type: none"> ○ No E.coli or Total Coliforms detected in the water sample. • MPA Batching Bore (Potential Future Water Supply) <ul style="list-style-type: none"> ○ MPA bore no longer in operation (or sampled). See June 2018 monthly update for results and conclusions. ○ Water level data has been received from ECan for analysis.
Wastewater Treatment	
Project:	Current Status:
WWTP maintenance	<ul style="list-style-type: none"> • Discharge consent review on-going. • 70% of plantings have been planted in the land application area. Remaining 30% of plants due to be planted early 2023. • UV reactor controller identified as due for replacement. Interim repairs were completed by Steve Riley in August which has improved performance. • The new balance tank has been commissioned and is operating. No overflow events have occurred. Overflow from the new balance during a rain event was diverted to the irrigation tank for UV treatment and land application. • FH received cost estimate of \$54k for CCTV of high I&I areas. This has been approved to progress. Date for completion to be confirmed by FH.
Reporting/ Monitoring/ Sampling October 2023	<ul style="list-style-type: none"> • Waitangi Treated Wastewater Discharge <ul style="list-style-type: none"> ○ All parameters were above the annual median (TSS 29mg/L, Ammonia-N 38mg/L, Total Nitrogen 54 mg/L, COD 83 mg/L, E.coli 14,210 MPN/100mL), except TBOD which was 3mg/L below and Electrical Conductivity which was 50 mS/m lower. The land application system will further reduce solids, organics, nitrogen and micro-organisms prior to reaching groundwater. ○ Stantec to review algae treatment options and sludge accumulation issue. ○ Regular maintenance of the land application areas (i.e., tall grass / weeds) required.
General	
	<ul style="list-style-type: none"> • N/A

Solid Waste Update – October 2023

Landfill Operation	
<p>Current Status:</p> <ul style="list-style-type: none"> Council has accepted Viking Containment's proposal to repair the minor liner damage and is working with Fulton Hogan on this. Annual Report, which was required for Owenga Landfill by the end of September, has been delayed. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> Stantec is working with CIC and FH on the Annual Report for Owenga Landfill. It is overdue but will be submitted this month. <p>Actions – Council</p> <ul style="list-style-type: none"> Placement of waste in the landfill to be undertaken as advised by Stantec. Confirmation of repair to liner required.
Waste Minimisation Project (MfE Waste Minimisation Fund)	
<p>Current Status – no change</p> <ul style="list-style-type: none"> Project Milestone Report has been submitted to the MfE by CIC. Project Completion Report has been received from the MfE. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> No outstanding actions. <p>Actions – Council</p> <ul style="list-style-type: none"> No outstanding actions.
Weighbridge Project (CRRF Project)	
<p>Current Status – no change</p> <ul style="list-style-type: none"> The weighbridge has been installed at Te One and is up and running. The weighbridge has been operating successfully. CIC has received a Project Completion Report from MfE. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> No outstanding actions. <p>Actions – Council</p> <ul style="list-style-type: none"> No outstanding actions.
Sludge Lagoon Project	
<p>Current Status – no change.</p> <ul style="list-style-type: none"> Stantec has provided a short report on the requirements for installing an overflow to the leachate pond. This has been given to FH. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> No outstanding actions. <p>Actions – Council</p> <ul style="list-style-type: none"> FH staff to install the overflow at the leachate pond. Council to work with Stantec to secure funding for the Sludge Facility Project.
Other Waste Management Matters	
<p>Current Status:</p> <ul style="list-style-type: none"> Stantec has provided advice on "Next steps" for possible introduction of SW Charges. Council to determine what it wants to do in this area. The Solid Waste Bylaw has been reviewed by Council staff and by Council's legal team. The final version of the Solid Waste Bylaw will go to Council soon. Council to meet with Hokotehi Moriori Trust to discuss composting, and thereafter Council will discuss options of funding for dealing with organic wastes with MfE and decide on a course of action. Stantec is progressing with preparation of an Asbestos Management Plan (AMP) for CIC. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> Stantec to assist Council, as needs be, with decisions on introducing SW charges. Stantec to complete drafting an Asbestos Management Plan for CIC. <p>Actions – Council</p> <ul style="list-style-type: none"> Council to complete consultation process on the draft Solid Waste Bylaw and draft WMMP, and to adopt final and agreed versions of the documents through Council resolution.

4. Works & Services

4.2 Fulton Hogan Road Maintenance Report September 2023

Date of meeting	16 November 2023
Agenda item number	4.2
Author/s	Phil Holt – Fulton Hogan Contract Manager

Purpose

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

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

Recommendation

THAT the report be received.



Port Hutt/North Road Intersection Once Cleared Of Vegetation

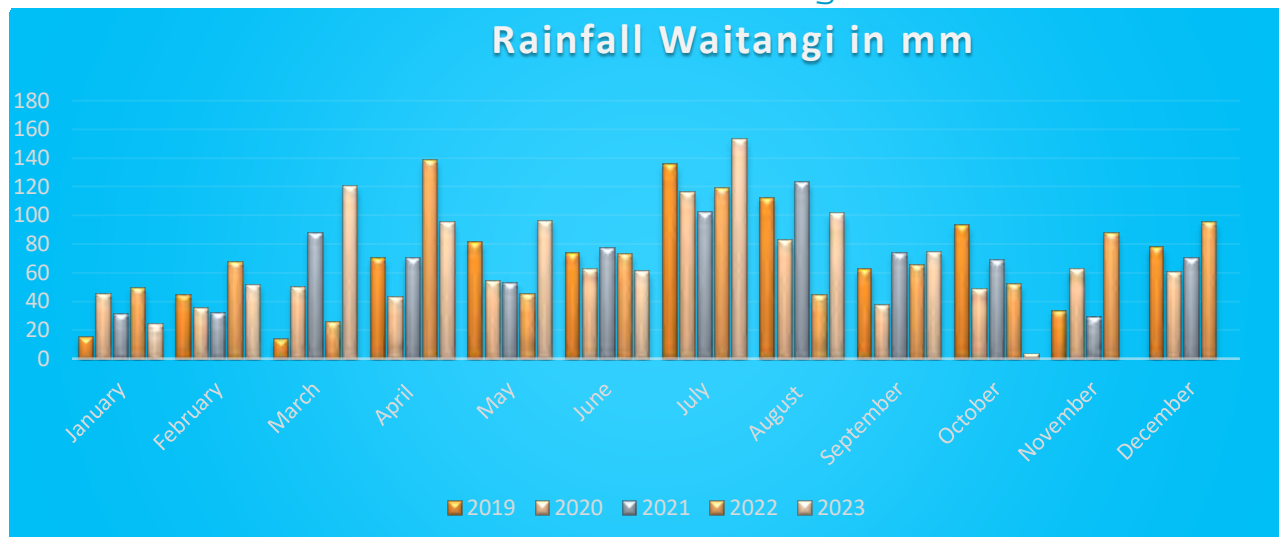
CHATHAM ISLANDS ROAD MAINTENANCE CONTRACT MONTHLY REPORT SEPTEMBER 2023



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.



74.5mm rainfall recorded for September in the Waitangi yard.

Routine Maintenance and Operations

Month started out nice and fine with some strong winds to help dry things out, however the rain came back at the end of the month to slow things down again.

Finished off the Te Matarae/WW-0 road intersection works and moved to the Port Hutt/North road intersection to do the realignment works.

Grading and metaling where required.

Pavement Renewals

Sealed Road Resurfacing

Drainage Renewals

New culvert across Te Matarae as part of the intersection realignment works.

Bridge and Structure Renewals

Traffic Services

Quite a few missing and broken EMP's replaced this month, quite a few broken with the battering from the wind over the past few months.

Minor Improvements



Vegetation Control

With the ground drying out the grass has started growing again so a busy month trying to get on top of growth.

Dayworks

Mainly the intersection works being done.

Programmed Work for following month

Finish the Port Hutt/North road intersection works.

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
WW-O ROAD	5185	11	4440	22395	11295
NORTH ROAD	5197	21	4590	48508	20790
AIR BASE ROAD	5199	71	0	5900	11800
PORT HUTT ROAD	5203	51	0	16516	16516
WAITANGI WEST ROAD	5208	61	0	1000	1000
				Total	61401m
					61.401km

2. Unsealed Maintenance Metaling

Road ID	Disp	Road ID	Start RP	End RP	Quantity	
OWENGA WHARF ROAD	5192	16	0	350	16	
NORTH ROAD	5209	21	4590	25380	96	
AIR BASE ROAD	5210	71	0	5900	56	
		Totals		This Month	168	m3
				Revised Target	47500	m3
				Contract TD	47978	m3

Next Month's Target

Currently 478m3 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

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

30/09/2023							
Site	AP40 Schist	AP65	AP32 Basalt	AP100 Schist	AP20	G3 Chip	G5 Chip
Waitaha Schist	5,388	0	0	7,669	0		
Waitaha Basalt	0	0	6,284	0	355	301	255
Paritu	2,654	0	0	0	0		
Stoney Crossing	0	2,642	8,906	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	2,642	15,190	9,207	2,793	588	616

CIC Owned Materials Signs

Item Description	Unit	Purchased	Used Sept 2023	End Measure	Comments
Signs					
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	
Marker pegs					
EMP	ea.		86	461	
CULVERT MARKERS	ea.		3	47	
WHITE RAPID MARKERS	ea.			60	
Misc. Items					
ACROW PROPS	ea.			6	
ROAD COUNTER	ea.			1	
ROUGHOMETER	ea.			1	

Culvert Pipes

ALUFLOW

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

Civilboss

225mm	m			24
300mm	m			36
375mm	m			54
450mm	m			42
525mm	m			15
600mm	m			30
700mm	m			30
800mm	m	6		24
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

	September 23	Separable Portion One - Roading			
<u>Item</u>	<u>Work Category</u>	<u>Value for Month</u>	<u>Value YTD</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
1	P&G Other	\$133,629.93	\$388,430.02	\$1,100,000.00	35.31%
2	Routine Maintenance and Ops	\$62,478.03	\$179,486.09	\$810,000.00	22.16%
3	Pavement Renewals	\$0	\$6,406.22	\$840,000.00	0.76%
4	Sealed Road Resurfacing	\$0	\$0	\$8,000.00	%
5	Drainage Renewals	\$4,424.11	\$12,780.62	\$283,000.00	4.52%
6	Bridge Renewals	\$0	\$9,245.10	\$100,000.00	9.25%
7	Traffic Services	\$14,315.72	\$35,758.45	\$44,000.00	81.27%
8	Minor Improvements	\$0	\$0	\$170,000.00	%
9	Vegetation Control	\$5,408.41	\$16,225.23	\$60,000.00	27.04%
11	Dayworks	\$80,830.30	\$101,565.61	\$150,000.00	67.71%
	Total	\$301,086.50	\$749,897.34	\$3,565,000.00	21.03%

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







Te Matarae Road Intersection Works



Port Hutt Intersection Culvert Works

4. Works & Services

4.3 Fulton Hogan Water and Wastewater Operation Contract Report September 2023

Date of meeting	16 November 2023
Agenda item number	4.3
Author/s	Phil Holt – Fulton Hogan Contracts Manager

Purpose

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

Recommendations

THAT the report be received.

Background

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



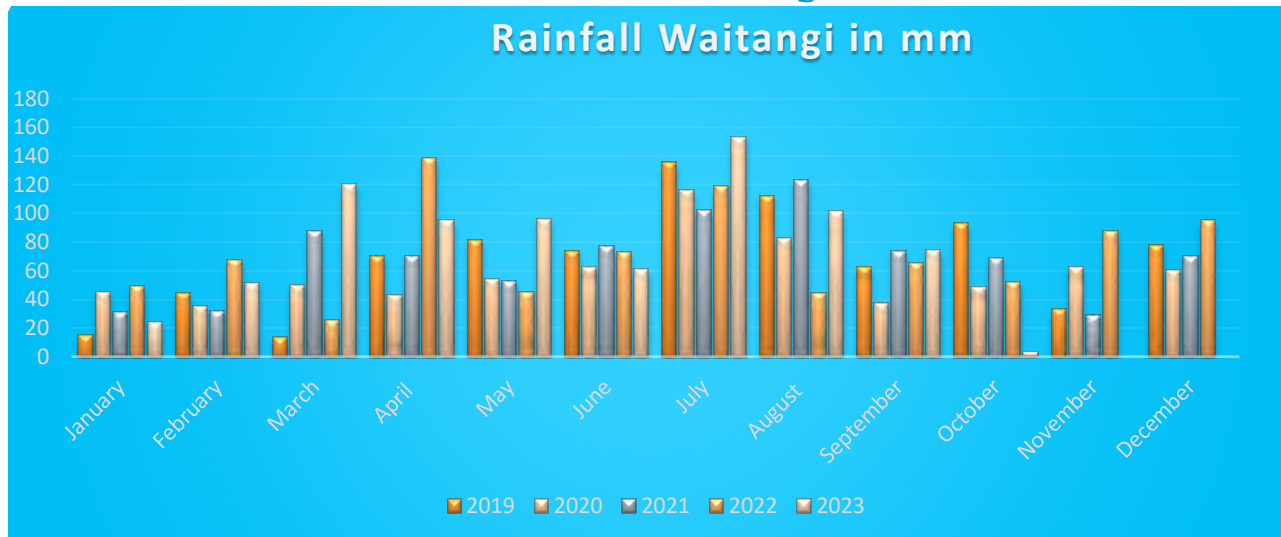
p

New Balance Tank Operational

CHATHAM ISLANDS WATER AND WASTEWATER OPERATION CONTRACT MONTHLY REPORT September 2023

Work Summary

Outline of work carried out during the month.



74.5mm rainfall recorded for September 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 only a couple of minor instrument problems 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.

Sparkies in to finish off the wiring etc at the plant then pipework connected and new balance tank commissioned.

Working through and fine tuning the system.

Dayworks - Water

Dayworks - Wastewater

Commissioning of the new balance tank.

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

	September 23	Separable Portion Two - Water and Wastewater			
<u>Item</u>	<u>Work Category</u>	<u>Value for Month</u>	<u>Value YTD</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
13	Preliminary and General	\$13,995.24	\$21,438.69	65,215.87	32.87%
14	Water Supply Ops and Maint	\$922.32	\$2,766.96	11,067.84	25%
15	Water Treatment	\$3,870.22	\$9,766.00	35,374.68	27.60%
16	WWTP Waitangi	\$922.32	\$2,766.96	11,087.84	24.95%
17	Dayworks - Water	\$5,706.78	\$8,264.14	55,024.41	15.02%
18	Dayworks - Wastewater	\$2,919.00	\$16,637.30	94,060.40	17.69%
19	Water and Wastewater Reticulation	\$0	\$0		
20	Treatment Plant Monitoring	\$1,188.52	\$3,553.56	14,262.24	24.92%
	Total	\$29,524.40	\$65,205.61	\$286,073.28	22.79%

Programmed Work for Following Month

Fine tune the operation of the new balance tank.

Water Meter Report

Irrigation Dosing

Ground conditions still very wet and irrigation fields having to be rotated more often to avoid excessive runoff.

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 September 2023

	Stock Purchased	Stock End of Previous Month	Stock Used	Stock Remaining End of Month
Salt		170 Bags	10	170 bags
Chlorine		220lts	20lts	200lts

PHOTO

4. Works & Services

4.4 Fulton Hogan Waste Management Operation Contract Report September 2023

Date of meeting	16 November 2023
Agenda item number	4.4
Author/s	Dylan Fraser – Fulton Hogan Divisional Manager, Maintenance

Purpose

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

Recommendations

THAT the report be received.

Background

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



Progress with reducing and sorting the scrap metal pile at Te One.

CHATHAM ISLANDS WASTE MANAGEMENT CONTRACT MONTHLY REPORT SEPTEMBER 2023

Introduction
Te One Transfer Station
Owenga Landfill
Appendix 1

Introduction

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

Staff

Bob Howat paid the island another visit this month to start with sorting the scrap metal pile. We are hoping to welcome a new staff member to the team in October.

Te One Transfer Station

Through out the month we have observed a subtle increase in the amount of general waste and Cardboard recycling incoming into the Transfer Station. Our community are enjoying the ability to access the recycling racks via the big doors as it offers shelter from the elements so that they are able to continue to do there recycling on those windy days. We will reinstate the use of the recycling hatches as the warmer months approach. We will also work towards some good clear safety signage for our entrance gate so not to congest this space when it is in use. Public and staff also enjoy the opportunity to interact with each other.

The Mitre 12 is thriving with a good weekly turnover of pre loved items. Small furniture and plates appear to be popular items along with Timber stakes and Iron for summer garden projects. We hope to make good use of our new Hemi sign once our chalk is sourced.

We had the pleasure of meeting Reon Parks from ENVIRO NZ , who came to see our Island facility and to help us get more clarity around the quality of our recycling products and to show him our methods of sorting etc. Reon was really pleased with the quality of what product we have already to be shipped. Reon was confident that our product would be well received by Recycling businesses in the Timaru district. We understand that there is a few more conversations to be had with shipping and our client network, with Reons insight we will begin to pack our first recycling container, ready to be shipped in the hopefully near future.

Bob Howat re joined us here on Island for 2 weeks, Bob is an extraordinary Machine operator who had come in to begin the vigorous task of creating some order with the scrap metal mountain. Bob has managed to sort through atleast a good half of the pile. As a beginning we have used existing vehicles and heavy rusted metals to create Bund walls, one purpose of the bunds is to create shelter from the elements, the other purpose to make sectional bays so that the same or similar metals have there own space. This has also allowed us to remove dangerous items that historically have been placed in the pile. Bob is sure that there is still a good couple of months of sorting to do. We will continue to pull small piles at a time and sort through them.



Bob removing vehicles from the scrap metal pile and stacking them neatly.



Progress made with bays from the scrap metal pile.

What's New?

Recycling bins and council Rubbish bags have begun to be issued to our community and we believe these have been greatly received as some people are already using them.

We now have an answering machine service when dialing our Te One Transfer Station. Callers will hear a daily message of open hours and the ability to leave a message should they need too. Another means to get important information out to our community.

Owenga Landfill

Our staff were fortunate to participate in a 4day training exercise with Darrel Paul from Fulton Hogan. We have learnt basic skills that will improve the safe operation of the Machinery in the cell and effective methods of how to process the waste inside the cell. Already we have had an improvement with compaction and creating good levels to work with. As the weather continues to be wet and wild we did experience a mid month Blow out! These blow outs occur when the cell dries out and so to does the soil and top cover that would usually hold the deposited waste. We would also like to investigate the idea of extending the height of the surrounding fence to 3 meters. This will help to catch any blowing debri. After a good 60knot plus wind we spent 3 days clearing the drains and surrounding bush line of floaty debri and soon after the space was restored. We now also have a thorough checklist that we will be using moving forward so that we can document all important information needed to ensure the good health and best use of the Landfill site.

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

Appendix 1

Te One Waste Record

Owenga Waste Record

Volume Conversion Basic Template

[illegible]0.448

Wool pack volume	0.441
Trailer volume	4.86
1/2 Skip volume	2.4525
Bale volume	0.675
Compactor Truck	6.5
Weight (KG)	

No container	0
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1/2 Skip Tare Weight	260
----------------------	-----

Full Skip Tare Weight	460
-----------------------	-----

Compactor 490604	6880
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Hino 3240

Hiab Truck	6700
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Hiab and 1/2 skip	6960
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Hiab and full skip	7160
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General Solid Waste	15.06
Woody Waste	3.82
Foam	0
	0
Glass	0
Soil	
Total	18.88

Glass cover	0.448
Soil Cover	5.376
	5.824

Date	Vehicle Do not omit these	RF Plant Number	Product Code	Quantity Assessed or Measured			Unit Assessed or Measured	Comments	Incoming Converted Tonnage	Outgoing Converted Tonnage	
				Initial Weight	Tare Weight	Final Weight					
2/09/2023			General solid waste	560	260	300.00	300.00	Weight (KG)	Loaded into 49004 Transported to Omega Landfill 6/6/2023	0.30	-
2/09/2023			Cardboard	300	0	300.00	300.00	Weight (KG)	Store Te One	0.30	-
4/09/2023			Tin	45	0	45.00	45.00	Weight (KG)	Store Te One	0.05	-
4/09/2023			Aluminium	25	0	25.00	25.00	Weight (KG)	Store Te One	0.03	-
5/09/2023			Scrap Metal	620	260	360.00	360.00	Weight (KG)	Store Te One	0.36	-
5/09/2023			General solid waste	620	260	360.00	360.00	Weight (KG)	Loaded into 49004 Transported to Omega Landfill 6/6/2023	0.36	-
5/09/2023			Woody Waste	780	260	520.00	520.00	Weight (KG)	Hold Te One Transported to Omega Landfill on 5/20/2023 11/9/2023	0.52	-
6/09/2023			Cardboard	320	0	320.00	320.00	Weight (KG)	Store Te One	0.32	-
5/09/2023			Aluminium	20	0	20.00	20.00	Weight (KG)	Store Te One	0.02	-
5/09/2023			Gas canisters	60	0	60.00	60.00	Weight (KG)	Wool pack of Amcor cans store Te One	0.06	-
5/09/2023			Tin	45	0	45.00	45.00	Weight (KG)	Store Te One	0.05	-
6/09/2023			General solid waste	620	260	360.00	360.00	Weight (KG)	Loaded into 49004 Transported to Omega Landfill 6/6/2023	0.36	-
6/09/2023	NM4417	PH490604	General solid waste	8400	6880	1,520.00	1,520.00	Weight (KG)	Squidly Transport general waste From Te One to Omega landfill for tip off	-	1.52
7/09/2023			General solid waste	7200	6880	320.00	320.00	Weight (KG)	Plant 490604 Squidly Kangaroo pick up General waste overloaded skip bin. Will need to come back and hide the rest in the skip bin as it is loose and too heavy to hand load into Squidly. Hold today's intake in Squidly. Transported to Omega Landfill 11/09/2023	0.32	-
7/09/2023			General solid waste	660	260	400.00	400.00	Weight (KG)	Loaded into 49004 Transported to Omega Landfill 11/9/2023	0.40	-
8/09/2023			General solid waste	1040	260	780.00	780.00	Weight (KG)	Kangaroo General waste skip bin Transported to Te One. Took bin off and weighed on weigh bridge. Re Loaded and transported to Omega Landfill 8/9/2023	0.78	-
8/09/2023	RA3237	PH204439	General solid waste	1040	260	780.00	780.00	Weight (KG)	8/9/2023 Spoke to Richard from Precast Modern re Weigh bridge query, following the basic instruction manual we will use the "1st weighing method"	-	0.78
8/09/2023			General solid waste	1620	460	1,160.00	1,160.00	Weight (KG)	Full Big skip of old court room books From the Department of correction/ NZ Police in to Te One, weighed and Transported out to Omega Landfill 9/9/2023	1.16	-
9/09/2023	RA3227	PH204439	General solid waste	1620	460	1,160.00	1,160.00	Weight (KG)	Full Big skip of old court room books From the Department of correction/ NZ Police in to Te One, weighed and Transported out to Omega Landfill 9/9/2023	-	1.16
9/09/2023			General solid waste	660	260	400.00	400.00	Weight (KG)	Loaded into 49004 Transported to Omega Landfill 11/9/2023	0.40	-
11/09/2023	NM4417	PH490604	General solid waste	8000	6880	1,120.00	1,120.00	Weight (KG)	Squidly Transport general waste	0.44	1.12
11/09/2023			Glass	700	260	440.00	440.00	Weight (KG)	Store Te One	-	-
11/09/2023		PH500398	Woody Waste	780	260	520.00	520.00	Weight (KG)	Transport only out to Omega Landfill 1/2 skip From 19/9/2023	-	0.52
11/09/2023			Cardboard	0	280	280.00	280.00	Weight (KG)	Store Te One	0.28	-
12/09/2023			General solid waste	690	260	430.00	430.00	Weight (KG)	Loaded into 49004 Transported to Omega Landfill 18/8/2023	0.43	-
12/09/2023			Woody Waste	680	260	420.00	420.00	Weight (KG)	Weigh skip and hold at Te One, too windy to cant. Transported to Omega Landfill 13/9/2023	0.42	-
11/09/2023			Scrap Metal	860	260	600.00	600.00	Weight (KG)	Weigh and store onsite Te One	0.60	-
13/09/2023			General solid waste	740	260	480.00	480.00	Weight (KG)	Loaded into 49004 Transported to Omega 18/09/2023	0.48	-
11/09/2023	NCK593	PH500398	Woody Waste	680	260	420.00	420.00	Weight (KG)	Transport only to Omega landfill 1/2 skip From 12/09/2023	-	0.42
11/09/2023			General solid waste	520	260	260.00	260.00	Weight (KG)	Loaded into 49004 Transported to Omega Landfill 18/09/2023	0.26	-
14/09/2023			General solid waste	900	260	640.00	640.00	Weight (KG)	Public random dumping towards the end of the day, excessive loose mixed rubbish dumped into the skip bin. Weighed skip bin and covered with transporter net. Loaded onto Hino to transport to Omega landfill 15/09/2023	0.64	-
15/09/2023	NCK593	PH500398	General solid waste	900	260	640.00	640.00	Weight (KG)			

	Weight (kg)
No container	0
1/2 skip Tare Weight	260
Full Skip Tare Weight	460
Compactor 490004	6880
Hino	3240
Hiab Truck	6700
Hiab and 1/2 skip	6960
Hiab and full skip	7160
Chop pallet	30

4. Works & Services

4.5 Solid Waste Report September 2023

Date of meeting	16 November 2023
Agenda item number	4.5
Author/s	Rebecca Tinga, Stantec

Purpose

To inform and update the Council on the Solid Waste.

Recommendations

THAT the report be received.

Background

Attached to this report is the Solid Waste report from Stantec.

Solid Waste Update – September 2023

Landfill Operation	
<p>Current Status:</p> <ul style="list-style-type: none"> MfE have conducted an audit of the landfill, with a favourable report being received afterwards. Council has accepted Viking Containment's proposal to repair the minor liner damage and is working with Fulton Hogan on this. Annual Report required for Owenga Landfill by the end of September. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> Stantec is working with CIC and FH on the Annual Report for Owenga Landfill. <p>Actions – Council</p> <ul style="list-style-type: none"> CIC staff to provide information for input to the Annual Report. Placement of waste in the landfill to be undertaken as advised by Stantec.
Waste Minimisation Project (MfE Waste Minimisation Fund)	
<p>Current Status – no change</p> <ul style="list-style-type: none"> Project Completion Report has been submitted to the MfE by CIC. The Code of Compliance Certificate has been issued for the Mitre 12 facility. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> No outstanding actions. <p>Actions – Council</p> <ul style="list-style-type: none"> No outstanding actions.
Weighbridge Project (CRRF Project)	
<p>Current Status – no change</p> <ul style="list-style-type: none"> The weighbridge has been installed at Te One and is up and running. The weighbridge has been operating successfully. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> Stantec to assist CIC with final milestone report. <p>Actions – Council</p> <ul style="list-style-type: none"> Council to prepare final milestone report.
Sludge Lagoon Project	
<p>Current Status – no change.</p> <ul style="list-style-type: none"> Stantec has provided a short report on the requirements for installing an overflow to the leachate pond. This has been given to FH. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> No outstanding actions. <p>Actions – Council</p> <ul style="list-style-type: none"> FH staff to install the overflow at the leachate pond. Council to work with Stantec to secure funding for the Sludge Facility Project.
Other Waste Management Matters	
<p>Current Status:</p> <ul style="list-style-type: none"> Workshop held to discuss the Issues and Options Paper on SW Charges. Council has accepted the draft Solid Waste Bylaw and draft WMMP for consultation, together with the Statement of Proposals. Council to discuss options of funding for dealing with organic wastes with MfE and decide on a course of action. Stantec has discussed the scope of an Asbestos Management Plan (AMP) with FH and CIC staff. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> Stantec to assist Council with completing process for the Solid Waste Bylaw and WMMP. Stantec to complete drafting an Asbestos Management Plan for CIC. <p>Actions – Council</p> <ul style="list-style-type: none"> Council to complete consultation process on the draft Solid Waste Bylaw and draft WMMP.

REGULATORY

Agenda

6. Regulatory

6.1 Activity Report from Environment Canterbury

Date of meeting	16 November 2021
Agenda item number	6.1
Author/s	Environment Canterbury Staff

Purpose

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

Recommendations

THAT Chatham Islands Council

1. **Receives the report.**

Background

The following reports are for your information only. All resolutions included in these reports were considered at the Steering Group meeting on 31 October 2023.

Agenda 2023

Chatham Islands Council Steering Group

Date: Tuesday, 7 March 2023
Time: 9.30 AM
Venue: Waimakariri
Environment Canterbury
200 Tuam Street, Christchurch



Chatham Islands Council

Steering Group

Membership

Chair Giles Southwell

Members

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

Chatham Islands Council Steering Group

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1. Mihi / Karakia Timatanga - Opening

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

2. Apologies

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

3. Minutes

3.1. Unconfirmed Minutes - Chatham Islands Council Steering Group - 7 February 2023

Chatham Islands Council Steering Group

Date of meeting	Tuesday, 7 March 2023
Author	{author-name}, {position}
Endorsed by	Catherine McMillan, General Manager Governance

Purpose

1. The previously circulated minutes from the Chatham Islands Council Steering Group on 7 February 2023 are to be confirmed.

Recommendations

That the Chatham Islands Council Steering Group:

1. Confirms the minutes from the Chatham Islands Council Steering Group meeting held on 7 February 2023.

Attachments

1. Chatham Islands Steering Group Unconfirmed Minutes 7 February 2023 [3.1.1 - 8 pages]

Minutes of the Chatham Islands Council Steering Group, held in the Whare Kotuia Room, Environment Canterbury, 200 Tuam Street, Christchurch and online on Tuesday 7 February 2023 at 9.33am.

Present

Lauren Hamilton

Tanya Clifford, Teresa Hancock, Terri Huxtable, Tina Jackson, Anne Liddicoat, Adrian Meredith, Joanne Mitten Graeme Nelson, Emma Parr, Owen Pickles, Jo Simkiss, Mark Smith*, Kerry Tangney*, James Thompson*.

* joined the meeting via audio/visual.

Lauren Hamilton assumed the chair for the meeting.

1. Mihi/Karakia Timatanga - Opening

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

2. Apologies

An apology for absence was received from Giles Southwell and an apology for lateness was received from James Thompson

3. Minutes

Refer pages 5-13 of the agenda.

3.1. Unconfirmed Minutes - Chatham Islands Council Steering Group - 29 November 2022

Refer pages 6-13 of the agenda.

Staff provided the unconfirmed minutes of the Chatham Islands Council Steering Group meeting held on 29 November 2022.

Resolved CICSC/2023/001

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

1. Confirms the minutes from the Chatham Islands Council Steering Group meeting held on 29 November 2022.

4. Report Items

Refer pages 14-47 of the agenda.

4.1 Verbal Update on Island Matters

Refer pages 14-338 of the agenda.

Owen provided a verbal update on Island matters including:

- petrol, working on getting this to the island
- infrastructure review by finance
- airport project is near completion
- upgrade of housing required
- new Long Term Plan

Resolved CICSC/2023/002

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

4.2. Action list

Refer pages 15-16 of the agenda.

Staff updated the meeting with the actions carried forward from the previous meeting. The outstanding item can now be closed.

Resolved CICSC/2023/003

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

4.3. Travel Schedule

Refer pages 17-19 of the agenda.

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

Resolved CICSC/2023/004

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

4.4. Chatham Islands Services Overview

Refer pages 20-21 of the agenda.

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

Resolved CICSC/2023/005

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

4.5 Procurement Projects Update - IT and Refurbishments

Refer pages 22-23 of the agenda.

This report was taken as read.

Resolved CICSC/2023/006

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

4.6 Resource Management Planning

Refer pages 24-316 of the agenda.

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

Resolved CICSC/2023/007

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

4.7. Communications

Refer pages 317-322 of the agenda.

Staff updated the meeting on communications since the last meeting.

Resolved CICSC/2023/008

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

1. Suggests that the Communications report for February 2023 is put forward to the Chatham Islands Council to receive.

4.8 Environmental Monitoring

Refer page 323 of the agenda.

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

Resolved CICSC/2023/009

Staff recommendations adopted without change.

That the Chatham Islands Council Steering group:

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

4.9 Biosecurity

Refer pages 324-327 of the agenda.

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

Resolved CICSC/2023/010

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

4.10 Navigation Safety

Refer page 328 of the agenda.

Staff updated the meeting on navigation safety.

Resolved CICSC/2023/011

That the Chatham Islands Council Steering group:

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

4.11 Marine Oil Spill Response & Readiness

Refer page 329 of the agenda.

Staff provided an update on marine oil spill response capabilities.

Resolved CICSC/2023/012

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

4.12 Compliance

Refer page 330 of the agenda.

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

Resolved CICSC/2023/013

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

4.13 Civil Defence Emergency Management

Refer page 331 of the agenda.

Staff updated the meeting on Civil Defence Emergency Management.

Resolved CICSC/2023/014

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

4.14 Corporate Reporting Update

Refer pages 332-333 of the agenda.

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

Resolved CICSC/2023/014

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

4.15 Financial Updates

Refer pages 334-338 of the agenda.

Staff provided a financial update on the service agreement between the Chatham Islands Council and the Canterbury Regional Council for the period ending 31 December 2022.

Resolved CICSC/2023/014

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

5. Next Meeting

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

6. Mihi/Karakia Whakamutunga - Closing

Lauren closed the meeting.

Meeting concluded at 10.20am.

CONFIRMED 7 MARCH 2023

Owen Pickles
Chief Executive
Chatham Islands Council

4. Report Items

4.1. Verbal Update on Island Matters

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 3 March 2023
Author	Lauren Hamilton, Regional Leader - Zone Delivery
Endorsed by	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

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

Attachments

Nil

4.2. Action list

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 7 March 2023
Author	Petrea Downey, Committee Advisor
Endorsed by	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

Purpose

1. To update the Chatham Islands Council Steering Group that there are no actions carried forward from the previous meeting on 7 February 2023.

Recommendations

That the Chatham Islands Council Steering Group:

1. Suggests that the Action List report is put forward to the Chatham Islands Council to receive, noting there are no actions.

Attachments

Nil

4.3. Travel Schedule

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 7 March 2023
Author	Rebecca Phipps, Hub Leader Coordinators
Responsible Director	Giles Southwell, Director Finance and Corporate Services

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

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

Attachments

1. Corp Client Location Air Chathams 02 Mar 23 - 30 Sep 23 [4.3.1 - 1 page]

Client Location Report - Environment Canterbury

Selection Criteria
Departures between 02Mar23 - 30Sep23
Destination/Transit - All Countries
17934
Outlet - ASHY Branch - All
Travel Type - Corporate



New Zealand																	
Folder No	Folder Dep Date	Company Name	Travel Type	Outlet	Lead Name	Cell Phone	Pax List	VIP	PO Number	Project Number	Booked By	Cost Centre	Employee Number	Travel Purpose	Itinerary Email	EmailTo	
1014559	27Feb23	Environment Canterbury	CORPORATE	ASHY	Ms Jemma Hippolite		Ms Jemma Hippolite jhippolite@zolve.co.nz				Robyn Warburton	FDS	CARL DIAMOND@E P043201/-CAN.GO		ROBYN.WARBURTON@ECAN.GOV.T.NZ	jhippolite@zolve.co.nz	
		From To	Dep Date / Date In	Arr Date / Date Out	Flight No	Supplier Reference	Vendor										
		CHT - Chatham Island WLG - Wellington	03/03/23 07:45 a.m.	03/03/23 08:50 a.m.	3C0512	004Y9V	Air Chathams										
1014560	27Feb23	Environment Canterbury	CORPORATE	ASHY	Mr Steven Palmer	+64277426126	Mr Steven Palmer				Robyn Warburton	RESFDS	CARL DIAMOND@E P043201/-CAN.GO		ROBYN.WARBURTON@ECAN.GOV.T.NZ	steven.palmer@ecan.govt.nz	
		From To	Dep Date / Date In	Arr Date / Date Out	Flight No	Supplier Reference	Vendor										
		CHT - Chatham Island WLG - Wellington	03/03/23 07:45 a.m.	03/03/23 08:50 a.m.	3C0512	004Y9W	Air Chathams										
1017036	13Mar23	Environment Canterbury	CORPORATE	ASHY	Ms Teresa Hancock	027 234 0739	Ms Teresa Hancock				Katie Roggisch	CSE	ROSS PRINGLE	P027116/-	KATIE.ROGGISCH@ECAN.GOV.T.NZ	teresa.hancock@ecan.govt.nz	
		From To	Dep Date / Date In	Arr Date / Date Out	Flight No	Supplier Reference	Vendor										
		WLG - Wellington CHT - Chatham Island	13/03/23 11:30 a.m.	13/03/23 02:00 p.m.	3C0521		Air Chathams										
		CHT - Chatham Island WLG - Wellington	17/03/23 07:45 a.m.	17/03/23 08:50 a.m.	3C0512		Air Chathams										

4.4. Chatham Islands Services Overview

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 7 March 2023
Author	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

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

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

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

Provision of services

3. Team visited Chatham Island in February and it was a very successful trip.
4. The procurement team are work on a process to secure a plumber to complete the installation of the water tanks on the island.

Renewal of services contract

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

Engagement with Department of Internal Affairs

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

Next steps

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

Attachments

Nil

4.5. Procurement Projects Update - IT and Refurbishments

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 7 March 2023
Author	Craig Burke
Endorsed by	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

1. Notes this report which provides an update on procurement projects for Chatham Islands Council being managed by Environment Canterbury.
2. Suggests the Procurement Projects Update IT and Refurbishments report is put forward to the Chatham Islands Council to receive.

Overview and updates regarding the procurement projects for Chatham Islands Council

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

Procurement of digital services

3. Activities Update:
 - a. The RFP closed on the 31 January 2023 and we received three responses.
 - b. The review panel met to score the responses to the RFP. The review panel consisted of three staff from Environment Canterbury and Colette Peni, Operations Manager, CIC.
 - c. Two companies have been shortlisted for further review. Letters have been sent to the companies notifying them of their success.
 - d. Plans will now be made to have company representatives visit the Chatham Islands.

Installation of Water Tanks

4. Activities Update:

- a. The Procurement Team have worked with the Chatham Islands Council Chief Executive Officer, to develop a recommendation for procuring these works, the agreed recommendation was that the work be put out through GETs as a Registration of Interest (ROI) to identify suppliers who can install these tanks.
- b. The Procurement Team has worked to prepare the ROI document, with the intention of publishing this as soon as it has been reviewed and approved by the Chief Executive.
- c. The proposed timeframe for the ROI process is:
 - Document Uploaded to GETs - 03 March 2023
 - Questions close on GETs - 17 March 2023
 - Submissions close on GETs - 24 March 2023
 - Suppliers Shortlisted / invited to price - 31 March 2023
 - Work Commencing - April 2023
 - Work Completed - November 2023

Procurement of building renovation services

5. Activities Update:

- a. Environment Canterbury is not engaged on this procurement project. This project is being managed by CIC via direct appointment.

Attachments

Nil

4.6. Resource Management Planning

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 7 March 2023
Author	Jo Mitten, Principal Planner
Endorsed by	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

1. To update the Chatham Islands Council Steering Group on work that has been undertaken since the previous Steering Group meeting held on 7 February 2023.

Recommendations

That the Chatham Islands Council Steering Group:

1. **Suggests the Resource Management Planning report is put forward to the Chatham Islands Council to receive.**
2. **Note, that after consultation with the Chatham Islands Council, a submission is not required on the Future for Local Government draft report ‘He mata whāriki, he matawhānui.**

Key points

2. A table of necessary changes to the CIRMD to give effect to the NPS-FM has been drafted. It has been peer reviewed within Environment Canterbury and is attached to this report.
3. After consultation with the Chatham Islands Council, a submission is not required on the Future for Local Government draft report ‘He mata whāriki, he matawhānui’. Owen Pickles is currently in conversations with the authors of the report and is satisfied that any comments have been incorporated.

Background

4. The National Policy Statement for Freshwater Management (NPS-FM) requires significant changes to be made to the Chatham Islands Resource Management Document (CIRMD). The following points outline the steps ahead in more detail:
 - a. There are some specific provisions required under the NPS-FM that must be included into the CIRMD as soon as possible. These changes are not required to go through a consultation process. The planners will insert these into the CIRMD.

- b. Some of the required changes to align the CIRMD with the NPS-FM will need to be carried out in consultation with tāngata whenua and the local community and will require significant scientific input. It is expected that this will take time.
 - c. These more significant and localised changes to the CIRMD to meet the NPS-FM requirements in full should be notified by the end of 2024 according to the legislation, but this timeframe is unlikely to be met for the Chatham Islands due to a lack of resourcing. However, we expect a significant increase in funding to begin in the 2023/24 financial year.
 - d. A table of all required changes is attached for consideration by the Chatham Islands Council.
5. A review of local government was established by the Minister of Local Government in April 2021 in context of:
- a. Significant reform programme and traditional roles and functions of local government changing.
 - b. The last substantial change was in 1989-there have been numerous reviews and multiple ad-hoc changes to legislation since then.
 - c. Evolution is required to respond to current and future state e.g., changes in demographics, Te Tiriti recognition, and the way communities interact.
6. The draft report, 'He mata whāriki, he matawhānui' outlines a need for a local governance system that is community focussed and citizen centred. Its purpose is to promote discussions and invite submissions to shape the final report and recommendations. It sets out a suite of recommendations and questions across different areas such as citizen led democracy, Te Tiriti based partnership, improving central and local government relationship, funding and finance, among others.

Cost, compliance and communication

Financial implications

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

Risk assessment and legal compliance

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

Next steps

9. Environment Canterbury would like any comments back on the table of changes required to be made to the CIRMD to align with the NPS-FM by 28 February 2023.

10. The first set of changes that ECan planners will be drafting are those changes that have to take immediate effect and must be included in the CIRMD to adhere to the NPS-FM. These changes do not require consultation and the planners will have these ready for the next steering group report.
11. The second set of changes required to align the CIRMD with the NPS-FM will require some significant consultation with tangata whenua and the community and will need scientific input. It is expected that it will take some time to work through these and we may not be able to complete these changes by 2024.

12. Attachments

1. changes to CIRMD NPS FM 2 [4.6.1 - 29 pages]

Legal review	
Peer reviewers	Jeff Smith and Rachel Tutty

NPS Clause	Requirement	CIRMD Objectives, Policies and Methods	Proposed change
3.2 Te Mana o te Wai	(3) Every regional council must include an objective in its regional policy statement that describes how the management of freshwater in the region will give effect to Te Mana o te Wai.		Objective to be written and included in the CIRMD. To be developed in consultation with tāngata whenua and the local community
3.3 Long-term visions for freshwater	(1) Every regional council must develop long-term visions for freshwater in its region and include those long-term visions as objectives in its regional policy statement.		Long-term visions to be developed after engagement with tāngata whenua and the community. Objectives to be written and included in the CIRMD.
3.5 Integrated management	(2) Every regional council must make or change its regional policy statement to the extent needed to provide for the integrated management of the effects of: (a) the use and development of land on freshwater; and (b) the use and development of land and freshwater on receiving environments. (4) Every territorial authority must include objectives, policies, and methods in its district plan to promote positive effects, and avoid, remedy, or mitigate adverse effects (including cumulative effects), of urban development on the health and well-being of water bodies, freshwater ecosystems, and receiving environments.	4.2.2 Objective – Natural Character of Lakes, Rivers and Wetlands and their Margins (i) The control of inappropriate use, development and subdivision where it may adversely affect the natural character of lakes, rivers and wetlands and their margins. 4.2.2.1 Policies (i) The adverse effects of activities on natural character should be avoided, remedied or mitigated in terms of: (a) natural flows and levels, (b) water quality, (c) ecosystem functioning and health, (d) indigenous vegetation and habitats, (e) historic heritage, cultural and recreational values. 4.2.2.2 Methods (i) Encouraging landowners to protect natural values by private agreements, conservation covenants, fencing and planting of margins.	Consider whether effects of land use on freshwater other than natural character should be included, given that the CIRMD includes a wide range aspects under natural character. For (2) is using avoid, remedy or mitigate strong enough? Promotes positive effects but not specifically of urban development – may need a specific provision. Under 4.2.3.1 (iv) as far as practical may not be strong enough to protect freshwater and receiving environments. Also this policy does not apply to existing discharges – would need to be amended. 4.2.3.2 methods – minimising land-use run-off may not be sufficient – consider a change to avoid, remedy or mitigate.

		<p>(ii) Using of guidelines, Codes of Practice and education workshops.</p> <p>(iii) Use of Rules which regulate activities which have the potential to have an adverse effect on the natural character of beds and margins of lakes, and rivers and wetlands.</p> <p>(iv) Esplanade reserves/strips to be set aside as conditions of subdivision consents where appropriate or otherwise negotiated with the landowner.</p> <p>(v) Purchase/designate land.</p> <p>4.2.3 Objective – Water Quality</p> <p>(i) The maintenance and enhancement of the islands' water quality at a level which sustains its life supporting capacity for natural, economic, recreational and cultural reasons.</p> <p>4.2.3.1 Policies</p> <p>(i) Discharges or dumping of contaminants to water or land should not have a more than minor adverse effect on the standard of water and the discharge should not give rise to any adverse effects on natural ecosystems and biodiversity values.</p> <p>(ii) Discharges of stormwater should not include levels of contaminants that would adversely affect the receiving environment.</p> <p>(iii) To create, retain and enhance vegetation on the margins of lakes and rivers where it will maintain and enhance water quality.</p> <p>(iv) To manage, as far as practicable, land uses so that contaminants from nonpoint discharges do not adversely affect water bodies and biodiversity values, including the following actions:</p> <p>(a) controlling stock access to water bodies,</p> <p>(b) avoiding excessive nutrient runoff,</p> <p>(c) planting of margins,</p> <p>(d) stipulating minimum distance between water bodies and effluent disposal fields, waste disposal sites etc.</p> <p>(v) Esplanade reserves/strips may be set aside where it can be established that they will</p>	<p>Policy 4.2.4.1 It is not just activities adjacent to Te Whānga that need to be controlled. Te Whānga is the receiving environment for freshwater rivers and streams – activities that impact on them will also impact on Te Whānga.</p> <p>Policy 4.3.2.1 managing land uses as far as practical may not be strong enough.</p>
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		<p>contribute to the maintenance and enhancement of water quality.</p> <p>(vi) When considering any application for a discharge the consent authority must have regard to the following matters:</p> <p>(a) the extent to which the discharge would avoid contamination that will have an adverse effect on the life-supporting capacity of fresh water including on any ecosystem associated with fresh water; and</p> <p>(b) the extent to which it is feasible and dependable that any more than minor adverse effect on fresh water, and on any ecosystem associated with fresh water, resulting from the discharge would be avoided.</p> <p>(viii) This policy applies to the following discharges (including a diffuse discharge by any person or animal):</p> <p>(a) a new discharge; or</p> <p>(b) a change or increase in any discharge – of any contaminant into fresh water, or onto or into land in circumstances that may result in that contaminant (or, as a result of any natural process from the discharge of that contaminant, any other contaminant) entering fresh water.</p> <p>4.2.3.2 Methods</p> <p>(i) To encourage practices which minimise land use runoff.</p> <p>(ii) To encourage use of programmes, such as “Growsafe” for the application of sprays.</p> <p>(iii) Esplanade strips/reserves to be set aside as conditions of subdivision consents where appropriate or otherwise negotiated with the landowner.</p> <p>(iv) Rules to ensure that discharge of contaminants and stormwater from residential, industrial or commercial developments do not adversely affect water quality.</p> <p>4.2.4 Objective – Te Whanga</p>	
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		<p>(i) The maintenance and enhancement of Te Whanga as a significant natural ecosystem and community resource in respect of:</p> <ul style="list-style-type: none"> (a) food gathering and recreation, (b) the functioning of ecosystems, (c) imi/iwi values and relationships. <p>4.2.4.1 Policies</p> <p>(ii) Activities in or adjacent to Te Whanga should not adversely affect:</p> <ul style="list-style-type: none"> (a) imi/iwi values and relationships, (b) community access, (c) water quality, (d) ecosystem values. <p>4.3.2 Objective - Coastal Water Quality</p> <p>(i) The maintenance and enhancement of the coastal water quality of the Chathams at a standard which safeguards its life supporting capacity.</p> <p>4.3.2.1 Policies</p> <p>(i) That discharges or dumping of contaminants to water or land within the land above mean high water springs should not adversely affect the standard of coastal water and the discharges should not give rise to any adverse effects on habitats, feeding grounds or ecosystems in the coastal environment.</p> <p>(ii) That all vessel construction, maintenance and servicing sites should possess facilities for the containment and collecting and treatment or disposal of wastes or contaminants arising from activities on the site.</p> <p>(iii) To manage, as far as practicable, land uses so that contaminants from non-point discharges do not adversely affect coastal water.</p> <p>4.3.2.2 Methods</p> <p>(i) Rules to ensure that discharges of contaminants from rural, residential, industrial, utility, community or commercial developments do not adversely affect coastal water quality.</p>	
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		<p>(ii) Encouragement of practices which minimise land use runoff, such as the maintenance and protection of coastal vegetation.</p> <p>5.3.4 Rural Zone Rules</p> <p>2. Industrial and Commercial Activities. PA if below size limit and separated from neighbouring dwellings. Otherwise DA – adverse effects of discharges to water.</p> <p>3. Buildings. PA if setback from boundaries, below height limit and >100m from MHWS. Otherwise DA – effect on CE</p> <p>8. Haz. Substances. PA if compliant and no discharge to waterbody, or stormwater system. Otherwise DA – type of substance, proximity of ecological sites.</p> <p>10. Earthworks. PA if <50m³ within 100m of MHWS otherwise no limit, no change in water colour or clarity. Otherwise DA – effect on water quality.</p> <p>11. Roads. PA if near existing road or in a road reserve. Otherwise DA – effect on water quality.</p> <p>12. Subdivision – RDA if meets conditions including >100m from MHWS. Matters of disc include imi/iwi values, vesting of lake and river beds. Otherwise DA – effect on NC of coastline,</p> <p>15. Quarries – PA if at scheduled sites and no change in colour or clarity and fish passage not impeded. Otherwise DA – effects on water quality and fish passage.</p> <p>16. Activities in or near waterbodies – PA if not structures (other than fences, access tracks...) and not IV clearance, and no change in colour or clarity. Restrictions only apply to wetlands >1ha and rivers >1.5m wide. Otherwise DA – Necessity to undertake the activity there, effects on water quality, ecosystems, cultural and community values.</p> <p>17. Discharge of effluent – PA for sewage if enough soakage, new effluent fields >20m from a waterbody or MHWS. Otherwise DA – alternative methods, rate of discharge, sensitivity of receiving env.</p>	
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		<p>19. Discharge of contaminants to water – PA if stormwater or freshwater, after reasonable mixing no scums, suspended materials, change in colour or clarity, odour, unsuitable for animal consumption, significant effects on aquatic life. Otherwise DA – effects on cultural values and ecosystems.</p> <p>20. Taking of water – PA if existing take, or <3m³/day, or for stock water, domestic needs, school, firefighting and Council notified and flows and levels do not impede fish passage. Otherwise DA - type of activity, volume of water, effects on aquatic life and cultural values.</p> <p>21. Damming and diversion of water – PA if dams and weirs meet size restrictions, and don't impact on other uses, and flows and levels don't impede fish passage, and is for certain uses. Otherwise DA - type of activity, volume of water, effects on aquatic life and cultural values.</p> <p>22. Structures in beds of lakes and rivers – PA if existing, or fences or utility lines, or culverts, bridges, fords, or meet size limits, and do not impede fish passage. Otherwise DA - type of activity, volume of water, effects on aquatic life and cultural values.</p> <p>23. Disturbance of beds of lakes and rivers – PA if for a fence or utility line, or for opening Te Whānga etc., if no disturbance of Te Whānga. Otherwise DA – effects on water flows and quality, ecosystems, cultural values, erosion, scouring, deposition.</p> <p>24. Discharge of contaminants onto land – PA if not within 30m of a waterbody or water supply or MHWS. Otherwise DA – type of contaminant, effect on ecosystems.</p> <p>25. Areas of Significant Natural Value – PA if in accordance with an agreement or covenant. Otherwise DA – effects on natural values including water quality.</p>	
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3.9 Identifying values and setting environmental outcomes as objectives	(4) The regional council must include the environmental outcomes as an objective, or multiple objectives, in its regional plan(s).		<p>Environmental outcomes to be developed to give effect to the long-term vision for freshwater, in consultation with tāngata whenua and the local community.</p> <p>Targets and limits will need to be identified</p> <p>Objectives and methods to be written and included in the CIRMD.</p>
3.12 How to achieve target attribute states and environmental outcomes	<p>(3) In order to achieve any other target attribute state or otherwise support the achievement of environmental outcomes, a regional council must do at least one of the following:</p> <p>(a) identify limits on resource use and include them as rules in its regional plan(s)</p> <p>(b) prepare an action plan</p> <p>(c) impose conditions on resource consents to achieve target attribute states.</p>		<p>Rules and action plans will be developed once environmental outcomes and target attribute states have been set.</p>
3.15 Preparing action plans	<p>(4) Action plans:</p> <p>(b) may be published either by appending them to a regional plan or by publishing them separately.</p>		<p>Action plans can sit outside of the CIRMD and don't need to be appended to it. They can be developed alongside the plan and can include the non-statutory methods for achieving Te Mana o Te Wai. They can also be appended to the CIRMD once they have been developed.</p>
3.16 Setting environmental flows and levels	(1) Every regional council must include rules in its regional plan(s) that set environmental flows and levels for each FMU, and may set different flows and levels for different parts of an FMU.	<p>4.2.1 Objectives – Water Quantity</p> <p>(i) To retain flows and levels in water bodies and groundwater sufficient to support their life supporting capacity, while providing for human requirements.</p>	<p>FMUs need to be identified. Alongside visions and objectives for each FMU. Monitoring requirements will be needed for FMU's.</p> <p>FMU/catchment rules setting flows, levels and allocation limits need to be developed and</p>

		<p>(ii) To develop measures in cooperation with all agencies to prevent the establishment of aggressive exotic macrophytes.</p> <p>(iii) To develop a programme, appropriate to the issues facing the Chatham Islands, that implements the National Policy on Freshwater Management. This programme will be implemented in a staged manner and Policies and Methods will be included through plan changes to the Chatham Islands Resource Management Act.</p> <p>4.2.1.1 Policies</p> <p>(i) To maintain sufficient water in water bodies to:</p> <p>(a) Safeguard the life supporting capacity of aquatic ecosystems, including significant habitats of indigenous fauna and areas of significant indigenous vegetation,</p> <p>(b) protect existing value of the water bodies as sources of mahinga kai for imi/iwi and as food gathering sites for the community,</p> <p>(c) protect wāhi tapu and other wāhi taonga of value to imi/iwi,</p> <p>(d) preserve natural character of lakes and rivers and protect outstanding natural features and landscapes,</p> <p>(e) provide for human consumption and stock drinking water.</p> <p>4.2.1.2 Methods</p> <p>(i) Rules requiring resource consent for use of water for activities other than domestic, stock and fire fighting purposes, existing takes and small takes.</p> <p>(ii) Rules that protect natural values of water bodies.</p> <p>(iii) Encouraging landowners to protect natural values by private agreements, conservation covenants, fencing and planting of margins and use of guidelines and education.</p> <p>(iv) Requiring all persons taking groundwater and surface water to notify Council on the location and amount of water.</p>	<p>included in the CIRMD. If limits are to be set higher than existing allocation, technical information (science, mātauranga, economic, social) will be needed to show how new limits correspond to te mana o te wai.</p>
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		<p>Reasons and Explanation Current national policy requires the Council to set a timeframe and methodology to address over allocation of water bodies. The Council considers it impractical to develop and implement such an approach by the end of December 2014 (the time stipulated in the NES), given that at present there are no over-allocation issues on the islands. The Council will develop a policy and in the interim will consider the water body's Mean Annual Low Flow (MALF) when assessing applications to take water to ensure that over allocation does not occur, and ensure that a surface water flow of 50% of the 7 day mean annual low flow is maintained.</p> <p>4.2.2.1 Policies (i) The adverse effects of activities on natural character should be avoided, remedied or mitigated in terms of: (a) natural flows and levels, (b) water quality, (c) ecosystem functioning and health, (d) indigenous vegetation and habitats, (e) historic heritage, cultural and recreational values.</p>	
<p>3.17 Identifying take limits</p>	<p>(1) In order to meet environmental flows and levels, every regional council:</p> <p>(a) must identify take limits for each FMU; and</p> <p>(b) must include the take limits as rules in its regional plan(s); and</p> <p>(c) must state in its regional plan(s) whether (and if so, when and which) existing water permits will be reviewed to comply with environmental flows and levels; and</p>	<p>4.2.1 Objectives – Water Quantity (i) To retain flows and levels in water bodies and groundwater sufficient to support their life supporting capacity, while providing for human requirements. (ii) To develop measures in cooperation with all agencies to prevent the establishment of aggressive exotic macrophytes. (iii) To develop a programme, appropriate to the issues facing the Chatham Islands, that implements the National Policy on Freshwater Management. This programme will be implemented in a staged manner and Policies and Methods will be included</p>	<p>Take limits will need to be identified once flows and levels have been set for each FMU/catchment. There may need to be considerable scientific input into this process. The NPSFM states that the best information available need to be used and that Councils are not to be held back by imperfect information. There will be a choice for Council to make around investing in science or setting conservative limits. Mātauranga, economic and social information would also need to be considered.</p> <p>The take limits will be included as rules in the CIRMD.</p>

	<p>(3) Where a regional plan or any resource consent allows the taking, damming, diversion or discharge of water, the plan or resource consent must identify the flows and levels at which:</p> <p>(a) the allowed taking, damming, or diversion will be restricted or no longer allowed; or</p> <p>(b) a discharge will be required.</p>	<p>through plan changes to the Chatham Islands Resource Management Act</p> <p>4.2.1.1 Policies</p> <p>(ii) To record the location and volume of all water takes for information purposes.</p> <p>(iii) When considering any application the consent authority must have regard to the following matters:</p> <p>(a) the extent to which the change would adversely affect safeguarding the life-supporting capacity of fresh water and of any associated ecosystem; and</p> <p>(b) the extent to which it is feasible and dependable that any adverse effect on the life-supporting capacity of fresh water and of any associated ecosystem resulting from the change would be avoided.</p> <p>(iv) This policy applies to:</p> <p>(a) any new activity and</p> <p>(b) any change in the character, intensity or scale of any established activity– that involves any taking, using, damming or diverting of fresh water or draining of any wetland which is likely to result in any more than minor adverse change in the natural variability of flows or level of any fresh water, compared to that which immediately preceded the commencement of the new activity or the change in the established activity (or in the case of a change in an intermittent or seasonal activity, compared to that on the last occasion on which the activity was carried out</p> <p>5.3.4 Rural Zone Rules</p> <p>20. Taking of water. PA – if existing use, or <3m³/day, or for stockwater, domestic, school, or fire fighting, and Council is notified of location of new takes, and flows or levels allow fish passage. Otherwise DA – type of activity, volume, effects on aquatic life and cultural values.</p> <p>21. Damming and diversion of water – PA if meets size limits, and it is for domestic needs, stockwater, school, public water supply, fire</p>	<p>A statement on the review of existing water permits will be included in the CIRMD.</p> <p>The CIRMD will be amended to include the flows and levels at which taking, damming or diversion will be restricted, or a discharge will be required.</p>
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		fighting, does not impinge on a consented take, and flows and levels allow fish passage. Otherwise DA – type of activity, volume, effects on ecosystems and cultural values.	
3.22 Natural inland wetlands	<p>(1) Every regional council must include the following policy (or words to the same effect) in its regional plan(s): “The loss of extent of natural inland wetlands is avoided, their values are protected, and their restoration is promoted, except where:</p> <p>(a) the loss of extent or values arises from any of the following:</p> <p>(i) the customary harvest of food or resources undertaken in accordance with tikanga Māori</p> <p>(ii) wetland maintenance, restoration, or biosecurity (as defined in the National Policy Statement for Freshwater Management)</p> <p>(iii) scientific research</p> <p>(iv) the sustainable harvest of sphagnum moss</p> <p>(v) the construction or maintenance of wetland utility structures (as defined in the Resource Management (National Environmental Standards for Freshwater) Regulations 2020)</p> <p>(vi) the maintenance or operation of specified infrastructure, or other infrastructure (as defined in the Resource Management (National Environmental Standards for Freshwater) Regulations 2020</p>	<p>4.2.2 Objective – Natural Character of Lakes, Rivers and Wetlands and their Margins</p> <p>(i) The control of inappropriate use, development and subdivision where it may adversely affect the natural character of lakes, rivers and wetlands and their margins.</p> <p>4.2.2.1 Policies</p> <p>(i) The adverse effects of activities on natural character should be avoided, remedied or mitigated in terms of:</p> <p>(a) natural flows and levels,</p> <p>(b) water quality,</p> <p>(c) ecosystem functioning and health,</p> <p>(d) indigenous vegetation and habitats,</p> <p>(e) historic heritage, cultural and recreational values.</p> <p>(iv) The disturbance of any bed or margin of river, lake or wetland by excavation, dredging, drilling, tunnelling, deposition or reclamation should not have more than a temporary effect on the life supporting capacity of ecosystems, amenity values and downstream users.</p> <p>(v) Vegetation on the margins of lakes, rivers and wetlands should be sustainably managed where it will:</p> <p>(a) enhance or maintain water quality, through the interception of non-point source contamination from adjacent land,</p> <p>(b) enhance existing ecosystems,</p> <p>(c) maintain or enhance the natural character of lakes, wetlands, rivers and their margins,</p> <p>(d) maintain or enhance amenity values.</p> <p>4.2.2.2 Methods</p> <p>(i) Encouraging landowners to protect natural values by private agreements, conservation covenants, fencing and planting of margins.</p>	<p>Insert Policy 3.22 into the CIRMD as soon as possible without a schedule 1 process. In the CIRMD review we will need to ensure that there are methods in place to deliver this policy. . . Note also that coastal wetlands are not included in this requirement (natural inland wetlands only).</p> <p>Existing Policy 4.2.2.1 is not strong enough – needs to avoid rather than offering the options of remedying or mitigating effects.</p> <p>Excavation, dredging.. of wetlands where there could be partial drainage is a prohibited activity under the NES-F.</p> <p>Need specific provisions for the list of allowable activities.</p> <p>Need provisions for restoration.</p> <p>5.3.4 Rural Zone Rules- an assessment is required to determine whether these rules duplicate or conflict with the NES.</p>

	<p>(vii) natural hazard works (as defined in the Resource Management (National Environmental Standards for Freshwater) Regulations 2020); or</p> <p>(b) the regional council is satisfied that:</p> <p>(i) the activity is necessary for the construction or upgrade of specified infrastructure; and</p> <p>(ii) the specified infrastructure will provide significant national or regional benefits; and</p> <p>(iii) there is a functional need for the specified infrastructure in that location; and</p> <p>(iv) the effects of the activity are managed through applying the effects management hierarchy.” Or</p> <p>(c) the regional council is satisfied that:</p> <p>(i) the activity is necessary for the purpose of urban development that contributes to a well-functioning urban environment (as defined in the National Policy Statement on Urban Development); and</p> <p>(ii) the urban development will provide significant national, regional or district benefits; and</p> <p>(iii) the activity occurs on land identified for urban development in operative provisions of a regional or district plan; and</p>	<p>(ii) Using of guidelines, Codes of Practice and education workshops.</p> <p>(iii) Use of Rules which regulate activities which have the potential to have an adverse effect on the natural character of beds and margins of lakes, and rivers and wetlands.</p> <p>(iv) Esplanade reserves/strips to be set aside as conditions of subdivision consents where appropriate or otherwise negotiated with the landowner.</p> <p>(v) Purchase/designate land.</p> <p>5.3.4 Rural Zone Rules</p> <p>16. Activities In or near waterbodies. PA in a wetland or within 5 m of a wetland -if fences, access tracks, wetlands <1ha, or no erection of structures, no indigenous vegetation clearance, no change to the colour or clarity of water. Otherwise DA – necessity to locate it there, effects on water quality, ecosystems, cultural and community values.</p>	
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	<p>(iv) the activity does not occur on land that is zoned in a district plan as general rural, rural production, or rural lifestyle; and</p> <p>(v) there is either no practicable alternative location for the activity within the area of the development, or every other practicable location in the area of the development would have equal or greater adverse effects on a natural inland wetland; and</p> <p>(vi) the effects of the activity will be managed through applying the effects management hierarchy; or</p> <p>(d) the regional council is satisfied that:</p> <p>(i) the activity is necessary for the purpose of quarrying activities; and</p> <p>(ii) the extraction of the aggregate will provide significant national or regional benefits; and</p> <p>(iii) there is a functional need for the activity to be done in that location; and</p> <p>(iv) the effects of the activity will be managed through applying the effects management hierarchy; or</p> <p>(e) the regional council is satisfied that:</p> <p>(i) the activity is necessary for the purpose of:</p> <p>(A) the extraction of minerals (other than coal) and ancillary activities; or</p>		
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	<p>(B) the extraction of coal and ancillary activities as part of the operation or extension of an existing coal mine; and</p> <p>(ii) the extraction of the mineral will provide significant national or regional benefits; and</p> <p>(iii) there is a functional need for the activity to be done in that location; and</p> <p>(iv) the effects of the activity will be managed through applying the effects management hierarchy; or</p> <p>(f) the regional council is satisfied that:</p> <p>(i) the activity is necessary for the purpose of constructing or operating a new or existing landfill or cleanfill area; and</p> <p>(ii) the landfill or cleanfill area:</p> <p>(A) will provide significant national or regional benefits; or</p> <p>(B) is required to support urban development as referred to in paragraph (c);</p> <p>(C) is required to support the extraction of aggregates as referred to in paragraph (d); or</p> <p>(D) is required to support the extraction of minerals as referred to in paragraph (e); and</p>		
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	<p>(iii) there is either no practicable alternative location in the region, or every other practicable alternative location in the region would have equal or greater adverse effects on a natural inland wetland; and</p> <p>(iv) the effects of the activity will be managed through applying the effects management hierarchy.”</p> <p>(2) Subclause (3) applies to an application for a consent for an activity that:</p> <p>(a) is for a purpose referred to in subclause (1)(a) to (f), other than the purpose referred to in paragraph (1)(a)(i); and</p> <p>(b) would result (directly or indirectly) in the loss of extent or values of a natural inland wetland.</p> <p>(3) Every regional council must make or change its regional plan to ensure that an application referred to in subclause (2) is not granted unless:</p> <p>(a) the council is satisfied that:</p> <p>(i) the applicant has demonstrated how each step of the effects management hierarchy will be applied to any loss of extent or values of the wetland (including cumulative effects and loss of potential value), particularly (without limitation) in relation to the values of: ecosystem health, indigenous biodiversity, hydrological functioning,</p>		
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	<p>Māori freshwater values, and amenity values; and</p> <p>(ii) if aquatic offsetting or aquatic compensation is applied, the applicant has complied with principles 1 to 6 in Appendix 6 and 7, and has had regard to the remaining principles in Appendix 6 and 7, as appropriate, and</p> <p>(iii) there are methods or measures that will ensure that the offsetting or compensation will be maintained and managed over time to achieve the conservation outcomes; and</p> <p>(b) any consent granted is subject to:</p> <p>(i) conditions that apply the effects management hierarchy; and</p> <p>(ii) a condition requiring monitoring of the wetland at a scale commensurate with the risk of the loss of extent or values of the wetland; and</p> <p>(iii) conditions that specify how the requirements in (a)(iii) will be achieved.</p> <p>(4) Every regional council must make or change its regional plan to include objectives, policies, and methods that provide for and promote the restoration of natural inland wetlands in its region, with a particular focus on restoring the values of ecosystem health, indigenous biodiversity, hydrological functioning, Māori freshwater values, and amenity values.</p>		
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<p>3.23 Mapping and monitoring natural inland wetlands</p>	<p>3.23 Mapping and monitoring natural inland wetlands</p> <p>(1) Every regional council must identify and map every natural inland wetland in its region that is:</p> <p>(a) 0.05 hectares or greater in extent; or</p> <p>(b) of a type that is naturally less than 0.05 hectares in extent (such as an ephemeral wetland) and known to contain threatened species.</p> <p>(2) However, a regional council need not identify and map natural inland wetlands located in public conservation lands or waters (as that term is defined in the Conservation General Policy 2005 issued under the Conservation Act 1987).</p> <p>(3) In case of uncertainty or dispute about the existence or extent of a natural inland wetland, a regional council must have regard to the Wetland Delineation Protocols (see clause 1.8).</p> <p>(4) The mapping of natural inland wetlands must be completed within 10 years of the commencement date, and the regional council must prioritise its mapping, for example by:</p> <p>(a) first, mapping any wetland at risk of loss of extent or values; then</p> <p>(b) mapping any wetland identified in a farm environment plan, or that may be affected by an application for, or review of, a resource consent; then</p>		<p>The CIRMD will require mapping of the natural inland wetlands as set out in 3.23 Mapping and monitoring natural inland wetlands</p>
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	<p>(c) mapping all other natural inland wetlands of the kind described in subclause (1).</p> <p>(5) Every regional council must establish and maintain an inventory of all natural inland wetlands mapped under this clause, and the inventory:</p> <p>(a) must include, at a minimum, the following information about each wetland: (i) identifier and location</p> <p>(ii) area and GIS polygon</p> <p>(iii) classification of wetland type</p> <p>(iv) any existing monitoring information; and</p> <p>(b) may include any other information (such as an assessment of the values applying to the wetland and any new information obtained from monitoring).</p> <p>(6) Every regional council must:</p> <p>(a) develop and undertake a monitoring plan that:</p> <p>(i) monitors the condition of its natural inland wetlands (including, if the council chooses, wetlands referred to in subclause (2)); and</p> <p>(ii) contains sufficient information to enable the council to assess whether its policies, rules, and methods are ensuring no loss of extent or values of those wetlands; and</p>		
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	(b) have methods to respond if loss of extent or values is detected		
3.24 Rivers	<p>3.24 Rivers</p> <p>(1) Every regional council must include the following policy (or words to the same effect) in its regional plan: “The loss of river extent and values is avoided, unless the council is satisfied that:</p> <p>(a) there is a functional need for the activity in that location; and</p> <p>(b) the effects of the activity are managed by applying the effects management hierarchy.”</p> <p>(2) Subclause (3) applies to an application for a consent for an activity:</p> <p>(a) that falls within the exception to the policy described in subclause (1); and</p> <p>(b) would result (directly or indirectly) in the loss of extent or values of a river.</p> <p>(3) Every regional council must make or change its regional plan to ensure that an application referred to in subclause (2) is not granted unless:</p> <p>(a) the council is satisfied that:</p> <p>(i) the applicant has demonstrated how each step in the effects management hierarchy will be applied to any loss of extent or values of the river (including cumulative effects and loss of potential</p>	<p>4.2.2 Objective – Natural Character of Lakes, Rivers and Wetlands and their Margins</p> <p>(i) The control of inappropriate use, development and subdivision where it may adversely affect the natural character of lakes, rivers and wetlands and their margins.</p> <p>4.2.2.1 Policies</p> <p>(i) The adverse effects of activities on natural character should be avoided, remedied or mitigated in terms of:</p> <p>(a) natural flows and levels,</p> <p>(b) water quality,</p> <p>(c) ecosystem functioning and health,</p> <p>(d) indigenous vegetation and habitats,</p> <p>(e) historic heritage, cultural and recreational values.</p> <p>(iv) The disturbance of any bed or margin of river, lake or wetland by excavation, dredging, drilling, tunnelling, deposition or reclamation should not have more than a temporary effect on the life supporting capacity of ecosystems, amenity values and downstream users.</p> <p>(v) Vegetation on the margins of lakes, rivers and wetlands should be sustainably managed where it will:</p> <p>(a) enhance or maintain water quality, through the interception of non-point source contamination from adjacent land,</p> <p>(b) enhance existing ecosystems,</p> <p>(c) maintain or enhance the natural character of lakes, wetlands, rivers and their margins,</p> <p>(d) maintain or enhance amenity values.</p> <p>4.2.2.2 Methods</p>	<p>Policy 3.24 needs to be inserted into the CIRMD as soon as possible without the need for a schedule 1 process. The plan review will need to ensure that there are methods in place to deliver this policy. Need specific provisions for the list of allowable activities.</p> <p>Need a provision that requires resource consent decisions to require the effects management hierarchy to be applied to the loss of extent and values of the river.</p>

	<p>value), particularly (without limitation) in relation to the values of: ecosystem health, indigenous biodiversity, hydrological functioning, Māori freshwater values, and amenity; and</p> <p>(ii) if aquatic offsetting or aquatic compensation is applied, the applicant has complied with principles 1 to 6 in Appendix 6 and 7, and has had regard to the remaining principles in Appendix 6 and 7, as appropriate; and</p> <p>(iii) there are methods or measures that will ensure that the offsetting or compensation will be maintained and managed over time to achieve the conservation outcomes; and</p> <p>(b) any consent granted is subject to:</p> <p>(i) conditions that apply the effects management hierarchy; and</p> <p>(ii) conditions that specify how the requirements in (a)(iii) will be achieved.</p> <p>(4) Every regional council must:</p> <p>(a) develop and undertake a monitoring plan:</p> <p>(i) to monitor the condition of its rivers; and</p> <p>(ii) that contains sufficient information to enable the council to assess whether its policies, rules, and methods are ensuring no loss of extent or values of the rivers; and</p>	<p>(i) Encouraging landowners to protect natural values by private agreements, conservation covenants, fencing and planting of margins.</p> <p>(ii) Using of guidelines, Codes of Practice and education workshops.</p> <p>(iii) Use of Rules which regulate activities which have the potential to have an adverse effect on the natural character of beds and margins of lakes, and rivers and wetlands.</p> <p>(iv) Esplanade reserves/strips to be set aside as conditions of subdivision consents where appropriate or otherwise negotiated with the landowner.</p> <p>(v) Purchase/designate land.</p> <p>5.3.4 Rural Zone Rules</p> <p>16. Activities In or near waterbodies. PA within 5 m of the bank of a river -if fences, access tracks, wetlands <1ha, or no erection of structures, no indigenous vegetation clearance, no change to the colour or clarity of water. Otherwise DA – necessity to locate it there, effects on water quality, ecosystems, cultural and community values.</p>	
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	<p>(b) have methods to respond if loss of extent or values is detected.</p> <p>(</p>		
3.26 Fish passage	<p>3.26 Fish passage</p> <p>(1) Every regional council must include the following fish passage objective (or words to the same effect) in its regional plan:</p> <p>“The passage of fish is maintained, or is improved, by instream structures, except where it is desirable to prevent the passage of some fish species in order to protect desired fish species, their life stages, or their habitats.”</p> <p>(2) Every regional council must make or change its regional plan to include policies that:</p> <p>(a) identify the desired fish species, and their relevant life stages, for which instream structures must provide passage; and</p> <p>(b) identify the undesirable fish species whose passage can or should be prevented; and</p> <p>(c) identify rivers and receiving environments where desired fish species have been identified; and</p>	<p>4.2.2.1 Policies</p> <p>(ii) Any new structure on the bed of any lake or river, should, where necessary, provide for fish passage through or past it.</p> <p>(iii) Structures that do not have a functional need to locate in rivers, lakes or wetlands or their margins should be avoided, particularly in unmodified areas.</p> <p>5.3.4 Rural Zone Rules</p> <p>15. Quarries – PA if at scheduled sites, doesn't affect water quality, and fish passage is not impeded. Otherwise DA – effects on water quality and fish passage.</p> <p>20. Taking of water – PA in certain circumstances where flows and levels mean fish passage is not impeded. Otherwise DA – effect on aquatic life</p> <p>21. Damming and diversion of water – PA in certain circumstances where flows and levels mean fish passage is not impeded. Other wise DA – effect on ecosystems</p> <p>22. Structures in beds of lakes and rivers – PA in certain circumstances where they do not impede the passage of fish. Otherwise DA – effects on ecosystems and cultural values.</p>	<p>Existing policy may be enough to cover (1) given that there are no undesirable freshwater fish species on the Islands.</p> <p>Objective 3.26 needs to be inserted into the CIRMD as soon as possible without the need for a schedule 1 process. The plan review will need to ensure that there are methods, policies and rules in place to deliver this objective.</p> <p>Need to include a policy that identifies desired fish species and their relevant life stages, as well as the rivers and receiving environments where they have been identified. This will require significant science help.</p> <p>Need to include rules covering matters to have regard to for a consent application consideration.</p>

	<p>(d) identify rivers and receiving environments where fish passage for undesirable fish species is to be impeded in order to manage their adverse effects on fish populations upstream or downstream of any barrier.</p> <p>(3) When developing the policies required by subclause (2) a regional council must:</p> <p>(a) take into account any Freshwater Fisheries Management Plans and Sports Fish and Game Management Plans approved by the Minister of Conservation under the Conservation Act 1987; and</p> <p>(b) seek advice from the Department of Conservation and statutory fisheries managers regarding fish habitat and population management.</p> <p>(4) Every regional council must make or change its regional plan to require that regard is had to at least the following when considering an application for a consent relating to an instream structure:</p> <p>(a) the extent to which it provides, and will continue to provide for the foreseeable life of the structure, for the fish passage objective in subclause (1)</p> <p>(b) the extent to which it does not cause a greater impediment to fish movements than occurs in adjoining river reaches and receiving environments</p>		
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	<p>(c) the extent to which it provides efficient and safe passage for fish, other than undesirable fish species, at all their life stages</p> <p>(d) the extent to which it provides the physical and hydraulic conditions necessary for the passage of fish</p> <p>(e) any proposed monitoring and maintenance plan for ensuring that the structure meets the fish passage objective in subclause (1) now and in the future.</p> <p>(5) Every regional council must make or change its regional plan to promote the remediation of existing structures and the provision of fish passage (other than for undesirable fish species) where practicable.</p> <p>(6) Every regional council must prepare an action plan to support the achievement of the fish passage objective in subclause (1), and the action plan must, at a minimum:</p> <p>(a) set out a work programme to improve the extent to which existing instream structures achieve the fish passage objective; and</p> <p>(b) set targets for remediation of existing instream structures; and</p> <p>(c) achieve any environmental outcomes and target attribute states relating to the abundance and diversity of fish.</p>		
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	<p>(7) The work programme in an action plan must, at a minimum:</p> <p>(a) identify instream structures in the region by recording, for each structure:</p> <p>(i) all the information in Part 1 of Appendix 4; and</p> <p>(ii) any other information about the structure, such as the information in Part 2 of Appendix 4; and</p> <p>(b) evaluate the risks that instream structures present as an undesirable barrier to fish passage; and</p> <p>(c) prioritise structures for remediation, applying the ecological criteria described in table 5.1, of the New Zealand Fish Passage Guidelines (see clause 1.8); and</p> <p>(d) document the structures or locations that have been prioritised, the remediation that is required to achieve the desired outcome, and how and when this will be achieved; and</p> <p>(e) identify the structures that have been remediated since the commencement date; and</p> <p>(f) specify how the ongoing performance of remediated structures will be monitored and evaluated, including the effects of the structure on the abundance and diversity of desired fish species.</p>		
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	<p>(8) An action plan for fish passage may be part of, or separate from, an action plan prepared for any purpose under this Part, but clause 3.15, about preparing action plans, applies in either case.</p>		
<p>3.27 primary contact sites</p>	<p>3.27 Primary contact sites</p> <p>(1) Every regional council must monitor primary contact sites for:</p> <p>(a) their risk to human health; and</p> <p>(b) their suitability for the activities that take place in them (for example, by monitoring whether there is slippery or unpleasant weed growth, and the visual clarity of the water).</p> <p>(2) For every primary contact site in an FMU, the regional council must identify one or more monitoring sites representative of the primary contact site or a number of primary contact sites.</p> <p>(3) Every regional council must identify, for each primary contact site in its region, a time period (a bathing season) during the year when the regional council considers that the site is regularly used, or would be regularly</p>		<p>The CIRMD must include monitoring of primary contact sites as set out in 3.27 of the NPSFM.</p> <p>However it doesn't need to be included in the CIRMD itself.</p>

	<p>used but for existing freshwater quality, for recreational activities.</p> <p>(4) During the bathing season for primary contact sites, every regional council must undertake weekly sampling for E. coli at each relevant monitoring site.</p> <p>(5) However, if a single sample taken during the bathing season from a monitoring site is greater than 260 E. coli per 100 mL, the regional council must (unless the council is satisfied that the elevated result is temporary or the cause is being addressed):</p> <p>(a) increase sampling frequency to daily, where practicable; and</p> <p>(b) take all practicable steps to identify potential causes of microbial contamination.</p> <p>(6) If a single sample from a monitoring site is greater than 540 E. coli per 100 mL, the regional council must, as soon as practicable, take all practicable steps to notify the public and keep the public informed that the site is unsuitable for primary contact, until further sampling shows a result of 540 E. coli per 100 mL or less.</p> <p>(7) A regional council may comply with subclause (6) by, for example, erecting signs and publicising the situation, or liaising with an environmental health officer or other relevant body or person to co-ordinate how to inform the public about the situation.</p>		
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3.28 Water allocation	<p>3.28 Water allocation</p> <p>(1) Every regional council must make or change its regional plan to include criteria for:</p> <p>(a) deciding applications to approve transfers of water take permits; and</p> <p>(b) deciding how to improve and maximise the efficient allocation of water (which includes economic, technical, and dynamic efficiency).</p> <p>(2) Every regional council must include methods in its regional plan to encourage the efficient use of water.</p>	<p>No relevant provisions</p>	<p>Need to include provisions in the CIRMD to include criteria set out in 3.28 of NPSFM to approve transfers of water permits (this may not be relevant on the islands), deciding how to improve and maximise efficient allocation of water, and encourage the efficient use of water.</p>
3.29 Freshwater accounting systems	<p>3.29 Freshwater accounting systems</p> <p>(1) Every regional council must operate and maintain, for every FMU:</p> <p>(a) a freshwater quality accounting system; and</p> <p>(b) a freshwater quantity accounting system.</p> <p>(2) The purpose of the accounting systems is to provide the baseline information required:</p> <p>(a) for setting target attribute states, environmental flows and levels, and limits; and</p>		<p>Need to set out freshwater accounting systems in the CIRMD as per 3.29 NPSFM.</p> <p>But do need to look into more about whether this is included in the CIRMD or outside of the plan.</p>

	<p>(b) to assess whether an FMU is, or is expected to be, over-allocated; and</p> <p>(c) to track over time the cumulative effects of activities (such as increases in discharges and changes in land use).</p> <p>(3) The accounting systems must be maintained at a level of detail commensurate with the significance of the water quality or quantity issues applicable to each FMU or part of an FMU.</p> <p>(4) Every regional council must publish information from those systems regularly and in a suitable form.</p> <p>(5) The freshwater quality accounting system must (where practicable) record, aggregate, and regularly update, for each FMU, information on the measured, modelled, or estimated:</p> <p>(a) loads and concentrations of relevant contaminants; and</p> <p>(b) where a contaminant load has been set as part of a limit on resource use, or identified as necessary to achieve a target attribute state, the proportion of the contaminant load that has been allocated; and</p> <p>(c) sources of relevant contaminants; and</p> <p>(d) the amount of each contaminant attributable to each source.</p>		
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	<p>(6) The freshwater quantity accounting system must record, aggregate, and regularly update, for each FMU, information on the measured, modelled, or estimated:</p> <p>(a) amount of freshwater take; and</p> <p>(b) the proportion of freshwater taken by each major category of use; and</p> <p>(c) where a take limit has been set, the proportion of the take limit that has been allocated.</p> <p>(7) In this clause, freshwater take refers to all takes and forms of water consumption, whether metered or not, whether subject to a consent or not, and whether authorised or not.</p>		
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4.7. Communications

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 7 March 2023
Author	Teresa Hancock, Principal Communications & Engagement Advisor
Endorsed by	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

1. **Suggests that the Communications report for March 2023 is put forward to the Chatham Islands Council to receive.**

Key points

2. The communications report for March 2023 includes:
 - 2.1 Website updates
 - a. News stories:
 - (i.) [Take a picnic and visit Blind Jim's](https://cic.govt.nz/your-council/news-and-events/2023/take-a-picnic-and-visit-blind-jims/) <https://cic.govt.nz/your-council/news-and-events/2023/take-a-picnic-and-visit-blind-jims/> (36 views)
 - (ii.) [Civil defence exercise to test our capability and capacity](https://cic.govt.nz/your-council/news-and-events/2023/civil-defence-exercise-to-test-our-capability-and-capacity/) <https://cic.govt.nz/your-council/news-and-events/2023/civil-defence-exercise-to-test-our-capability-and-capacity/> (28 views)
 - (iii.) [Plenty on for Predator Free Chathams](https://cic.govt.nz/your-council/news-and-events/2023/plenty-on-for-predator-free-chathams/) <https://cic.govt.nz/your-council/news-and-events/2023/plenty-on-for-predator-free-chathams/> (31 views)
 - b. Document pages:
 - (i.) [Loaded 2019 Investment Strategy document to website](https://cic.govt.nz/documents/2019-chatham-islands-investment-strategy/) <https://cic.govt.nz/documents/2019-chatham-islands-investment-strategy/>
 - (ii.) [CIC February Council agenda](https://cic.govt.nz/your-council/meetings-and-agendas/) <https://cic.govt.nz/your-council/meetings-and-agendas/>
 - 2.2 Facebook posts done by Environment Canterbury staff:
 - a. Boil water notice lifted (reach: 239, engagements: 4, reactions: 3)
 - b. Environment Canterbury compliance monitoring staff on the Island (reach: 255, engagements: 7, reactions: 1)

- c. Promotion of Investment Strategy (reach: 319, engagements: 44, reactions: 6)



- d. February newsletter post (reach: 719, engagements: 153, reactions: 15)



2.2 Council e-newsletter

a. February newsletter:

- Open rate 49.8 (down from 58% in December), clicks 19.7% (up from 2.3% in December)

3. Other tasks - in progress

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

Task	Due date	Status
Website	Ongoing	Content edits as is needed.
Recreating an A0 poster on Chatham Islands Lakes	None	Draft – need to connect with Steve
Potential development of a Chatham Islands CDEM webpage	?	Haven't heard anything from Rana on this since 2021
Waste management comms	Ongoing	Messaging prepared for material for website, and a handout, to help with sorting waste. Progress on this topic during the first quarter of 2023 expected.
Chatham Islands Investment Strategy support	June/July 2023	Comms support for this project is underway, first meeting had with external support.
Vehicle wrap	January 2023	New design for ECan/CIC biosecurity cars completed. First vehicle will be arriving soon.
Signage	January 2023	Vehicles on beaches & dogs on beaches signage completed.

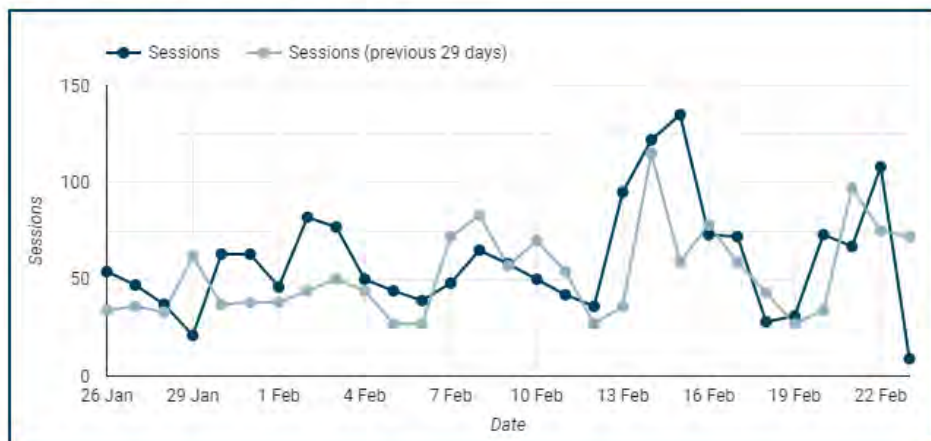
4. Chatham Islands Council [Website report 26 January-23 February 2023](#)

What has been viewed on the website?

	Page Title	Page Views	
1.	Visit the Chatham Islands » Chatham Islands Council	659	101 ↑
2.	Home » Chatham Islands Council	535	46 ↓
3.	News and Events » Chatham Islands Council	201	52 ↑
4.	Meet the Team » Chatham Islands Council	184	39 ↓
5.	Search all Documents » Chatham Islands Council	111	47 ↑
6.	Contact » Chatham Islands Council	71	12 ↓
7.	Your Council » Chatham Islands Council	62	13 ↓
8.	Resource Management » Chatham Islands Council	51	23 ↑
9.	Emergency Management » Chatham Islands Council	46	15 ↓
10.	Airport fitout planning underway with public consultation ...	43	19 ↓
	Grand total	3,139	225 ↑

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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	
1.	google / organic	1,158	145 ↑
2.	(direct) / (none)	351	71 ↑
3.	bing / organic	65	-3 ↓
4.	en.m.wikipedia.org / referral	23	8 ↑
5.	statics.teams.cdn.office.net / refer...	21	10 ↑
	Grand total	1,735	207 ↑

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Attachments

Nil

4.8. Environmental Monitoring

Environmental monitoring report

Date of meeting	Tuesday, 7 March 2023
Author	Adrian Meredith, Principal Surface Water Scientist
Endorsed by	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

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

Key points

2. No additional updates for this meeting.

Attachments

Nil

4.9. Biosecurity

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 7 March 2023
Author	Steve Palmer, Biosecurity Advisor
Endorsed by	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

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

Border control

2. Very quiet month with no border issues arising
3. SPS Biosecurity visit to the Island postponed for the 2nd time. Cyclone Gabrielle.

Pest Management Plan

4. A relatively quiet month. Robin and Jase both took some leave with Alex filling the gaps with in-coming freight checks.
5. Jase and Robin have been working well at improving the communication lines with the Department of Conservation and this has resulted in the Department contributing \$1,000 to our Cat de-sexing programme subsidy.
6. The Southern Tiare is due to be dry docked for maintenance in mid-March. It is unknown how long it will be out of commission for, but estimates range from 6 weeks to 12 weeks. At this stage it looks highly unlikely we will be able to provide the Helicopter service to the Island in this financial year.
7. Steve Palmer and Jemma Hippolite (Zolve Environmental) will be on the Island between 27 February and 3 March 2023. Jemma is helping us with a review of our Health and Safety Policies and Procedures.

Attachments

Nil

4.10. Navigation Safety

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 7 March 2023
Author	Tina Jackson, Deputy Harbourmaster
Endorsed by	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

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

Update (Peer reviewed by Guy Harris (Harbourmaster))

2. Replacement for Southern Tiare. The current vessel Southern Tiare has had a special survey to keep it in service for longer than originally expected, suggesting a long timeframe on this project is expected. Funds have been allocated for a new vessel in the recent budget and includes money for gathering community focused requirements. Discussed last week with Toby and waiting for further details on proposed new vessel.
3. In March 2023, Southern Tiare will need another special survey and will be off-service for a few weeks. Small coastal bulk carrier ship Rangitata is on longer being considered as a replacement.
4. Waitangi Port Manager, Toby Kemp, has requested a suitable sized Swing mooring be established in the Waitangi Swing mooring area as a mooring that can used when small fishing vessels have to be moved off the wharf to make room for other vessels. Will be discussed in our joint meeting on 10th March (Joss and Toby.)
5. Point Weedy light has fallen over, parts for replacement will be on the next ship, so repairs should be completed by mid-March. LINZ currently have a Notice to Mariners.

Attachments

Nil

4.11. Marine Oil Spill Response & Readiness

Chatham Islands Council Steering Group report

Date of meeting	7 March 2023
Author	Emma Parr, Coastal Response and Readiness Lead
Endorsed by	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

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

Update

2. Trip to Chatham Islands completed. Strengthened and built relationships across council, industry, responders and many community members.
3. Basic PPE provided to the ROSC for use during exercises and responses
4. Risks and improvement recommendations identified and disseminated. They are:
 - Appointment of alternate Regional On Scene Commander (ROSC) to be pursued by CIC
 - Regional Marine Oil Spill Contingency (MOSC) Plan review proposal put forward to gain compliance with Marine Protection Rules (MPR's,) with priority
 - Tier 1 (operator sites) contingency plans must be renewed to gain compliance with MPR's. All three expired in 2015. EP to work with operator's
 - Recommendations to the ROSC regarding equipment placement and industry training to minimise the impact of a spill in Kaingaroa and Owenga
5. *Continuing* - Some of the foreseeable services are listed below and will be on an ad hoc basis:
 - 24/7 availability of advice and support to the appointed Regional On-Scene Commander (ROSC)

- An additional alternate ROSC (requires CIC formal appointment)
- Lead Tier 1 site operators planning and compliance
- Assistance with Tier 2 response planning, including Regional Plan
- Assistance with MNZ required responder exercising, including planning & debriefing

Attachments

Nil

4.12. Compliance

Chatham Islands Council Steering Group Report

Date of meeting	7 March 2023
Author	Terri Huxtable, Resource Management Technical Lead
Endorsed by	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

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

Key points

2. The biennial compliance audit was conducted on the week of 14-21 February 2023. The Chatham Islands Council kindly hosted us in their new offices for the duration and helped ensure the visit ran smoothly.
3. A preliminary summary of the visit:
 - a. Thirty-four (34) sites were inspected, consisting of 9 consented sites and 25 sites operating under permitted activity rules.
 - b. Key stakeholder meetings were held with the Hokotehi Moriori Trust, the Chatham Islands Enterprise Trust, the Department of Conservation and ECan staff based on the island. A hui is scheduled with Ngāti Mutunga o Wharekauri for 28 February 2023.
 - c. Improvements since the 2021 visit were found around the management of solid waste, roading, and the general attitude to compliance and good management practices.
 - d. Current issues tended to be around wastewater management and hazardous substance management (including diesel, petrol and waste oil).
 - e. A need was identified for ensuring Pitt Island is included in the next round of monitoring, with a particular focus on solid waste and wastewater management.

- f. Further investigation is advised regarding rates of coastal erosion and the identification of vulnerable areas, particularly along the northern coastline. Rates of 1.5-3m/yr-1 are reported with fence lines needing to be moved.
 - g. A draft report will be submitted to CIC for review and comment in due course.
 - h. Once finalised, a letter will be sent to each site/consent holder outlining our findings with recommendations for better site management practices.
4. Environment Canterbury is not currently processing any consents on behalf of the Chathams Island Council.

Attachments

Nil

4.13. Civil Defence Emergency Management

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 7 March 2023
Author	James Thompson, Team Leader, Canterbury CDEM Group
Endorsed by	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

Purpose

1. To provide the Chatham Islands Steering Group with an update on Civil Defence Emergency Management (CDEM) support to the Island.
2. Please note that this item will be provided verbally, due to the ongoing emergency with Cyclone Gabrielle.

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.**

Peer reviewers	
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Attachments

Nil

4.14. Corporate Reporting Update

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 7 March 2023
Author	
Endorsed by	Lauren Hamilton, Zone Manager -Zone Delivery, Operations Management

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

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

Key points

Peer reviewers	Lauren Hamilton
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Attachments

Nil

4.15. Financial Updates

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 7 March 2023
Author	Mark Smith, Team Leader Finance Business Partnership
Endorsed by	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

1. To provide a financial update on the service agreement between the Chatham Islands Council and the Canterbury Regional Council for the period ended 31 January 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.**
2. **Approves the use of reserve funds of up to \$170k for costs in relation to the recruitment of the next Chatham Islands Council Chief Executive Officer.**

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 January 2022 have been prepared and are now presented to the Chatham Islands Council Steering Group for review.

Key points

3. The year-to-date results show an operating surplus of \$284K consisting of \$5K additional revenue and \$279K less expenditure.

4. Expenditure by work programme (YTD):

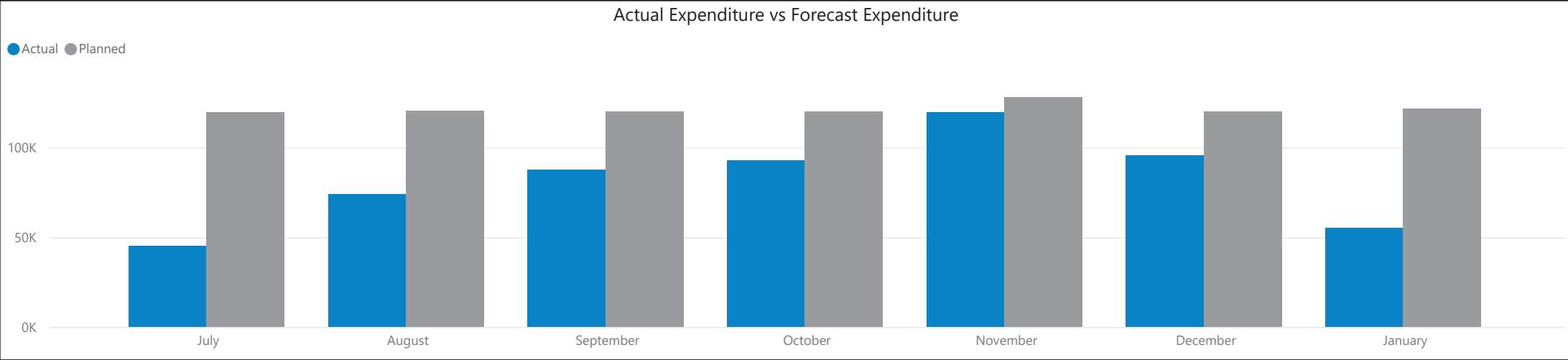
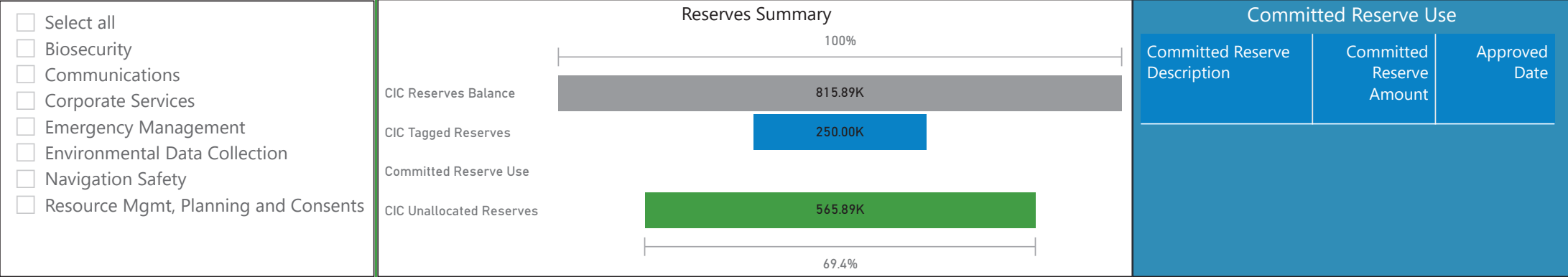
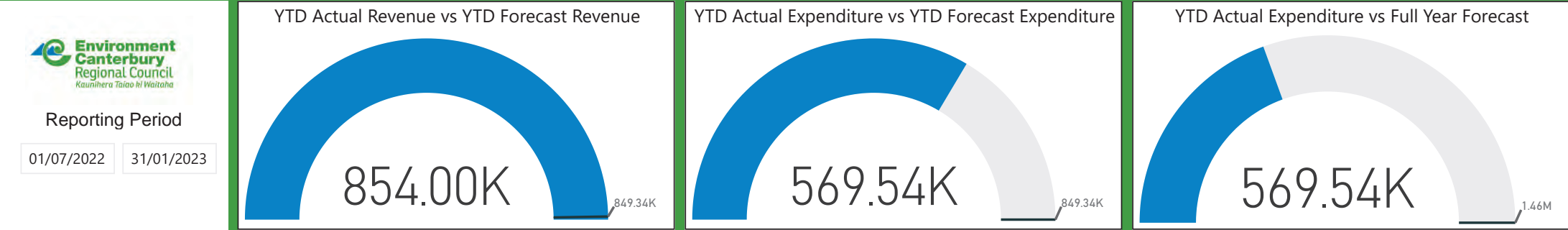
	\$000s	Actual	Budget	Variance
Biosecurity		292	457	(165)
Communications		16	27	(11)
Corporate Services		122	189	(67)
Emergency Management		10	23	(13)
Environmental Data Collection		91	85	6
Navigation Safety		28	22	6
Resource Management, Consents & Planning		11	46	(35)
Total		570	849	(279)


5. The reserve balance at 30 June 2022 was \$567K with \$317K currently uncommitted.
6. The Chatham Islands Council is currently working with Environment Canterbury on the recruitment of the next Chatham Islands Council Chief Executive Officer. The estimated cost of the recruitment process is \$170K. It is recommended that this cost be covered by unspent reserve funds.

Attachments

1. CIC Steering Committee financial report - Jan 23 [4.15.1 - 3 pages]

Peer reviewers	Brian Elliott
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Reporting Period

01/07/202231/01/2023

Section Name

Biosecurity

Communications

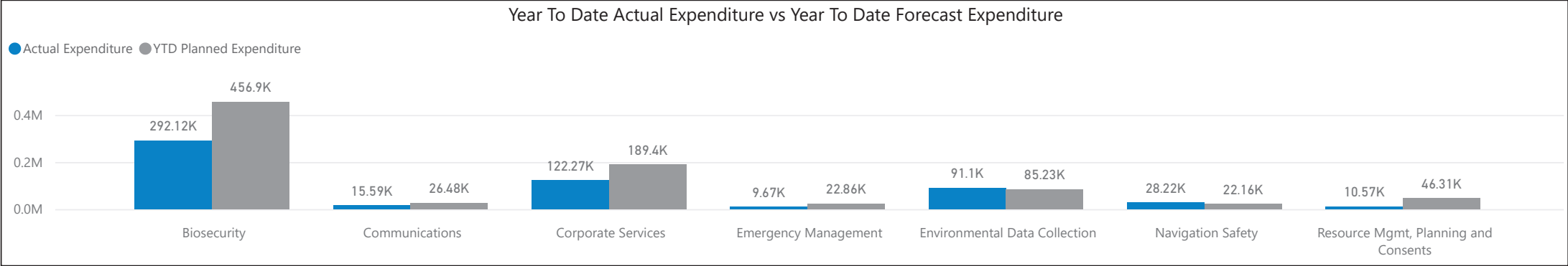
Corporate Services

Emergency Management

Environmental Data Collection

Navigation Safety

Resource Mgmt, Planning and Consents



Biosecurity: Lower staff level and timing of work means expenditure is lower year-to-date. Delays in confirming the helicopter service and ship being out of service have also impacted expenditure levels.

Communications: No significant variance.

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

Emergency Management: No significant variance.

Environmental Data Collection: No significant variance.

Navigation Safety: No significant variance.

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

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



Reporting Period

01/07/2022

31/01/2023

Forecast

Section Name

Biosecurity

Communications

Corporate Services

Emergency
ManagementEnvironmental Data
Collection

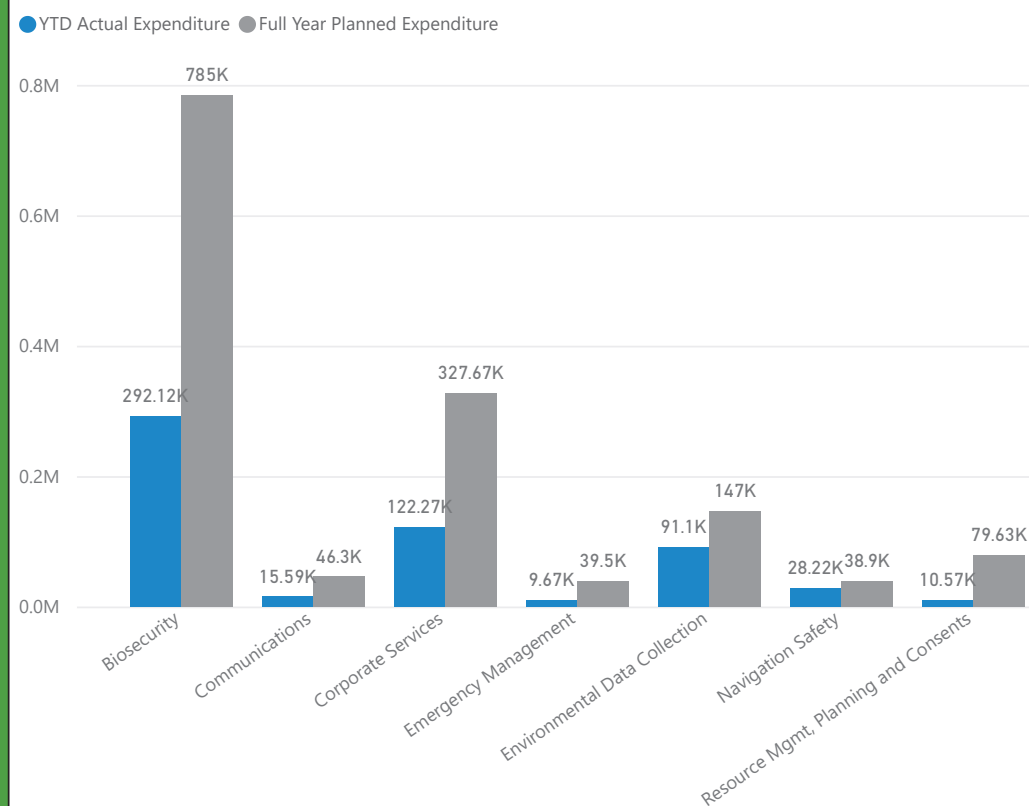
Navigation Safety

Resource Mgmt,
Planning and
Consents

Expenditure Details By Project Level

Project Name	YTD Actual Expenditure	Full Year Planned Expenditure
CIC Biosecurity, Pest Strategy & Implementation	218,039.70	516,000.00
CIC Biosecurity - Border Control	74,082.74	269,000.00
CIC Corporate Services	78,540.27	181,672.00
CIC Water Quality, Ecology & Hydrology	91,100.70	147,000.00
CIC Finance	43,726.67	146,000.00
CIC Resource Management Planning	7,216.77	58,828.00
CIC Communications	15,592.10	46,300.00
CIC Emergency Management	9,665.89	39,500.00
CIC Navigation Safety	24,656.42	38,900.00
CIC Compliance Monitoring	3,355.96	20,800.00
CIC Oil Spill Response Capability	3,561.05	
Total	569,538.27	1,464,000.00

Expenditure availability against Forecast



5. Next Meeting

The next meeting of the Chatham Islands Council Steering Group is scheduled to be held on Tuesday, 11 April 2023 at 9.00am. Any changes to this time will be publicly advertised and updated on the Environment Canterbury website.

6. Mihi / Karakia Whakamutunga - Closing

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

Agenda 2023

Chatham Islands Council Steering Group

Date: Tuesday, 31 October 2023
Time: 9.30 AM
Venue: Whare Kotuia
Environment Canterbury
200 Tuam Street, Christchurch



Chatham Islands Council

Steering Group

Membership

Chair Giles Southwell

Members

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

Chatham Islands Council Steering Group

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3. Minutes

3.1. Unconfirmed Minutes - Chatham Islands Steering Group - 19 September 2023

Chatham Islands Council Steering Group

Date of meeting	Tuesday, 31 October 2023
Author	Oliver Neal, Committee Advisor
Endorsed by	Petrea Downey, Team Leader Governance

Purpose

1. The previously circulated minutes from the Chatham Islands Council Steering Group meeting on 19 September 2023 are to be confirmed.

Recommendations

That the Chatham Islands Council Steering Group:

1. Confirms the minutes from the Chatham Islands Council Steering Group meeting held on 19 September 2023.

Attachments

1. 2023 09 19 UNCONFIRMED Chatham Islands Steering Group Minutes 19 September 2023 [3.1.1 - 8 pages]

Minutes of the Chatham Islands Council Steering Group, held in the Council Chamber, Environment Canterbury, 200 Tuam Street, Christchurch on Tuesday 19 September 2023 at 9.30am.

Present

Committee Chair Giles Southwell (Environment Canterbury), Owen Pickles (Chief Executive, Chatham Islands Council), Tanya Clifford*, Carl Diamond*, Lauren Hamilton, Teresa Hancock, Terri Huxtable, Tina Jackson, Anne Liddicoat*, Adrian Meredith, Emma Parr, Jo Simkiss, Mark Smith, Kerry Tangney, and Gavin Treadgold.

*via audio/visual link

1. Karakia/Mihi Timatanga - Opening

Committee Chair Southwell opened the meeting.

2. Apologies

No apologies were received.

3. Minutes

Refer to pages 6-14 of the agenda.

3.1 Unconfirmed Minutes - Chatham Islands Steering Group - 14 August 2023

Refer to pages 7-14 of the agenda.

Resolved CICS/2023/98

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

1. Confirms the minutes from the Chatham Islands Council Steering Group meeting held on 14 August 2023.

4. Report Items

Refer to pages 15-53 of the agenda.

Anne Liddicoat left the meeting at 9.36am, during discussion on agenda item 4.1.

4.1 Verbal Update on Island Matters

Refer to page 15 of the agenda.

Owen provided a verbal update on island matters, including:

- The main issue facing the Chatham Islands is funding, and to that effect a meeting was held with the Department of Internal Affairs (DIA) with regard to this. A way forward was discussed with DIA, as well as providing context and understanding of the relationship between the Chatham Islands Council and Environment Canterbury, including providing clarity on the service agreement.
- Fuel security is an ongoing issue
- The LGNZ Zone 5 & 6 Conference is to be held in the Chatham Islands during week beginning 20 November 2023. Last time this occurred, there was significant media interest in the costs associated with this, causing some mayors to pull out. It is hoped that there will not be a repeat of this for this event.

Resolved CICS/2023/99

Staff recommendation adopted without change.

That the Chatham Islands Council Steering Group:

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

4.2 Action List

Refer to page 16 of the agenda.

Staff provided an update on the status of action items.

Resolved CICS/2023/100

Staff recommendation adopted without change.

That the Chatham Islands Council Steering Group:

1. Suggests that the Action List report is put forward to the Chatham Islands Council to receive, noting there are no actions.

4.3 Travel Schedule

Refer to pages 17-18 of the agenda.

Staff provided an update on upcoming travel by Environment Canterbury staff to and from Chatham Islands.

Resolved CICS/2023/101

Staff recommendation adopted without change.

That the Chatham Islands Council Steering Group:

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

4.4 Chatham Islands Services Overview

Refer to page 19 of the agenda.

Staff provided an update on matters relating to the contract for services between Chatham Islands Council and Environment Canterbury.

Actions:

- The completed audit report for Year 2022/23 is intended to be shared in October.
- The draft 2023/34 work programme will be circulated for feedback from subject matter experts.

Resolved CICS/2023/102

Staff recommendations adopted without change.

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.

4.5 Procurement Projects Update - IT and Refurbishments

Refer to pages 20-30 of the agenda.

Staff provided an update on key procurement projects being managed for Chatham Islands Council by Environment Canterbury.

Resolved CICS/2023/103

Staff recommendation adopted without change.

That the Chatham Islands Council Steering Group:

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

4.6 Resource Management Planning

Refer to pages 31-32 of the agenda.

Staff provided an update on work that has been undertaken since the previous meeting on 15 August 2023.

Resolved CICS/2023/104

Staff recommendations adopted without change.

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.

4.7 Communications

Refer to pages 33-37 of the agenda.

Staff provided a communications update.

Resolved CICS/2023/105

Staff recommendation adopted without change.

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.

4.8 Environmental Monitoring

Refer to pages 38-39 of the agenda.

Staff provided an update on environmental monitoring work and advice that has been carried out by Environment Canterbury recently.

Actions:

- Adrian Meredith has booked travel to the Chatham Islands in November 2023 with the following purposes:
 - Meet with bore owners to gather water quality data.
 - Present workshops on two Environmental Monitoring reports.

Resolved CICS/2023/106

Staff recommendation adopted without change.

That the Chatham Islands Council Steering Group:

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

4.9 Biosecurity

Refer to pages 40-41 of the agenda.

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

Actions:

- An Operational Plan in relation to the Regional Pest Management Plan is required.
- The warranting and training of biosecurity officers is needed.
- A review of health and safety systems in the area of biosecurity is necessary.

Resolved CICS/2023/107

Staff recommendation adopted without change.

That the Chatham Islands Council Steering Group:

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

4.10 Navigation Safety

Refer to pages 42-43 of the agenda.

Staff provided a navigation safety update.

Resolved CICS/2023/108

Staff recommendation adopted without change.

That the Chatham Islands Council Steering Group:

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

4.11 Marine Oil Spill Response & Readiness

Refer to page 44 of the agenda.

Staff provided an update on marine oil spill response capabilities.

- Work with Tier 1 Operators is underway to ensure Marine Contingency Plans are in place for Marine Oil Spills.

Resolved CICS/2023/109

Staff recommendation adopted without change.

That the Chatham Islands Council Steering Group:

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

4.12 Compliance

Refer to page 45 of the agenda.

Staff gave a briefing on compliance monitoring and enforcement activities undertaken during the report period.

- The warranting and training of compliance officers is needed to ensure any enforcement action can be undertaken.
- The peer reviewed Chatham Islands Compliance Assessment Report 2023 will be reported to the first meeting that the incoming Chief Executive, Paul Eagle, will be in attendance for.

Resolved CICS/2023/110

Staff recommendation adopted without change.

That the Chatham Islands Council Steering Group:

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

4.13 Civil Defence Emergency Management

Refer to page 46 of the agenda.

Staff provided an update on Civil Defence Emergency Management support to the Chatham Islands.

Resolved CICS/2023/111

Staff recommendation adopted without change.

That the Chatham Islands Council Steering Group:

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

4.14 Corporate Reporting Update

Refer to pages 47-48 of the agenda.

Staff provided an update on the finance services being performed under the corporate services umbrella.

Actions:

- Financial reports for September and December 2022 have not been received by the Department of Internal Affairs and need to be sent to them within the next two weeks.

Resolved CICS/2023/112

Staff recommendation adopted without change.

That the Chatham Islands Council Steering Group:

1. Put forward the Corporate Services update to the Chatham Islands Council to receive.

4.15 Financial Updates

Refer to pages 49-53 of the agenda.

Staff provided an update on the service agreement between the Chatham Islands Council and the Canterbury Regional Council for the month ended 31 August 2023.

Actions:

- All Steering Group members are to provide Finance with an expected timeframe for their annual spend to be incurred to assist with financial modelling if possible.

Resolved CICS/2023/113

Staff recommendation adopted without change.

That the Chatham Islands Council Steering Group:

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

5. Next Meeting

The next meeting will be held on Tuesday 31 October 2023 at 9.30am.

6. Karakia/Mihi Whakamutunga - Closing

Committee Chair Southwell closed the meeting.

The meeting concluded at 10.16am.

CONFIRMED 31 OCTOBER 2023

Owen Pickles
Chief Executive
Chatham Islands Council

4. Report Items

4.1. Verbal Update on Island Matters

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 31 October 2023
Author	Lauren Hamilton, Zone Manager - Zone Delivery
Responsible Director	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

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

Attachments

Nil

4.2. Action List

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 31 October 2023
Author	Petrea Downey, Team Leader Governance
Responsible Director	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

1. To update the Chatham Islands Council Steering Group that there are a number of actions carried forward from the previous meeting on 19 September 2023.

Recommendations

That the Chatham Islands Council Steering Group:

1. **Suggests that the Action List report is put forward to the Chatham Islands Council to receive, noting there are actions carried forward from the meeting on 19 September 2023.**

Attachments

1. Chatham Islands Steering Group Action List October 2023 [4.2.1 - 1 page]

Chatham Islands Steering Group Action List – October 2023

Task number	Status	Person responsible	Action
19-09-2023-A	New	Lauren Hamilton	The completed audit report for Year 2022/23 is intended to be shared with the committee
19-09-2023-B	New	Lauren Hamilton	The draft 2022/23 work programme will be circulated for feedback from subject matter experts
19-09-2023-C	New	Adrian Meredith	Meet with bore owners in order to gather water quality data in November 2023
19-09-2023-D	New	Adrian Meredith	Present workshops to Chatham Island Council on two Environmental Monitoring Reports
19-09-2023-E	New	Carl Diamond	An Operational Plan in relation to the Regional Pest Management Plan is required
19-09-2023-F	New	Carl Diamond, Terri Huxtable	The warranting and training of both biosecurity and compliance officers is needed to ensure any enforcement action can be undertaken
19-09-2023-G	New	Carl Diamond	A review of health and safety systems in the area of biosecurity is necessary
19-09-2023-H	New	Emma Parr	Work with Tier 1 Operators is underway to ensure Marine Contingency Plans are in place for Marine Oil Spills
19-09-2023-I	New	Terri Huxtable	The peer reviewed Chatham Islands Compliance Assessment Report 2023 will be reported to the first meeting of the Chatham Islands Steering Group that the incoming Chief Executive, Paul Eagle, will be in attendance for.
19-09-2023-J	New	Tanya Clifford	Financial reports for September and December 2022 have not been received by the Department of Internal Affairs and need to be sent to them within the next two weeks.
19-09-2023-K	New	All	All Steering Group members are to provide Finance with an expected timeframe for their annual spend to be incurred to assist with financial modelling if possible.

4.3. Travel Schedule

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 31 October 2023
Author	Rebecca Phipps, Hub Leader Coordinators
Responsible Director	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 Oct 23 - 31 Mar 24 (October) [4.3.1 - 1 page]
2. Itinerary - Christina Jackson [4.3.2 - 5 pages]

4.4. Chatham Islands Services Overview

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 31 October 2023
Author	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management
Responsible Director	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 and Environment Canterbury.

Recommendations

That the Chatham Islands Council Steering Group:

1. **Notes the proposed work programme for 2023/24.**
2. **Agrees that the proposed work programme 2023/24 should be presented to the Chatham Islands Council for their approval.**

Key points

Proposed Draft Work Programme

2. PriceWaterhouseCoopers were recently engaged to assess how Environment Canterbury is fulfilling its obligations under its contract of service agreement with the Chatham Islands Council.
3. The findings report is being presented to the Environment Canterbury Audit, Finance & Risk Committee on 1 November 2023, and the Chatham Islands Council Performance, Audit & Risk Committee on 6 November 2023.
4. Once appropriate, the report will be shared with the Steering Group.
5. One key finding from the review was that the work programme needed clear linkage with the focus areas identified in the Chatham Islands Council Long-Term Plan.
6. Another finding was that roles, responsibilities and accountabilities need to be clearly defined.
7. In drafting the proposed work programme for 2023/24 we have sought to address these key findings and ensure improved alignment and role clarity.
8. Environment Canterbury subject matter experts have reviewed the proposed work programme, and now seek approval from Chatham Islands Council that the work programme is fit for purpose and meets their requirements.

Next steps

9. If the proposed work programme is approved by Chatham Islands Council, a Q1 performance report will be completed for the Department of Internal Affairs (DIA) reporting on the deliverables from 1 July 2023 to 30 September 2023.

Attachments

1. DRAFT Proposed Schedule of services and LoS 23 24 (1) [4.4.1 - 20 pages]

Legal review	
Peer reviewers	

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024

Navigation Safety	
CIC Level of Service: Enable safe navigation for vessels in the coastal area	
CIC Measure	CIC Target
Manage navigation safety in accordance with leading practice	<p>Apply a safety management system consistent with the New Zealand Port and Harbour Marine Safety Code (the Code) and conduct an internal annual review.</p> <p>Conduct an external review by a Code panel every three to four years, with the next review expected in 2024/25</p>
Ensure Owenga wharf is available for safe and efficient movement of people, stock, and goods	Ensure there are no instances of the wharf being unavailable while sea and weather conditions are suitable

Work Programme Services Provided	Risk Assessment and management	Navigation Safety Bylaws, HM Directions, and supporting documents	Port and Harbour Marine Safety Code (PHMSC)	SMS maintenance and administration	General navigation safety support and advice
Programme overview	To assess, review and maintain a risk register. To implement and review appropriate controls where necessary.	To create, review and maintain appropriate Navigation Safety Bylaws and Harbourmaster's Direction to assist CIC in being compliance with all national legislation.	To assist CIC to remain consistent with the code. To assist CIC in implementing the requirements of the code. To cooperate and provide feedback with the code. To participate in panels	To create, review and help maintain a Safety Management System appropriate to Navigation Safety which is consistent with the PHMSC.	To provide Harbourmaster and navigation safety support and advice to the Chatham Islands Harbourmaster and Chief Executive.

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024

			and reviews where possible.		
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DRAFT

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024

Biosecurity	
CIC Level of Service: Work in partnership with the community to protect the Islands from environmental and economic damage from pest species	
CIC Measure	CIC Target
Prevent incursions and establishment of new terrestrial pest species	Undertake two inspections at identified risk sites for pests annually, with no new pests becoming established (with results of inspections published on our website)
Reduce animal and plant pest populations in identified sites and/ or geographic areas to minimise impacts on primary industry, human health and indigenous biodiversity	<p>Ensure gorse infestation does not increase from the baseline figures captured in 2012</p> <p>Reduce the trend in the coverage of eradication pest plants at known sites*</p> <p>Reduce the number of Canada geese from the baseline level of 36</p> <p>Reduce the number of feral goats from the baseline level of 109</p> <p>*Eradication pest plants are those with limited distribution or density. The eventual goal is eradication at known sites on the Island, although 'zero density' is more practical to achieve in some cases. This includes pests referenced in Council's pest management plan, such as Chilean rhubarb, banana passionfruit, and broom glyceria maxima</p>
Maintain biosecurity of internal borders between Chatham Island, Pitt Island, and mainland New Zealand	Provide at least one training session to freight handlers at major ports supplying the Chatham Islands Establish a partnership with Biosecurity NZ to develop a marine biosecurity plan as part of the internal border protection (by 30 June 2024) or formalise a working partnership

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024

Monitor for invasive marine pests that are present in mainland New Zealand or are likely to arrive from other destinations	Undertake an underwater surveillance programme on all ports on Chatham and Pitt Islands, notifying the Ministry for Primary Industries of any pest incursions
Ensure landowners, occupiers and other residents are aware of and follow pest management practices, including the requirements that recognised pest species are not to be introduced, sold, propagated or distributed	Ensure communication and engagement activities relating to pest management, including marine pests, are undertaken at least quarterly Regular messages about pest management are circulated in the monthly Council e-newsletter, the Chatham Islands Community Focus Trust newsletters, on the Chatham Islands Council website, and their Facebook page, and other promotional opportunities are utilised where available
Work in partnership with others including imi, iwi and Department of Conservation to undertake pest management as an integral part of enhancing biodiversity	Undertake pest management at restoration project sites in conjunction with imi, iwi and Department of Conservation

Work Programme Services Provided	Border Control	Low incidence pest surveillance and control	Communication and community engagement	Community initiatives investigated, planned and carried out
Programme overview	Island Borders are appropriately managed by the Environment Canterbury Biosecurity Team ensuring no new pests arrive and establish on the Chatham Islands. This includes monitoring the Pitt Island internal border. Unwanted Marine Organisms are identified in any early stage of establishment and MPI informed accordingly for response	Low incidence plant and animal pest control activities are undertaken to steadily reduce populations to a point where eradication is achievable. All known low incidence pest sites are inspected annually and control is carried out when required.	The Chatham Islands stakeholders and wider community are fully conversant and supportive of our activities	Every opportunity is taken to enhance the Chatham Islands environment for the betterment of everyone. These initiatives are our most visible (and involve working with Chatham Islands Council, stakeholders and local community) and are highly regarded on the Chatham Islands. They are practical and deliver almost immediate results

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024**Civil Defence Emergency Management**

CIC Levels of Service: Provide information and advisory services to enable people to understand risks and make informed decisions and enable emergency management as required

CIC Measure	CIC Target
Ensure residents feel prepared and know what to do in an emergency	Survey residents annually on whether they feel prepared and know what to do in an emergency (75% of residents feel prepared or well-prepared)
Ensure residents are aware of emergency management procedures	Ensure communication and engagement activities relating to emergency management are undertaken at least quarterly Regular messages about emergency management are circulated in our monthly Council e-newsletter, the Chatham Islands Community Focus Trust weekly newsletters, on the Chatham Islands Council website, and Facebook page(s)
Ensure the Emergency Management Operations Centre can respond in the event of an emergency, including deployment of staff and volunteers, availability of emergency management equipment, control facilities, and communication systems	Hold an annual emergency event training exercise Ensure all staff and volunteers participate in at least one skills training session annually Test emergency management equipment quarterly

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024

Work Programme Services Provided	Work Programme development	Training and Exercises	Policy and Planning Support	Welfare and Civil Defence Centre	Community Resilience
Programme overview	Assist, if requested, in the development and subsequent delivery of the Chatham Islands CDEM work programme.	<p>Assisting the Chatham Islands Council to conduct at least one EOC exercise annually.</p> <p>Delivery of Governance role in CDEM presentation to Councillors.</p> <p>Provision of EOC training.</p> <p>Provision of Welfare and Civil Defence centre training.</p> <p>Provision of radio operator training.</p>	<p>Provision of advice on National and Regional CDEM Policies.</p> <p>Assist in implementing and maintaining the CDEM Group Plan</p>	Assisting in ensuring the Council can provide a welfare service to the community during an emergency.	Supporting resilience initiatives as requested.

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024**Marine Oil Spill Response & Readiness**

CIC Levels of Service: Provide information and advisory services to enable people to understand risks and make informed decisions and enable emergency management as required

CIC Measure	CIC Target
Maintain current marine oil spill response preparedness and response capability, which is compliant with the Maritime Transport Act 1994	Ensure at least one water equipment deployment exercise is conducted annually

Work Programme Services Provided	Compliance	Readiness
Programme overview	<p>Assist Tier 1 Oil Transfer Sites to gain and maintain compliance with the Marine Protection Rule 130B</p> <p>Assist to maintain and improve marine oil spill response and readiness capabilities including compliance with the Maritime Transport Act 1994</p>	<p>Build and maintain strong and enduring relationships with the Regional On-Scene Commander, including being available 24/7 to assist with responses, advice and support, while influencing the understanding of the importance of readiness and risks related to oil spills.</p> <p>This includes providing advice and guidance to the on-island ROSC during readiness exercises.</p>

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024**Resource Management (Environmental Data Collection)**

CIC Levels of Service: Monitor and provide accurate and timely water quality and quantity data, for use by the community and decision makers

CIC Measure	CIC Target
Sample and analyse water quality and quantity	<p>Sample and analyse water against agreed water quality and quantity standards at the locations and frequency as listed in the monitoring plan, developed in consultation with imi and iwi</p> <p>Hold community meetings with interested parties, including imi and iwi</p>
Monitor river flows and Te Whanga lagoon level with data provided to imi and iwi and made publicly available	<p>Monitor and continuously record river and lagoon water levels and rainfall data on Chatham Island at all sites listed on the monitoring plan, with all sites telemetered and data available on our website.</p> <p>Record and report regular (at least quarterly) validation/calibration visits.</p>
Ensure water quality and hydrology data is available to the public	<p>Publish a summary report of the state and performance of the hydrometric network (telemetered data), and the water quality network monitoring, by the end of August for the previous financial year (report provided to Council and then made available on our website)</p>

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024

Work Programme Services Provided	Air Quality, Soil Quality, Contaminated sites and hazardous substances	Groundwater resource evaluation and monitoring	Hydrology and climate stations	Water quality
Programme overview	<p>Continue to assess any need for monitoring requirements for air quality, soil quality and contaminated sites and hazardous substances on the islands.</p> <p>*deemed not currently required due to low population numbers</p>	<p>Environment Canterbury groundwater staff to liaise details of current bore developments. Recommend controls to manage groundwater knowledge.</p> <p>*If funding permits, establish a monitoring programme.</p>	<p>Report and monitor on climate & hydrology quality.</p> <p>Making the information publicly available by providing an Annual Report which is published on CIC website</p>	<p>Report and monitor a standard water quality network.</p> <p>Making the information publicly available by providing an Annual Report which is published on CIC website</p>

- Please note: CIC LTP/LoS do not capture all activities required of an RMA compliant Council resulting in Chatham Islands Council being non-compliant.
- Look to address this in the next LTP/LoS by including additional areas of environmental monitoring

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024**Compliance Monitoring and Enforcement**

CIC Level of Service: Ensure the efficient and effective delivery of consenting and compliance services to achieve the sustainable management of natural resources and provision of compliant community services

CIC Measure

Respond in a timely manner to breaches of the Resource Management Act 1991 and breaches of resource consent conditions, including initiation of investigations when required

CIC Target

Assess the risk of all notifications of breaches of the Resource Management Act 1991 or resource consent conditions as soon as practicable and investigate within five working days, seeking assistance when required

CIC Level of Service: Provide efficient and effective waste minimisation activities and services

CIC Measure

Ensure all landfill activities, facilities and services comply with resource consent conditions, landfill management plans (developed in partnership with imi and iwi), and appropriate legislative requirements

CIC Target

Respond to identified non-compliance issues within five working days.
Ensure the landfill management plan addresses potential impacts on imi and iwi mahi kei/mahinga kai

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024

Work Programme Services Provided	Biennial Compliance Audit	Consent Monitoring	CME Strategy	HAIL Sites
Programme overview	<p>Currently complete biennial - Assessment of Island wide Compliance with the RMA and the CIRMD.</p> <ul style="list-style-type: none"> • Biennial sites visit to undertake assessment of private and civic activities. • Biennial report that presents the results of the audit. 	<p>Targeted compliance monitoring of high-risk consents.</p> <ul style="list-style-type: none"> • Support on island warranted compliance officers 	<p>Assist in the development of a CME 5-year plan.</p> <ul style="list-style-type: none"> • One off activity to develop the plan with CIC compliance team 	<p>Support CIC in identification, recording and mapping of HAIL sites to meet the requirements under the NEW for contaminated sites.</p> <ul style="list-style-type: none"> • Ensure the sites are reported on LLUR and updated when required.

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024

Resource Management Planning

CIC Level of Service: Partner with imi, iwi and engage with the community to consult on amendments to the regulatory framework (giving effect to central government's Essential Freshwater package, achieving Te Mana o te Wai)

CIC Measure	CIC Target
Notify changes to the resource management document providing for imi, iwi and community feedback when giving effect to Central Government's Essential Freshwater package across the region.	Design changes to the resource management document, which is consistent with national direction. (note: CIRMD approved in June 2020) 2023/24: Report to Council on progress of the Resource Management Document

Work Programme Services Provided	Changes to Chatham Islands Council Act	Development and administration of Freshwater Farm Plans-and compliance with National Policy Statement	Other National Legislation
Programme overview	Supporting the Council to undertake amendments to the Act to limit the requirement to implement national direction.	Catchment information prepared in collaboration with t'chakat henu and tāngata whenua to allow freshwater farm plans to be developed. Support the Council to enable the plans to be administered.	Support the Council to ensure that the Chatham Islands Resource Management Document remains compliant with other national legislation, including: <ul style="list-style-type: none"> - National Policy Statement – Indigenous Biodiversity - National Policy Statement – Highly Productive Land

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024

			Support the Council in making submissions on any proposed national legislation to ensure that it is appropriate for the Chatham Islands
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Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024

Communications	
CIC Level of Service: Ensure Council decision-making is informed by community participation	
CIC Measure	CIC Target
Engage with and provide opportunities for community voices to be heard	<p>Survey residents annually on whether the information supplied by Council was sufficient</p> <p>2023/24 and ongoing years: 66%</p> <p>Survey residents annually on whether they know how to contact the Council and Councillors (80% know how to contact the Council and Councillors)</p>
Ensure residents are confident that Council decisions are well-informed and made in the best interests of the community	<p>Survey residents annually on whether they are confident that Council decisions are made in the best interests of the community, including consideration of imi and iwi matters</p> <p>2023/24 and ongoing years: 66% confident or very confident¹</p>
CIC Level of Service: Provide efficient and effective waste minimisation activities and services	
CIC Measure	CIC Target
Ensure residents are aware of waste management services provided by Council and how to use them	<p>Ensure communication and engagement activities relating to waste management are undertaken at least quarterly.</p> <p>Regular messages about waste management and minimisation activities and projects are circulated in the monthly Council newsletter, the Chatham Islands</p>

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024

	Community Focus Trust newsletters, on the Facebook page and Chatham Islands Council website.
CIC Level of Service: Various Annual Survey components	
CIC Measure	CIC Target
Ensure residents are aware of Council community services provided	Survey residents annually on how many key community services they can identify that are provided by Council. (75% of residents are able to identify at least three key areas)
Ensure residents are satisfied with community services	Survey residents annually on whether they are satisfied with community services. (70% of residents satisfied or very satisfied)
Ensure residents are satisfied with the quality and safety of the sealed and unsealed road network	Survey residents annually on whether they are satisfied with the quality and safety of the sealed road network. Survey residents annually on whether they are satisfied with the quality and safety of the unsealed road network. (60% satisfied or very satisfied)
Ensure residents connected to a Council water scheme are satisfied with the service	Survey residents annually on whether they are satisfied with the service.
Ensure residents are satisfied with the wastewater system	Survey residents annually on whether they are satisfied with the wastewater system.

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024

	(50% satisfied or very satisfied)
Ensure residents are satisfied with the landfill and recycling service and ease of use	Survey residents annually on whether they are satisfied with the landfill and recycling service and ease of use. (65% satisfied or very satisfied)

Note: Specific community engagement around Biosecurity and Civil Defence & Emergency Management activities are included under those sections.

Work Programme Services Provided	Communications BAU	E-newsletter	Website maintenance	Annual Report/Annual Plan / Long-Term Plan
Programme overview	Supporting other council functions with communications and engagement activities as required such as social media/website updates, CDEM support, annual survey	Production of a monthly council newsletter which supports community engagement/consultation supporting key services and projects	Regular upgrades and maintenance to ensure website platform is up to date which are actioned as required.	Communications and design support to produce the Annual Report, Annual Plan and Long-Term Plan

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024

Corporate Services	
CIC Level of Service: n/a	
CIC Measure	CIC Target
Engage with and provide opportunities for community voices to be heard	Publish Council agendas and meeting information at least three working days before a meeting, with key stakeholder organisations contacted and asked to participate in significant discussions

Work Programme Services Provided	People & Capability	Governance Services	Health, Safety & Wellbeing	Payroll
Programme Overview	<p>Provide advice & support to Mayor, & Chief Executive on HR issues</p> <p>Support the Chief Executive and Operations Manager to implement robust framework of people policies, systems, processes and benefits</p> <p>Provide advice to assist in managing risk on employment issues when needed</p>	<p>Ensure all committee agendas and minutes are produced in a timely manner.</p>	<p>Provision of timely advice on operational matters, including review and advice of H&S systems and procedures</p> <p>Provide support for the completion of inspections, audits and incident investigations (note: that external experts may be sourced to assist with inspections and investigations on a sub-contract basis¹).</p> <p>Chatham Islands Council has obligations to ensure the health & safety of its workers under NZ</p>	<p>Provide on time (fortnightly) Payroll Services for both Councillors and employees.</p> <p>Provide payroll advice when required</p>

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024

			legislation. Services provided by Environment Canterbury assist with this – but legislative responsibility rests with Chatham Islands Council	
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¹ Note that Environment Canterbury also utilises external experts to assist with these areas. Environment Canterbury will utilise the same external experts to assist with CIC work, on the same basis that it accesses these services.

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Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024**Financial Services****CIC Level of Service: n/a**

Work Programme Services Provided	Annual Report/Annual Plan/Long Term Plan	Financial Reporting	Financial Management support to Chief Executive	Financial and Business Partner
Programme overview	Co-ordination of the production of the Annual Report/Annual Plan/Long-Term Plan (including audit liaison) within legislative timeframes with no audit qualification	Provide financial reporting as required for the Council, Performance, Audit & Risk Committee and Department of Internal Affairs.	Provide financial management support to the Chief Executive	Provide Financial support and reporting to the Chatham Islands Contract Manager

Chatham Islands Council and Environment Canterbury - Schedule of Services 2023-2024

Chatham Islands Council Work Programme Indicative Costs 23/24			
Function			Notes
Navigation Safety		\$ 37,440	
Risk Assessment and management	\$ 16,640		
Navigation Safety Bylaws, HM Directions, and supporting documents	\$ 5,200		
Port and Harbour Marine Safety Code (PHMSC)	\$ 5,200		
SMS maintenance and administration	\$ 5,200		
General navigation safety support and advice	\$ 5,200		
Biosecurity		\$ 774,000	
Border Control	\$ 269,000		
Low incidence pest surveillance and control	\$ 175,000		
Communication and community engagement	\$ 45,000		
Community initiatives investigated, planned and carried out (includes \$180K helicopters)	\$ 280,000		**
RPMP Review and consultation	\$ 5,000		
Civil Defence Emergency Management		\$ 74,500	
Work Programme development	\$ 2,500		
Training and Exercises	\$ 26,000		
Policy and Planning Support	\$ 1,500		
Welfare and Civil Defence Centre	\$ 7,500		
Community Resilience	\$ 2,000		
CI CDEM Welfare Manager	\$ 35,000		***
Marine Oil Spill Response & Readiness		\$ 12,900	
Compliance	\$ 12,900		
Resource Management (Environmental Data Collection)		\$ 224,500	
Air Quality, Soil Quality, Contaminated sites and hazardous substances	\$ 10,000		*
Groundwater resource evaluation and monitoring	\$ 40,000		*****
Hydrology and climate stations	\$ 85,000		
Water quality	\$ 54,500		
Freshwater ecology	\$ 22,500		
Coastal science	\$ 12,500		****
Compliance Monitoring and Enforcement		\$ 16,900	
Compliance monitoring	\$ 16,900		
Resource Management Planning		\$ 54,950	
Changes to Chatham Islands Council Act	\$ 19,950		
Development and administration of Freshwater Farm Plans	\$ 5,000		
Other National Legislation	\$ 30,000		
Communications		\$ 46,300	
Communications BAU	\$ 15,000.00		
E-newsletter	\$ 9,900.00		
Website maintenance	\$ 12,000.00		
Annual Report/Annual Plan/Long-Term Plan	\$ 9,400.00		
Corporate Services		\$ 166,750	
People & Capability	\$ 60,000		
Governance Services	\$ 39,000		
Health, Safety & Wellbeing	\$ 27,500		
Payroll	\$ 18,000		
Administration/Steering Group Meeting	\$ 22,250		
Financial Services		\$ 128,000	
Annual Report/Annual Plan/Long-Term Plan	\$ 87,000		
Financial Reporting	\$ 24,375		
Financial Management support to Chief Executive	\$ 10,625		
Finance Business Partnership	\$ 6,000		
Total Cost		\$ 1,536,240	
* not currently active due to low population numbers, however a requirement of an RMA Compliant Council			
** \$180,000 set aside for helicopter use. If not utilised then significant cost savings			
*** Council to decide if this role is required			
**** Currently not monitored - some cost saving possible			
***** If funding permits it is recommended a monitoring programme is established			
Chatham Islands Council Steering Group 2023-10-31			

4.5. Resource Management Planning

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 31 October 2023
Author	Jo Mitten, Principal Planner
Responsible Director	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

1. To update the Chatham Islands Council Steering Group on work that has been undertaken since the previous Steering Group meeting held in September 2023.

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.**

Key points

2. Please note that there are no further planning updates this month. Environment Canterbury staff continue to work on the table of changes that are required to the Chatham Islands Resource Management Document (CIRMD) so that it is consistent with the National Policy Statement for Indigenous Biodiversity.

Attachments

Nil

Legal review	
Peer reviewers	

4.6. Communications

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 31 October 2023
Author	Teresa Hancock - Principal Communications and Engagement Advisor
Responsible Director	Lauren Hamilton – Zone Manager – Zone Delivery -

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

1. **Suggests that the Communications report for October 2023 is put forward to the Chatham Islands Council to receive.**

Key points

2. The communications report for October 2023 includes:
 - a. Website updates
 - b. News stories:
 - [Bins and bags are coming!](https://cic.govt.nz/your-council/news-and-events/2023/bins-and-bags-are-coming/) (139 views) (<https://cic.govt.nz/your-council/news-and-events/2023/bins-and-bags-are-coming/>)
 - [Have your say on proposed amendments to the alcohol bylaw](https://cic.govt.nz/your-council/news-and-events/2023/have-your-say-on-proposed-amendments-to-the-alcohol-bylaw/) (102 views) (<https://cic.govt.nz/your-council/news-and-events/2023/have-your-say-on-proposed-amendments-to-the-alcohol-bylaw/>)
 - Other pages:
 - Content added to [water report pages](https://cic.govt.nz/services/environmental-data/water-quality-data/) (<https://cic.govt.nz/services/environmental-data/water-quality-data/>)
 - Updated RID replaced on [rates page](https://cic.govt.nz/services/rates-consents-and-licensing/your-rates/) (<https://cic.govt.nz/services/rates-consents-and-licensing/your-rates/>)
 - c. Facebook posts by Environment Canterbury staff:
 - Port Hutt Rd roadworks (reach: 268, engagements: 12)
 - Arrival of recycling bins (reach: 457, engagements: 120)
 - Notice of meetings (reach: 220, engagements: 6)
 - September newsletter (reach: 401, engagements: 96)
 - Vehicles for tender (reach: 559, engagements: 102)
 - Control of Alcohol in Public Places bylaw consultation (reach: 374, engagements: 140)
 - Heads up about drone (reach: 401, engagements: 23)
 - Recycle week (reach: 185, engagements: 4)
 - Residents and ratepayers survey results available (reach: 233, engagements: 42)
 - d. Council e-newsletter

September newsletter:

- Open rate 56.7% (up .2% from August), clicks 7.3% (up .6% from August)

e. Other tasks - in progress

Task	Due date	Status
Risk and issue management	Ongoing	Comms support for a number of evolving issues.
Developing communications and engagement for the Essential Freshwater Package	Ongoing	Web pages 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, due to Council in the coming weeks.
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.
Waitangi Hall consultation	Now-December 2023	Material is being prepared for consultation to open in October on the future of the Waitangi Hall.
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.

Task	Due date	Status
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). Council has received the report on the results, and communications are rolling out about this including what Council is doing with the information.
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	Campaign on drink driving due to start before Christmas once collateral has arrived on Island.
Vehicle wrap	January 2023	New design for ECan/CIC biosecurity cars completed. First vehicle has been delivered.
Signage	Ongoing	Ad-hoc basis, when needed.

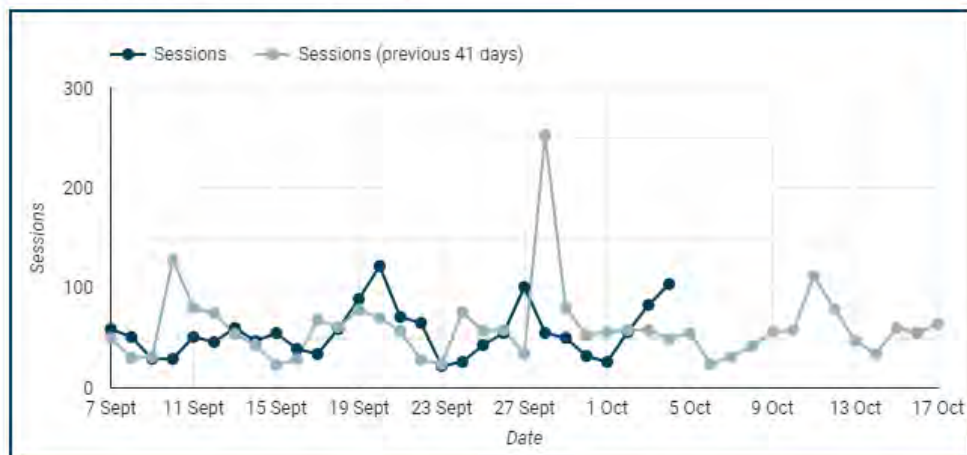
- f. [Chatham Islands Council Website report](https://lookerstudio.google.com/u/0/reporting/0B78dbzCBL09kUTg1SF8zaXhEVEE/page/Rw4H) - 7 September – 17 October 2023
 (<https://lookerstudio.google.com/u/0/reporting/0B78dbzCBL09kUTg1SF8zaXhEVEE/page/Rw4H>)

What has been viewed on the website?

	Page Title	Page Views	
1.	Home » Chatham Islands Council	500	-309
2.	Visit the Chatham Islands » Chatham Islands Council	473	-361
3.	News and Events » Chatham Islands Council	152	-108
4.	Bins and bags are coming! » Chatham Islands Council	139	
5.	Meet the team » Chatham Islands Council	121	-201
6.	Have your say on proposed amendments to the alcohol b...	102	
7.	Search all Documents » Chatham Islands Council	100	-48
8.	Contact » Chatham Islands Council	88	-19
9.	Meetings and Agendas » Chatham Islands Council	65	-8
10.	Your Rates » Chatham Islands Council	49	-28
	Grand total	2,843	-2,209

1 - 10 / 195

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	
1.	google / organic	909	-721
2.	(direct) / (none)	408	-78
3.	bing / organic	68	-33
4.	m.facebook.com / referral	32	-37
5.	lm.facebook.com / referral	28	20
	Grand total	1,559	-919

Attachments

Nil

Legal review	
Peer reviewers	

4.7. Environmental Monitoring

Chatham Islands Council Steering Group report

Date of meeting	Tuesday 31 October 2023
Author	Adrian Meredith, Principal Scientist - Water Quality & Ecology
Responsible Director	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 (ECan) recently to show that ECan is meeting environmental obligations.

Recommendations

That the Chatham Islands Council Steering Group:

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

Key points

2. Activities over the past period
 - Monitoring fieldtrip for maintaining hydrometric network and climate stations was conducted in late September.
 - Water quality sampling was conducted in September
 - Data for the year July 2022 to June 2023 has been assembled and analysis is underway. This data should be available to discuss at the Council workshop in November.
 - A presentation on key trends and issues from the environmental monitoring conducted over the three monitoring years 2020-21, 2021-22 and 2022-23 is being prepared for the council workshop.
 - Maps are being prepared to illustrate and recommend a basis for reporting monitoring data within the National LAWA website. These will be presented and workshopped at the November Council workshop.
 - Regular liaison with agricultural consultancies (Agri-concepts, Tamata hauha, etc.) over their landowner, council and community workshops in November.

Next steps

3. A brief presentation of the range of information that will be presented to the November Council workshop will be presented to the steering group at this meeting. This is still being prepared.

Attachments

Nil

Legal review	
Peer reviewers	

4.8. Biosecurity

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 31 October 2023
Author	Carl Diamond, Manager - Biosecurity, Parks and Forests
Endorsed by	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

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.

Key points

2. Verbal update to be provided.

Next steps

3. Nil.

Attachments

Nil

Legal review	
Peer reviewers	

4.9. Navigation Safety

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 31 October 2023
Author	Tina Jackson, Deputy Harbourmaster
Responsible Director	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. Point Weeding light. It has been too wet to get the mast to its position but is ready to install.
4. Guy and Tina, to attend Chatham Islands for the annual review - 21 November through to 25 November 2023.
5. Communication between the Harbour Master and Port Manager is challenging and being monitored. Hope to improve this over the next months and during our visit. Craig (previous Port Manager) is going to be running Chatham Island Shipping and working out of the same office, so this should help with communication.
 - No update

Next steps

6. Nil.

Attachments

Nil

Legal review	
Peer reviewers	

4.10. Marine Oil Spill Response & Readiness

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 31 October 2023
Author	Emma Parr, Coastal Response and Readiness Lead
Responsible Director	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. Conversations around compliance (updated and approved marine oil spill contingency plans,) for oil transfer sites has been initiated, with one out of three sites on island now compliant.
3. Amendment request made to the Ministry of Transport (via Maritime New Zealand) to allow the Chatham Islands Council CE to sub-delegate powers to appointed persons, not just employees of the Chatham Islands Council. This will allow the alternate Regional On Scene Commander to work independently on oil transfer site compliance.

Background

4. Three sites across the main Chatham Island transfer fuel from shore to ship (or vice versa.) All oil transfer site operators, including small, fixed jetty bowsers and mobile operators, must have an approved Marine Oil Spill Response Plan and exercise it annually, in accordance with rule 130B of the Marine Protection Rules. Whoever provides functional control over the site operations is required to own a plan which is approved and audited triennially by the Regional On Scene Commander (powers delegated by Maritime New Zealand.)

Cost, compliance and communication

Financial implications

5. Assistance with creating plans may be required. Review and approval is triennial - dependent on risk and at the discretion of the Regional On Scene Commander, or delegate. Costs will be approximately \$12k per year.

Attachments

Nil

Legal review	
Peer reviewers	

4.11. Compliance

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 31 October 2023
Author	Terri Huxtable, Senior Coastal Management Advisor
Responsible Director	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 with the Chatham Islands Council for comment. This will be finalised once comments have been received. A summary document highlighting key findings is attached to this report.
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 the Chatham Islands Council.

Chatham Islands Compliance Assessment Report 2023

5. Environment Canterbury (ECan) has been contracted to assist the Chatham Islands Council with monitoring municipal, industrial and commercial activities on the island under the Resource Management Act (RMA) and Chatham Islands Resource Management Document (CIRMD). This summary outlines key findings from the compliance assessments, (both permitted activity and consented), undertaken during the 2023 assessment, and highlights key environmental challenges which are prevalent across the island that would benefit from being addressed at an Island wide scale.
6. Whilst on the Chatham Islands, ECan staff visited 26 sites to assess compliance with the permitted activity conditions of the CIRMD, and four sites operating under resource consent.

Key Challenges across inspected sites:

7. The most common environmental risk was hazardous substance storage, in particular, bulk storage of diesel and petrol and waste oil generation and storage.
8. Limited knowledge and understanding by the general public of the legislative requirements of the RMA and the CIRMD, and difficulty implementing these provisions.
9. Sanitary waste management.
 - a. Wastewater treatment plant discharge is non-compliant and the plant is no longer fit for purpose.
 - b. Sanitary waste from septic tanks is collected by sucker truck and disposed of directly to ground. There is only one sucker truck on the island which is near the end of its life.
10. Solid waste management.
 - a. A lot of progress has been made in solid waste management with the opening of the new Owenga landfill and partial rehabilitation of the Kaingaroa and Te One landfills.
 - b. However, contaminants remain in situ, both buried and on surface soils.

Recommendations – site level management:

11. From an environmental risk-based perspective, the highest priorities for the island are:
 - a. Conserving and protecting drinking water supplies (both ground and surface water), most notably from municipal and industrial discharges.
 - b. Managing legacy issues around closed landfills and ensuring appropriate cultural, public health and environmental safeguards are in place.
 - c. Identifying and implementing management solutions for the islands septic waste and wastewater treatment plant sludge. This includes identifying solutions for septic removal once the existing sucker truck falls out of operation.
 - d. Ensuring compliance with hazardous substance storage and use through education and awareness.
 - e. Reducing waste oil volumes and providing better disposal options than the current widespread practice of containment and burying.
 - f. Managing unauthorised landfill practices on private land, such as off-the Port Hutt Road dump, in a wetland area. Identifying and mapping sites that qualify under the Hazardous Activities and Industries List (HAIL).
 - g. Monitoring coastal erosion, particularly on the north coast of the island.
 - h. Ensuring compliance with legislation both in terms of permitted activities under the CIRMD and the conditions prescribed in resource consents issued.
12. To date, no enforcement action has been undertaken in relation to breaches of the permitted activity rules or the RMA as identified in previous reports from visits undertaken by ECan in 2015, 2019 and 2021. It was evident from this year's visits, that although some progress had been made at an individual sites, ~~level~~ many challenges and recommendations made in previous reports have not moved forward. Therefore, it may be worth considering whether the current framework for compliance is ~~working~~ effective.

Recommendations - General:

13. Initiate warranting of enforcement officers under the RMA to enable enforcement action to be taken when necessary.
14. The NBE Act requires Councils to develop a Compliance Monitoring and Enforcement Strategy. This should be considered sooner rather than later.
15. Managing the impacts of increasing tourism on the island with particular focus on existing infrastructure, resources, and its long-term sustainability.

Attachments

Nil

Legal review	
Peer reviewers	

4.12. Civil Defence Emergency Management

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 31 October 2023
Author	James Thompson, Team Leader, Canterbury CDEM Group
Endorsed by	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.**

Attachments

Nil

Legal review	
Peer reviewers	

4.13. Corporate Reporting Update

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 31 October 2023
Author	Tanya Clifford, Corporate Reporting Accountant
Responsible Director	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:** The 2023 Annual Report has been prepared and designed in preparation for the annual audit, which is currently underway. The full Annual Report is expected to be adopted by Council at a special meeting on 26 October 2023, with the summary Annual Report to be adopted at the Council meeting on the 17 November 2023. Audit is currently underway, with no significant issues noted. We are working with audit to meet their requests and ensure the statutory reporting deadline for Council is met.
3. **Long-Term Plan 2024-34:** To ensure greater engagement with the Council we are aiming to provide smaller segments to the Council for consideration monthly. Currently the levels of service are being reviewed with the Operations Manager – support is also being provided in-house by Adrienne Lomax. Once complete, we will be sending these out to staff for their consideration/comments, prior to being presented to Council for feedback.
4. **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 some financial reports of the DIA packs for early 2023 were missing, these have now been provided. Looking forward, we will aim to review reporting packs provided to Council's stakeholders to ensure financial reports are fit for purpose and understandable to Council's end-users.

5. **Payroll & HR matters:** CIC payroll is processed fortnightly by Environment Canterbury staff. There are no issues of note to highlight for the steering group's attention.
6. Assistance was provided with recruiting a new Chief Executive for the Chatham Islands Council. The expected additional costs above that currently budgeted as HR support costs, were approved to be funded from the Chatham Islands reserve. There are no other HR matters requiring the attention of the steering group.
7. **Three waters reform:** All requested request for information submissions have been populated. With the recent election results, further changes are expected to occur. The full impacts of these changes and the potential impact on CIC remains uncertain.
8. **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

Peer reviewers	Jamin Thomas, Corporate Reporting Team Leader Lauren Hamilton, Zone Manager Central
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4.14. Financial Updates

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 31 October 2023
Author	Mark Smith, Team Leader Finance Business Partnership
Endorsed by	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

1. To provide a financial update on the service agreement between the Chatham Islands Council and the Canterbury Regional Council for the period ended 30 September 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 30 September 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 \$157K which is \$152K higher than budget. This variance is due to lower year-to-date expenditure. Revenue is tracking to budget.
4. Expenditure by work programme (YTD):

	\$000s	Actual	Budget	Variance
Biosecurity		111	194	(83)
Communications		1	12	(11)
Corporate Services		50	80	(30)
Emergency Management		3	10	(7)
Environmental Data Collection		33	36	(3)
Navigation Safety		5	9	(4)
Resource Management, Consents & Planning		6	20	(14)

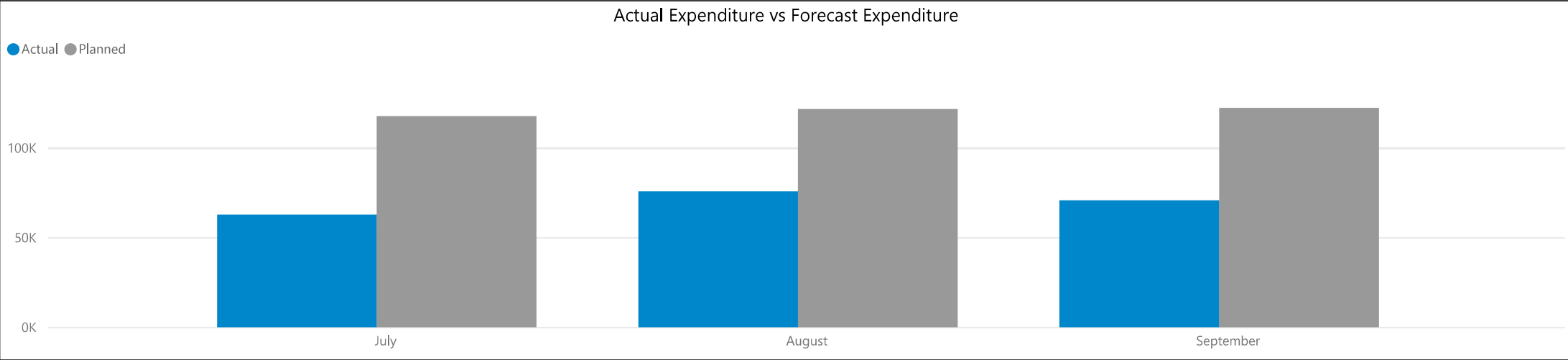
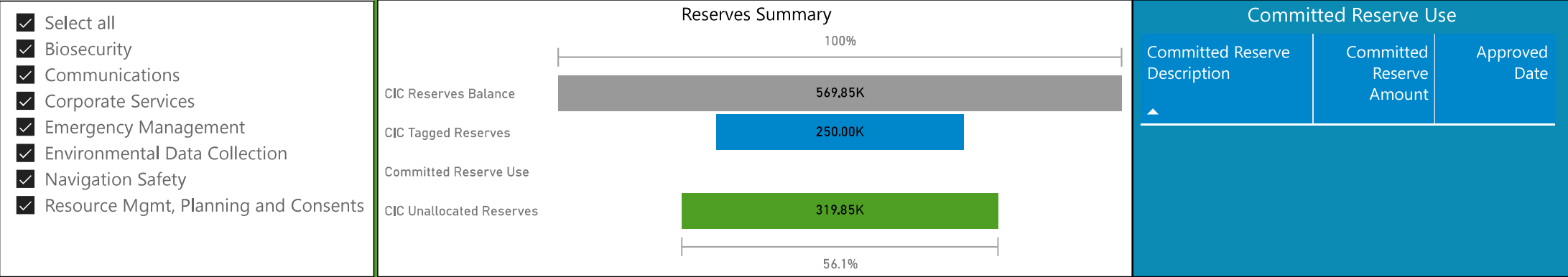
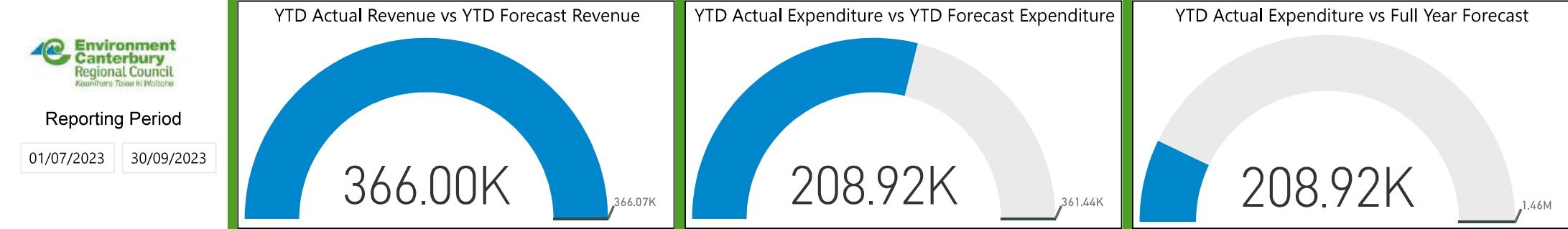
	\$000s	Actual	Budget	Variance
Total		209	361	(152)

5. The largest variance exists within the biosecurity/border control work programme due to the main ship servicing the island being out of service. Less border control work has therefore been required. One biosecurity position also remains vacant.
6. 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.
7. The 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. Chatham Islands Steering Group Financial Report - September 2023 [4.14.1 - 3 pages]

Legal review	
Peer reviewers	

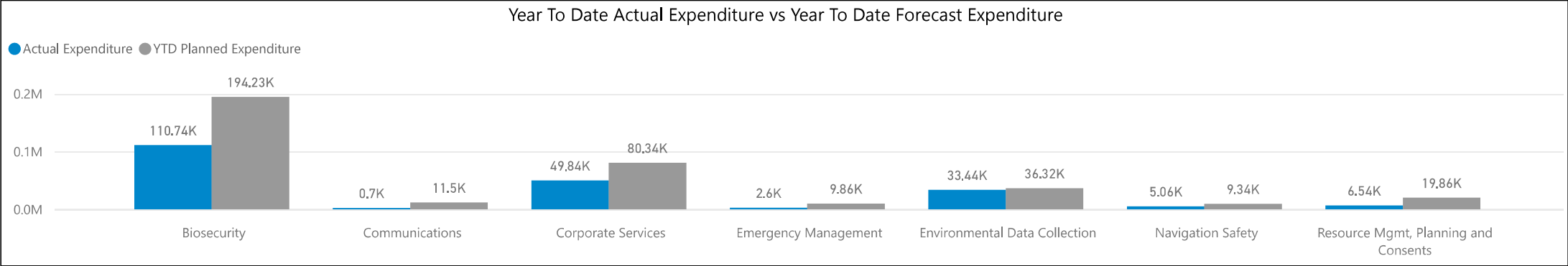




Reporting Period

01/07/202330/09/2023

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



Variance commentary:

The biosecurity/border control work programme continues to have the largest variance to budget. This is a result of the main ship servicing the island being out for repair meaning lower border control work has required. One key biosecurity staff member is also yet to be replaced.

The corporate services budget is also tracking under budget however this is mainly due to a portion of the budget being for reactive work which has not been required to date.

The budget continues to be monitored and reviewed and some budget reallocations may yet take place.

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



Reporting Period

01/07/2023

30/09/2023

Forecast

Section Name

Biosecurity

Communications

Corporate Services

Emergency
ManagementEnvironmental Data
Collection

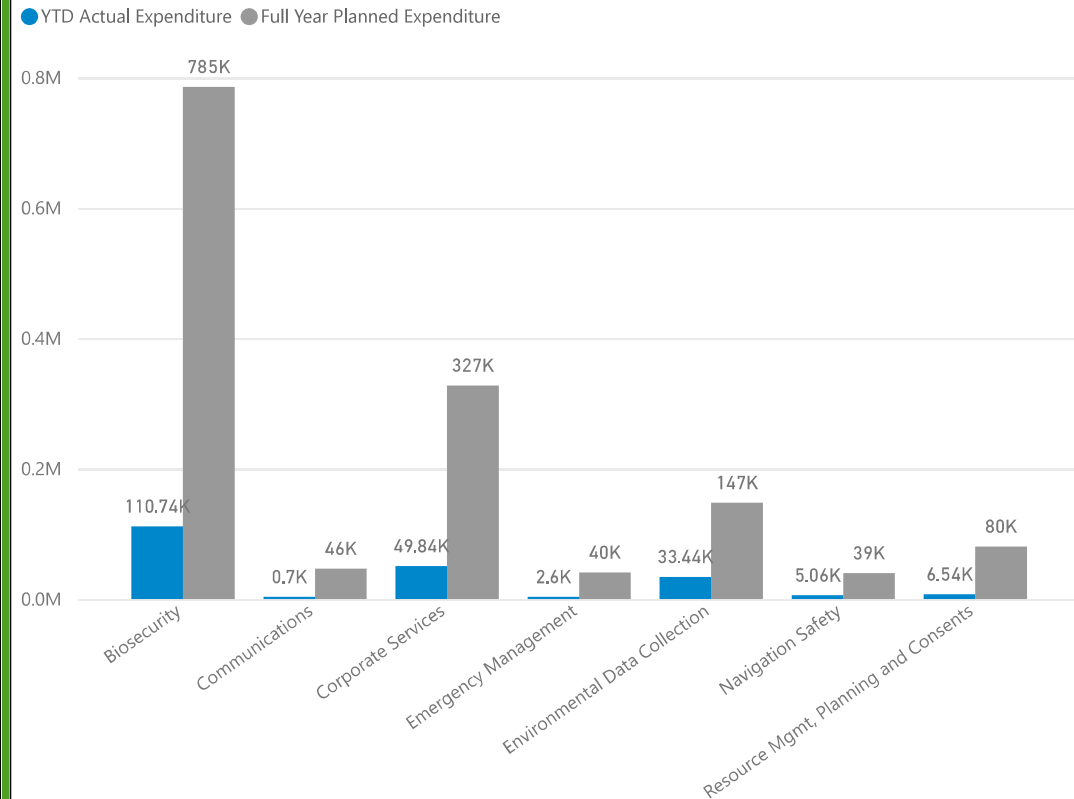
Navigation Safety

Resource Mgmt,
Planning and
Consents

Expenditure Details By Project Level

Project Name	YTD Actual Expenditure	Full Year Planned Expenditure
CIC Biosecurity, Pest Strategy & Implementation	110,818.59	516,000.06
CIC Biosecurity - Border Control	-78.23	269,000.04
CIC Corporate Services	29,695.64	181,000.00
CIC Water Quality, Ecology & Hydrology	33,436.17	146,999.96
CIC Finance	20,139.86	145,999.89
CIC Resource Management Planning	942.71	59,000.04
CIC Communications	699.47	45,999.96
CIC Emergency Management	2,602.02	39,999.91
CIC Navigation Safety	4,656.55	38,999.95
CIC Compliance Monitoring	5,598.35	21,000.02
CIC Oil Spill Response Capability	405.97	
Total	208,917.10	1,463,999.83

Expenditure availability against Forecast



6. Regulatory

6.2 Dog & Stock Control Update

Date of meeting	16 November 2023
Agenda item number	6.2
Author/s	Nadia Thomas, Dog & Stock Control Officer

Purpose

To provide an update on the services being performed by the Dog & Stock Control Officer.

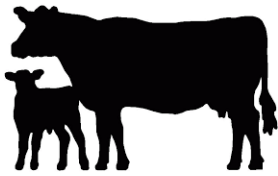
Recommendations

THAT Chatham Islands Council

1. **Receives the report.**

Background

The attached report provides an update on current activities being performed by the Dog & Stock Control Officer.



Dog and stock control update September 2023

CAUTION: Some items in this report you may find disturbing.

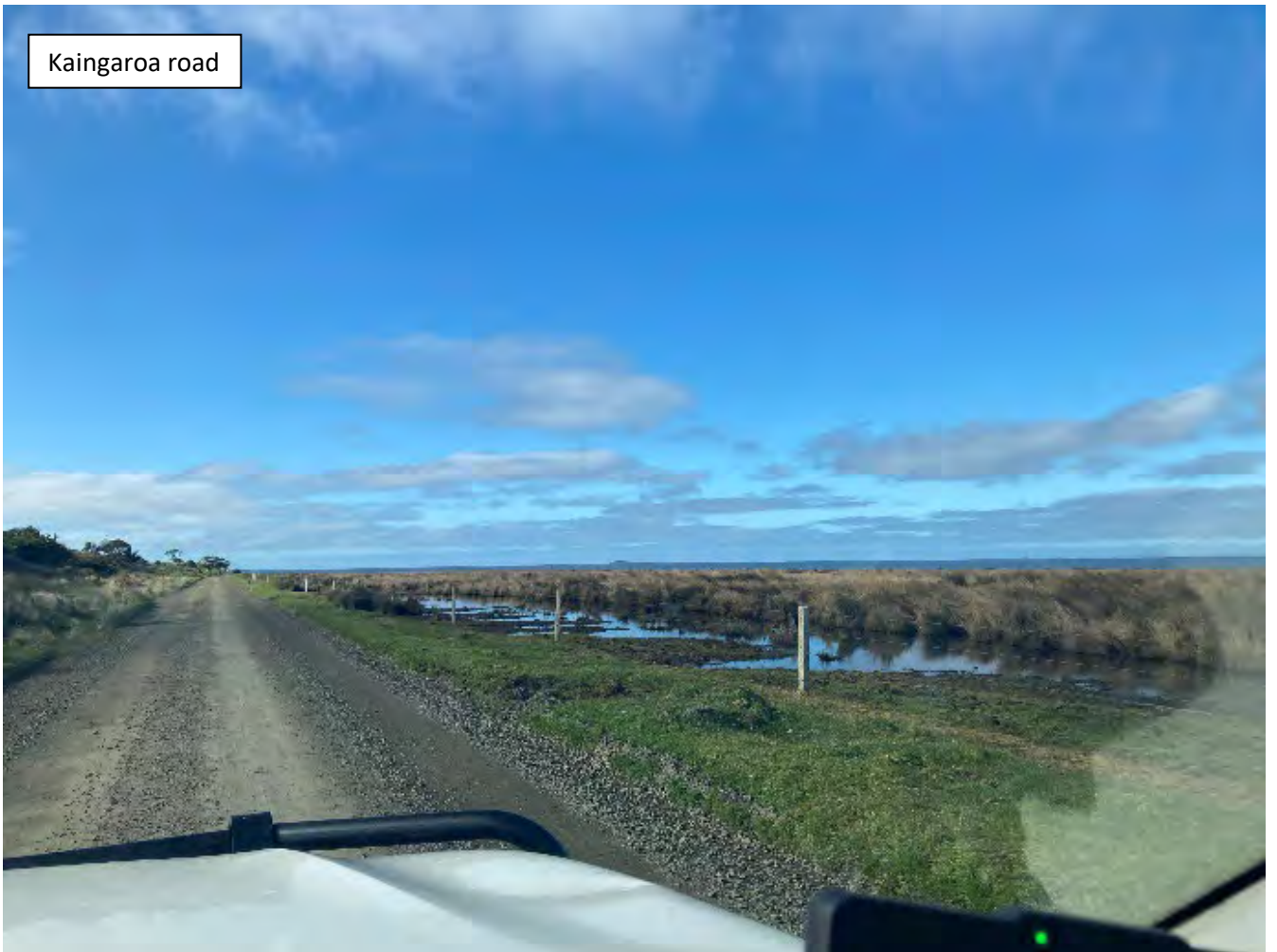
Unfortunately, as we all know the months June through to Dec/Jan are always the toughest for farmers and their stock, especially cattle as there is a significant rise in the water table and a massive drop in the food supply. This year has been very busy trying to work in with farmers by pushing them to be more pro-active towards stock control without offending them, or pushing too hard so that they become less supportive of what I'm trying to achieve. It is a very fine line between being ignorant and negligent, and some farmers seem to act as if they don't know any better why their farm and stock is in the current condition they are. Although there are up and down sides to everything I deal with, I seem to have more successful missions than not.

Whangamarino





Kaingaroa road





As a handover after maternity leave, Wai Wairua and I went to Pitt Island to do a dog welfare check. Everyone was helpful and accommodating. We ended up stuck on Pitt Island for an extra three days so participated in the 'end of term' festivities with the locals which were fun. I also think they were happy to see the Council hadn't forgotten they're still there. It was a positive outcome and we got a good insight on the effects of farm owners and their stock issues, as we got to see first-hand and have in depth conversations with everyone who had concerns or worries. There had been a lot of culling, due to lack of feed and ship access, which is an 'every year' problem. Hopefully we can find a way to resolve some of these issues in the near future.

Pitt Island



Fencing remains an issue on the Chatham's, so I am trying to work with farmers to get something done, also offering a hand if need be to try get the ball rolling. I am still putting blue flagging tape on broken fences for the farmers, which is proving helpful as these areas seem to be getting dealt to faster than not. Some farmers have started looking at other options to keep stock in/out, as even with hotwires the stock seem to keep being intrusive. There have also been a lot of stock thefts this year which has left farmers no incentive to fence (loss of equipment).

Blue tape



Tyre fence









Kaingaroa road



Maipito road



I have also tried to have a catch up with MPI and see if they could come to the Island during August but but they are unable to come until end of October. Unfortunately, they are missing the worst period as stock problems lessen with more grass growth. There has been a lot of starvation issues with stock and it is good to see some farmers have prepared hay for times such as this. I have also been talking to the S.P.C.A who are keen to bring their de-sexing trailer over on the ship and stay for a couple of weeks and de-sex as many dogs as possible / for free.



Some stock, as always, have been getting wounded by passers-by on the road edge, being run over or shot at. Rob Seymour (ECan) and I had to go find a cow that had been shot in the face and left alive... we didn't hear of it till four days later so when we finally found her she was starving and in pain as she had caught her jaw on something and torn it off completely. There have also been similar incidents reported which is concerning. Because of incidents such as this we have created Team Cull, a group we have put together to deal with wild bull and horse culling, unwanted or sick pets, or pests and unfortunate animals that happen to be wounded by people or other animals. When we have a cull up we distribute the meat to the community which benefits a lot of people. It seems that the community is quite happy for us to continue this as we are about safety first, and keep everyone in the loop of what we are doing.



-Cow dog tuckered (poached)



-Sheep hit by vehicles

Night time missions

Surprisingly I get quite a few calls/messages at all hours of the night. Luckily, I have been able to sort most night issues over the phone or have been able to have someone else tend to the matter at hand. Some to note: cattle on the town bridge and other areas; dogs been found; horses loose on the road; car accidents. As we know, some stock are hard to see at night so I try sort to get them sorted as soon as possible.



Some of the issues I have had to deal with over the last couple of years are:

- Wild horses intruding on the roads and private property
- Wild cattle being invasive towards people's property and intruding on the road.
- Dogs worrying other animals
- Neighbours at war
- Animal on animal attacks
- Animal v's vehicle
- Broken fences/ need fixing
- Animal cruelty / neglected animals
- Starving animals / lack of feed, due to flooding, slow growth
- Cast/ stuck animals
- People being difficult, sassy, intimidating and stand over'ish.

Some issues being dealt with slowly over time:

- Team Cull have been culling off the horses over time with help from some farmers. Tally this year is 7, which is a lot less than last year with a tally of 36. There is a group of people starting to muster as well.



- Team Cull is also doing their best to lower the wild cattle numbers as well also with help from a number of farmers and without upsetting stock owners. Tally so far this year is 67 killed which is casual as.
- Owners have been talked to about roaming dogs although there has been some worrying lately where the dogs have killed 27 shipping ewes and not being spotted or found... Team Cull has put down 8 dogs this second half of the year.
- Some property owners have been asking me what to do about their neighbours' stock 'free-grazing'. In most cases I can calm a situation and try to get them to work together, although the more set in their ways, the less they see sense in what I say.
- A lot of roaring cattle lately, many farmers shooting cows as a result of broken backs, pelvis or legs due to excessive amounts of bulls raping the cows in heat. Also, horses biting sheep during lambing can be an issue, and dogs becoming playful with lambs.
- There have been several car accidents where cattle, horses, sheep and dogs have been involved some not as hectic as others... owners don't own the stock if they're hit by cars, although if you shot it, they then own it. Farmers usually say that car was going fast, but the real issue is there are stock on the road!!
- I have been putting a lot of blue flagging tape on peoples fences and since I first started that 2.5 years ago, several farmers have fenced big parts of their property's. I've found the blue tape gives them an incentive to have a go. It's easier to see where I'm meaning rather than check the whole fence, they can fix the immediate problem first.
- This winter there has been a lot of starving animals and I have been trying to show some farmers its sometimes better to have 50 healthy fat cows than 250 starving dead ones?
- Starvation all round is an issue with all the flooding from Te One all the way to Whangamarino. Although there are stock in paddocks that just don't have feed at all annually. I have talked to George at MPI to see if there's a chance of NZ MPI being able to come in August instead of October as the pressure on the animals and farmers will be gone by October.
- I have had quite a few moments rolling lambing sheep and calving cattle over to hopefully give them a chance to survive. I've also towed out a few bogged animals as well

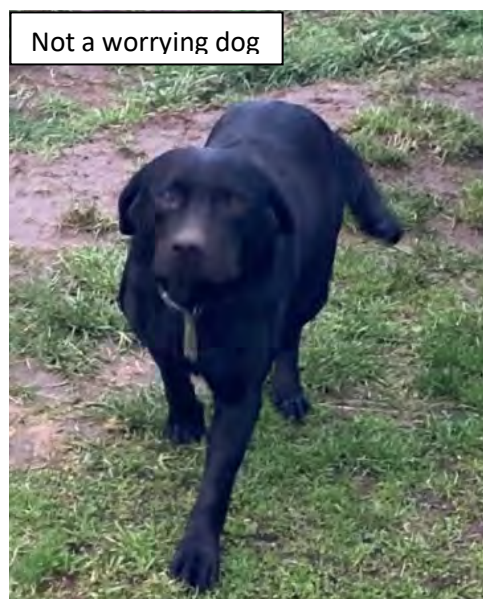


- Some people are easy to deal with and are willing to go out of their way to help me where they can. I have had a lot of support with volunteer helpers, which is appreciated immensely. During my time in this role I have had many threats from people you wouldn't think would but I have worked really hard to form relationships and be communicative and approachable. I would like to acknowledge Robin Seymour who I am extremely grateful to offering to help me right from the beginning.
- I have had a few issues where animal owners have passed away and family members have no idea what to do with the animals, but want to keep them for sentimental reasons. In some cases,

has led to un-noticed, uncared for, hungry, sad and neglected animals. Most of the time this goes unnoticed as the family members may not be animal people, and have nothing to do with the animals in the first place. They just feel that keeping these animals is the right thing to do by their loved one, although re-homing is just as good if you don't have the time to commit to these animals.



Dogs roaming have been a big issue recently. Dog theft, where dogs are going around pinching food and such, worrying dogs have either been put down or re-located.



PUBLIC EXCLUDED

Agenda

Public Excluded Agenda

16 November 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 5 October 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)

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