



Chatham Islands Council

AGENDA

Notice of Meeting:

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

Date: Thursday 20 July 2023

Time: 1.30pm

Venue: Council Chambers, Tuku Road, Chatham Islands

Membership

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

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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Karakia

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

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

Agenda

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APOLOGIES

Agenda

2. DEMOCRACY

Agenda

2. Democracy

2.1 Minutes of a Special Meeting 8 June 2023

Date of meeting	20 July 2023
Agenda item number	2.1
Author/s	Jo Guise, Executive Assistant

Purpose

For the Council to receive and confirm the minutes of the Special Meeting of Council held on 8 June 2023.

Recommendations

1. **THAT the minutes from the Special meeting of the Chatham Islands Council held on 8 June 2023 be a true and accurate record.**

CHATHAM ISLANDS COUNCIL

Minutes of a Special Meeting of the Chatham Islands Council, held in the Council Chambers, Tuku Road, Waitangi, on Thursday 8 June 2023, commencing at 10.00am

PRESENT:

Mayor M Croon (Chair), Deputy Mayor K Day, Cr RS Joyce, Cr J Kamo, Cr G Hoare, Cr N Ryan, Cr A Seymour (via Zoom), Cr C Gregory-Hunt

MANAGEMENT & OFFICERS:

Owen Pickles (Chief Executive), Colette Peni (Operations Manager), Jo Guise (Executive Assistant), Waimarino Wairua (Stock Control Officer), Colleen Clearwater (Regulatory Officer) via Zoom

ATTENDEES:

Mr Frank Rosie (DoC)	Ms Jacqui Nielsen
Mr Mike Nielsen	Ms Celestine Lanauze
Mr Levi Lanauze	Mr Steve Harris
Mr Robert Holmes	Ms Jan Holmes
Mr Duncan Ryan	Ms Bridget Gibb
Mr Jack Daymond	Ms Tracy Page
Lucie Joines (NZ Police)	Mr George Goomes
Ms Latoya Hough	Mr Jase Seymour

APOLOGIES:

Cr G Horler

Mayor Croon opened the meeting acknowledging the passing of Helen Murphy, Alan Tuuta, Shirley Goomes and Ali Barr.

The purpose of the meeting was:

1. To authorise a cull of feral stock on Maipito Road, Chatham Islands; and
2. To authorise construction of a gate on the south side of Maipito bridge and adequate cattle trap in Sec 5 Blk III Oropuke survey district, 84 Kekerione (the point) until stock can be culled and disposed of.

6. REGULATORY

6.1 Maipito Stock Report

Roaming cattle had been a problem on roads historically, causing damage to property, fences and causing frustration in the community.

Council had a Fencing Bylaw which had not been implemented to date as Council were aware of the cost of fencing to the farming community.

Complaints had been received for some time about the feral cattle roaming Maipito Road and entering the township causing damage. Council had decided they needed to work with landowners to find a solution.

Mayor Croon acknowledged Waimarino Wairua for the work she has put in to keep stock off the roads and keeping the community safe. She also acknowledged Jase Seymour (ECan) for his support of Wai.

Ms Wairua outlined the purpose of the plan which she had created to trap and dispose of the feral cattle.

Mayor Croon opened the floor to community members present and asked that the korero be solution focussed.

After consideration of the comments Council agreed to work with Maipito Road landowners to cull the feral cattle affecting the area and to work with the farming community to find a more sustainable solution to the wild cattle problem island-wide.

STAFF RECOMMENDATION:

THAT Chatham Islands Council:

1. Receive the report;
2. Authorise a gate to be constructed on the south side of Maipito bridge with adequate signage and notification to the community (gate would not need to be closed permanently only while stock control is in process);
3. Authorise construction of road boundary fence on (the point) sec 5 Blk III Oropuke survey district, 84 Kekerione (refer to attachments);
4. Authorise construction of a fence and hotwire or removable hotwire along the waterway from Rena May Hough's boundary to the bridge (where shovels are washed) with access to the river when needed;
5. Attain letter of approval from G & E Cameron to access their paddock to shoot from;
6. Attain a quote from a fencing contractor for materials and labour;
7. Give appropriate notice to Maipito Road residents and road users of gate closures and have Dog and Stock Control trap cattle in the point; and
8. Collaborate with E.Can for cull and disposal of feral stock.

RESOLVED:

THAT:

1. Council work with Maipito Road adjoining landowners to cull the feral cattle affecting the Maipito Road area.
2. Council work with farming community to find a more sustainable solution to the wild cattle problem.

KL DAY / NC RYAN / CARRIED

The meeting closed at 10.56am

MEETING CLOSURE

CONFIRMED THIS 22nd DAY OF June 2023

MAYOR

2. Democracy

2.2 Minutes of the PARC meeting 29 May 2023

Date of meeting	20 July 2023
Agenda item number	2.2
Author/s	Jo Guise, Executive Assistant

Purpose

For the Council to receive and confirm the minutes of the PARC Meeting of Council held on 29 May 2023.

Recommendations

1. **THAT the minutes from the PARC meeting of the Chatham Islands Council held on 29 May 2023 be received.**

CHATHAM ISLANDS COUNCIL

Minutes of the Chatham Islands Council Performance, Audit & Risk Committee, held in the Council Chambers, Tuku Road, Waitangi, on Monday 29 May 2023, commencing at 9.00am

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

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

Apologies: Cr G Horler (Leave of absence)

RESOLVED:
THAT the apologies be received.
P JONES / M CROON / CARRIED

1. Minutes of PARC Meeting 17 April 2023

RESOLVED:
THAT the minutes of the Performance, Audit & Risk meeting held on 17 April 2023 be received.
M CROON / RS JOYCE / CARRIED

2. Financial Report to April 2023

The financial report in the agenda had been prepared prior to the Governments budget release, so approximately \$400K less Government grant would be received from DIA.

RESOLVED:
THAT the Performance, Audit & Risk Committee receives the report.
P JONES / KL DAY / CARRIED

3. Annual Plan 2023-24

RESOLVED:
THAT the Performance, Audit & Risk Committee:

1. Recommends to Council that the underlying assumptions applied to the 2023-24 Annual Plan are appropriate;
2. Recommends to Council that the proposed capital expenditure be approved (noting further capital expenditure may occur if grant funding is secured); and
3. Recommends to Council that the 2023-24 amended budget reflecting the DIA proposed grant be approved.
4. Recommends the amendment for the removal of water tanks from capital expenditure to operational expenditure.

M CROON / KL DAY / CARRIED

4. Performance Report

Council currently receive reports from their technical team, although not in the format suggested. During the LTP process the reports could be refined so they could be measured quarterly.

RESOLVED:

THAT the Performance, Audit & Risk Committee –

- 1. Receive the report; and**
- 2. Recommend the reports be brought to council for consideration of the Long-Term Plan process.**

M CROON / P JONES / CARRIED

5. Crown Funding

Crown funding of \$4.23m was the appropriation for the 4th year of the McGredy Winder review outcome. There had been a bid to increase the appropriation to \$8.4m to cover mostly environmental requirements currently before Council. Council had been advised by Minister Mahuta that an increase in Crown funding would be given urgency, and assured by DIA staff that the work had been presented to the budget process in late November.

DIA staff could not offer any explanation as to why there was not an increase of funding in this year's budget.

A letter to the Minister would be sent expressing Councils concerns.

RESOLVED:

THAT the information be received.

M CROON / KL DAY / CARRIED

RESOLVED:

THAT the meeting moves in to public excluded.

P JONES / M CROON / CARRIED

At 9.58am the meeting moved in to Public Excluded and out at 9.58am.

Meeting Closure

After consideration of the public excluded agenda, and there being no further business, the meeting was declared closed at 9.59am.

Confirmed this 10th day of July 2023.

Signed: _____ (Chair)

2. Democracy

2.3 Minutes of the Ordinary Meeting 8 June 2023

Date of meeting	20 July 2023
Agenda item number	2.3
Author/s	Jo Guise, Executive Assistant

Purpose

For the Council to receive and confirm the minutes of the Ordinary Meeting of Council held on 8 June 2023.

Recommendations

1. **THAT the minutes from the Ordinary meeting of the Chatham Islands Council held on 8 June 2023 be a true and accurate record.**

CHATHAM ISLANDS COUNCIL

Minutes of the Ordinary Meeting of the Chatham Islands Council, held in the Council Chambers, Tuku Road, Waitangi, on Thursday 8 June 2023, commencing at 1.30pm

Present:

Mayor M Croon (Chair), Deputy Mayor K Day, Cr RS Joyce, Cr J Kamo, Cr N Ryan, Cr C Gregory-Hunt, Cr G Hoare

Management & Officers:

Mr Owen Pickles (Chief Executive), Ms Colette Peni (Operations Manager), Ms Jo Guise (Executive Assistant), Mereraina Hemara (Financial Lead)

Attendees:

Ms Tanya Clifford (ECan), Mr Nigel Lister (Stantec), Ms Rebecca Tinga (Stantec), Mr Andrew Wong (Stantec) via Zoom, Mr Tomby Von Elders (Fulton Hogan), Mr Jase Seymour (Biosecurity Officer, ECan), Mr Leith Weitzel (Buildit NZ)

Apologies:

Cr G Horler (Leave of absence), Cr A Seymour

Mayor Croon opened the meeting giving mihi to the whanau pani of Shirley Goomes, Alan Tuuta, Helen Murphy, and Ali Barr, and offered condolences to all the whanau.

2. DEMOCRACY

2.1 Minutes from Ordinary meeting 27 April 2023

RESOLVED:

THAT the minutes from the Ordinary meeting of the Chatham Islands Council held on Thursday 27 April 2023 be adopted as a true and accurate record.

RS JOYCE / C GREGORY-HUNT / CARRIED

2.2 Minutes from PARC meeting 17 April 2023

RESOLVED:

THAT the minutes from the PARC meeting held on 17 April 2023 be a true and accurate record.

KL DAY / J KAMO / CARRIED

2.3 CEO Report

RESOLVED:

THAT the Chatham Islands Council receives the report.

C GREGORY-HUNT / RS JOYCE / CARRIED

2.4 Representation Review

At a previous meeting of Council, it had been resolved to continue the status quo with representation. This decision had been put out for consultation and three submissions had been received and receipt of the submissions had been acknowledged.

RESOLVED:

THAT Council:

1. Receive the submissions; and
2. Continue with status quo.

C GREGORY-HUNT/ NC RYAN / CARRIED

3. FINANCE

3.1 Financial Report

Ms Tanya Clifford gave an update to the Financial Report.

RESOLVED:

THAT the Council receive the financial report for April 2023.

RS JOYCE / J KAMO / CARRIED

3.2 Annual Plan 2023/24

Ms Tanya Clifford provided a verbal report.

RESOLVED:

THAT the Council approves:

1. The underlying assumptions applied to the 2023/24 Annual Plan as appropriate;
2. To approve the proposed capital expenditure (noting further capital expenditure may occur if grant funding is secure); and
3. To approve the draft 2023/24 budget (noting the budget will form part of the Annual Plan 2023/24).

G HOARE / C GREGORY-HUNT / CARRIED

4. WORKS & SERVICES

4.1 Stantec Monthly Report

Mr Nigel Lister gave a verbal update on current engineering projects.

Mr Andrew Wong gave a verbal update on current water and wastewater issues.

RESOLVED:

THAT the report be received.

KL DAY / J KAMO / CARRIED

4.2 Fulton Hogan Road Maintenance Reports – April 2023

Mr Tomby von Elders gave a verbal update on the road maintenance contract.

RESOLVED:

THAT the Chatham Islands Council receive the report.

G HOARE / N RYAN / CARRIED

4.3 Fulton Hogan Water & Wastewater Operation Contract Reports – April 2023

Mr Tomby Von Elders gave a verbal update on the water and wastewater maintenance contract.

Fulton Hogan had sourced a suction truck but were awaiting a ship to bring it to the island.

RESOLVED:

THAT the Chatham Islands Council receives the report.

J KAMO / G HOARE / CARRIED

4.4 Fulton Hogan Waste Management Contract Reports – April 2023

RESOLVED:

THAT the Chatham Islands Council receives the report.

C GREGORY-HUNT / G HOARE / CARRIED

4.5 Better-off Funding Tranche 2

As Tranche 2 of the Better-off funding would no longer be received, Council addressed the issue of projects which relied on both Tranches of the funding, being the new house project and NKMR funding.

A variation for both projects had been presented which Council approved.

RESOLVED:

THAT Council use the Tranche 1 funds for variation to proposed projects as described.

G HOARE / C GREGORY-HUNT / CARRIED

4.6 Water & Wastewater Summary Report

RESOLVED:

THAT the report be received;

C GREGORY-HUNT / G HOARE / CARRIED

5. COMMUNITY SERVICES

5.1 Cemeteries

This topic would be further discussed at the next Council workshop scheduled for 6 July.

RESOLVED THAT:

1. The recommended charges for a Plot for cremated remains be considered and approved;
2. The contracting of Stantec to GPS and plan future Plots for Owenga and Kapito be approved; and
3. The creation of a Policy in relation to Council owned Cemeteries be approved.

J KAMO / G HOARE / CARRIED

5.2 Future of Memorial Hall and Old Office Building

Mr Leith Weitzel joined the meeting from 2.28pm to

Mr Weitzel advised the hall and kitchen and toilet area would need to be removed completely to replace the flooring. The report did not include any engineering or architectural costs, or heating, gas and electrical works.

It was noted the original proposal was to build the new office building on that site, so the hall and office block were to be removed. There was also the boundary issue with the neighbouring property (Hotel site) where Council had agreed in 2018 to a land swap. That had now been legalised.

Council agreed the community should be consulted on the future of the hall and office block, explaining the cost of repairs for the hall alone would be over \$2m.

RESOLVED THAT:

1. The report be received: and
2. Council consider the future of the Memorial Hall and associated buildings.
3. A document be prepared for community consultation regarding the future of the hall and associated buildings.

RS JOYCE / G HOARE / CARRIED

6. REGULATORY

6.1 LATE ITEM – E.Can Activity Report

RESOLVED:

THAT the report 'E.Can Activity Report' be considered as a late item.

J KAMO / C GREGORY-HUNT / CARRIED

RESOLVED:

THAT Chatham Islands Council receive the report.

G HOARE / KL DAY / CARRIED

8. GOVERNMENT

8.1 Report to DIA 31 March 2023

RESOLVED:

THAT the report be received.

G HOARE / RS JOYCE / CARRIED

8.2 Crown Appropriation

RESOLVED:

1. THAT the information be received;
2. THAT Council continues to lobby for funding that allows it to meet its statutory obligations.

G HOARE / NC RYAN / CARRIED

8.3 Covid-19 Response Recognition Award

RESOLVED:

THAT the report be received.

C GREGORY-HUNT / KL DAY / CARRIED

8.4 LGNZ Membership – Free of Cost

RESOLVED:

1. THAT the report be received.
2. Writes a letter of thanks to LGNZ

G HOARE / J KAMO / CARRIED

9. CHATHAM ISLANDS

9.1 First Response Proposal

RESOLVED:

1. THAT the letter be received;
2. Write to Bridget Preece putting her in touch with Brendan McInnes (St John).

C GREGORY-HUNT / G HOARE / CARRIED

RESOLVED:

That the meeting move in to Public Excluded.

M CROON / RS JOYCE / CARRIED

The Meeting moved in to Public Excluded at 3.41pm and out at 4.00pm.

MEETING CLOSURE

After consideration of the Public Excluded Agenda, and there being no further business, the meeting was declared closed at 4.00pm.

CONFIRMED THIS 1st DAY OF JUNE 2023

MAYOR

2. Democracy

2.4 Minutes of a Special Meeting 29 June 2023

Date of meeting	20 July 2023
Agenda item number	2.4
Author/s	Jo Guise, Executive Assistant

Purpose

For the Council to receive and confirm the minutes of the Special Meeting of Council held on 29 June 2023.

Recommendations

1. **THAT the minutes from the Special meeting of the Chatham Islands Council held on 29 June 2023 be a true and accurate record.**

Chatham Islands Council

Minutes - Special Council Meeting 29 June 2023

Date: Thursday, 29 June 2023

Time: 1.30pm

Location: Chatham Islands Council, 13 Tuku Road, Chatham Islands

Members: Cr M Croon (Mayor), Cr KL Day (Deputy Mayor), Cr RS Joyce, CR N Ryan, Cr J Kamo, Cr G Hoare, Cr A Seymour, Cr C Gregory-Hunt

Attendance: Owen Pickles (Chief Executive), Colette Peni (Operations Manager), Jo Guise (Minutes)

Partial Attendees: Ms Tanya Clifford (ECan)

Apologies: Cr Greg Horler

Next Meeting: 20 July 2023

Active actions to date:

None

3.1 Annual Plan 2023/24

Ms Tanya Clifford discussed the Balanced Budget noting the reliance on the Crown Appropriation.

RESOLVED:

That the Council:

1. Receives and approves the 2023/24 Annual Plan.
2. In adopting the 2023/24 Annual Plan, Council has considered and ratifies the following factors:
 - The assumptions underlying the budget information,
 - The proposed capital expenditure for 2023/24, including funding availability,
 - The financial information forming the 2023/24 Annual Plan budget.
3. Recognises a financial surplus is expected and therefore confirms the balanced budget assumption is met, in accordance with section 100 (2) of the Local Government Act 2002.
4. Approves the publication of the 2023/24 Annual Plan (both in print and online).
5. Delegates authority to the Chief Executive to approve and action minor editorial corrections to the approved 2023/24 Annual Plan.

KL DAY / G HOARE / CARRIED

No Actions assigned for this section

3.2 Rates Strike

RESOLVED:

That the Council:

1. Delegates authority pursuant to the Local Government (Rating) Act 2002 to the Chief Executive to:
 - (i) apply penalties (stated under resolution d) on unpaid rates in accordance with Sections 57 and 58, and
 - (ii) approve applications for rates postponement and rates remissions in accordance with Council's policy, and
 - (iii) carry out all other functions permissible under the Act that are not required to be a Council responsibility.
2. Resolves the setting of the rates for the 2023/24 financial year and sets the following rates (including GST), pursuant to the Local Government (Rating) Act 2002; and
3. states due dates for payment in accordance with Section 24, and
4. applies penalties on unpaid rates in accordance with Sections 57 and 58, on rating units for the financial year commencing on 1 July 2023 and ending on 30 June 2024.

These rates are set in accordance with Chatham Islands Council's Long-Term Plan 2021-2031 and the Funding Impact Statement which forms part of the Long-Term Plan 2021-2031 as follows:

General rates

Council will set a general rate based on the capital value of all rateable land on the islands. The general rate will be set on a differential basis based on land use. The categories and apportionment are included in the table below.

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

Differential categories	Percentage of total general rates	Rate in the dollar of capital value (including GST)	Rates revenue (including GST \$)
Infrastructure	5.0%	0.00326520	20,564
Industrial	14.5%	0.00675000	59,636
Commercial	11.0%	0.00275374	45,241
Rural Residential	69.5%	0.00183960	285,843
Total revenue sought			411,284

Targeted rates

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

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

Activity for setting a targeted rate	Category for setting targeted rate	Calculation factor	Factor used		Revenue sought (including GST) 2023/24
Roading	The provision or availability of a roading service.	A per rating unit charge for roading activities.	267.22	Fixed amount per unit	142,965
Potable water supply	The provision or availability of a public water supply service.	The number of connections for water supply activities – for both Kaingaroa and Waitangi connections.	867.23	Fixed amount per connection	92,793

Wastewater	The provision or availability of a sewage disposal service.	A per pan rate for sewage disposal activities.	901.45	Fixed amount per pan	117,188
Waste management	The provision or availability of a waste management service.	A per rating unit charge for waste management activities.	279.14	Fixed amount per rural or residential unit	87,929
			351.43	Fixed amount per Infrastructure, Industrial or Commercial unit	18,626
Total revenue sought					459,501

The rating basis for each rate type has been defined and approved through the Revenue and Financing Policy adopted as part of Chatham Islands Council's Long-Term Plan 2021-31.

Rates by instalments

Council proposes to collect the rates in four instalments, issued on: 14 September 2023, 14 November 2023, 14 February 2024 and 14 May 2024.

Penalties

A penalty of 10% is added to each instalment or part thereof that is unpaid after the last date for payment. The penalty dates are 15 September 2023, 15 November 2023, 15 February 2024 and 15 May 2024. Previous year's rates that remain unpaid will have a further 10% penalty added on 7 July 2024.

These rates and penalties to be set on rating units in the region for the financial year which commences on 1 July 2023 and ends on the 30th day of June 2024.

This information is extracted from the Chatham Islands Council's 2023/24 Annual Plan and complies with the revenue and financing policy.

C GREGORY-HUNT / A SEYMOUR / CARRIED

No Actions assigned for this section

3.3 Adoption 2021 & 2022 Annual Reports

Both the 2021 and 2022 audit opinion and final annual report were tabled at the meeting.

RESOLVED:

That the Council for the 2020/21 Annual report and summary:

1. Receives the draft Annual Report and Annual Report summary for 2020/21
2. Receives the Audit New Zealand Audit opinions for the 2020/21 financial year full and summary documents.
3. Adopts the Audited Annual Report and Annual Report summary for 2020/21
4. Approve the publication of the Annual Report and Annual Report summary for 2020/21 (both in print and online).
5. Delegate to the Chief Executive to approve minor editorial changes.

That the Council for the 2021/22 Annual report and summary:

1. Receives the draft Annual Report and Annual Report summary for 2021/22
2. Receives the Audit New Zealand Audit opinions for the 2021/22 financial year full and summary documents.
3. Adopts the Audited Annual Report and Annual Report summary for 2021/22
4. Approve the publication of the Annual Report and Annual Report summary for 2021/22 (both in print and online).
5. Delegate to the Chief Executive to approve minor editorial changes.

J KAMO / G HOARE / CARRIED

No Actions assigned for this section

5.1 Vault Door

Cr N Ryan & Cr RS Joyce declared a conflict and left the room during discussion.

RESOLVED:

THAT the Council donates the vault door and frame to the Clay Target Club.

G HOARE / J KAMO / CARRIED

No Actions assigned for this section

5.2 Surf Boat (Late item)

RESOLVED:

THAT the report 'Surf Boat' be considered as a late item.

NC RYAN / C GREGORY-HUNT / CARRIED

Cr J Kamo gave a verbal report.

The 'Pitt Island surf boat' which had been sitting in Waitangi just over the Nairn River bridge, had been used back when the Holmdale serviced Pitt Island. The Council owns the surf boat. A group on the island would like to apply for funding to restore the surf boat, with a view to it being used in an informative attraction.

RESOLVED:

- THAT Council agree in principle for the preservation of the surf boat.

NC RYAN / G HOARE / CARRIED

No Actions assigned for this section

6.1 Subdivision Consent CIC-2023-003

RESOLVED:

Subdivision Consent (CIC/2023/003) (i) That pursuant to Section 95A-G the application does not require public notification or limited notification. (ii) That pursuant to Sections 104 and 104C of the Act Council grants consent to:

Subdivide a site located at North Road, Chatham Island legally described as Kekerione 36A2B Block contained in Record of Title (RT) WN6D/105 Lot 1 into proposed Lot 1 (comprising 25.0272 ha) and proposed Lot 2 (comprising 8.5996ha).

General 1. The proposed activity must be undertaken in general accordance with the information and plans provided with the resource consent application dated 26th May 2023

Accessways 2. The location of any accessways shall be confirmed on site by Council's Engineer, prior to construction commencing, to ensure visibility to approaching vehicles on North Road is maximised. 3. That any accessway to new Lots 1 and 2 shall have side slopes battered at a maximum gradient of 1 in 3 (33%) or as agreed by the Council Engineer prior to construction. 4. Any culvert crossings and inlet / outlet structure to be constructed for each lot must adhere to Council's standard drawings for rural accessways, with culvert pipe size and length to be agreed with the Council Engineer prior to construction. Culvert construction shall be in general accordance with Council's standard drawings 004 and 005 (attached).

5. The accessways to Lots 1 and 2 shall be in general accordance with Council's standard drawing 005 (attached).

Geotechnical Investigation 6. Pursuant to Section 221 of the Resource Management Act 1991 a consent notice shall be imposed on the Record of Titles for Lots 1 and 2 advising as follows -

i) Geotechnical Investigation Prior to any future dwellings being constructed on Lots 1 and 2, a geotechnical assessment must be provided as part of the building consent for each individual dwelling.

J KAMO / RS JOYCE / CARRIED

No Actions assigned for this section

6.2 Coastal Permit CIC-2022-005

RESOLVED:

Resource Consent (CIC/2022/005) That pursuant to Sections 104 and 104B of the Act Council grants consent to Chatham Islands Ports Limited (CIPL) and Department of Internal Affairs (DIA) for the exclusive occupation of the Coastal Marine Area adjacent to Port Waitangi Wharves subject to the following conditions:

Conditions 1. The area of exclusive occupation shall be that as shown outlined in outlined in red with black criss-cross hatching red in Figure 1 (CIC/2022/05) below. *(INSERT PHOTO)*

2. The exercising of this Coastal Permit shall not prohibit or restrict: i) Free access across the waters in the area subject to the permit; or ii) Free non-commercial use of the coastal marine area in the area subject to the permit by any person, except where such restriction is reasonably necessary to allow the operation and management of the port company's port related undertakings. Advice Note: The occupation authorised by this permit will at all times be subject to the direction and control of the Harbourmaster pursuant to powers and functions under the Harbours Act 1950 and Regulations and Bylaws made under that Act. Term of Consent The consent shall expire on 17th November 2050.

NC RYAN / G HOARE / CARRIED

There being no further business the meeting closed at 2.14pm.

SIGNED:

DATE:

No Actions assigned for this section

Minutes Submission

Minutes submitted by: Jo Guise

Authorised by: Jo Guise at 11:03AM Friday 30 Jun 2023

NZST

2. Democracy

2.5 CEO Report

Date of meeting	20 July 2023
Agenda item number	2.5
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

Meetings

Paul Eagle and Brian Dawson	MP	Catch up	2 June 16 June 23 June
Dylan Fraser	Fulton Hogan	Waste Matters	2 June
Richard Coleman	Koau	Building matters/investment opportunities	12 June
Craig Waghorn	Apollo CEO	Building proposal	13 June
Chatham Islands Leadership group	4 Entities	Investment strategy workshop	14 June 26 June
Kirsten Norquay and Andrew Wong	Stantec	Water reforms	16 June

Paul McArthur and Tiriana Smith	DOC	J4N Funding	20 June
Future for Local Government Review committee		Launch of report	20 June
Kraig Winters	Server Works	New IT Contract	21 June
Patrick Smith		E.Can matters	21 June
Julian Brown	Kauria Developments	NMOW Housing proposals	21 June
Tony Blackett	HMT	Catch up	22 June
Julian Brown and others	Kauria Developments	NMOW Proposed subdivision	22 June
Recovery Manager's zoom hui	NEMA	Support meeting	23 June
Jackie Gurden and Judy Kamo		Surf Boat	26 June
Steve Harris and Sheree Harris	NKMR Committee	BOF matters	26 June
Craig Kirwin	CISL CEO	Accommodation	26 June
Anthea Oliver and Philippa Casagrande	DIA	Council funding and other matters	27 June
Leon Prendeville	CISL	Heartland vehicle	28 June
Julian Tan	Audit New Zealand	Annual Report final	29 June
E.Can Steering Group		Chatham Activity	4 July
Adrian Merideth	Water Scientist	Council reporting	4 July
Paul Eagle and Simon Woolf		Catch up	4 July
Jane O'Neil	Bee Group	RMA Advice	6 July
Stella training			7 July
Paul Eagle MP	Farewell events		9 July
Bryan Peters Nigel Lister, Nigel Ryan		Owenga Loading ramp	10 July

Audit

This is becoming a constant in our lives with work on the 2022/23 year having commenced. A new director Yvonne Yang and new manager Laura Song will be overseeing the work.

Shipping Company CEO Office

Chatham Islands Shipping CEO Craig Kerwin will be working from the old council building on a month to month basis.

Licensing Inspector

Ross Murphy will be retiring from this position at the end of 2023. Ross has been in the role for some 17 years. An associate of Ross's, Ashleigh Mail has been engaged to take over the role.

IT Support Contract

Server Works from Christchurch are the new contractors. The Principal, Kraig Winters, has transacted the handover from previous contractor Tas Carrier of Tastronics.

A quiet function to acknowledge Tas's service was held prior to his departure.

We look forward to working with the Server Works team.

Water Tanks Installation Contract

This has been awarded to Icon Plumbing Ltd.

3. FINANCE

Agenda

3. Finance

3.1 Financial Report to June 2023

Date of meeting	20 July 2023
Agenda item number	3.1
Author/s	Tanya Clifford, Environment Canterbury

Purpose

For Council to receive the financial report to June 2023.

Recommendations

THAT the Financial Report to June 2023 be received.

Background

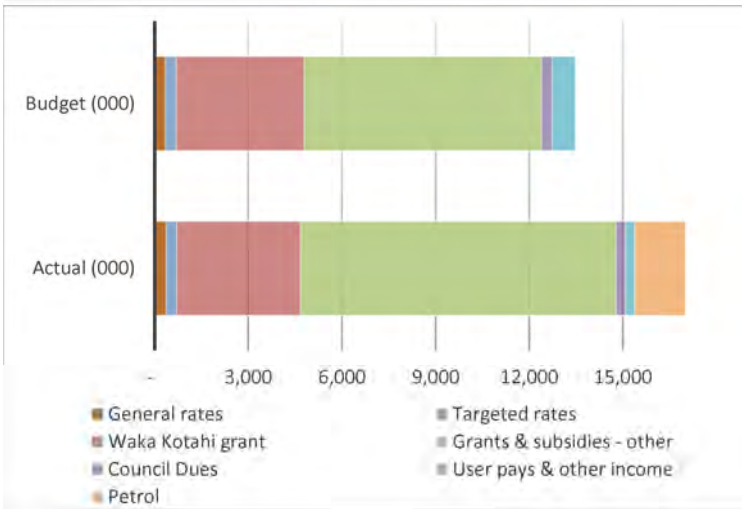
Attached is the financial report for June 2023.

Graphical Financial Information



as at 30 June 2023

Revenue



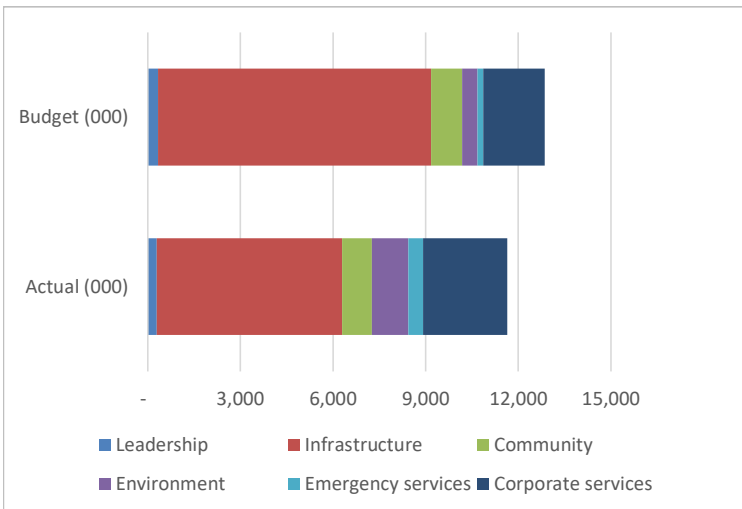
No significant items of concern related to revenue items. However, it is worth noting:

- * Waka Kotahi, NZTA subsidy is driven by actual expenditure on roading works. The grant includes capital and operating expenditure.

- * Council has received a number of unbudgeted grants, primarily from civil defence (for water tanks) and related to the three waters project. There are timing issues associated with the 'matching' of expenditure against these revenue grant and therefore a higher revenue figure is recognised in this financial year, whereas the costs will be recognised in the next (2023) financial year.

- * Other income has also increased from the Council taking over petrol operations on the island.

Operating & Capital Expenditure



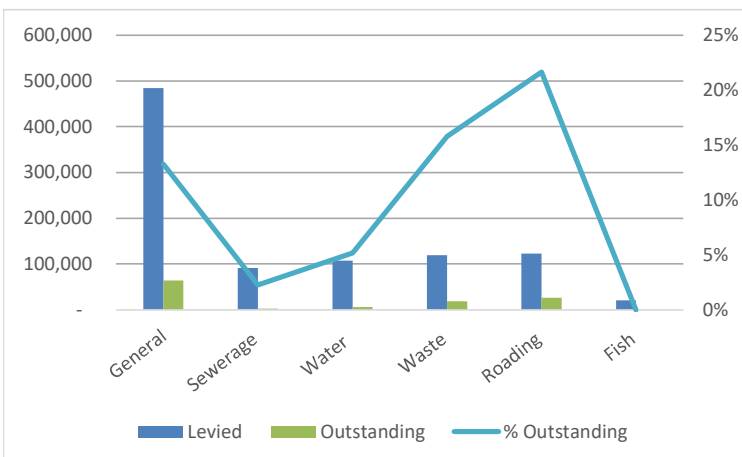
No significant items of variance related to expenditure.

- * Waka Kotahi/NZTA funded roading projects are slightly behind budget due to issues sourcing material and other operational delays, as this is the second year of a three year funding cycle, any unspent funds will be transferred to the next financial year.

- * Community expenditure includes costs are high, due to the purchase and supply of petrol to the island.

For more information refer to the more detailed report.

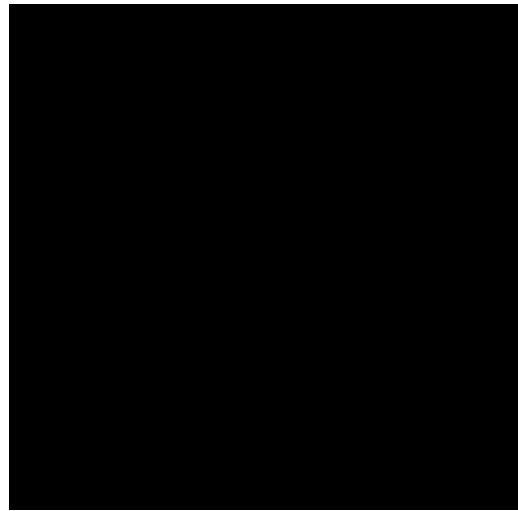
Revenue rates collectability



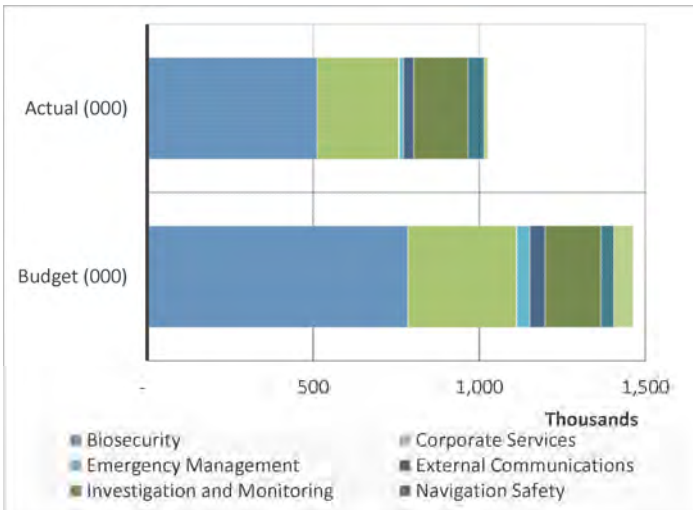
The last rate instalment for 2023 was due on 15 June. This is the second year where Council will have four rate instalments during the year. The graph indicates for the total rates levied for the year, 12% of rates remain outstanding.

A significant portion of the outstanding balance relates to rates that were due prior to 1 July 2022. 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

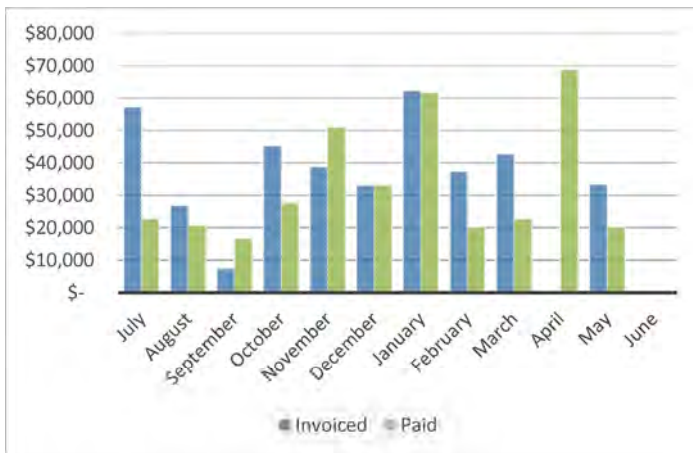


ECan Operational Expenditure



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. 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 May is \$19k (including rolled forward balance from 2022). Council dues for June 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 30 June 2023



	Actual (000) \$000	Budget (000) \$000	Variance	Note Ref
Revenue				
General rates	364	347	17	1
Targeted rates	340	340	-	1
Grants & subsidies - Waka Kotahi NZTA	3,967	4,099	(132)	2
Grants & subsidies - other	10,108	7,612	2,496	2
Council Dues	308	336	(28)	
Petrol	1,623	-	1,623	3
User pays, fees & charges and other income	294	745	(451)	
Total revenue	17,004	13,479	3,525	
Expenditure				
Leadership and community partnerships	289	339	(50)	
Transportation, roading and coastal networks	1,782	4,396	(2,614)	4
Three waters - water	373	645	(272)	4
Three waters - wastewater & stormwater	132	150	(18)	4
Waste management and minimisation	843	566	277	4
Environmental management, protection and monitoring	966	1,015	(49)	
Community services	1,183	498	685	5
Emergency management	482	179	303	6
Corporate services	2,276	1,994	282	6
Total expenditure by activity	8,324	9,782	(1,458)	
Total surplus/(loss)	8,680	3,697	4,983	

Variance explanations:

- Rates are invoiced based on the Council approved rates strike. A minor difference has occurred, with recognition of penalty payments.
- 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.
For the remaining grants and other income, Council has received an unbudgeted civil defence grant of \$537k for water tanks and has received other funds related to the three waters "better off funding" project.
- 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.
- Infrastructure projects - primarily relate to the Stantec/Fulton Hogan roading, water, wastewater and waste management contracts. Three waters work has been paused, with the budget reflecting higher levels of grant funding and expenditure related to this programme. Expenditure in 2023 had focused on providing information as part of the 'request for information' packages as opposed to actual 'maintenance' work being completed. The budget for waste management may not have incorporated the full value of the contract for service including support costs of waste management construction projects on island.
- Community service expenditure primarily includes the cost of the Council supplying petrol for the island (further review to come at a later date). The budget incorrectly included grant and expenditure related to the museum (a correction has been made in the financial report); CE expected to follow up any excess expenditure on the museum building from grant & interest funding received.
- No notable areas of variance, minor areas of increase to budget is with insurance payments within corporate services, and water tank installation for emergency management.

Processing for the month of June has not been complete, and therefore to provide figures as at June, an estimation of contract expenses for June has been made.

Note depreciation expense (actual and budget) not included

Capital expenditure summary	Actual \$000	Budget \$000	Variance	Note Refere
Sources of capital funding				
Subsidies and grants for capital expenditure	2,201	2,800	(600)	a
Total sources of capital funding	2,201	2,800	(600)	
Application of capital funding				
Roading works	2,501	3,077	(576)	a
Three waters - water*	-	4,600	(4,600)	
Three waters - wastewater & stormwater*	-	1,500	(1,500)	
Waste management and minimisation*	369	1,879	(1,510)	
Other	452	-	452	
Total application of capital funding	3,322	11,056	(7,734)	
Movement in reserves	(1,121)	(8,256)	7,135	

* Desired projects in the 2022/23 budget, removed due to lack of funding support

Variance explanations:

- a Capital expenditure not included in budget, therefore The grant figure primarily 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 timing fluctuations.

Note, budget figures are allocated on an equal monthly apportionment

3. Finance

3.2 Special Depreciation Rates for the Chatham Islands

Date of meeting	20 July 2023
Agenda item number	3.2
Author/s	Owen Pickles, Chief Executive

Purpose

Decision paper to support a special depreciation rate.

Recommendations

THAT Council supports the farmers efforts to seek a special depreciation.

Background

Attached is a letter received from Tony Anderson on behalf of Chatham Islands farmers. They seek Council's support to secure special depreciation rates for the Chatham Islands.

Attached to the letter is an email trail between the farmers and the IRD, which indicates that the IRD are sympathetic to the cause.

Having a higher depreciation rate will lessen taxable income leaving more money in pockets.

18 April 2023

Chair
Chatham Islands Enterprise Trust
PO Box 65
Chatham Islands 8942
By email ceo@cietrust.co.nz

Mayor
Chatham Islands Council
PO Box 24
Chatham Islands 8942
owen@cic.govt.nz

Tena korua Alison and Monique

Request for assistance to secure special depreciation rates for Chatham Islands

Background

Many assets purchased for use on Chatham Islands have a lesser depreciable life and result in a lesser to nil end sale value. This is applicable for all residents.

For any Chatham Island based business this adds a higher cost of production compared to our mainland counterparts and places us at a disadvantage to help ensure sound economic growth. The Chatham Islands Farmer Group (CI Farmer Group) on behalf of all Chatham Islands Farmers raised this in discussion with visiting Inland Revenue Department personnel.

We have on forwarded an email trail the CI Farmer group have had with Inland Revenue Department (IRD) personnel who have visited Chatham Islands. These being Rata Kamau and Anne Williams regarding the possibility of special depreciation rates for Chatham Islands farmers.

The background for our asking was-

- Our high transport costs
- Our severe coastal environment
- Our somewhat limited and costly maintenance opportunities

An example being vehicular machinery that more often than not has a one-way trip to Chathams. It is on rare occasions these items are ever returned to mainland NZ for resale. Reason as above and the example we gave IRD was would you buy a second-hand tractor from Chatham Islands over one available on mainland NZ.

The Chatham Island farming community have somewhat of a IRD precedent set in that our Chatham Islands taxable livestock values can be at 30% of Mainland NZ tax values for valuation purposes.

We are very keen to proceed to seek special depreciation rates, but more importantly we believe this is likely an Island wide issue across all business sectors so a generic Island matter.

There is a cost to enabling this both monetary and in time preparing the necessary documentation, perhaps securing political support and we would ask for support in this.

We are happy to assist provide necessary information from our sector group.

We see this as an opportunity like any improvement in infrastructure where members of our community may receive some financial improvement to their costs of production.

We would appreciate consideration by both the Trust and Council in this.

Nga mihi nui

Tony Anderson on behalf
Chatham Islands Farmers

From: Rata Kamau <Rata.Kamau@ird.govt.nz>
Sent: Friday, 3 March 2023 4:02 PM
To: garvc@farmside.co.nz
Cc: Anne Williams <Anne.Williams@ird.govt.nz>
Subject: RE: Support for the Farming community Chatham Islands , Special depreciation rates

[IN CONFIDENCE RELEASE EXTERNAL]

Hi Gary,

Further to our conversation, I met with our tax technical team and they have set out below the processes available to Chatham Island customers seeking an increase in the rate of depreciation available on their business assets.

Summary of the conversation:

To date the discussion has centred around an application for a special depreciation rate however, for the following reasons I am not sure that this is the right solution in this case. For instance:

- *The legislation (s 91AAG(1) of the tax Administration Act 1994) only allows for individual taxpayers to make an application in respect of their individual assets. A “group application” cannot be made. To be effective for all of the Chatham Island community would therefore require everyone to make an individual application;*
- *Cost. Each application incurs an application fee of \$150, plus \$75 per hour for Inland Revenue staff time (for however hours it takes, generally at least 6) as well as our consultants fees (usually between \$1500 - \$2000, but could be higher in this case if there was travel involved). All subsequent applications would incur a lesser cost (because our hourly cost and the consultant’s fees would, no doubt, be less), however it is still a steep price to pay and I do not know that the potential depreciation savings warrant this level of expenditure.*

Considering this further, we believe that a far better way of progressing this issue (as in less expensive, not necessarily easier!!) would be to approach our policy people and discuss an addition to the law to allow a depreciation loading in respect of certain affected Chatham’s depreciable property. As you are aware, getting a change in the law is difficult to get agreement on, especially at the moment with extra work arising from the cyclones as well as the BAU budget work. Despite this, we are sympathetic to the Islander’s cause and are happy to progress this with our policy people on their behalf.

Assisting us in the discussion with policy is that there is precedent for the Chatham’s being given an allowance to take into account their particularly difficult working conditions. Section EC 19 of the Income Tax Act 2007 allows for a “Chatham Island adjustment to Herd scheme” (the herd scheme is one of the valuation options allowed to farmers to value their livestock at year end). The s EC 19 adjustment allows Islanders to apply a ratio to the annually produced national market values (herd scheme values) which effectively decreases the market value of their stock for tax purposes. Hopefully this precedential fact may assist us in the discussion with Policy.

If we are to proceed in this way we will need a couple of things from our Island customers:

- *A list of those assets whose estimated useful life is particularly affected by the Island conditions. To get this across the line this list of assets has to be a realistic one, in so much*

as the assets must be more than just merely incidentally affected. The decrease in their useful life must be noticeable, a 20 - 25% reduction for instance. Anything less than that and I can see our policy people saying that they are in no worse position than, say, high country farmers who contend with adverse weather and terrain. Our initial thinking is that the most likely candidates for this type of reduction would be outdoor machinery/equipment.

- *Secondly, we need the Islanders to tell us "the story" of why these reductions in the assets useful life occur. This goes to my statement at the first bullet point, just saying "bad weather" or "rough terrain" won't do it. What we need are facts/evidence, even if this is anecdotal evidence. Assuming that they don't have the services of a plant valuer, having someone who, at least, has experience farming on both the mainland and the Island would be of assistance in building the evidential story that we could take forward. In short, the more obvious we can make the case, and the more we can differentiate it from the experiences of farmers in other parts of the country, the more likely it is that change will occur.*

Once you have had time to consider the information above, more than happy to discuss and progress any option you would like us to pursue.

Regards,
Rata

From: Gary Cameron <garyc@farmside.co.nz>
Sent: Wednesday, 1 March 2023 9:28 am
To: Rata Kamau <Rata.Kamau@ird.govt.nz>
Cc: Anne Williams <Anne.Williams@ird.govt.nz>
Subject: RE: Support for the Farming community Chatham Islands , Special depreciation rates

External Email CAUTION: Please take CARE when opening any links or attachments.
--

Hi Rata

Have had a brief discussion with Chatham Farmers and there is an interest in pursuing special depreciation rates for the Chatham Islands.

Some questions asked were what is the process to achieve this and what would be the likely cost? To provide a paper to apply and likely any IRD/ Government cost?

Initial thoughts on appropriate rates is that it would seem easier/ tidier to apply a percentage on top of existing rates.(Maybe 20%?)

We understand similar to this may have occurred before by Government to encourage investment.

Appreciate your thoughts/advice.

Thank you

Regards

Gary Cameron

On behalf Chatham Islands Farmers

From: Gary Cameron <garyc@farmside.co.nz>
Sent: Monday, 20 February 2023 5:38 PM
To: 'Rata Kamau' <Rata.Kamau@ird.govt.nz>
Cc: 'Anne Williams' <Anne.Williams@ird.govt.nz>
Subject: RE: Support for the Farming community Chatham Islands , Special depreciation rates

Hi Rata

Appreciate your follow up I have asked our immediate farming group for comment to assist. Chathams not really affected, for us similar to a winter event.

Sadly for many on the mainland incredibly devastating and tragic.

Will come back to you shortly.

Thank you

Regards

Gary

From: Rata Kamau <Rata.Kamau@ird.govt.nz>
Sent: Monday, 20 February 2023 3:58 PM
To: garyc@farmside.co.nz
Cc: Anne Williams <Anne.Williams@ird.govt.nz>
Subject: Support for the Farming community Chatham Islands , Special depreciation rates

[IN CONFIDENCE RELEASE EXTERNAL]

Hi Gary,

Hope this email finds you well and hope everyone out on the Chatham Islands weren't too impacted by cyclone Gabrielle.

I thought I would follow up on the email Anne sent late last year regarding special depreciation rates and whether this is something the farming community on the Chatham Islands would like us to consider. Certainly happy to investigate the option and just need someone to form a view as to what an appropriate rate would be for the items of interest:

Industry categories	Est useful life (years)	DV depre rate (%)	SL depre rate (%)
Agriculture, horticulture and aquaculture (AGRI)			
Agricultural and horticultural machinery (default class)	15.5	13	8.5
Aeroplanes (top dressing and spraying) and specialised attachments	10	20	13.5
Automated dairy drafting systems (2009/2010 and subsequent years)	6.66	30	21
Automated milking system - applies from 2011/12 and subsequent income years (PROV 23)	10	20	13.5
Beekeeping equipment	12.5	16	10.5
Bush cutters	5	40	30
Chainsaws	3	67	67
Cherry pickers	12.5	16	10.5
Cleaning machinery	15.5	13	8.5
Compressor (refrigerant)	12.5	16	10.5
Crates (cattle)	10	20	13.5
Crates (pigs)	10	20	13.5
Crates (sheep)	10	20	13.5
Cultivators (rotary)	5	40	30
Dairy shed and yard (including pipe work bails, railings and gates)	33.3	6	4
Egg crates	3	67	67
Equestrian arena consisting of permanent construction materials excluding the base course - applies from 2010/11 and subsequent years (PROV 20)	12.5	16	10.5
Feeders (forage)	12.5	16	10.5
Frost Fan (mobile)	15.5	13	8.5
Grading machinery (computerised)	8	25	17.5
Grading machinery (non-computerised)	15.5	13	8.5
Harness	5	40	30
Harvesters	15.5	13	8.5
Hay balers	12.5	16	10.5
Hi-trim shelter trimmer (including sub-frame)	10	20	13.5
Hop kilns	15.5	13	8.5
Irrigation piping (above ground)	15.5	13	8.5
Irrigation pumps (above ground)	15.5	13	8.5
Irrigators (travelling)	10	20	13.5
Isolating transformers	8	25	17.5
Kennels (dogs)	5	40	30
Lawnmowers (domestic type used by lawn mowing contractors)	2	100	100
Lawnmowers (non-domestic type used by lawn mowing contractors)	5	40	30
Meal feeders, automated - applies from 2011/12 and subsequent income years	20	10	7
Milk storage vat/silo	15.5	13	8.5
Milking plant	12.5	16	10.5
Mowers (gang and PTO type)	12.5	16	10.5
Mulchers (commercial)	4	50	40
Mushroom growing tunnels (when in books separately from building cost) - applies from 2011/12 and subsequent income years	33.3	6	4
Mushroom spawning tunnels (when in books separately from building cost) - applies from 2011/12 and subsequent income years	33.3	6	4
Packing machinery (computerised)	8	25	17.5
Packing machinery (non-computerised)	15.5	13	8.5
Pig feeding plant	8	25	17.5
Pig watering systems	20	10	7
Plant supports (hanging retractable wire) (applies from 2007/08 and subsequent income years)	5	40	30
Plant trolley	5	40	30
Post hole borers (except PTO type)	5	40	30
Post hole borers (PTO type)	12.5	16	10.5
Poultry equipment	12.5	16	10.5
Rifles (greater than 10,000 rounds per year)	2	100	100
Rifles (less than 10,000 rounds per year)	6.66	30	21
Rollers	12.5	16	10.5
Rotary dairy shed milking platforms (turntables)	25	8	6
Saddlery	5	40	30

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From: Anne Williams <Anne.Williams@ird.govt.nz>

Sent: Wednesday, 30 November 2022 11:39 am

To: garyc@farmside.co.nz

Cc: Rata Kamau <Rata.Kamau@ird.govt.nz>

Subject: Meeting with IRD

[IN CONFIDENCE RELEASE EXTERNAL]

Hi Gary

Hoping you had a good break away from the island. Have you had a chance to review the Summary I sent, recording our meeting? Please give me your feedback.

Rata, has had a discussion, in Wellington about Chatham Islands and business expenses; in particular a special Depreciation rate for Chatham Islands. Currently the requirement to apply for a special depreciation rate, requires each business / person to apply separately. We have had early discussions about the possibility of an application from an Interest Group or combined group of customers ie Farmers. Please let me know if a special Depreciation rate is something the Farmers will be interested in. An application will require the Applicant to provide substantial information to enable new Depreciation rates to be considered and determined. There would be a cost to apply for special rates; I don't know how much this is likely to be however you did mention there is a special fund with money in it, you may choose to explore if you can access this.

Please let me have your feedback and thoughts

Kind regards

Anne

Anne Williams | Community Compliance Officer
Community Compliance | Inland Revenue
T. +64 3 968 3027 | M. +64 29 968 3027
E. anne.williams@ird.govt.nz

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	Est useful life (years)	DV depn rate (%)	SL depn rate (%)
Agriculture, horticulture and aquaculture (AGRI) - continued			
Shearing equipment	8	25	175
Shellfish nets	4	50	40
Shellfish ropes	4	50	40
Shellfish stakes	4	50	40
Shotguns (greater than 50,000 rounds per year)	2	100	100
Shotguns (less than 50,000 rounds per year)	6.66	30	21
Sorting machinery (computerised)	8	25	175
Sorting machinery (non-computerised)	15.5	13	8.5
Sprayers (backpack)	5	40	30
Sprayers (mobile crop)	12.5	16	10.5
Sprayers (mobile weed)	12.5	16	10.5
Spreaders	12.5	16	10.5
Teat sprayers (automatic)	6.66	30	21
Tools (hand)	3	67	67
Tools (power)	3	67	67
Tractor drawn implements	15.5	13	8.5
Tractors (wheeled)	15.5	13	8.5
Trough covers (plastic) (PROV 15)	5	40	30
Wash down unit	10	20	13.5
Wash down unit (portable)	3	67	67
Water heaters	12.5	16	10.5
Wintering pads (rubber)	6.66	30	21
Wool/shearing shed - 2012 to 2020 income years	50	0	0
Wool/shearing shed - applies from 2021 and subsequent income years	50	2	1.5
Woven reflective mulch	3	67	67

I have provided the link to the IR265 (General depreciation rates) as other categories might also be relevant.

<https://www.ird.govt.nz/-/media/project/ir/home/documents/forms-and-guides/ir200---ir299/ir265/ir265-october-2022.pdf?modified=20221104034942&modified=20221104034942>

At this stage just need a view of Yes or No if you would like us to consider different depreciation rates, and then an initial view of what you think the depreciation rates of the items you are interested in us considering are so I can progress the conversation internally.

Certainly mindful of the points you raised in the meeting with us and would like to take action where you feel IR should consider.

Look forward to hearing back from you.

Ngā mihi nā,



Rata Kamau ([he/him](#))

Account Management – Small & Medium Enterprises, Community Groups & Māori

CCS Planning, Design and Delivery,

Te Tari Taake | Inland Revenue

Phone – 04-8902246

Mobile – 029-8902246

Email – rata.kamau@ird.govt.nz

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3. Finance

3.3 Rates on Māori Land

Date of meeting	20 July 2023
Agenda item number	3.3
Author/s	Owen Pickles, Chief Executive

Purpose

Information paper to outline how many properties are identified as Māori Land and value of rates it generates.

Recommendations

THAT Council receives the report.

Background

Back in 2021 Council requested a breakdown of properties identified as Māori Land and the value of generated rates and outstanding rates. At the time of the request Council's system was being upgraded and the statistics were not available. With the upgrade complete, the information requested is below.

Breakdown

- 121 properties identified as Māori Land
- Current value of rates - \$73,486.74
- Total unpaid - \$108,175.08 (93 properties)
- Properties not currently rated = 27

Attachments

1. Spreadsheet of Chatham Islands properties identified as Māori Land.

RU Num	Valuation Num	Ownership	Use	Totals		73,486.74	34,688.34	108,175.08	Legal Description
				Area	Rates Set	Current Outstanding	Amount Outstanding	Total Outstanding	
52	25340/006.00	Private Maori Land-Incorporated		173.6101	375.76	375.76	-	375.76	WHAREKAURI 1R1 -OHURU-
53	25340/007.00	Private Maori Land-Incorporated		120.8167	361.04	361.04	-	361.04	PT WHAREKAURI 10 BLKS III VII TAWIROKOKO SD - WAIKANAE
55	25340/009.00	Private Maori Land-Incorporated		47.3423	381.28	-	-	381.28	KEKERONE 23 TAUMIUNU-GEES REF RM 11/16
57	25340/011.00	Private Maori Land-Individual		1038.2210	348.60	299.96	-	299.96	WHAREKAURI 1P -NGATIKIKI-
61	25340/015.00	Private Maori Land-Individual		867.9845	618.58	618.58	-	618.58	KEKERONE NO 1 SEC 24B2B BLKS I IV TE WHANGA SD
67	25340/021.00	Private Maori Land-Individual		104.6429	660.89	660.89	6,625.91	7,286.80	GAZ 70-869 PT KEKERONE 25 - TE ROTOPARAOA-
68	25340/022.00	Private Maori Land-Individual		249.8020	625.02	625.02	-	1,204.08	KEKERONE 1L NO 2 - WAIPAPA 2D
69	25340/023.00	Private Maori Land-Individual		258.0731	-	-	-	-	KEKERONE 1L NO 1 - WAIPAPA 2D
749	25340/023.00A	Private Maori Land-Individual		240.0731	734.48	734.48	-	734.48	KEKERONE 1L NO 1 - WAIPAPA 2D
750	25340/023.00B	Mixed, mineral rights or is an extension record		18.0000	-	-	-	-	PT KEKERONE 1L NO 1 - WAIPAPA 20 - (RANUI WHENUA)
748	25340/024.01	Private Maori Land-Incorporated		253.1339	123.25	123.25	-	123.25	KEKERONE NO 1X BLK
72	25340/026.00	Private Maori Land-Individual		250.7129	590.99	590.99	136.37	727.36	KEKERONE 1C NO 1 - RAKAUTAHI 20A-
560	25340/029.00	Private Maori Land-Individual		232.9935	-	-	-	-	-
75	25340/029.00A	Mixed, mineral rights or is an extension record	Conservation	12.7000	-	-	-	-	-
716	25340/029.00B	Mixed, mineral rights or is an extension record	Conservation	105.7000	486.13	486.13	-	486.13	PT WHAREKAURI 1L2 BLK II RANGITHI SD TO CONSERVATION COVENANT ON DP 82504
76	25340/029.00C	Mixed, mineral rights or is an extension record	Conservation	105.7035	486.13	486.13	-	486.13	PT SHAREKAURI 1L2 BLK II RANGITHI SD-LAND NOT SUBJ TO CONSERVATION COVENANT
77	25340/030.00	Private Maori Land-Individual		215.2928	756.55	756.55	-	756.55	WHAREKAURI 1M -MAIRANGI 3-
78	25340/031.00	Private Maori Land-Individual		781.1241	-	-	-	-	WHAREKAURI 1A2 BLK IV RANGITHI SD - TAUPĒA
80	25340/033.00	Private Maori Land-Individual		23.7422	342.64	342.64	-	342.64	WHAREKAURI 1G1 BLK IV RANGITHI BLK IV TE WHANGA SD - MATORAKAU
81	25340/034.00	Private Maori Land-Individual		23.4575	114.06	114.06	120.61	234.67	WHAREKAURI 1G2 BLK IV RANGITHI BLK IV TE WHANGA SD - MATORAKAU
89	25340/043.00	Private Maori Land-Individual		119.9893	382.20	382.20	-	382.20	WHAREKAURI NO 2A
90	25340/044.00	Private Maori Land-Individual		24.0511	360.86	360.86	-	360.86	WHAREKAURI 1G10A1 1G10A2
92	25340/046.00	Private Maori Land-Individual		4.0469	304.01	304.01	2,154.43	2,458.44	WHAREKAURI 1H -NUKUAO-
93	25340/047.00	Private Maori Land-Incorporated	Reserve	4.7626	-	-	-	-	BURIAL RESERVE WHAREKAURI PT 152 BLK VI REKOHU SD - HOROMANGA
94	25340/048.00	Private Maori Land-Individual		203.7000	-	-	-	-	WHAREKAURI 1G10A4
742	25340/048.00A	Mixed, mineral rights or is an extension record	Conservation	0.0000	1,063.29	1,114.43	-	1,114.43	PT WHAREKAURI 1G10A4 - LAND & FENCES
764	25340/048.00C	Mixed, mineral rights or is an extension record	Conservation	0.0000	774.47	774.47	-	774.47	PT WHAREKAURI 1G10A4 - LAND & FENCES
95	25340/048.01	Private Maori Land-Incorporated	Cemetery	0.2023	-	-	-	-	WHAREKAURI PT 1 TE AWAMUTU CEMETERY
692	25340/048.02	Private Maori Land-Individual		16.7000	409.79	212.77	-	212.77	WHAREKAURI 1G10A4B
693	25340/048.03	Private Maori Land-Individual		17.7990	389.63	138.95	-	138.95	WHAREKAURI 1G10A3 1G10A5 1F10A6
133	25340/090.00	Private Maori Land-Individual		63.7600	420.83	420.83	-	420.83	KEKERONE NO 27D BLOCK
135	25340/092.00	Private Maori Land-Individual		316.2113	677.45	677.45	-	677.45	SEC 27E KEKERONE BLKS VI VII TE WHANGA SD
136	25340/092.01	Private Maori Land-Incorporated	Cemetery	0.4047	-	-	-	-	GAZ 86-1305 PT KEKERONE 27-TE ROTO CEMETERY
137	25340/093.00	Private Maori Land-Individual		138.0291	607.55	607.55	-	607.55	PT KEKERONE 1M1
138	25340/094.00	Private Maori Land-Individual		73.0800	361.96	361.96	-	361.96	KEKERONE NO 27B BLOCK
588	25340/097.00	Private Maori Land-Individual		323.4215	-	-	-	-	PT KEKERONE 28 BLK VI TE WHANGA SD
141	25340/097.00A	Mixed, mineral rights or is an extension record	Conservation	0.0000	-	-	-	-	PT KEKERONE 28 BEING 16.8000 HA OF LAND SUBJ TO CONSERVATION COVENANT ON DP 82503
142	25340/097.00B	Mixed, mineral rights or is an extension record	Conservation	0.0000	602.95	602.95	-	602.95	PT KEKERONE 28 BEING 306.6215 HA OF LAND NOT SUBJ TO CONSERVATION COVENANT
143	25340/098.00	Private Maori Land-Incorporated	Cemetery	0.2023	-	-	-	-	CEMETERY KEKERONE NO 29B TOROTORO NO 2
144	25340/099.00	Private Maori Land-Incorporated		81.7589	708.72	708.72	1,282.29	1,991.01	PT KEKERONE 29A -TOROTORO NO 2
145	25340/100.00	Private Maori Land-Individual		76.8823	973.15	973.15	1,754.70	2,727.85	KEKERONE 31A NO 1 M1 1G24 MARAKAPI NO 2 BLK VI X TE WHANGA
146	25340/101.00	Private Maori Land-Individual		51.0400	1,008.10	1,008.10	-	1,008.10	KEKERONE 31A2 MARAKAPI NO 2 BLKS VI X TE WHANGA SD
147	25340/102.00	Private Maori Land-Individual		76.5900	2,369.40	2,369.40	-	2,369.40	KEKERONE 31B MARAKAPI NO 2 BLKS VI X TE WHANGA SD
154	25340/109.00	Private Maori Land-Individual		535.3991	-	-	-	-	KEKERONE 18 SEC LA C - TE PAREHERERE-
157	25340/111.00	Private Maori Land-Individual		379.4284	556.04	556.04	-	556.04	PT KEKERONE 101 BLK AND PT KEKERONE 101 BLK
167	25340/117.00	Private Maori Land-Individual		96.1533	694.93	694.93	-	694.93	KEKERONE 34 -TE TARO-
168	25340/118.00	Private Maori Land-Individual		59.4920	626.86	626.86	-	626.86	KEKERONE IN 1
169	25340/119.00	Private Maori Land-Individual		21.0400	446.58	446.58	-	446.58	KEKERONE 1F 1A
170	25340/120.00	Private Maori Land-Individual		203.3200	411.63	411.63	-	411.63	KEKERONE 1F 1B
171	25340/121.00	Private Maori Land-Individual		26.1100	766.19	766.19	-	766.19	KEKERONE 1N2B - UNSURVEYED
172	25340/122.00	Private Maori Land-Individual		0.4047	726.64	726.64	-	726.64	KEKERONE 1NZA-UNSURVEYED-
173	25340/123.00	Private Maori Land-Individual		38.7400	1,171.82	1,171.82	-	1,171.82	KEKERONE 1F1C - MORROEA
175	25340/126.00	Private Maori Land-Individual		53.0220	661.81	661.81	-	661.81	KEKERONE IN 3
176	25340/127.00	Private Maori Land-Individual		26.5200	466.82	466.82	-	466.82	KEKERONE IN 4
177	25340/128.00	Private Maori Land-Individual		16.1874	395.07	167.60	-	167.60	KEKERONE IN 5
178	25340/129.00	Private Maori Land-Individual		59.2450	921.64	921.64	-	921.64	KEKERONE IN 6
179	25340/130.00	Private Maori Land-Individual		45.7500	455.78	455.78	20.13	455.91	KEKERONE 1F 2B1
180	25340/131.00	Private Maori Land-Individual		34.2330	509.13	509.13	874.77	1,383.90	KEKERONE 1F2B2A
181	25340/132.00	Private Maori Land-Individual		32.2100	520.17	520.17	894.92	1,415.09	KEKERONE 1F2B2B
183	25340/134.00	Private Maori Land-Individual		67.9738	1,070.65	1,070.65	1,647.99	2,718.64	KEKERONE 35B
185	25340/136.00	Private Maori Land-Individual		40.1549	601.11	601.11	-	601.11	KEKERONE 1F 2S
191	25340/142.00	Private Maori Land-Individual		28.3381	544.08	544.08	-	544.08	KEKERONE 36B1 36B2 3B BLK XV TE WHANGA
566	25340/143.00	Private Maori Land-Individual		96.1128	-	-	-	-	KEKERONE 37ABC BLK XV TE WHANGA SD
595	25340/143.00A	Mixed, mineral rights or is an extension record	Conservation	0.0000	-	-	-	-	PT KEKERONE 37ABC BLK XV TE WHANGA SD BEING 6.4100 HA OF LAND SUBJ TO CONSERVATION COVENANT ON DP 82508
192	25340/143.00B	Mixed, mineral rights or is an extension record	Conservation	0.0000	1,510.31	1,510.31	-	1,510.31	PT KEKERONE 37ABC BLK XV TE WHANGA SD BEING 69.7028 HA OF LAND NOT SUBJ TO CONSERVATION COVENANT DP 82508
195	25340/146.00	Private Maori Land-Individual		39.4569	383.56	383.56	-	383.56	KEKERONE 37E PAPARATINI
196	25340/147.00	Private Maori Land-Individual		12.2200	395.07	395.07	-	395.07	KEKERONE 1 O 144I ML 408482
197	25340/148.00	Private Maori Land-Individual		73.2300	795.19	795.19	-	795.19	KEKERONE 1 O 144I ML 408482
198	25340/149.00	Private Maori Land-Individual		64.6005	500.37	500.37	-	500.37	KEKERONE 1 O 144B 2B
199	25340/150.00	Private Maori Land-Individual		16.9361	234.55	234.55	-	234.55	KEKERONE 1O1482A
200	25340/151.00	Private Maori Land-Individual		4.0469	748.72	748.72	-	748.72	KEKERONE 1O 148I -PAPARATINI-
206	25340/152.00	Private Maori Land-Individual		24.8821	483.27	483.27	-	483.27	KEKERONE 1G PT -PAPARATI 13-
211	25340/160.00	Private Maori Land-Individual		40.4684	332.53	332.53	204.12	536.65	KEKERONE 1P SEC 13A1 BLK
708	25340/160.01	Private Maori Land-Incorporated		39.8309	1,726.39	1,726.39	1,320.57	3,046.96	KEKERONE 1P SEC 13A2 BLK
709	25340/160.02	Private Maori Land-Individual		39.7377	332.53	332.53	204.12	536.65	KEKERONE 1P SEC 13A3 BLK
710	25340/160.03	Private Maori Land-Incorporated		40.7063	332.53	332.53	204.12	536.65	KEKERONE 1P SEC 13A4 BLK
711	25340/160.04	Private Maori Land-Individual		40.7063	332.53	332.53	204.12	536.65	KEKERONE 1P SEC 13A5 BLK
712	25340/160.05	Private Maori Land-Individual		40.7061	332.53	332.53	204.12	536.65	KEKERONE 1P SEC 13A6 BLK
254	25340/209.00	Private Maori Land-Individual		6.2423	518.33	518.33	-	518.33	KEKERONE 39 -TAIPIRO-
262	25340/218.00	Private Maori Land-Individual	Reserve	0.0743	-	-	-	-	GAZ 86-870 PT SEC 40A KEKERONE 1 BLK III OROPUKE SD TE ONE MAORI RESERVATION
263	25340/219.00	Private Maori Land-Individual	Reserve	0.1183	-	-	-	-	GAZ 86-870 LOT 7 DP 3293 BLK III OROPUKE SD-MAORI RESERVATION
272	25340/230.00	Private Maori Land-Incorporated		2.8862	932.68	932.68	-	932.68	KEKERONE NO 1 SEC 41 B4 BLK III OROPUKE SD
273	25340/231.00	Private Maori Land-Incorporated		2.1848	351.66	351.66	-	351.66	KEKERONE 41B4 41B3B BLK III OROPUKE SD
280	25340/241.00	Private Maori Land-Individual		8.7070	395.81	395.81	1,279.81	1,675.62	KEKERONE 43A BLK
753	25340/241.01	Private Maori Land-Individual		6.4720	388.45	388.45	1,276.12	1,664.57	KEKERONE 43B BLK
754	25340/241.02	Private Maori Land-Individual		4.3581	353.50	353.50	-	353.50	KEKERONE 43C BLK
756	25340/241.04	Private Maori Land-Individual		1.0995	601.11	601.11	-	601.11	KEKERONE 43E BLK -CEMETERY
282	25340/242.00	Private Maori Land-Individual	Cemetery	30.8033	536.72	536.72	-	536.72	KEKERONE 43D & 44A2 -TATAKI TE NANA- BLK III OROPUKE
286	25340/247.00	Private Maori Land-Individual		4.4690	745.04	745.04	-	745.04	SEC 46G KEKERONE-TAIPO-
287	25340/247.01	Private Maori Land-Individual		8.7976	1,357.62	1,357.62	-	1,357.62	SECS 46C 46D KEKERONE-TAIPO-
683	25340/247.02	Private Maori Land-Individual		4.3988	410.52	410.52	14.83	425.35	SEC 46A KEKERONE-TAIPO-
727	25340/247.03	Private Maori Land-Incorporated		4.4692	395.99	395.99	-	395.99	SEC 46E KEKERONE-TAIPO-
728	25340/247.04	Private Maori Land-Incorporated		4.4699	395.99	395.99	-	395.99	SEC 46F KEKERONE-TAIPO-
729	25340/247.05	Private Maori Land-Incorporated		4.6689	395.99	395.99	-	395.99	Total of 10 owners
290	25340/248.00	Private Maori Land-Incorporated		2.7005	6,439.96	6,439.96	-	6,439.96	LOTS 1 2 9 84028
291	25340/249.00	Private Maori Land-Individual		40.4686	413.47	413.47	1,430.01	1,843.48	MATARAE 4 NO 5
292	25340/250.00	Private Maori Land-Individual		40.4686	409.79	409.79	-	409.79	MATARAE 4 NO 6
316	25340/274.00	Private Maori Land-Incorporated	Reserve	10.2579	-	-	-	-	GAZ 71-913 PT KEKERONE 52 - WAITANGI KAINGA- MAORI REC RES
317	25340/275.00	Private Maori Land-Incorporated	Cemetery	0.2909	-	-	-	-	GAZ 72-1025 KEKERONE 53A & B - A MANUTANGIHA- -PAREMATIA- CEMETERIES
324	25340/281.00	Private Maori Land-Individual		0.4047	460.38	460.38	183.14	643.52	KEKERONE 56 -PATANGAROA-
329	25340/288.00	Private Maori Land-Individual		1.7776	2,343.95	2,343.95	5,615.13	7,959.08	KEKERONE 1H SEC 2
332	25340/292.00	Private Maori Land-Incorporated	Cemetery	0.3005	-	-	-	-	D - 340D BEING KEKERONE PT 1A SEC 7 -MAPUTO- CEMETERY
340	25340/296.00	Private Maori Land-Incorporated	Cemetery	1.2141	-	-	-	-	KEKERONE 61 - TE KOREKAHUI- CEMETERY
366	25340/342.00	Private Maori Land-Individual		0.1867	14,047.90	14,047.90	3,242.13	17,290.03	LOT 1 DP 76211
429	25340/408.00	Private Maori Land-Individual		0.4046	285.62	265.62	-	265.62	KEKERONE 83 BLK H OROPUKE SD
434	25340/413.00	Private Maori Land-Individual		103.5995	567.99	567.99	1,891.71	2,459.70	KEKERONE 76A BLK H OROPUKE SD - MAIPUTO

4. WORKS & SERVICES

Agenda

4. Works & Services

4.1 Stantec Engineering Report – May & June 2023

Date of meeting	20 July 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 May & June 2023

CIC Engineering Services Contract: Monthly Report

Financial update – May 2023

INTERIM Financial Position: Roothing

The roading budget allocated for the 2022/23 financial year approved by Waka Kotahi is \$5.28M.

The approved Maintenance, Operations and Renewals (MOR) budget is \$4.02M (including carry-over from 21/22), and \$1.26M of Low Cost, Low Risk (LCLR) funding.

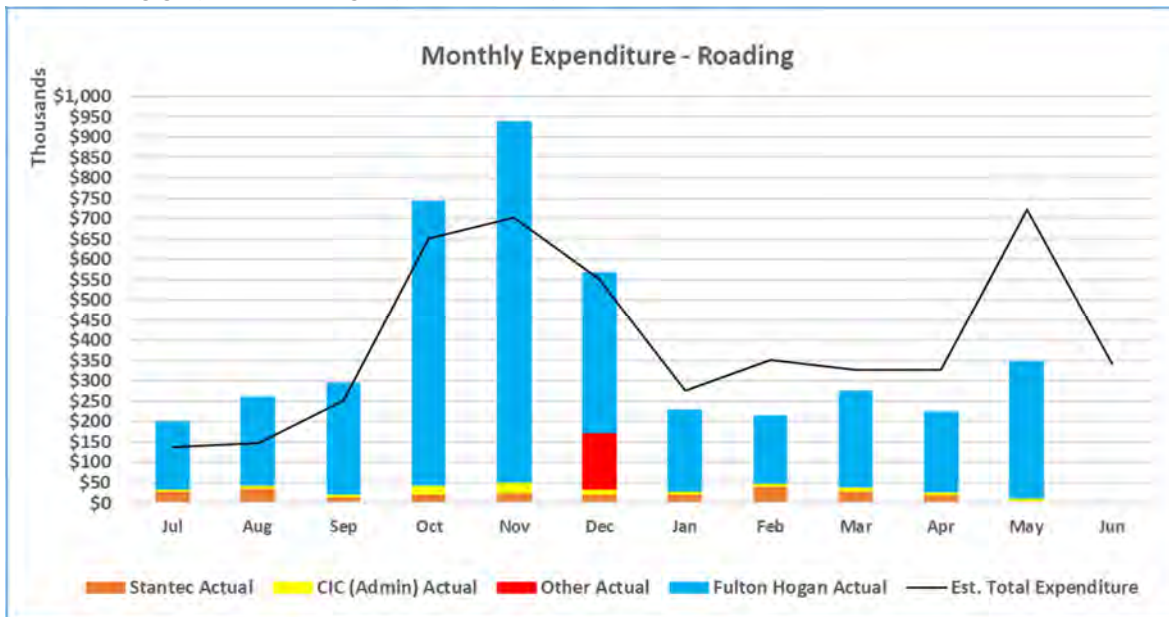
The May physical works claim totalled \$338k.

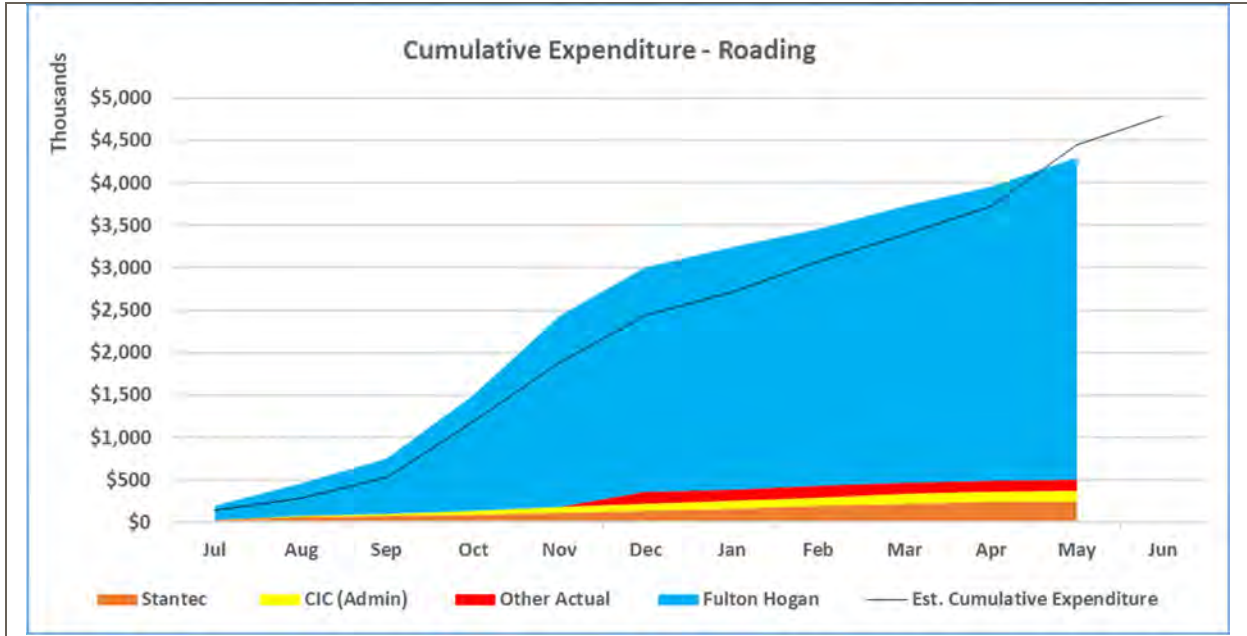
Waka Kotahi has agreed to a programme adjustment to allow some FY 23/24 funding to be released early to cover the shortfall created under the high inflationary conditions.

The largest individual construction cost for the month was for the installation of the Whangamoe Culvert.

Expenditure Tracking of Waka Kotahi Funding

Interim tracking graphs for roading expenditure are presented below.





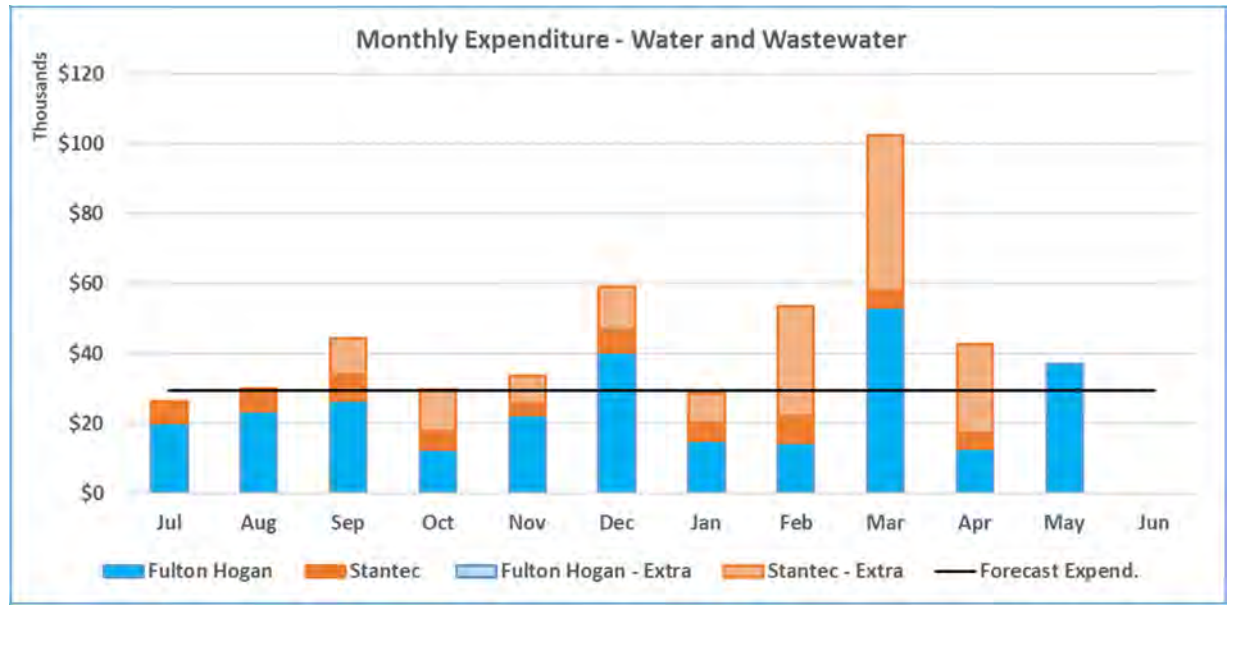
INTERIM Financial Position: Water and Wastewater

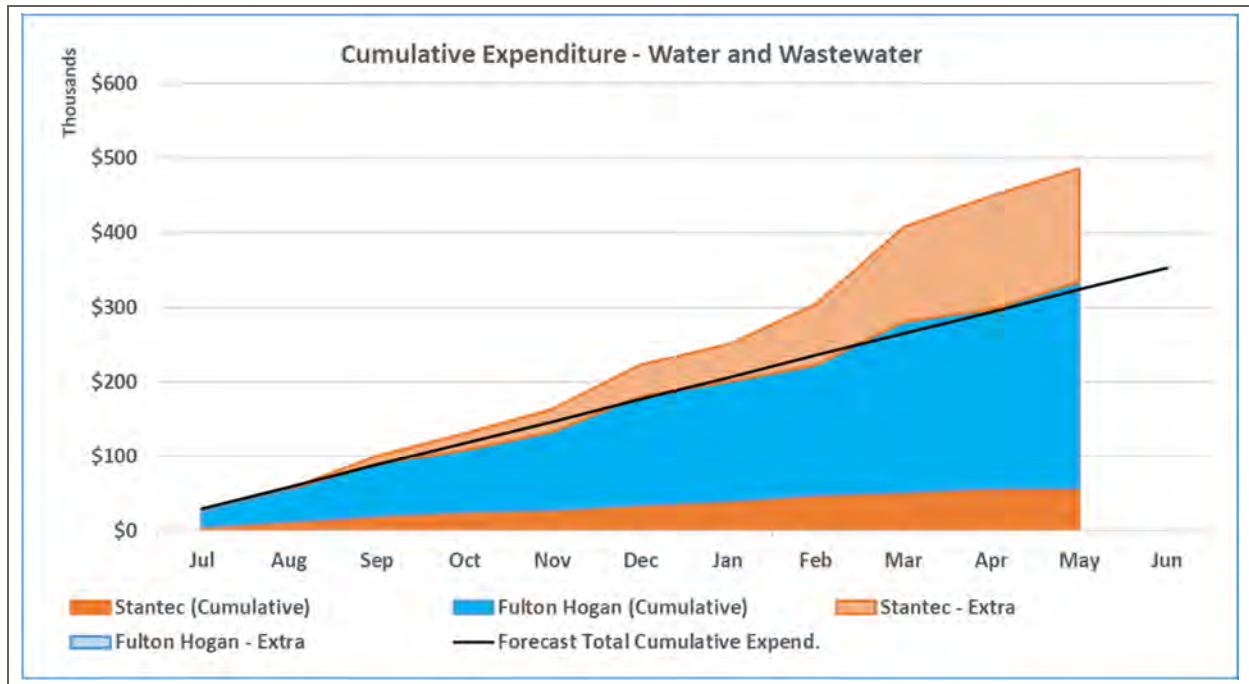
The operational expenditure for W+WW allocated in the 2021-31 LTP for 2022/23 is \$354,000.

The May physical works claim totalled \$37,000. The main construction costs were for the balance tank upgrade at the waste water treatment plant.

Expenditure Tracking of Water & Wastewater Funding

Interim tracking graphs for the W+WW expenditure are presented below.





Roading Update – May 2023

Short-Term Roding Forward Work Programme	
Pavement Renewals	<ul style="list-style-type: none"> Due to the better-than-expected condition of North Road from Port Hutt to Wharekauri following the airport hauling works, the Unsealed strengthening program will focus on isolated areas requiring strengthening and some minor intersection works on the unsealed network.
Drainage	<ul style="list-style-type: none"> Further drainage renewal works are planned for Tuku Road, subject to confirmation of the locations of underground electricity services in the area
Professional Services	<ul style="list-style-type: none"> Ongoing supervision, and preparation for AMP and NLTP updates
Whangamoe Bridge Design (LCLR)	<ul style="list-style-type: none"> Stantec to begin the process for legalisation of the alignment of the legal road following completion of the bridge replacement works.
Road Safety Inspection	<ul style="list-style-type: none"> Inspection report to be issued shortly.
Owenga Wharf	<ul style="list-style-type: none"> Hunter Civil have begun completion of the pile jacketing works that weren't completed during their previous visit
Mid-Term Roding 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"> Draft concept design completed in consultation with the barge society/barge designer and builder to ensure proposed loading facility will work well with the barge operations. Currently with Contractor for constructability review. Undertake a consent needs assessment and archaeological assessment in advance of physical works once design form and dimensions are confirmed.
Network & Asset management	<ul style="list-style-type: none"> Identify quantum of work required in next 3-year NLTP cycle, and begin planning the NLTP / RLTP 24-27 Bid in earnest. Progress preliminary design works on Maipito Bridge replacement for inclusion in the next NLTP investment cycle Identify additional possibilities for minor Low Cost / Low Risk projects
Long Term Roding Forward Work Programme	
Owenga Loading Facility Construction (LCLR)	<ul style="list-style-type: none"> Begin construction of the barge loading facility at Owenga.
Pavement Maintenance	
<p>Previous Status:</p> <ul style="list-style-type: none"> The unsealed pavement programme will resume with rehab works on North Road June / July 2023. The amount of work will depend on the condition that the road is handed back in and the available Waka Kotahi funding. 	<p>Updates:</p> <ul style="list-style-type: none"> Airbase and North Roads have survived the airport hauling better than expected. The programme will switch to rehabilitation of the isolated worst areas and some intersection safety improvement and strengthening works

Drainage Maintenance	
<p>Previous Status:</p> <ul style="list-style-type: none"> Some culvert replacements for Tuku Road are programmed but dependent on the Power Board as they are in the vicinity of the underground 11 kV power cables. Drainage works in Tuku Gully have been completed in advance of winter weather 	<p>Updates:</p> <ul style="list-style-type: none"> FH have secured an arrangement with CIET to carry out works around buried power cables. Hydrovac plant to be sent to Island to avoid risks associated with hand digging around supply cables.
Bridge Maintenance	
<p>Previous Status:</p> <ul style="list-style-type: none"> The Te Awainanga replacement cleats are being fabricated and replacement works will begin when they arrive on island. Pitt Island catch-up Inspection Addendum issued 	<p>Updates:</p> <ul style="list-style-type: none"> Rope access crews have been on island and completed the replacement of deck cleats on the Te Awainanga bridge.
Whangamoe Bridge Replacement	
<p>Previous Status:</p> <ul style="list-style-type: none"> An agreement with the landowners has been formalised and FH have been instructed to proceed with the installation of the culvert 	<p>Updates:</p> <ul style="list-style-type: none"> The replacement culvert structure has been installed and the road has been reinstated above it. The temporary road has been removed, assisted in part by the weather. The road will be legalised to match the new alignment after fencing has been completed, with the installed fence location defining the cadastral boundaries.
Owenga Loading Ramp Design	
<p>Previous Status:</p> <ul style="list-style-type: none"> Bryan had a more detailed discussion with the Barge Society around form and dimensions for loading ramp. Concept design work is on-going and a concept has been forwarded to the contractor for review of how practical and how buildable it would be 	<p>Updates:</p> <ul style="list-style-type: none"> Hunter Civil have recommended a construction methodology for the side of the abutment structure for design consideration.
Professional Services	
<p>Previous Status:</p> <ul style="list-style-type: none"> Responding to Audit NZ queries has continued for all of March and into April. Stantec have confirmed the preferred Tuku Gully signage and can assist Council with stakeholder engagement 	<p>Updates:</p> <ul style="list-style-type: none"> We await further direction from Tanya over Audit responses
Kaingaroa & Owenga Wharf Repairs	
<p>Previous Status:</p> <ul style="list-style-type: none"> Bryan inspected both Wharves during his site visit. Contract management with Hunter Civil ongoing. Hunter have completed the raising of the cross-bracing during their last visit but the conditions were too rough to complete the pile jacketing. 	<p>Updates:</p> <ul style="list-style-type: none"> Hunter Civil are on island currently to complete the jacketing on the Owenga Wharf Piles. There are some minor work items on the Kaingaroa Wharf to be completed

Stantec Site Visits	
<p>Previous Status:</p> <ul style="list-style-type: none"> • Previous Rooding site visits: Rebecca & Nigel in early March and Bryan in mid-February. 	<p>Updates:</p> <ul style="list-style-type: none"> • Network Safety inspection undertaken in late May. • Most Recent Stantec Rooding visit 6th – 9th June
CIC catch-ups in Christchurch	
<p>Previous Status:</p> <ul style="list-style-type: none"> • 	<p>Updates:</p> <ul style="list-style-type: none"> •
Waka Kotahi (NZTA) Correspondence	
<p>Previous Status:</p> <ul style="list-style-type: none"> • Stantec met with the Waka Kotahi Investment Advisors on the 3rd of May to clarify on some of the guidance from the REG workshop and tailor our approach for our unique environment. 	<p>Updates:</p> <ul style="list-style-type: none"> • Stantec and Waka Kotahi have agreed on a programme adjustment to cover the expected shortfall in the 22/23 financial year after record high construction inflation indices since 2021. • 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.

Water and Wastewater Update – May 2023

Contract Documentation	
<i>Project:</i>	<i>Current Status:</i>
Water Compliance	<ul style="list-style-type: none"> • CIC needs to carry out a catchment risk assessment / Source Water Risk Management Plan for both supplies. • CIC needs to revise the Water Safety Plans (WSP) for both supplies <ul style="list-style-type: none"> ◦ The revised WSP framework was released in December 2018. The current WSPs need substantial revision to comply with the new framework, by November 2022. CIC has elected to not review its WSPs at this stage. CIC had intended to update the WSPs through the 3Ws Reform Programme, but elected to allocate funds to capital works instead. • Tikitiki bore radiological testing was completed and results were all below detection limits for Radon, alpha activity, and beta activity. <ul style="list-style-type: none"> ◦ Radiological testing is to be repeated by October 2026.
Water Supply	
<i>Project:</i>	<i>Current Status:</i>
All Supplies – Funding and Site Visit	<ul style="list-style-type: none"> • In light on the 3Ws Reform announcement on 13 April 2023, responses to queries from DIA, the NTU, and Entity C are on “pause”. Once additional information is provided on the future 3Ws delivery on the Chathams is provided, Stantec’s inputs will be reassessed and an updated delivery plan will be developed.
Kaingaroa – Lake Rangitai	<ul style="list-style-type: none"> • There are some outstanding documentation deficiencies by FILTEC following the upgrade works at the WTP. • The new cloud-based telemetry system was installed and commissioned in April 2022. <ul style="list-style-type: none"> ◦ Additional improvements to the telemetry system are planned for the next financial year (e.g., treated water tank level monitoring). • The majority of the intake pipe has been installed at Lake Rangitai, with one last pipe section outstanding. The water level at Lake Rangitai has risen and completion of the intake pipe is delayed. Works at the intake pump shed (e.g., new pump, flow meter) are scheduled for May 2023. O&M contract funds are being used to complete this project. • Repairs to the Kaingaroa WTP filters were completed by FILTEC during the week of 29 May 2023.
Waitangi water supply	<ul style="list-style-type: none"> • There are some outstanding documentation deficiencies by FILTEC following the upgrade works at the WTP. • The new cloud-based telemetry system was installed and commissioned at both WTPs in April 2022. <ul style="list-style-type: none"> ◦ Additional improvements to the telemetry system are planned for the next financial year (e.g., Met Station Tanks and WTP connectivity). • 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 May 2023	<ul style="list-style-type: none"> • Waitangi Water Supply <ul style="list-style-type: none"> ◦ Complies with the WSP for bacteria: E.coli not detected in raw, treated, or network samples. ◦ Total coliforms not detected in the raw, treated, or network sample. ◦ 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 is providing a protozoa barrier. ▪ Non-compliance is related to monitoring: UVI or UV dose (2 per week). UVT is monitored adequately.

	<ul style="list-style-type: none"> ▪ Monitoring is consistent with the existing WSP. • Kaingaroa Water Supply <ul style="list-style-type: none"> ○ Complies with WSP for bacteria: E.coli not detected in treated or network samples. ○ Total coliforms not detected in the treated or network sample. ○ E.coli and total coliforms detected in the raw sample, but still in compliance. ○ Not complying with DWSNZ for protozoa with UV disinfection system. <ul style="list-style-type: none"> ▪ The UV reactor may not have provided a protozoa barrier due to a low UVT reading. ▪ Non-compliance is related to monitoring: UVI or UV dose (2 per week). UVT is monitored adequately. ▪ Monitoring is consistent with the WSP ○ A precautionary Boil Water Notice was put in place on 22 May 2023 due to customer complaints of colour and lack of supply. This was lifted on 2 June 2023 with clear E.coli results. ○ A subsequent precautionary Boil Water Notice was put in place on 8 June 2023 in response to a customer colour complaint. The colour was due to heavy rain and highly colour raw water from Lake Rangitai. • Council Office – Rain Water Supply <ul style="list-style-type: none"> ○ Monthly monitoring is being completed, but not for compliance with the DWSNZ at this stage since it is not a registered supply. • Waste Management Recycling Centre – Rain Water Supply <ul style="list-style-type: none"> ○ Two samples detected both E.coli and Total Coliforms. It was deemed not safe drink and a Boil Water Notice was put in place. Contamination suspected to be from rubbish on-site and birds. ○ Procurement of a treatment system from the on-island plumber is progressing. • MPA Batching Bore (Potential Future Water Supply) <ul style="list-style-type: none"> ○ MPA bore no longer in operation (or sampled). See June 2018 monthly update for results and conclusions.
Wastewater Treatment	
<i>Project:</i>	<i>Current Status:</i>
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.
Reporting/ Monitoring/ Sampling May 2023	<ul style="list-style-type: none"> • Waitangi Treated Wastewater Discharge <ul style="list-style-type: none"> ○ The treated wastewater complied in May with all parameters, except for E.coli and nitrogen. Stantec and FH will continue to monitor treated wastewater quality, particularly with additional tourist numbers and urgent need for WWTP upgrade. It is noted that the land application system will further reduce TSS, COD, nitrogen and E.coli prior to reaching groundwater. ○ Stantec to review algae treatment options and sludge accumulation issue. ○ Maintenance and upkeep of the land application areas (i.e., tall grass / weeds) required.
General	
	<ul style="list-style-type: none"> • N/A

Solid Waste Update – May 2023

Landfill Operation	
<p>Current Status:</p> <ul style="list-style-type: none"> MfE have conducted an audit of the landfill in May and have reported favourably on operations. CIC staff have approved liner repair, which is to be undertaken by Fulton Hogan at its cost. 	<p>Actions - Stantec</p> <ul style="list-style-type: none"> Provide operational advice as requested from time to time by CIC staff. <p>Actions - Council</p> <ul style="list-style-type: none"> Placement of waste in the landfill to be undertaken as advised by Stantec.
Waste Minimisation Project (MfE Waste Minimisation Fund)	
<p>Current Status:</p> <ul style="list-style-type: none"> Y2M1 report is in process of being completed – due end of June. Turtons have achieved completion and have provided additional information to support the Code of Compliance Certificate. Building Inspectors have visited to inspect the Mitre 12 facility. Issue identified with quality of roof water which is being sorted with FH. Inspectors are due back in June. Additional signage and metal frames have been ordered and proofs of new signs provided to Council by ECan. Sliding doors for the Te One MRF building have been installed. 	<p>Actions - Stantec</p> <ul style="list-style-type: none"> Stantec to continue work with CIC, suppliers, and contractors, as needed. <p>Actions - Council</p> <ul style="list-style-type: none"> Council to establish insurance needs for taking over the Mitre 12 facility. Council and Stantec to complete milestone reports.
Weighbridge Project (CRRF Project)	
<p>Current Status:</p> <ul style="list-style-type: none"> The weighbridge has been installed at Te One and is up and running. The two one-tonne tare weights have been shipped and delivered to site. Fulton Hogan to test the weighbridge with one-tonne weights to confirm its accuracy. Stantec has been in contact with Precia Molen about software. They are to liaise with FH about downloading it. 	<p>Actions - Stantec</p> <ul style="list-style-type: none"> Stantec to continue to work with CIC, suppliers, and contractors, as needed. <p>Actions - Council</p> <ul style="list-style-type: none"> Council to provide input on the project, as needed. Council to raise invoice for MfE's payment, as needed.
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
Current Status – no change.

- Workshop held to discuss the draft Solid Waste Bylaw and draft Waste Management and Minimisation Plan.
- Council has accepted the draft Solid Waste Bylaw and draft WMMP for consultation, together with the Statement of Proposals.
- Stantec has progressed a draft Issues and Options paper on SW Charges.

Actions - Stantec

- Stantec to be involved in consultation process for the draft Solid Waste Bylaw and draft WMMP, as needed.

Actions - Council

- Council to consult on the draft Solid Waste Bylaw and draft WMMP.
- Council staff to review the draft Issues and Options paper on SW Charges.

CIC Engineering Services Contract: Monthly Report

Financial update – June 2023

Financial Position: Roothing

The total roading budget allocated for the 2022/23 financial year approved by Waka Kotahi is \$5.53M. The approved Maintenance, Operations and Renewals (MOR) portion of this budget is \$4.27M (including carry-over from 21/22), and \$1.26M of Low Cost, Low Risk (LCLR) funding.

The June claim totalled \$308k. We have now spent approximately 73% of the total budget and are 100% of the way through the financial year.

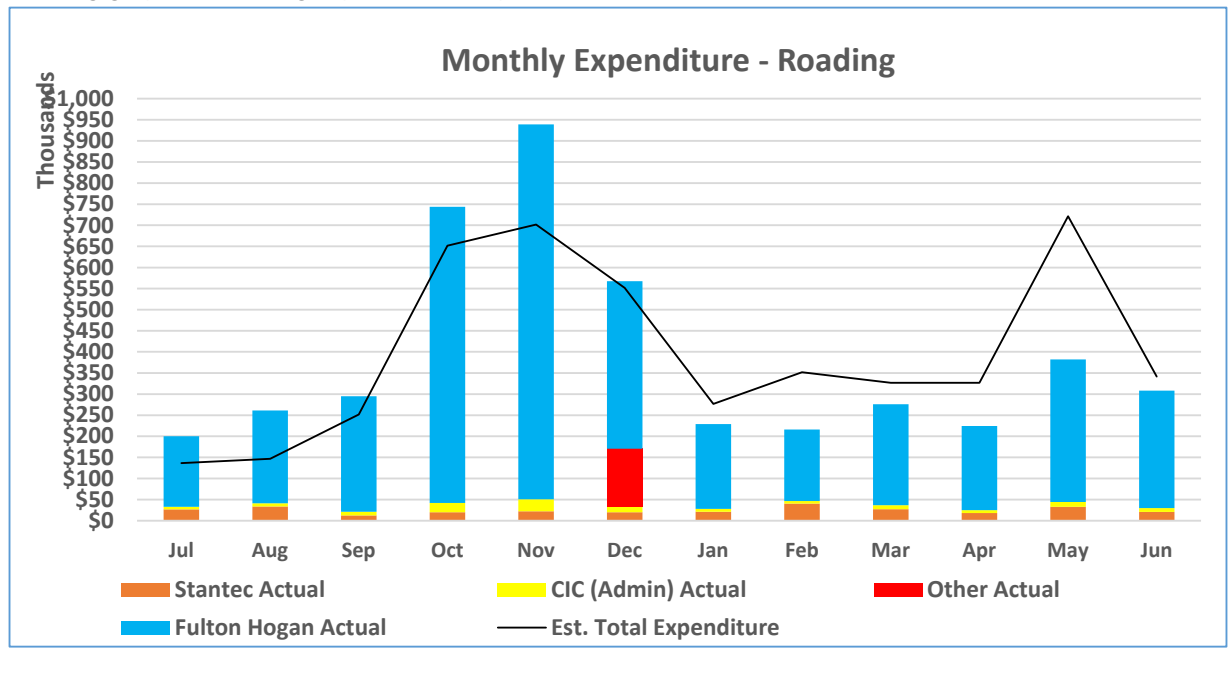
The total budget includes the total allocation for the Whangamoe Bridge Replacement Project, and the MakeSafe and repair works to both the Kaingaroa and Owenga Wharfs. These three projects have expended less of their allocated budgets than expected, however the remaining funding will carryover into the next financial year.

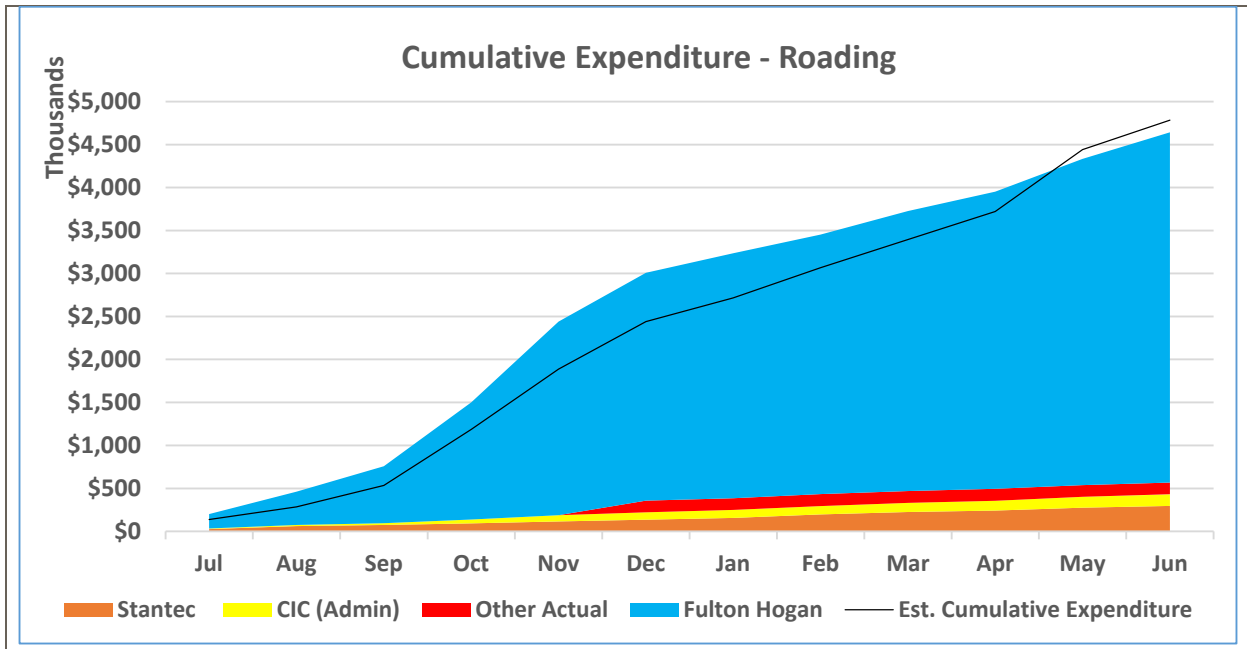
Expenditure of the core Waka Kotahi Funded Maintenance, Operations, and Renewals (MOR) work has exhausted 97.2% of the approved funding for FY 22/23, after the programme adjustment was agreed with NZTA.

The largest individual construction cost was for the installation of the new culvert at Whangamoe and the reinstatement of the road over it. The Largest engineering cost was for the network safety inspection.

Expenditure Tracking of Waka Kotahi Funding

Tracking graphs for roading expenditure are presented below.





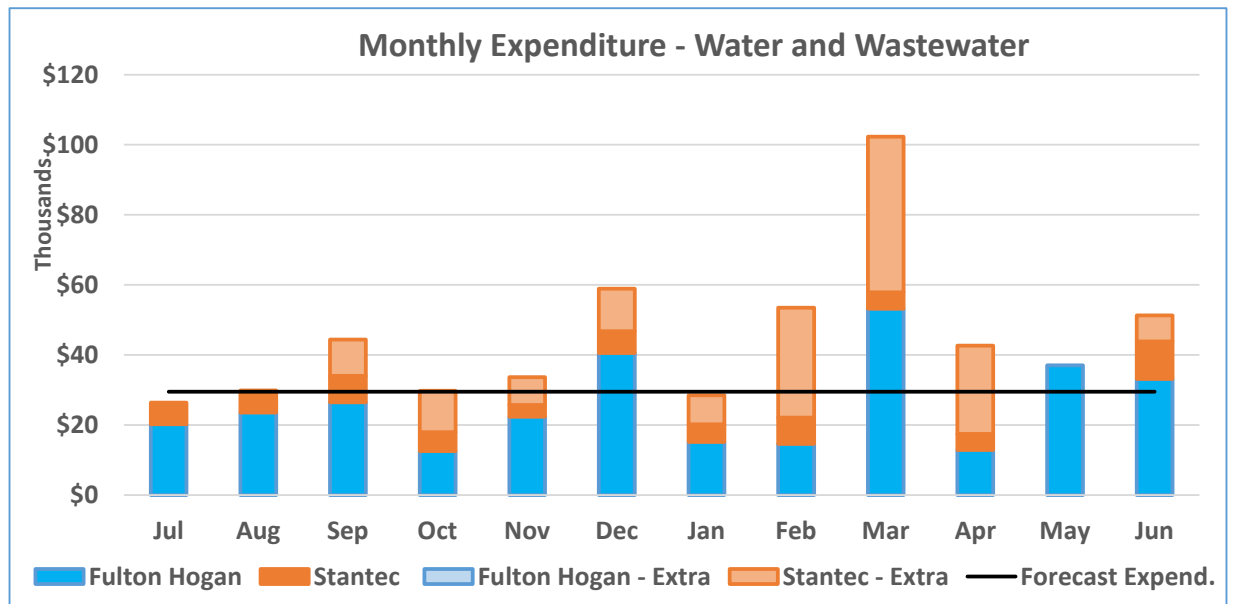
Financial Position: Water and Wastewater

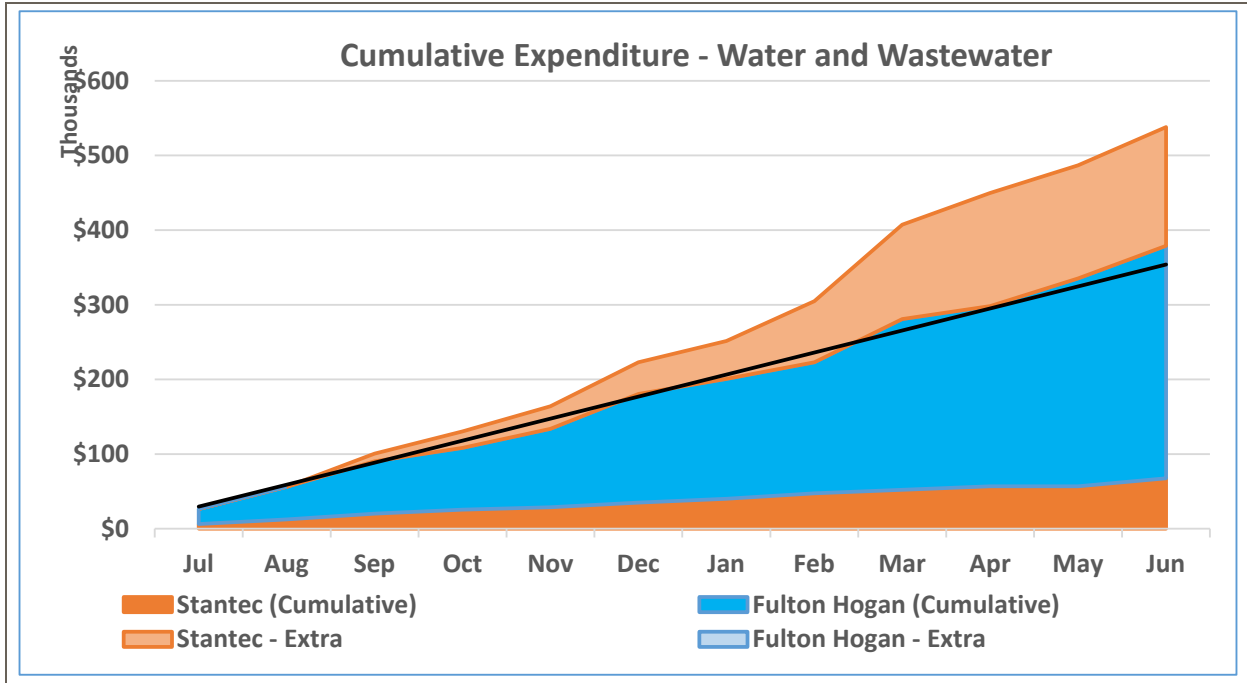
The operational expenditure for W+WW allocated in the 2021-31 LTP for 2022/23 is \$354,000.

The June claim totalled \$51.2k. The main construction costs were for Filtec to service the Waitangi and Kaingaroa water treatment plants, 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 – June 2023

Short-Term Roothing Forward Work Programme	
Renewals	<ul style="list-style-type: none"> Unsealed pavement strengthening works at key intersections including Te Matarae/WW-O, Port Hutt/North, and Taia Hapupu/Kaingaroa/North Roads
Drainage	<ul style="list-style-type: none"> CIET have indicated they will have resource available in November for locating the cabling on Tuku Road to allow drainage renewals to be undertaken.
Professional Services	<ul style="list-style-type: none"> Reporting for Annual report and NZTA end of financial year requirements
Whangamoe Bridge Design (LCLR)	<ul style="list-style-type: none"> Sight rails and fencing tie-in to be completed which will form the basis for the survey of the new legal road
Owenga Wharf	<ul style="list-style-type: none"> Pile jacketing works are on-going
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"> Draft concept design completed in consultation with the barge society/barge designer and builder to ensure proposed loading facility will work well with the barge operations. Currently with ECI Contractor for constructability review. Undertake a consent needs assessment and archaeological assessment in advance of physical works once design form and dimensions are confirmed.
Network & Asset management	<ul style="list-style-type: none"> Identify quantum of work required in next 3-year NLTP cycle, and begin planning the NLTP / RLTP 24-27 Bid in earnest. Progress preliminary design works on Maipito Bridge replacement for inclusion in the next NLTP investment cycle Identify additional possibilities for minor Low Cost / Low Risk projects
Long Term 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>Previous Status:</p> <ul style="list-style-type: none"> Airbase and North Roads have survived the airport hauling better than expected. The programme will switch to rehabilitation of the isolated worst areas and some intersection safety improvement and strengthening works 	<p>Updates:</p> <ul style="list-style-type: none"> Intersection alignment sketches to be finalised and sent to FH for the intersection pavement works.

Drainage Maintenance	
<p>Previous Status:</p> <ul style="list-style-type: none"> FH have secured an arrangement with CIET to carry out works around buried power cables. Hydrovac plant to be sent to Island to avoid risks associated with hand digging around supply cables. 	<p>Updates:</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

Bridge Maintenance	
<p><i>Previous Status:</i></p> <ul style="list-style-type: none"> Rope access crews have been on island and completed the replacement of deck cleats on the Te Awainanga bridge. 	<p><i>Updates:</i></p> <ul style="list-style-type: none">
Whangamoe Bridge Replacement	
<p><i>Previous Status:</i></p> <ul style="list-style-type: none"> The replacement culvert structure has been installed and the road has been reinstated above it. The temporary road has been removed, assisted in part by the weather. The road will be legalised to match the new alignment after fencing has been completed, with the installed fence location defining the cadastral boundaries. 	<p><i>Updates:</i></p> <ul style="list-style-type: none"> Bulk construction work and pavement have been completed over the newly installed culvert. Sight rails and fencing to be established, some materials may still need to be imported. Cadastral survey to follow.
Owenga Loading Ramp Design	
<p><i>Previous Status:</i></p> <ul style="list-style-type: none"> Hunter Civil have recommended a construction methodology for the side of the abutment structure for design consideration. 	<p><i>Updates:</i></p> <ul style="list-style-type: none"> Cost estimates have been received from ECI Contractor.
Professional Services	
<p><i>Previous Status:</i></p> <ul style="list-style-type: none"> Responding to Audit NZ queries has continued for all of March and into April. Stantec have confirmed the preferred Tuku Gully signage and can assist Council with stakeholder engagement 	<p><i>Updates:</i></p> <ul style="list-style-type: none"> Stantec to begin reporting for end of financial year including the Annual Report and Waka Kotahi end of financial year processes
Kaingaroa & Owenga Wharf Repairs	
<p><i>Previous Status:</i></p> <ul style="list-style-type: none"> Hunter have completed the raising of the cross-bracing during their last visit but the conditions were too rough to complete the pile jacketing. Some pile jacketing works have been completed and some are still outstanding 	<p><i>Updates:</i></p> <ul style="list-style-type: none"> Ongoing pile jacketing works being completed
Stantec Site Visits	
<p><i>Previous Status:</i></p> <ul style="list-style-type: none"> Previous Roding site visits: Rebecca & Nigel in early June and the road safety inspection in late March 	<p><i>Updates:</i></p> <ul style="list-style-type: none"> Next Stantec Roding visit 26th - 29th September.
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">

Waka Kotahi (NZTA) Correspondence*Previous Status:*

- Stantec and Waka Kotahi have agreed on a programme adjustment to cover the expected shortfall in the 22/23 financial year after record high construction inflation indices since 2021.
- 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.

Updates:

-

Water and Wastewater Update – June 2023

Contract Documentation	
<i>Project:</i>	<i>Current Status:</i>
Water Compliance	<ul style="list-style-type: none"> • CIC needs to carry out a catchment risk assessment / Source Water Risk Management Plan for both supplies. • CIC needs to revise the Water Safety Plans (WSP) for both supplies <ul style="list-style-type: none"> ○ The revised WSP framework was released in December 2018. The current WSPs need substantial revision to comply with the new framework, by November 2022. CIC has elected to not review its WSPs at this stage. CIC had intended to update the WSPs through the 3Ws Reform Programme, but elected to allocate funds to capital works instead. • Tikitiki bore radiological testing was completed and results were all below detection limits for Radon, alpha activity, and beta activity. <ul style="list-style-type: none"> ○ Radiological testing is to be repeated by October 2026.
Water Supply	
<i>Project:</i>	<i>Current Status:</i>
All Supplies – Funding and Site Visit	<ul style="list-style-type: none"> • In light on the 3Ws Reform announcement on 13 April 2023, responses to queries from DIA, the NTU, and Entity C are on “pause”. Once additional information is provided on the future 3Ws delivery on the Chathams is provided, Stantec’s inputs will be reassessed and an updated delivery plan will be developed.
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 in March 2023.
Waitangi water supply	<ul style="list-style-type: none"> • There are some outstanding documentation deficiencies by FILTEC following the upgrade works at the WTP. • The new cloud-based telemetry system was installed and commissioned at both WTPs in April 2022. <ul style="list-style-type: none"> ○ Improvements to the online portal have been noted and a request for modifications was sent to ConnectM2M. Updates are pending. • 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 June 2023	<ul style="list-style-type: none"> • Samples collected on 19 June 2023 were not analysed for E.coli and Total Coliforms due to ice being present in the samples. Additional samples were collected on 27 June 2023. Results are pending • Waitangi Water Supply <ul style="list-style-type: none"> ○ Complies with WSP for bacteria: Pending. ○ Total coliforms not detected in the raw, treated, or network sample Pending. ○ 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 is providing a protozoa barrier. ▪ Non-compliance is related to monitoring: UVI or UV dose (2 per week). UVT is monitored adequately. ▪ Monitoring is consistent with the existing WSP. • Kaingaroa Water Supply <ul style="list-style-type: none"> ○ Complies with WSP for bacteria: Pending.

	<ul style="list-style-type: none"> o Total coliforms not detected in the treated or network sample Pending. o E.coli and total coliforms detected in the raw sample, but still in compliance. o Treated water turbidity was below the operational target of 0.3 NTU. o Not complying with DWSNZ for protozoa with UV disinfection system. <ul style="list-style-type: none"> ▪ The UV reactor may not have provided a protozoa barrier due to a low UVT reading. ▪ Non-compliance is related to monitoring: UVI or UV dose (2 per week). UVT is monitored adequately. ▪ Monitoring is consistent with the WSP ▪ UVT has not been consistently above 70%. o The chlorine dosing system is working and a chlorine residual is being maintained. Monitoring using the online instrument at the WTP and handheld instrument in the network. o A precautionary Boil Water Notice was put in place on 7 June 2023 in response to a colour complaint from a customer. It was determined that the colour was from Lake Rangitai following a heavy rain event. The Boil Water Notice will be lifted once clear E.coli results are received. • Council Office – Rain Water Supply <ul style="list-style-type: none"> o Monthly monitoring is being completed, but not for compliance with the DWSNZ at this stage since it is not a registered supply. o No E.coli or Total Coliforms detected in the treated water sample. o UVT was high and a protozoa barrier was being provided. • Resource Recovery Centre <ul style="list-style-type: none"> o Samples collected on 16 May and 6 June 2023 detected both E.coli and Total Coliforms. A Boil Water Notice remains in place. o Installation of a treatment system is in progress. • MPA Batching Bore (Potential Future Water Supply) <ul style="list-style-type: none"> o MPA bore no longer in operation (or sampled). See June 2018 monthly update for results and conclusions.
Wastewater Treatment	
<i>Project:</i>	<i>Current Status:</i>
WWTP maintenance	<ul style="list-style-type: none"> • Discharge consent review on-going. • 70% of plantings have been planted in the land application area. Remaining 30% of plants due to be planted early 2023. • Annual servicing visit completed by Steve Riley on 7-9 December 2022.
Reporting/ Monitoring/ Sampling June 2023	<ul style="list-style-type: none"> • Waitangi Treated Wastewater Discharge <ul style="list-style-type: none"> o The treated wastewater complied in June with all parameters. Stantec and FH will continue to monitor treated wastewater quality, particularly with additional tourist numbers and urgent need for WWTP upgrade. It is noted that the land application system will further reduce TSS, COD, ammonia and E.coli prior to reaching groundwater, particularly now that the sprinklers have been maintained and have been moved further from the property boundary. o Stantec to review algae treatment options and sludge accumulation issue. o Maintenance and upkeep of the land application areas (i.e., tall grass / weeds) required.
General	
	<ul style="list-style-type: none"> • N/A

Solid Waste Update – June 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. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> Provide operational advice as requested from time to time by CIC staff. <p>Actions – Council</p> <ul style="list-style-type: none"> Placement of waste in the landfill to be undertaken as advised by Stantec.
Waste Minimisation Project (MfE Waste Minimisation Fund)	
<p>Current Status:</p> <ul style="list-style-type: none"> Y2M1 report has been completed for the MfE. Turtons have achieved completion and have provided additional information to support the Code of Compliance Certificate. Building Inspectors have re-visited to inspect the Mitre 12 facility – CCC is being awaited. All other works have been completed. Stantec has conducted its inspection of the Mitre 12 facility and provided a report. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> Stantec to provide CIC staff with support for completing milestone reports. <p>Actions – Council</p> <ul style="list-style-type: none"> Council to establish insurance needs for taking over the Mitre 12 facility.
Weighbridge Project (CRRF Project)	
<p>Current Status:</p> <ul style="list-style-type: none"> The weighbridge has been installed at Te One and is up and running. The two one-tonne tare weights have been shipped and delivered to site. Fulton Hogan to test the weighbridge with one-tonne weights to confirm its accuracy. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> Stantec to continue to work with CIC, suppliers, and contractors, as needed. <p>Actions – Council</p> <ul style="list-style-type: none"> Council to provide input on the project, as needed. Council to raise invoice for MfE's payment, as needed.
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 – no change.</p> <ul style="list-style-type: none"> Workshop held to discuss the draft Solid Waste Bylaw and draft Waste Management and Minimisation Plan. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> Stantec to be involved in consultation process for the draft Solid Waste Bylaw and draft WMMP, as needed.

<ul style="list-style-type: none">• Council has accepted the draft Solid Waste Bylaw and draft WMMP for consultation, together with the Statement of Proposals.• Stantec has issued a draft Issues and Options paper on SW Charges.	<p><i>Actions - Council</i></p> <ul style="list-style-type: none">• Council to consult on the draft Solid Waste Bylaw and draft WMMP.
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4. Works & Services

4.2 Fulton Hogan Road Maintenance Report June 2023

Date of meeting	20 July 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 June 2023 monthly reports from Fulton Hogan that will be presented by Mr Phil Holt (Fulton Hogan Contract Manager).

Recommendation

THAT the report be received.



chatham islands council



Fulton Hogan



Stoney Crossing 31st May

CHATHAM ISLANDS ROAD MAINTENANCE CONTRACT MONTHLY REPORT JUNE 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.

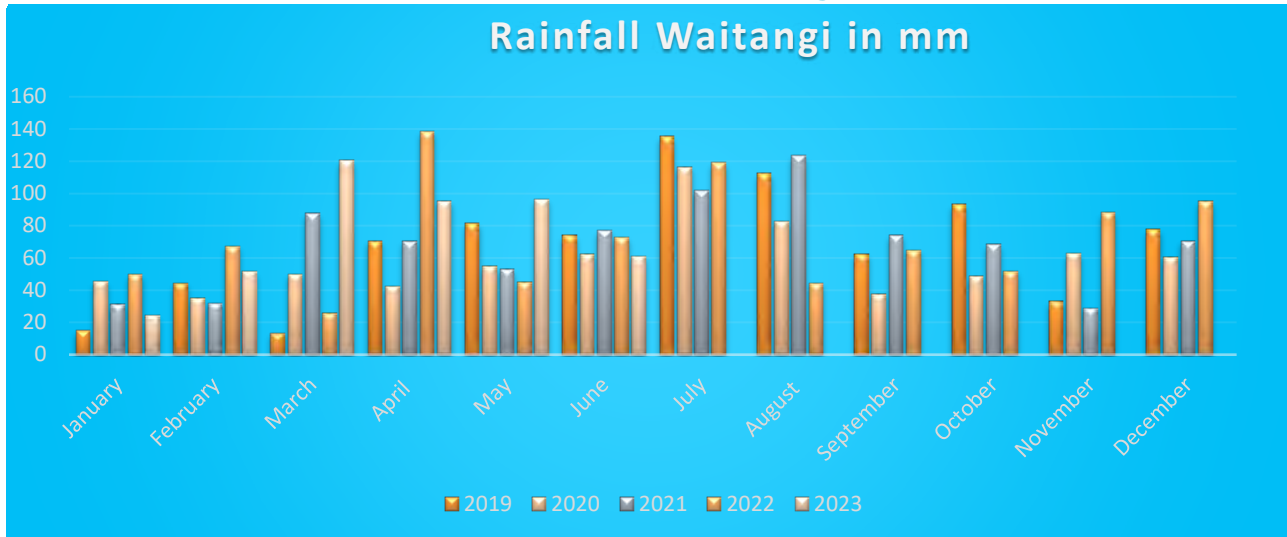
Summary of Monthly Progress Claim by Work Category

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

Photos

Work Summary

Outline of work carried out during the month.



61mm rainfall recorded for June in the Waitangi yard.

Routine Maintenance and Operations

Roads were too dry to grade at the beginning of the month but with the arrival of a bit of moisture in the latter part we were able to do a bit of maintenance grading.

Unblocked a few culverts installed some EMP's.

Pavement Renewals

Sealed Road Resurfacing

Drainage Renewals

Extended a culvert at the Paritu quarry gate so that safety bunding could be installed.

Bridge and Structure Renewals

Finished installing the culvert and pavement works for the Whangamoe Bridge replacement.

Traffic Services

Minor Improvements

Vegetation Control

Grass growth has slowed down so we are not having to mow as much.

Dayworks

Had to remove 5 x dead beast from North Road in the last week of this month.

Programmed Work for following month

Finish the car parking areas for the Volcanic Cones Lookout at Waitangi West and on North Road for the Chudleigh Reserve.

Look at areas that need to be strengthened on the unsealed network and overlay.

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
PORT HUTT ROAD	5068	51	0	16516	21400
NORTH ROAD	5075	21	4590	48508	28460
TUKU ROAD	5078	111	700	12500	10250
KAIWHATA ROAD	5091	31	0	1050	1050
KAINGAROA ROAD	5092	126	0	5950	5950
				Total	67110m
					67.11km

2. Unsealed Maintenance Metaling

Road ID	Disp	Road ID	Start RP	End RP	Quantity	
PORT HUTT ROAD	5067	51	0	16516	336	
NORTH ROAD	5093	21	4590	12506	32	
		Totals		This Month	368	m3
				Revised Target	46000	m3
				Contract TD	46002	m3

Next Month's Target

Currently 2m3 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.

Network Inspections

Month	Inspection Type	Faults Identified	Inspected By
July	Day	Weekly drive overs to make sure all was good after heavy rain events.	All Crews
August	Day	Drive over the network doing a sign audit = no real problem with network found	Phil
September	Day	All roads checked after rain events for damage.	All Crews
December	Day	Roadroid survey done = no problems found on the network.	Phil
January 2023	Day	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

Monthly Safety Report and Statistics

Nothing to report.

1. Safety Engagements

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
14/03/22	N	N	N	N	Site visit to WW-O Rd culvert installation.
6/04/22	N	N	N	N	Culvert replacement site visit on WW-O road = all ok
26/05/22	N	N	N	N	Stoney Crossing quarry inspection = all good.
23/06/22	N	N	N	N	Culvert replacement site on WW-o Road = all good.
22/08/22	N	N	N	N	HSQES site audit carried out while crew clearing culvert ends = all ok.
12/09/22	N	N	N	N	Target Hill counterfort drains = making sure correct installation procedure being followed = all ok.
7/12/22	N	N	N	N	Reseal site inspection = all TM in place and sufficient.
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

Metal Stockpiles

30/06/2023							
Site	AP40 Schist	AP65	AP32 Basalt	AP100 Schist	AP20	G3 Chip	G5 Chip
Waitaha Schist	5,388	0	0	7,933	0		
Waitaha Basalt	0	0	2,200	0	371		
Paritu	2,654	0	0	0	0		
Stoney Crossing	0	3,082	9,346	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	3,082	11,546	9,471	2,809	287	361

CIC Owned Materials Signs

Item Description	Unit	Purchased	Used June 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.		20	305	
CULVERT MARKERS	ea.			8	
WHITE RAPID MARKERS	ea.		1	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	6		0
600mm	m			0
750mm	m			6

Civilboss

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

Builders Mix

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

Environmental Compliance

Date	Site Inspected	Compliant Y/N	Abatement Order Issued	Corrective Action Required	Completed By
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
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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 actually on the road at the time.	Same Day
26/05/22	Public	North Road dusty.	Not a lot can be done for this – it happens in dry weather.	
26/05/22	Public	Rubbish from the Te One transfer site was blowing into neighbouring properties.	Staff picked up what they could considering the very strong winds at the time.	Next Day
04/10/22	Public	Large potholes in metaled dip area in the seal at Kaingaroa.	Potholes filled when crew available and weather allowed.	1 Week
20/01/23	Public	Planks lifting on bridge.	Was a deep pothole in the RH wheel track that made it feel like bridge planks were lifting?	Next Day
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

Public Relations & Community Involvement

Innovation

Summary of Monthly Progress Claim by Work Category

	June 23	Separable Portion One - Roading			
Item	Work Category	Value for Month	Value YTD	Annual Budget	% of Annual Budget
1	P&G Other	\$131,732.50	\$1,807,614.87	\$972,000.00	185.97%
2	Routine Maintenance and Ops	\$62,478.03	\$772,418.78	\$910,000.00	84.88%
3	Pavement Renewals	\$0	\$716,337.04	\$874,000.00	81.96%
4	Sealed Road Resurfacing	\$0	\$305,941.82	\$227,000.00	134.78%
5	Drainage Renewals	\$2,693.55	\$116,635.37	\$233,000.00	50.06%
6	Bridge Renewals	\$66,180.97	\$220,106.44	\$111,000.00	198.29%
7	Traffic Services	\$1257.92	\$23,628.78	\$20,000.00	118.14%
8	Minor Improvements	\$7,898.45	\$7,898.45	\$100,000.00	7.9%
9	Vegetation Control	\$6,023.86	\$65,498.37	\$55,000.00	119.09%
11	Dayworks	\$0	\$51,779.94	\$251,000.00	20.63%
	Total	\$278,265.28	\$4,087,885.79	\$3,753,000.00	108.92%

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





Whangamoe Bridge Replacement Site 31st May





New Road At Whangamoe Bridge Replacement





New Workshop Wash Down Being Constructed

4. Works & Services

4.3 Fulton Hogan Water and Wastewater Operation Contract Report June 2023

Date of meeting	20 July 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 June 2023 report from Fulton Hogan that will be presented by Phil Holt (Fulton Hogan Contract Manager).

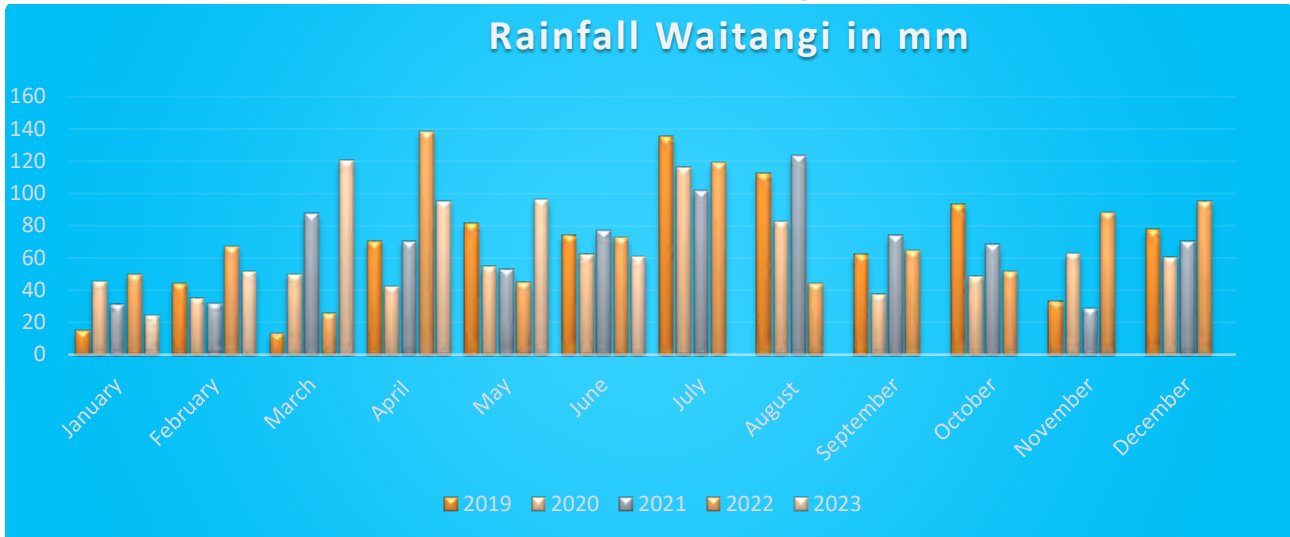


P

WWWT Plant Relocated Skimmer Tank
CHATHAM ISLANDS
WATER AND WASTEWATER
OPERATION CONTRACT
MONTHLY REPORT June
2023

Work Summary

Outline of work carried out during the month.



61mm rainfall recorded for June in the Waitangi yard.

Water Supply Operation & Maintenance

Tikitiki bore level is above normal with all the rain we have had recently. No problems with the plant or reticulated network this past month.

Kaingaroa plant is operating a lot more smoothly now we have put new float switches in the treated water tanks. This allows the plant to start and run continuously for a number of hours instead of cutting in and out all the time.

This also allows the chlorine dosing to be more consistent.

Raw water pump also running a lot better with the upgrades we have made.

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

Water Treatment

Tiki Tiki plant = Plant operating good with very little trouble this month.

Kaingaroa plant = Operating ok. FAC is a lot better and consistent now with the recent plant modifications.

Wastewater Treatment Plant at Waitangi

Plant has been stressed and had to work hard at times due to the stormwater ingress in heavy rain events but no overflows.

Still waiting for the new float switches to arrive so we can commission the new balance tank.

Dayworks - Water

Dayworks - Wastewater

Water and Wastewater Reticulation Network

No problems with the network this past month.

Water and Wastewater Treatment Plant: Monitoring

WWWT plant and water samples all good.

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

Summary of Monthly Progress Claim by Work Category

June 23		Separable Portion Two - Water and Wastewater			
Item	Work Category	Value for Month	Value YTD	Annual Budget	% of Annual Budget
13	Preliminary and General	\$13,280.62	\$100,209.48	\$49,614.04	201.98%
14	Water Supply Ops and Maint	\$922.32	\$11,067.84	\$20,067.84	55.15%
15	Water Treatment	\$3,870.22	\$39,351.86	\$39,801.86	98.87%
16	WWTP Waitangi	\$922.32	\$15,031.50	\$35,580.63	42.25%
17	Dayworks - Water	\$12,198.95	\$63,144.72	\$9,519.14	663.34%
18	Dayworks - Wastewater	\$769.25	\$64,663.71	\$7,090.55	911.97%
19	Water and Wastewater Reticulation	\$0	\$461.16	\$461.16	100%
20	Treatment Plant Monitoring	\$1,188.52	\$14,262.24	\$14,262.24	100%
	Total	\$33,152.20	\$308,642.51	\$176,397.46	174.97%

Last Financial Year

Programmed Work for Following Month

Commissioning the new balance tank.

Install the new raw water pump at lake Rangitai.

Water Meter Report

Irrigation Dosing

Fields have been changed regularly to avoid them becoming too saturated.

Quality Assurance

Site Safety Report

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
9/09/22	N	N	N	N	WWWT Plant waste water sprinkler system check = all ok and working as they should.
25/10/22	N	N	N	N	Check safety gear for chlorine use at the Kaingaroa Water Treatment plant = all ok
7/12/22	N	N	N	N	Steve in to do the annual service and inspection = all ok.
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.

Environmental Non Compliance

Monthly Stocktake of Supplies

General Supplies Stockpile - Month Ending June 2023

	Stock Purchased	Stock End of Previous Month	Stock Used	Stock Remaining End of Month
Salt		75 Bags	10	65 bags
Chlorine		60lts	20lts	40lts

PHOTO





Relocated Skimmer Tank & Pipework





WWWT Plant

4. Works & Services

4.4 Fulton Hogan Waste Management Operation Contract Report May 2023

Date of meeting	20 July 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 May 2023 Waste Management report from Fulton Hogan.



chatham islands council



CHATHAM ISLANDS WASTE
MANAGEMENT CONTRACT
MONTHLY REPORT
MAY 2023

Introduction
Te One Transfer Station
Owenga Landfill
Appendix 1

Introduction

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

Staff

Devlin resigned in May. We wish him the best in his future endeavours. We are currently looking for a new staff member. In the mean time John Kamo is working additional hours to cover.

Te One Transfer Station

Unfortunately Macauley Metals have not responded regarding the removal of the scrap metal. FH has also spoken to our internal Environmental Solutions Team regarding the issue. It has become apparent that, due to the significant mobilisation cost and low value of scrap metal, it is unlikely that it will be feasible to remove the metal from the island without funding. FH are looking at options with the excavators and other plant we have on the island to start sorting the existing scrap metal from the other waste in the pile. This will allow the normal waste to be disposed of.

Early in May the FH management team visited the island and were pleased with the progress being made in tidying up the site.

In mid-May MfE visited the island for an audit of the waste operations. They walked through both Te One and Owenga Landfill. Unfortunately, during this visit, it wasn't possible to demonstrate the weighbridge as it was having technical difficulties. The report from this visit is expected in June.

Owenga Landfill

May was a major plant servicing month for both FH and CIC gear. This meant that for some of the month, the waste destined for Owenga needed to be stockpiled at Te One until it could be transported to Owenga.

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

Appendix 1

Te One Waste Record

Owenga Waste Record

Volume Conversion Basic Template

Weight (kg)
 No container 0
 1/2 skip Tare Weight 260
 Full Skip Tare Weight 460
 Compactor 490604 6880

Date	Vehicle	FH Plant Number	Product Code	Initial Weight	Tare Weight	Final Weight	Quantity Assessed or Measured	Unit Assessed or Measured	Comments	Incoming Converted Tonnage	Outgoing Converted Tonnage
1/05/2023			Scrap Metal	1500	300	0	1,200.00	Weight (KG)			
1/06/2023	NCK593	PH500398	General Solid Waste	4180	3240	940	940.00	Weight (KG)		0.94	0.94
2/06/2023	NKM417	PH490604	General Solid Waste	7380	6880	500	500.00	Weight (KG)		0.50	0.50
2/06/2023	NCK593	PH500398	General Solid Waste	3840	3240	600	600.00	Weight (KG)		0.60	0.60
2/06/2023	NCK593	PH500398	Woody Waste	4200	3240	960	960.00	Weight (KG)		0.96	0.96
3/06/2023	NKM417	PH490604	General Solid Waste	7040	6880	160	160.00	Weight (KG)		0.16	0.16
3/06/2023			Cardboard	320	0	0	320.00	Weight (KG)		0.32	-
6/06/2023			Glass	860	260	0	600.00	Weight (KG)	wont let me enter the final weight or is not automatically changing?	0.60	-
6/06/2023			Cardboard	320	0	0	320.00	Weight (KG)		0.32	-
6/06/2023			Plastic 1,2,5	25	0	0	25.00	Weight (KG)		0.03	-
6/06/2023	NCK593	PH500398	General Solid Waste	4540	3240	1300	1,300.00	Weight (KG)		1.30	1.30
7/06/2023	NCK593	PH500398	General Solid Waste	5080	3240	1840	1,840.00	Weight (KG)		1.84	1.84
7/06/2023	NCK593	PH500398	General Solid Waste	6900	3240	3660	3,660.00	Weight (KG)		3.66	3.66
9/06/2023	NCK593	PH500398	Woody Waste	3960	3240	720	720.00	Weight (KG)		0.72	0.72
9/06/2023	RA2327	PH204439	Woody Waste	8080	6700	1120	1,120.00	Weight (KG)		1.12	1.12
9/06/2023	RA2327	PH204439	General Solid Waste	9180	6700	2220	2,220.00	Weight (KG)		2.22	2.22
12/06/2023	RA2327	PH204439	General Solid Waste	9440	6700	2280	2,280.00	Weight (KG)		2.28	2.28
12/06/2023			Scrap Metal	840	260	0	580.00	Weight (KG)		0.58	-
13/06/2023			Cardboard	280	0	0	280.00	Weight (KG)	13/06/2023 boys recorded that they did a big catch up sorting recycles	0.28	-
13/06/2023			Cardboard	300	0	0	300.00	Weight (KG)		0.30	-
13/06/2023			Aluminium	20	0	0	20.00	Weight (KG)		0.02	-
13/06/2023			Aluminium	20	0	0	20.00	Weight (KG)		0.02	-
13/06/2023			Tin	40	0	0	40.00	Weight (KG)		0.04	-
13/06/2023			Tin	40	0	0	40.00	Weight (KG)		0.04	-
13/06/2023			Plastic 1,2,5	20	0	0	20.00	Weight (KG)		0.02	-
13/06/2023			Plastic 1,2,5	20	0	0	20.00	Weight (KG)		0.02	-
13/06/2023	NKM417	PH490604	General Solid Waste	7260	6880	380	380.00	Weight (KG)		0.38	0.38
17/06/2023			Glass	480	260	0	220.00	Weight (KG)		0.22	-
19/06/2023	NKM417	PH490604	General Solid Waste	7420	6880	540	540.00	Weight (KG)		0.54	0.54
20/06/2023	NCK593	PH500398	Woody Waste	4240	3240	1000	1,000.00	Weight (KG)		1.00	1.00
21/06/2023			Aluminium	20	0	0	20.00	Weight (KG)		0.02	-
21/06/2023			Plastic 1,2,5	20	0	0	20.00	Weight (KG)		0.02	-
24/06/2023			Cardboard	300	0	0	300.00	Weight (KG)		0.30	-
26/06/2023			Scrap Metal	740	260	0	480.00	Weight (KG)		0.48	-
26/06/2023			Glass	780	260	0	520.00	Weight (KG)		0.52	-
26/06/2023			Tyres	960	260	0	700.00	Weight (KG)	Tyres from auto and Marine, 2 trailer loads	0.70	-
26/06/2023	NKM417	PH490604	General Solid Waste	8440	6880	1560	1,560.00	Weight (KG)		1.56	1.56
29/06/2023			Cardboard	300	0	0	300.00	Weight (KG)		0.30	-
29/06/2023			Rope	680	260	0	420.00	Weight (KG)	Rope skip. Please add ROPE and TYRES to the product code	0.42	-
29/06/2023			Aluminium	20	0	0	20.00	Weight (KG)		0.02	-
29/06/2023			Tin	45	0	0	45.00	Weight (KG)		0.05	-
29/06/2023			Plastic 1,2,5	25	0	0	25.00	Weight (KG)		0.03	-
30/06/2023			Glass	520	260	0	260.00	Weight (KG)		0.26	-
30/06/2023	NKM417	PH490604	General Solid Waste	8420	6880	1540	1,540.00	Weight (KG)		1.54	1.54
30/06/2023	NCK593	PH500398	Woody Waste	4220	3240	980	980.00	Weight (KG)		0.98	0.98
										-	-
										-	-
										-	-
										28.255	22.300

	In	Out	Quarter Summary
General solid waste	17.52	17.52	44.99
Glass	1.6	0	6.01
Cardboard	1.82	0	5.85
Plastic 1,2,5	0.13	0	1.03
Tin	0.125	0	0.54
Aluminium	0.1	0	1.68
Woody Waste	4.78	4.78	12.42
Scrap Metal	1.06	0	18.34
Tyres	0.7	0	0.94
Rope	0.42	0	1.74
Batteries	0	0	0.00
	28.255	22.3	93.54
	Check		93.54

5. COMMUNITY SERVICES

Agenda

5. COMMUNITY SERVICES

5.1 Emergency Services Depot

Date of meeting	20 July 2023
Agenda item number	5.1
Author/s	Owen Pickles, Chief Executive

Purpose

Decision paper for Council.

Recommendation:

THAT Apollo Projects be engaged to progress the project to a design and feasibility report stage.

Background

The Council has held a block of land for approaching ten years for the purpose of establishing an Emergency Services depot. The depot would accommodate the following:

- Council's Emergency Management facilities
- Council's water reservoirs and possibly a supply bore
- The civil works contractors' yard and associated facilities
- The FENZ station and associated facilities
- St Johns ambulance facilities
- Corrections

As this needs to be properly planned and designed to meet each of the parties needs, the employment of a project manager is essential.

On 13 July I met with Craig Waghorn, the owner of Apollo Projects – Apollo managed the Council / Museum and Moana Pacific. Craig advised that Apollo can design the project through to the production of a design and feasibility report and example of a DFR is attached to this report.

The cost of producing a DFR is usually in the order of \$60k, however due to the complexity of what is being proposed, Craig recommends up to \$100k be allowed for. This includes working with all of the proposed parties.

This work will be required regardless of who the owner / owners will be.

Council has a reserve fund of \$300k set aside for this project.

ABC WAREHOUSING

DESIGN + FEASIBILITY REPORT

Apollo[↑]
PROJECTS



DESIGN + CONSTRUCTION

Prepared & presented by

Steve Hastie


National Manager
Design & Business Development

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APPROVALS

Report Author: Signed  Full Name: Steve Hastie

Reviewer: Signed  Full Name: Craig Waghorn

Budget: Signed  Full Name: Liz De Villiers

Programme: Signed  Full Name : Steve Hastie

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INTRODUCTION

Apollo Projects is pleased to present this Design + Feasibility Report to ABC Warehousing for the proposed Warehouse facility in Christchurch

This report contains information and design from a concept phase involving design input from the client, consultants, contractors and from the Apollo team. At this stage of the process the facility brief, layout, features and costs are well defined

Throughout the process the objectives of ABC Warehousing have been clear – to produce an attractive, functional, and durable long-term asset that meets the storage, distribution and freight forwarding needs of the business and its third-party clients. These objectives have been met by the design and specification and the various details and inclusions are noted within the report.

This report includes the proposed design, budget and delivery programme for the facility. The outline specification and drawings define the scope of the building and associated services and provide a high level of certainty for all aspects of the project. The detailed design phase will involve further discussion with ABC Warehousing to ensure all aspects of the facility are in line with your requirements.

The overall project programme shows the timeframe for the project. Provided approval is provided as indicated to continue the design then the facility will be ready to for client occupancy on 9th July 2020.

The budget for the project is provided in the budget section and this also provides options that may be undertaken as well as noting those items not included in the costs.

We trust this report provides all information required and we look forward to playing a key role in moving the project forward.

Finally, Apollo Projects would like to thank ABC Warehousing for the opportunity to work with them on this proposal and if the project is given the green light we look forward to playing a key role in the successful delivery of an outstanding asset for ABC Warehousing well into the future.



PROJECT TEAM

The project design team has been selected based on specialist professional skills and similar project experience to best serve the needs of the project through both the design phase and the construction delivery.

The project team is as follows:

Project Control Group

Client	ABC Warehousing
Design and Build Contractors	Apollo Projects

Design Team

Architect	GHD
Structural & Civil Engineer	GHD
Fire Engineer	Macdonald Barnett
Electrical Engineer	Powell Fenwick
Planning	Enviro

Design & Build Contractors

Mechanical (HVAC)	Active Refrigeration
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The above team are ready to move things forward with detailed design once the project is approved.



HEALTH & SAFETY

The most critical component of any project is the Health and Safety of all employees, contractors, suppliers etc as well as the end users once completed – both in the construction phase and once the facility is handed over to the client for operation.

With this focus, it is worth noting the key Health and Safety features designed into the facility, and also the processes that will be undertaken during the design and construction phase.

Impac PREQUAL Standard

Apollo have proven and openly demonstrated our commitment to achieving the highest levels of Health and Safety Management on all of our projects and recently achieved a score of 95% on the pan-industry **Impac PREQUAL Pre-Qualification Standard**, putting us in the **top 1% of all contractors in New Zealand** for Health and Safety Management. We welcome the challenge to further raise the standard with future projects.

Safety by Design and Delivery

Apollo’s safety by design approach will ensure all design, construction, operational and maintenance health and safety issues are considered, assessed and either managed out or processes put in place to deal with each item.

By consulting with the design, construction, operation and maintenance specialists, Apollo and the Principal can better understand the risks associated with operating the asset and then attempt to eliminate risks through good design. Where risks cannot be eliminated Apollo will deliver outcomes that align to the hierarchy of control.

During our design process Apollo initiate a Safety by Design (SbD) workshop involving representatives from all stakeholders including the client, designer, builder and operator. The purpose of a workshop is to ensure the integration of control measures early in the design process to eliminate or, if this is not reasonably practicable, minimize risks to health and safety throughout the life of the structure being designed.

Completing this process, in our experience, not only makes the facility a safer environment, but it also makes it more efficient operationally.

Site Specific Safety Plan

Apollo's safety in construction is managed directly through Apollo's SSSP and the subcontractor H&S Agreement.

Apollo takes a different approach to many construction contractors. Instead of requesting a copy of a SSSP from each sub-contractor, Apollo sets one standard and requires all contractors meet those standards and works with them to ensure all compliance requirements are met.

Apollo's one ruling SSSP streamlines safety on site with contractors completing the following:

- Work method statement
- JSAs
- Provide training registers
- Hazardous works notification

Sites are managed using a 'best practice' system which eliminates double ups and confusion between project participants.

Communication and Collaboration

Central to Apollo's construction philosophy is collaboration - a successful build requires input from many parties. We involve the contractors early to find the most efficient and safest way to do the build. The front-end design discussions weave safety and buildability to develop a methodology that meets the project needs.

Communication is the single biggest safety process on site. Apollo foster this through daily site coordination meetings. Coordination meetings build relationships between contractors and provide the opportunity for contractors to 'speak up' and 'use their voice' which reinforces work safe's 'use your mouth campaign'.

By meeting daily, a greater understanding of the job and the critical path is established, and positive relationships are developed between the site team. The simple process of knowing each other on a first name basis breaks down barriers and grows a culture of comradery where each person looks out for one another.

Apollo's safety communication is outlined in the SSSP and reinforced through our induction and pre-start meetings.

Our clients, consultants and contractors will be kept informed of safety on site through Apollo's weekly updates. The weekly update is a critical tool in keeping the client abreast of all aspects of the design and construction process. This will be issued at the end of each week to all stakeholders. Other methods used to communicate Health & Safety information to the workforce include:

- Hazard notice boards
- Inductions
- Safety conversations during the issuing and receiving of JSA's and permits
- Meetings, including toolbox talks, H&S meetings and Contractor Co-ordination meetings
- Direct written or verbal communications as necessary on-site and to Contractor's Senior Management

“ _____
 Safety is not the
 absence of accidents.
 Safety is the presence
 of defences
 _____ ”

““

They really took the time to understand our business and this showed in the design outcomes. Equally there were common themes of future proofing for the investor – demonstrating a true collaboration of stakeholders. It worked really well. Apollo were also fluid during project delivery as they worked through client driven variations which made our experience a lot smoother.”

Kris Webster, Director, Sorted
Logistics

””

Safety Above All Else

Apollo work closely with the client, consultants, contractors and public to deliver projects safely. We want people to go home safely each day. We want people to feel safe on site and we value **“Safety Above All Else”**.

Underpinning Apollo sites are systems that create a culture of ownership in a safe environment. We focus on ensuring the right safety defences are in place. We follow the philosophy that:

Protecting people is the cornerstone of Apollo’s safety culture. Protecting people starts with a focus on prevention and a conscious awareness of potential risks.

Streamlined safety systems

Safety is streamlined through Apollo’s controlling Site Specific Safety Plan (SSSP); all contractors sign an agreement to follow it. Contractors buy in to the SSSP and start to own it through a simple and systematic process with clearly communicated requirements and expectations.

Personnel

Apollo understand that people are the most important component of a safe environment. Our clients will see safety management on site as a continuous part of everyday practice that constantly evolves with the construction. Safety sits inside of everything Apollo does. Apollo believe that safety is everyone’s responsibility and we require principals, designers, managers and contractors to take ownership of safety in a very egalitarian approach where nobody is above safety requirements and we all have a responsibility to speak up.

Apollo staff are trained in our systems and all manage safety. All people, from Directors to Site Managers, have a role to play. It is through this attitude that Apollo’s safety culture has grown, and conscious awareness of safety requirements are discussed at all levels.

Apollo’s relationships with contractors are critical to the consistency of implementation. Contractors are aware of the site requirements and ‘buy in’ to what they are required to do through clearly outlined expectations and procedures.

Critical Risk Management

Critical risks are identified in the pre-construction phase and included into the construction methodology developed by the project management team. Critical risks are communicated to contractors prior to starting work on site. The purpose of a pre-construction meeting is to agree a work package plan focused on the safe construction of their trade. Coordination between other trades and sequencing of critical path are critical to this process.

Critical risk is managed daily using job safety analysis and construction permits specific to the project’s environment, such as:

- Working at heights
- Crane lifts
- Hot works
- Excavations
- Confined space entry

Apollo permits are relevant to the task and have a user-friendly interface which gets contractor buy in.

SAFETY BOARD SAFETY ABOVE ALL ELSE					APOLLO		
Contractor	Daily		Weekly		Contractor		
	JSA #	PTW Open	Toolbox	Audit	JSA Reviewed	Date Due	H&S Approvals

A safety board ensures visibility of updated paperwork relevant to daily safety requirements

On site, the management of the safety paperwork will be displayed on a safety board at the permitting station. The safety board tracks daily and weekly safety requirements. Contractor folders provide a readily available review of the safety paperwork in place. This system is universally and consistently applied across all our projects.

Regular, robust auditing and reporting requirements

To ensure safety systems are applied consistently, Apollo will:

- Conduct JSA/PTW visual inspection of task controls daily
- Undertake a weekly overall site safety audit
- Ensure subcontractors conduct self-safety audits
- Audit of at least one JSA and/or Permit to Work weekly
- Conduct a monthly safety audit (physical and systems) with Gerry Sullivan, Apollo Projects Group H&S Manager (or Designated Senior Apollo Representative)
- Conduct pre-qualification audits of contractors, reviews of contractor's submitted SSSP and post-construction contractor performance audits

Accident and Incident reporting

Apollo has a proactive accident and incident reporting process and an open policy with respect to the sharing of H&S related information as part of their response to the 'duty of care' to employees under the H&S at Work Act 2015.

On the recently completed QEII project, Apollo's proactive incident reporting raised eye brows at the Christchurch City Council. The high level of near miss reporting was initially considered a project 'out of control' – on the contrary – it demonstrated a proactive company with a high level of management and risk mitigation. However, to align with the Council's reporting figures, a new category of H&S reporting was implemented called Health and Safety Observations which the team rewarded with site shouts each month.

Christchurch City Council acknowledged Apollo's proactive reporting during the QEII development, noting its healthy safety culture needed to be applied across all Council projects.

The safety culture developed at QEII is the same culture created on all Apollo sites and the culture which will be fostered on this exciting proposed project.

SAFETY BY DESIGN

The following items have been incorporated into the building design and are important considerations in the build and operation of the project.

Access and Egress

The floor plan and layout has been designed to ensure safe access and exit in case of emergencies. This design has had input from the Fire Engineer to insure compliance.

Fire Detection System

The development is designed with fire detection to provide early warning of a fire event to all staff and customers occupying the development.

Plant Access

Mechanical plant will be installed at ground level adjacent to the office(s) – this will improve safe access for maintenance.

Safety Glass

Interior windows and full height exterior windows to the office(s) will be appropriately specified to ensure end user safety and by incorporating manifestations to full height glass will help identify the glass areas to public and occupiers.

Fall Arrest System

Roof access via a permanent cage enclosed ladder has been included including a Latchways pillar and cable system to allow roof maintenance and services to be undertaken in a safe manner that will prevent fall from height.

Non Slip coatings / surfaces

The design will consider the most appropriate surface selections particularly in wet environments, transition areas, showers etc.



BUILDING DESIGN

The building layout has been determined with input from the client. Appendix A includes the drawings which this proposal has been based on. A summary of the structure's design criteria and a record of key decisions or outcomes is provided.

Site

The current proposed site is located at 200 Main Rd, Christchurch. The site is a greenfield site and is generally flat in nature. The site has undertaken ground remediation and levelling as part of the subdivision works and has been classed as "good ground". It is anticipated little earthworks will be required and it is on this basis the report has been based.

General + Architecture

The building structure comprises a concrete floor and steel portal frame. The structure is modular in nature and will have a central row of columns spaced to allow these to be incorporated into the racking within the warehouse.

The external roof and upper portion of the wall cladding to the warehouse is coloursteel profiled long run iron. The remaining areas of the exterior of the warehouse shall be smooth precast with a paint finish to the exterior. The precast acts as both bump protection from material handling equipment, as well as fire protection (post fire stability). Two large 10m cantilevered canopies extend the full warehouse face of the East and West elevations.

The offices will be 2 story and will be located on the east side of the warehouse opposite the right of way off Main Rd for staff and customer convenience and to improve brand profile.

The mix of painted precast and aluminium cladding, along with large windows will assist to create an appealing environment for the end user. The use of some glazed partitions within the offices will assist transfer of natural light and create a modern office feel.

This structure is classified as Importance Level 2 with a design life of 50 years.

Design Features

Fit for Purpose

All materials, services etc have been chosen to ensure a quality high performing facility for the end user. Below is a summary of some of the specific features of this facility.

Natural Light

Incorporated into the warehouse are translucent panels to the roof at regular intervals to allow the area to operate on bright days with limited or no additional artificial lighting. The offices will incorporate a number of windows to allow natural light to the area to create a well-lit inviting space.

Office Cladding

The architectural appearance of the external elevations has been given detailed consideration due to the limited amount of design enhancements able to be incorporated to the long elevations of the warehouse building. The two story office has been intentionally positioned part way along to break up the long elevation, while also being positioned to have good visibility from Main Rd ROW. The offices will incorporate precast panels with timber imprint.

Joint Free Warehouse Slab

The floor will be post-tensioned, which is a form of prestressing and has several key advantages over conventional slabs – including eliminating or reducing shrinkage cracking-therefore no joints, and improved strength resulting in a thinner slab requirement. The slab has been designed to cater to the 75 kN back to back rack loading.

We have assumed the ground will be 6% CBR and level so that it is ready to receive engineered fill (100mm depth allowance only for imported fill).

Inward Pitched Cantilevered Canopies

The cantilevered canopies have minimum clearance of 6.2m but they have been sloped internally to create an enhanced aesthetic appearance and arguably better weather protection to the long elevations of the warehouse.

Structural

The structural system is very similar to ABC's other warehouse facility's but with a slightly wider span. A central row of columns will be incorporated due to the wider building however these will be spaced to be incorporated into the racking as to ensure clear movement of material handling equipment. Other differences largely relate to the extent of fire rated walls which are higher than earlier stages due to proximity to boundary's. These walls require larger foundations and concrete column encasement to ensure the stay standing in the event of a fire.

Stormwater and Sewer

Both Stormwater and Sewer have been allowed to be piped underground and be connected into the existing Council system located at the boundary. Stormwater will met both retention and detention requirements as set by the Enviro subdivision report.

FIRE

A preliminary fire review has been completed for the proposed facility which identifies the minimum requirements under the New Zealand Building Code

The following systems have been built into the design and project budget

- Egress doors with illuminated exit signage
- Emergency lighting – in accordance with NZBC F6 Visibility in escape routes
- Type 3 Fire Alarm system throughout the warehouse and office/cafe
- Signs in accordance with NZBC F8
- Install of an in-ground Hydrant system to the rear yard

Given the building exceeds 8m in height and is larger than 5000m², a Verification Method (VM2) solution will need to be engineered for the building. Although this takes time (upwards of 2 months) we are confident we will achieve a similar result to Stages 1-4 with the same level of fire protection, however roof vents may be required once a full evaluation is carried out. Costs for these vents are not included due to the requirement for these still being outstanding.

With regard to firefighting water supplies we have taken the approach that the existing network has the appropriate pressure to meet requirements. Further investigation of this will be required at the next stage.

The provision of a Type 18 building hydrant system will likely be required. This will need to be confirmed with NZ Fire Services at the developed design stage. However, for the purposes of pricing we have allowed a provision sum for an external hydrant system.

With regard to fire rating requirements, a minimum 30 minute FRR fire separation between the office and warehouse area is required. There is also requirement for the North, East and West walls of the warehouse to have fire rating. The East elevation will have precast to a height of 10.9m, the West elevation will have precast to a height of 10.1m with the North wall being full height precast. Each of these walls will be designed to meet the post-fire structural stability requirements with larger foundations and concrete column encasement around the steel.

The canopies cannot be used for storage i.e. they can only be used for loading and unloading.

HSNO

We have assumed compliance with HSNO, resulting from the storage of oils or hazardous substances, is the client's responsibility with no specific design included at this stage.

SERVICE DESIGN

Electrical Services

General power and lighting services have been included to the individual areas as detailed in the Outline Specification.

The electrical services include:

- LED recessed troffer pack lighting to all Administration areas to provide 400 lux at desktops
- High Bay LED lighting to Warehouse to provide 200 lux average at 1.0m above FFL
- Single phase power outlets distributed around office areas
- Single phase power outlets within the Warehouse
- 3 phase forklift charging points in the Warehouse
- Power supplies to Roller Shutter Doors
- Power supplies to the air-con and ventilation systems
- External canopy lighting to provide 160 lux at 1.0m above finished ground level and spot lighting provided from the exterior of the building
- The building to carpark area at 20 lux level

Telecommunications / Data

An optional provisional sum allowance has been allowed for data and it is our intention to go to the market for this trade / service.

Mechanical Ventilation / Aircon

In general, the ventilation and air-conditioning/heating systems throughout the facility are commercial standard and normal for this type of application. These include standard hi-wall heat pump air-con for meeting spaces and air-con cassette units for the larger open areas. The following capabilities have been allowed for:

- Open Plan: Heating – 7.5kW (3.0kW to 9.0kW), Cooling - 7.0kW (3.0kW to 8kW)
- Server Room – we have allowed for a Daikin FTXS46 High Wall Heat Pump Unit

Extraction to the amenities to meet code is allowed along with an extraction to the kitchenette to remove unwanted odours from cooking.

No heating or extraction to the warehouse area.

Plumbing

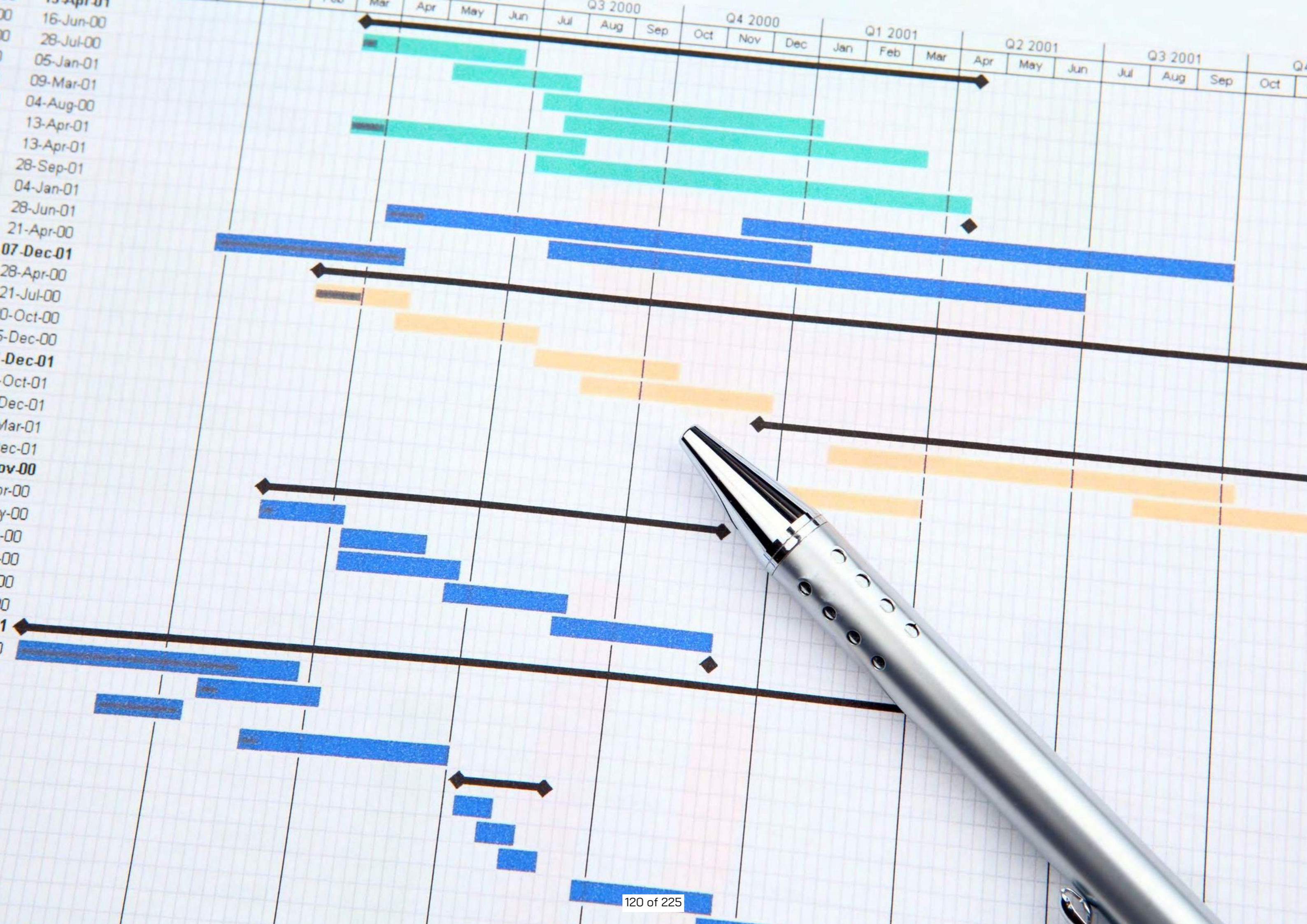
General plumbing services including tap ware and whiteware are included to amenities areas. Fittings are of robust commercial quality and align with those within ABC's other facilities.

Security

An optional provisional sum allowance has been allowed for Security and it is our intention to go to the market for this trade.

These costs include:

- Access control system and intercom system
- Intruder detection system
- CCTV system
- Motorised gates

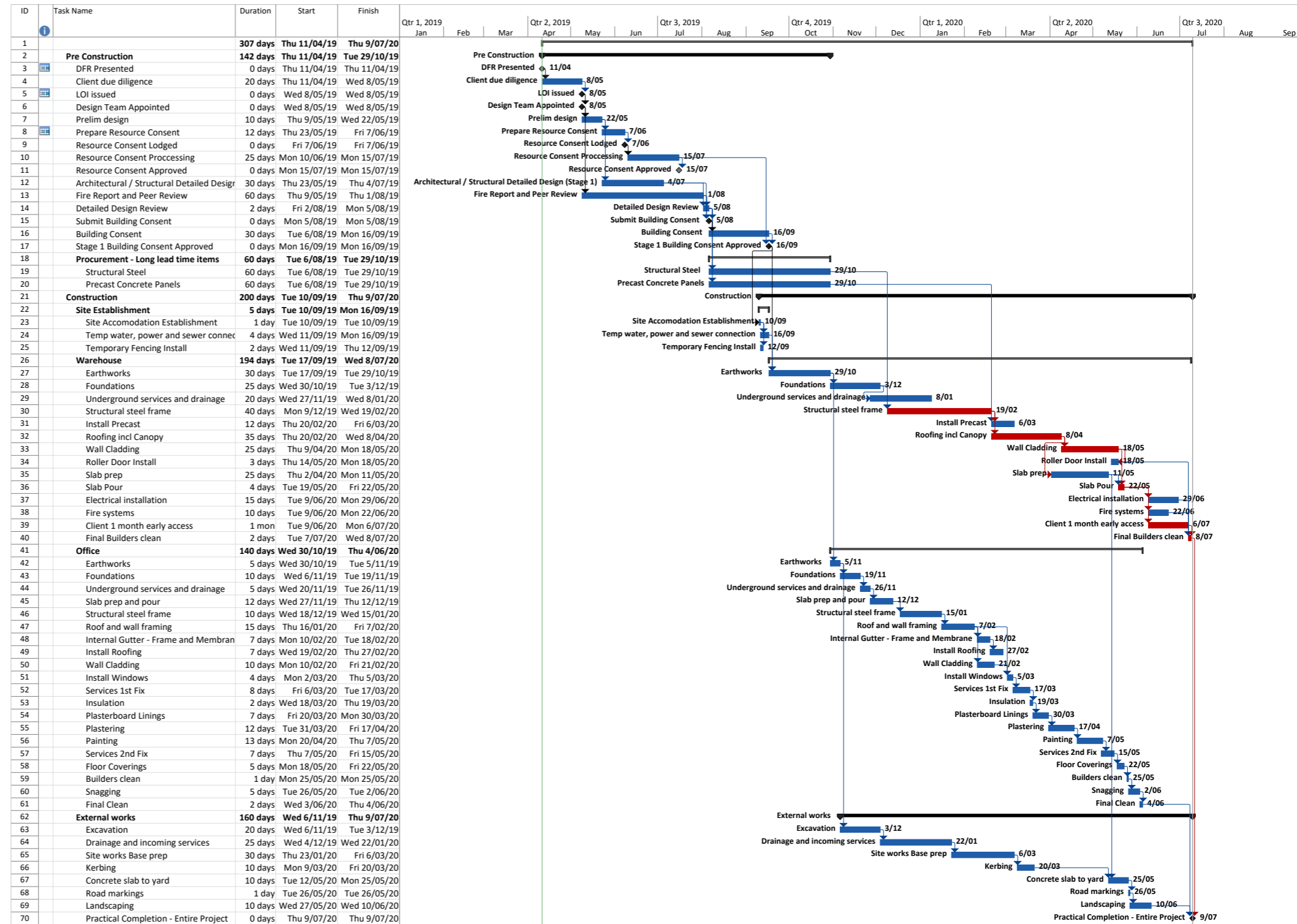


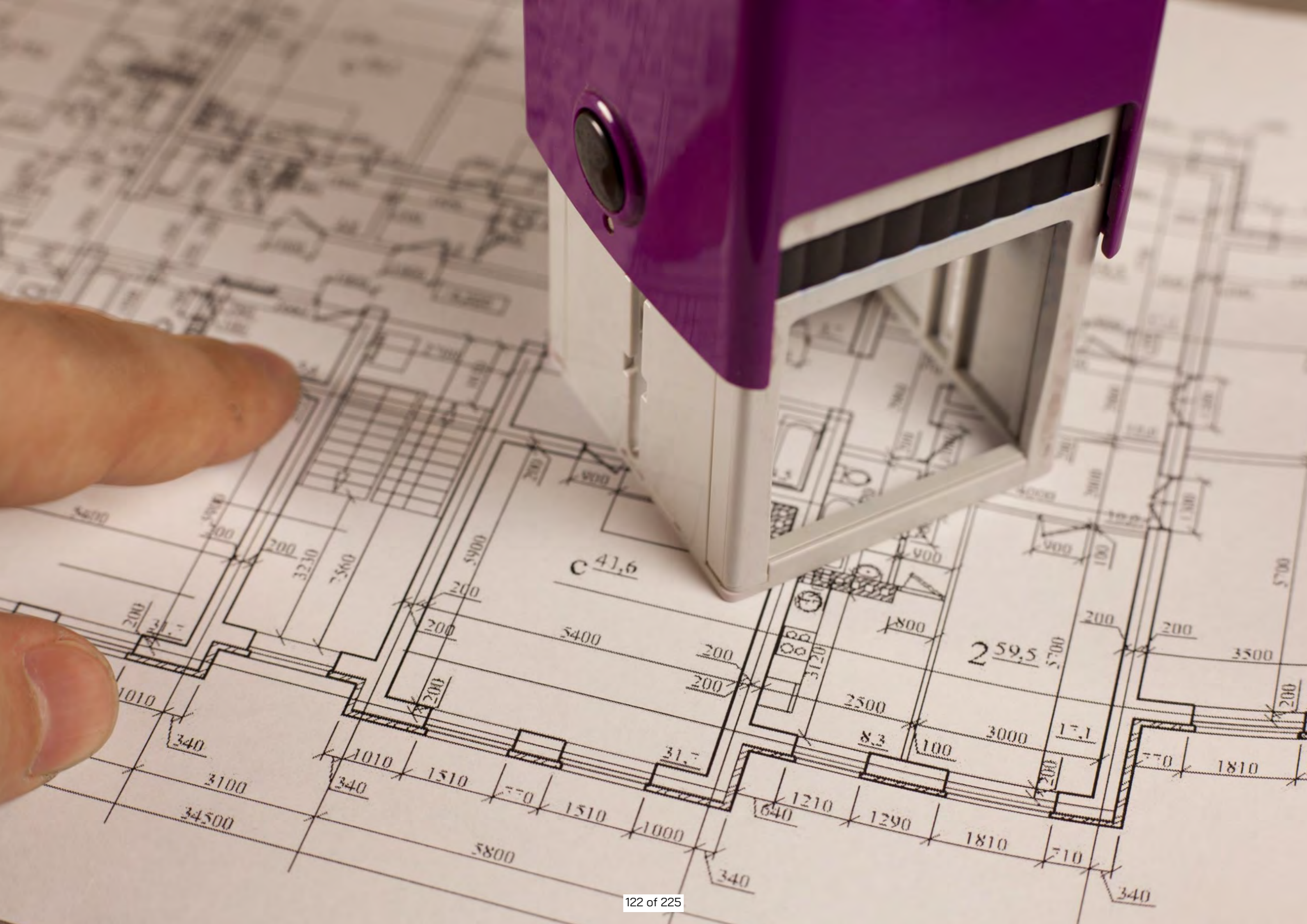
PROGRAMME

Milestones

The following timeframes provide a summary of the key project delivery milestones.

- Client LOI issued 8/05/2019
- Building Consent Lodgement 5/08/2019
- Site Establishment 10/09/2019
- Structure Erected 19/02/2020
- Building Enclosed 18/05/2020
- Client access for Racking 9/06/2020
- Project Completion 9/07/2020





CONSENTS

Resource Consent

A preliminary assessment has been carried out by the Enviro planning team. The preliminary planning assessment concludes that there will be a requirement for a Resource Consent to be undertaken.

Apollo will assist key stakeholders through this process once approval to proceed is provided however costs for this have been excluded at this stage.

Building Consent

A Building Consent for the proposed development will be required once the design has been completed. Apollo will coordinate and lodge the Building Consent.

Apollo's experience with the Christchurch City Council has been positive in getting Building Consents processed efficiently and as such a timeframe of around 6 weeks has been allowed in the programme for the project.



FORM OF CONTRACT

There are generally two forms of contract that would be used for a project such as this. NZS 3910 and NZS 3915.

In Apollo's opinion NZS3915:2005 Conditions of Contract for Building & Civil Engineering is a more suitable agreement as it is based around direct communication between the client and the contractor rather than NZS 3910 where an independent engineer sits between both parties.

This NZ Standard agreement is widely used in the New Zealand construction industry and is ideally suited to a contract where one party is responsible for the complete delivery of a project including engineering, procurement and construction.

It is expected that should the project proceed then specific terms and conditions can be discussed.

In terms of the type of agreement, it is expected that this will be a fixed price agreement between ABC Warehousing and Apollo Projects Ltd.



TRADE SUMMARY

Budget

To complete all the work as defined in the outline specification the cost will be

Total Project Budget: \$xx, xxx, xxx plus GST

as shown in the budget summary.

The above costs do not include the Options listed however they do include the Provisional Sums noted.

Provisional Sums

The following amounts are **included** in the budget as Provisional Sums – these figures include our margin. Provisional sums are provided where the cost to complete the work cannot be fully defined at this stage. The cost charged will be the actual cost plus the margin.

Building Consent Fees	\$66,000 Plus GST
Construction Monitoring	\$38,500 Plus GST
Fire Alarm & Hydrant	\$248,433 Plus GST

TRADE	PRICE
Preliminaries and General	\$ 537,157
Health and Safety	\$ 13,415
Excavation	\$ 273,596
Site works	\$ 128,034
Drainage	\$ 450,081
Concrete Founds/slab	\$,520,055
External Concrete	\$ 636,377
Precast Concrete	\$ 573,875
Structural Steel (canopies, treatment of steel that is external)	\$ 308,414
Carpentry	\$ 185,471
Access Equipment and scaffolding	\$ 40,000
Temporary security fence	\$ 10,412
Electrical	\$ 594,240
HVAC	\$ 61,500
Plumbing	\$ 60,089
Suspended Ceilings	\$ 24,505
Aluminium Joinery	\$ 21,329
Internal Aluminium Partitions	\$ 15,525
Roller Doors and PA doors	\$ 237,004
Colorsteel cladding, spouting & DP's	\$ 315,397
Glazing	\$ 1,698
Waste Recycling and disposal	\$ 13,235
Permanent security fencing	\$ 108,822
Floor finishes	\$ 23,728
Floor coatings	\$ 46,437
Final Clean	\$ 5,000
Misc Labour	\$ 5,000
Consultant / Design Fees	
Structural, Architectural, Civil, Hydraulics fees	\$ 250,000
Fire Consultant	\$ 21,000
Surveyor	\$ 20,000
Design/Consent Management	\$ 26,400
TRADES & CONSULTANTS FEES	\$
CONTINGENCY	\$
MARGIN 6%	\$
SUB TOTAL PROJECT COST EXCL GST	\$
PROVISIONAL SUMS (not included in the above summary) - includes margin - P&G above	
Consent Fees including Peer re-views and Planner	\$ 66,000
Construction Monitoring	\$ 38,500
Fire Alarm & Hydrant	\$ 248,433
TOTAL CONTRACT VALUE Excluding GST	\$

Contingency

The project budget contains a Project Contingency allowance of 3%. This allowance reflects the simplicity of the design but considers the level of design completed to date. The contingency also allows for any items that may still be required to be included in the budget and that we're contemplated by the Outline Specification. It should be noted however that this allowance is not for additional client items.

Options

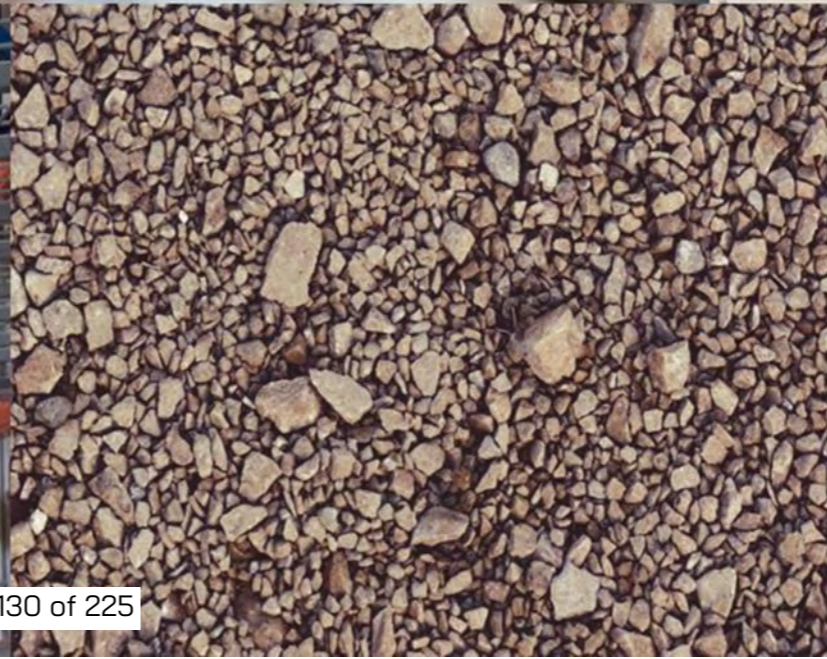
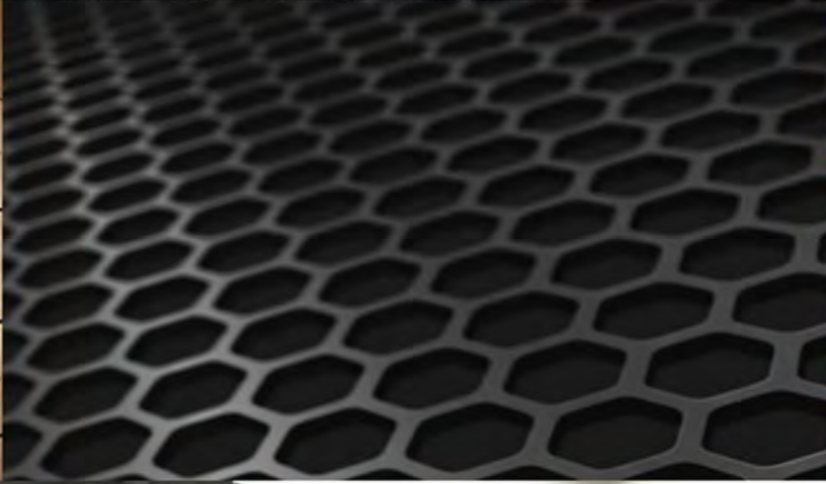
Fall restraint to the roof	\$36,073 Plus GST
Bollards & shrouds	\$32,648 Plus GST
Data	\$62,847 Plus GST
Security	\$249,700 Plus GST
Geotechnical Investigations and further reporting	\$27,500 Plus GST
Landscaping	\$113,516 Plus GST
Scale Pit (no allowance for scale)	\$2,750 Plus GST

Clarifications

- CAR Insurance by client
- Estimate price valid for 30 days
- Connection for power, water and drainage all assumed is at Lot 50 or Lot 51, no allowance for connections on Main Rd
- Allowed for one back flow preventer and one water supply to the building
- All precast panels are standard grey flat finish with paint to external face only, inside face of panel has no cover
- The Preliminary and General and Design/Consent Management cost are a fixed cost based on the scope included in this report.
- We have allowed to fill construction joints in concrete as per best practise but as concrete continuously moves and shrinks this joint can become larger and will need to be re-filled, the re-filling of this joint has not been allowed for.
- All options noted above are Provisional Sums
- If a client side Project Manager or Quantity Surveyor is added to the project after Apollo Projects have provided their proposal and were not made aware of this prior, Apollo Projects reserve the right to amend our proposal to cover the additional cost of dealing with the 3rd party representative

Exclusions

- Resource consent fees and development contributions
- Unknown ground conditions e.g. contamination, soft spots, extra excavation, hard fill and reinforced concrete if required, including excavation into rock
- Design or supplying loose furniture, fittings, reception desks, appliances and fire extinguishers
- No allowance for Joinery
- Supply and install of new transformer, as well as the reticulation required from existing transformer
- Retaining wall & associated works by developer
- Scale in warehouse - only allowed for scale pit
- Water connection costs
- Racking and materials handling equipment and building requirements necessitated by the storage of dangerous goods
- Temp power supply costs, electrical commissioning costs, external lighting and Mains Supplier Connection costs
- Glass or window treatments (blinds, curtains etc.) and company signage



OUTLINE SPECIFICATION

General

The Site

The proposed site is located at 200 Main Rd, Christchurch.

Scope of Works

The works includes all stages of the design and construction of the warehouse, associated canopies, offices, car parking, yard and landscaping.

The scope of works is defined by this Outline Specification in conjunction with the Bulk & Location Plan A020 Revision B (dated 22/03/19) prepared by GHD.

Materials & Workmanship

The proposed works shall comply with the following requirements:

- Statutory Laws and Regulations
- The New Zealand Building Act
- Local Authority Bylaws
- New Zealand Building Code: Acceptable Solutions
- Health & Safety & Employment Act
- Appropriate NZ Standards

BUILDING WORKS

Warehouse

Site Preparation

- It is anticipated the land has been remediated to acceptable “good ground” standard and that the finished levels only require Apollo to install 100mm of AP40 over the site. All other earthworks fall under the subdivision works.

Substructure

- Foundations to be designed and constructed on substrata in compliance with the Consulting Engineer’s design.

Warehouse Floor

- Post tension (PT) slab with 40 MPa concrete for abrasion with a nominal thickness to engineers performance specification and on compacted hardfill to engineers design.
- Concrete floor slab to be designed to support a uniform superimposed live load of 60 kPa or alternatively a minimum of 75 kN back to back leg load of 300mm spacing column support of the racking system giving a total capacity of 15 T per bay.
- The calculations are based on a heavy duty racking base plate of 120 mm x 120 mm.
- The column racking spacing is 2.700m x 0.900m.
- The floor shall be designed to support unlimited repetitions of a reach fork truck of a 5 tonne tare weight with a recommended load carrying capacity of no greater than 1 tonne load.
- Equipment operating on slab will utilize tyres that are solid rubber and pneumatic.
- Floors to be laid on vapour barrier polythene membrane.
- Construction joints to be galvanised steel edging; galvanized armoured at the roller doors, allow 6 months curing period after Practical Completion before the joint is filled. Construction joints to be dowel at centres designed by the Structural Engineer.
- The floors to be constructed to specification to support standard racking, with limitation at slab joints and perimeter as noted below.
- The values do not apply 1.5m from the construction joint and 1.0m from the outer perimeter of the warehouse floor.

- Allow to survey the floor within 24 hours of the floor being placed using the approved method.
- Floors to have a U3 burnished finish and sealed with an appropriate silicate anti dusting compound such as Ashford Formula, Pentrasil, Aquaron 1000 or Conslab Diamond with polythene wet cure for a minimum of 7 days and machine scrub on completion.
- Allowance to construct a floor scale pit within the warehouse slab.

Structural Steel

Warehouse

- Structural steel columns – clear height of 13m under the portal knee at the perimeter of the building.
- Structural steel portal frames to span to a mid-column central support – these will be located within the racking system incorporating a ridge support beam to allow for this.
- Corrosion protection to internal structural steel members, consisting of blast to Sa 2 ½ standard and apply inorganic zinc silicate shop primer (grey) to 75 microns DFT.

Canopies

- Corrosion protection to Structural Steel, consisting of hot dip galvanising and DHS purlins.
- Steel structure is to be designed in accordance to allow no concrete encasement on any of the structure.

Precast Perimeter Wall Panels

- Precast panels for the external perimeter will be a minimum of 2.4m in height or greater to comply with the requirements of the Fire Code.
- Joints of the precast perimeter walls will be sealed with an approved sealant.
- External surfaces of precast wall panels will be smooth concrete and free of blemishes (F5 finish to NZS3114) and paint finished to all elevations. Internal faces will be left in a natural concrete finish.
- Steel PFC’s will trim concrete panels at roller door openings.

Roofing – Warehouse

- 0.55 mm B.M.T. Diamond DP955 Colorsteel (Endura finish) or ST 963 supplied by Steel & Tube Ltd roofing with mesh and double-sided white faced aluminium foil Thermabar 344 or Flamestop 524 white.
- Translucent polycarbonate Wonderglass G.C HG4 clear roof sheeting or Amperlite SS40 polycarbonate roof lights being the equivalent of a minimum of 15% of the roof area will comply with the Fire Engineers fire report and installed in accordance with the manufacturers specifications (clearlights must be bromide free).
- Endura finish Colorsteel eaves gutter, supporting brackets, rainwater heads and overflows to comply with the Building Code.
- Bird and vermin proofing to be provided at door openings, cladding and roofing closures, but not to canopy purlins or structure.
- Gutters and associated roof drainage will be designed to a 1:20 year return period and sized according to the roof area.
- Downpipes will be PVC where exposed externally and vehicle protection in yard or access ways.
- Overflows will be provided to all gutters and rain water heads.

Roofing – Canopies

- 0.55 mm DP955 or ST963 (Endura finished) Colorsteel roofing with flashings to match, over galvanized roof mesh. No allowance for underlay to the canopy, but Colorsteel roofing will be Colorsteel protected both sides where roofing is exposed to the underside of canopy.
- Colorsteel folded internal gutter will line the inside of canopies with butynol membrane which will be applied to the inside line with PVC painted downpipes.
- Provide external protection to the downpipes 1.2m height.
- Minimum height for the underside of the structural steel will be 6.250m.

Motorised Roller Doors to Warehouse

- x14no. commercial grade polyester powder coated (exterior grade) roll formed galvanized steel with interlocking slats for the electrically operated roller doors. These will have wind lock door guides set at a minimum of 100mm deep which will be fixed to precast panels or structural steel. Doors at 5.0 m wide x 5.5 m high.
- There will be x6no. fast acting rapid roller doors fitted to the inside of the doors noted above or a kombi unit installed. Location of the x6 rapid doors are on the Grid 1 (Lot 11) side.
- Bird proofing added to the head of roller doors.
- Manually operated security bolts will be added to the sides at the floor level of each door.
- 1.2m high AFFL x 165mm dia galvanized steel Trugard SB 165G bollards or similar with a powder coated yellow finish which will be bolted to the concrete floor. Concrete will be filled with a round cap located to the external face of roller doors and at trafficable corners.

External Doors to Warehouse

- x14no. PA doors. Doors shall be Metalbilt, Exal or similar steel faced solid doors and frames with paint finish from strike shields and Lockwood hardware or similar. Security anti-jimmy bars, latch guards and anti-lift hinges will be applied to all external doors to comply with egress and fire requirements. We will provide heavy duty door closers and master keying as well.

Wall Cladding

- 0.4mm DP955 or ST963 Colorsteel (Endura finish) for the vertical cladding that will be fixed to the steel girts (above the precast).
- Provide bird proofing to building envelope, Colorsteel (Endura finish) flashings and gutters.

Fall Arrest System – incl as option

- Supply and install a fall arrest system on high level roofs. This will comply with AS/NZS 1891.4.2001 And 2009 consisting of 316 stainless steel life line approx. 2.0m from the gutter line.
- The lifeline will be secured by engineered certified galvanized mild steel roof anchors which will be fixed to the roof purlins with all penetrations sealed to E2 code.
- There will be painted yellow lines across a safe zone over the roof to remind people about the boundaries of fall danger zones.
- Install roof anchors to the canopies and the two level office roof as diversion attachment points.
- Monkey toe (or similar) caged ladder
- Provide PS1 and PS4 from Engineer and PS3 from Contractor on completion.

Lighting

- LED high bay light fittings will be suspended from the structure to achieve a 200-lux average at 1.0m above floor level to open plan layout.
- The warehouse lighting will be switched in zones from switches located next to the amenities area door and a second location at the west end of the warehouse. Each zone will have the ability to reduce the lighting by 50%. A light level sensor will be installed which will reduce the lighting to 50% when there is a high level of natural light.
- Lighting zones will be agreed with client.
- Base build design will take racking into consideration and allows for standard 2.2m wide aisles.
- We will install emergency lighting to serve all egress routes to comply with the NZ Building Code.

Canopy Lighting

- Hi-bay energy efficient LED canopy exterior light fittings will be suspended from the structure to provide a maintained average 160 lux at 1.0m above floor level.
- Minimum clearance of 6.250m will be provided.

Electrical

- The main switchboard will have suitable take off for sub main DB's.
- Main switchboard will also be metal clad board which will be wall mounted complete with metering facilities to comply with Local Authority standards.
- Provide protection for the switchboard from forklifts by installing bollards.
- Provide power supply to roller shutter doors.
- Allow 16no. double GPO's along the perimeter warehouse wall.
- Make a provision on the switchboard for a security system.
- We will allow for 6no. three phase 20 amp outlets within the warehouse.
- Excludes any specific design or electrical requirements for hazardous areas.
- For each roller shutter door install 3x double GPO's and 2x double data points.
- Allow x10 32amp power supply to fork lift charging stations located under the canopy on Lot 4 side.

OFFICE

Office building will be two storeys of approx. 288sqm.

Office – Building Works

Ground Floor

- 30 MPa strength concrete on polythene to receive the desired floor finishes.
- Reinforced concrete floor.

Upper Floor

- Comflor reinforced concrete suspended floor with 30 MPa strength concrete to receive the desired floor finishes.
- The Floor will be supported on a structural steel support structure designed by the Structural Engineer and fire rated as required by the Fire Engineer

Walls

- Exterior linings to perimeter will be precast with timber imprint, with tinted glazing to suit the architects design.
- Constructed using structural steel frame and galvanized purlins or timber frame and truss. Exposed internal faces of structural steel columns will be lined in gibraltar board and paint finished.
- Structural steel members to have appropriate corrosion protection applied, consisting of blast to Sa 2 standard and apply Intergard 251 or Interzinc 42 zinc shop primer.
- 30-minute fire rated wall (full height) between warehouse and office.
- All external timber perimeter walls will be insulated.

Roofing

- 0.55 mm DP955 or ST963 colorsteel (Endura finish) roofing with flashings to match over CoverTek™ 405 underlay under roof cladding, with Thermabar™ 397 F.R. fire retardant light diffuser foil to support 75mm R1.8 Pink batts.
- Viking TPO (or similar) to Building Code requirements over 18mm treated plywood set to falls with propriety preformed rainwater sumps and overflows as required.

Internal Walls

- Timber framed or metal framed partitions, fire rated where required with gibraltar board lining to level 4 and paint finish.
- Amenity walls where adjoining office partitioning will be sound insulated and taken to underside of the upper floor or roof for sound insulation.
- Toilet/amenities to have typically 13mm aqualine gibraltar board lining, stopped and painted to level 4 finish. Wall behind wall hung urinals to have Seritone or similar finish to a minimum height of 1.2m.
- Office and amenities as generally shown on Floor Plan incorporating a meeting room, open plan offices and a breakout room.

Windows and Doors

- Windows will be selected colour powder coated commercial section aluminium double glazed joinery. Glass thickness will be weight for size.
- Matching aluminium flashings by the window manufacture.
- Internal doors to be a combination of standard and 2.4m high doors with hardware. Paint finish to doors. Solid core door to high traffic areas such as male & female toilet entrance and access doors to the warehouse.
- Personnel access and fire egress doors will be installed to meet Building Code requirements.
- Full height double leaf aluminium entrance doors to match the aluminium joinery, with commercial grade hardware, including stainless steel tube door handles.

Ceilings

- Ceilings will be exposed both ways prefinished metal 1200 x 600mm grid suspended ceiling system with Armstrong Ultima mineral fibre ceiling tiles or equivalent.
- Floor to ceiling height 2.7m.
- Toilets/amenities to have Aqualine gib lining to level 4 paint finish.
- Minimum floor to ceiling height in amenities will be 2.4m.

Plumbing

- Provide 5no. unisex amenities.
- Provide 1no. accessible toilet to comply with the disabled code, including a shower.
- Amenities to the office will have WC units and hand basins to comply with Code requirements
- Vitreous china WC pans, floor mounted with thermoset plastic seats with vitreous china dual flush cisterns.
- Vitreous china urinals will be wall hung.
- Vitreous china hand basins to be set in a laminated vanity with built in splash back and front skirt with overhead mirror. Taps to be single lever mixer.
- Chrome plated toilet roll holders, coat hook and towel rings.
- Mirrors to be provided above the vanity and hand basins.
- Provide a 45litre stainless steel cleaners sink with hot and cold faucets and hinged bucket grate within amenities area.
- Provide 8x external tap points; 2x landscape plots, 2x adjacent to roller doors, 1x to office roof and 1x to warehouse roof.
- 180litre mains pressure hot water cylinder to amenities installed to Code requirements; with seismic restraint, MDEP moulded cylinder tray, 40mm tundish, equal valve set and copper pipework.

Office Electrical

- Lighting levels as required by the NZ Building Code to all areas and in accordance with current lighting design practice, with a maintained average 400 lux at desktops on office areas.
- LED light fittings recessed where suitable.
- Switches shall be located adjacent to main entry/exit points to each area.
- General power outlets to the office perimeter with one double GPO for every 8 sqm on an open plan basis.
- Cat 6 outlets to the office perimeter with one double outlet for every 8 sqm on an open plan basis.
- Recessed or surface mounted fittings to provide an average level of 200 lux to amenities.
- Provide one double RCD protect in amenities.
- Emergency lighting as required by NZBC.
- Three (3) 100mm duct under the yard area for communication supply (phone and data) from main feed at the street boundary to designated area within the office where demarcation panel is installed.
- Security Alarm installed as part of security provisional sum.

Floor Coverings

- 2mm sheet vinyl coved 100 mm to perimeter finished with aluminium trim cap and vinyl welded at joints to lunchrooms.
- Commercial grade 500 mm X 500 mm, direct stick carpet tiles to office area
- Provide mat at main entrance door.

SERVICES

Security and Data

- Including cabling, Data Cabinet, Phones, Wi-Fi and switches.
- Provisional Sum allowance for Security works including:
 - Access control system and intercom system
 - Intruder detection system
 - CCTV system
 - Motorised gates

Water Supply

- Water supply to be reticulated to amenities, hot water cylinder, cleaners tub, hose taps; hot water heating facilities supplying the kitchen, amenities and toilets.
- Connection point, water meter and backflow preventer to the public reticulation network is at the boundary. Meter to be supplied and installed.

Drainage

- Stormwater drainage will be provided to drain all stormwater runoff from the warehouse, offices, canopies, yard areas and carparks.
- Wastewater & stormwater drainage will be discharged into the network facility.
- Provide storm water filters, detention and retention systems as required by the Territorial Authority.

Electrical Main Services

- An electrical pillar box or transformer will be located at the boundary of the site, suitable for normal warehouse /office building loads.
- Mains cable will be provided from the pillar box / transformer to the electrical main switch board – 40m allowance within this report until location fully defined for transformer location.
- Provide 2no. 100 mm PVC electrical conduits (one spare) from the pillar box on the boundary to the switchboard; terminated 100mm above floor level.

Mechanical Services

- X1no. Cassette unit to each of the Open Plan offices
- X1no. Hi-wall to each of the Meeting Rooms
- Noise levels not to exceed NC 45.
- Air-conditioning will be zone controlled as designed by the Mechanical Services Consultant.
- Extract ventilation will be provided in all amenity areas to meet Building Code requirements.
- Fresh air to the office areas to comply with the Building Code
- Provide structural supports to house the mechanical services equipment and secure on a weather durable platform with maintenance access (if necessary) to protect the roof.

Office

- Design Perimeters:
- Summer Outdoor Conditions: 27.0°C DB
- Winter Outdoor Conditions: 5.0°C DB
- Indoor Temperature: 22.0°C
- Fresh Air 10L /S person
- Occupancy rate 10m² per person:
- Total power and lighting Input: 20W per m²
- Humidity: 60-80%
- IT Room: Inverted type separate A/C on independent controls.
- Documentation: Three full sets of "as built" drawings and operating manuals upon completion.

Fire Protection

- Engineer to comply with the NZ Building Code and relevant fire codes.
- Allowance will include if required in the Warehouse.
- Storage class 3 flammability – liquids category D, but excluding specific design requirements for hazardous goods such as bunding, caging, segregation and dangerous goods bunker.

Office, canopy and other areas:

All fire protection to meet NZBC Acceptable Solutions

- Monitored manual fire alarm if specified by Fire Engineer.
- Fire egress doors in accordance with the Fire Engineers report.
- Fire rating to walls, where required by fire engineering design.
- X3no. fire hydrants to rear of warehouse
- Sprinklers to be installed is so called for by the Fire Engineer

SITE WORKS

Carpark/Pavement Design

- Concrete to the office carpark areas on compacted hard fill to engineers design.
- Concrete yard areas to truck drive through will be a minimum 150mm thick. We have allowed that this will be done as a Post Tension slab on 100mm imported AP40. Remaining fill and shaping by subdivision sub-contractor.
- The Contractor shall engage the services of a Registered Surveyor to survey the sub grade levels and the base course levels to confirm the yard levels are as specified.
- The concrete yard area shall be designed to carry B Trains and container loads with an axle load of 16 tons. Containers to be stored one high with a minimum 500mm apart.
- Fork hoists to yard areas to be pneumatic wheeled with a maximum capacity 4.5 tonne lift with unlimited repetitions.
- Concrete yard to be finished with a powered trowel machine sufficient to bring the slab to a hard-smooth brush finish.
- Free movement construction joints with proprietary galvanized angles to be determined by the Engineer.
- Concrete kerb and channelling to edges of hot mix and concrete yard. Painted carpark markings.
- Heavy duty crossings to street connections
- Security black coated chain link security fencing to a height of 2.1 m with 2 rows of barb wire around the top of the fence and gate.
- Four (4) electrically operated sliding gates, 2.1m high at entrance and exit to site where shown. These will be included in the Security Package.

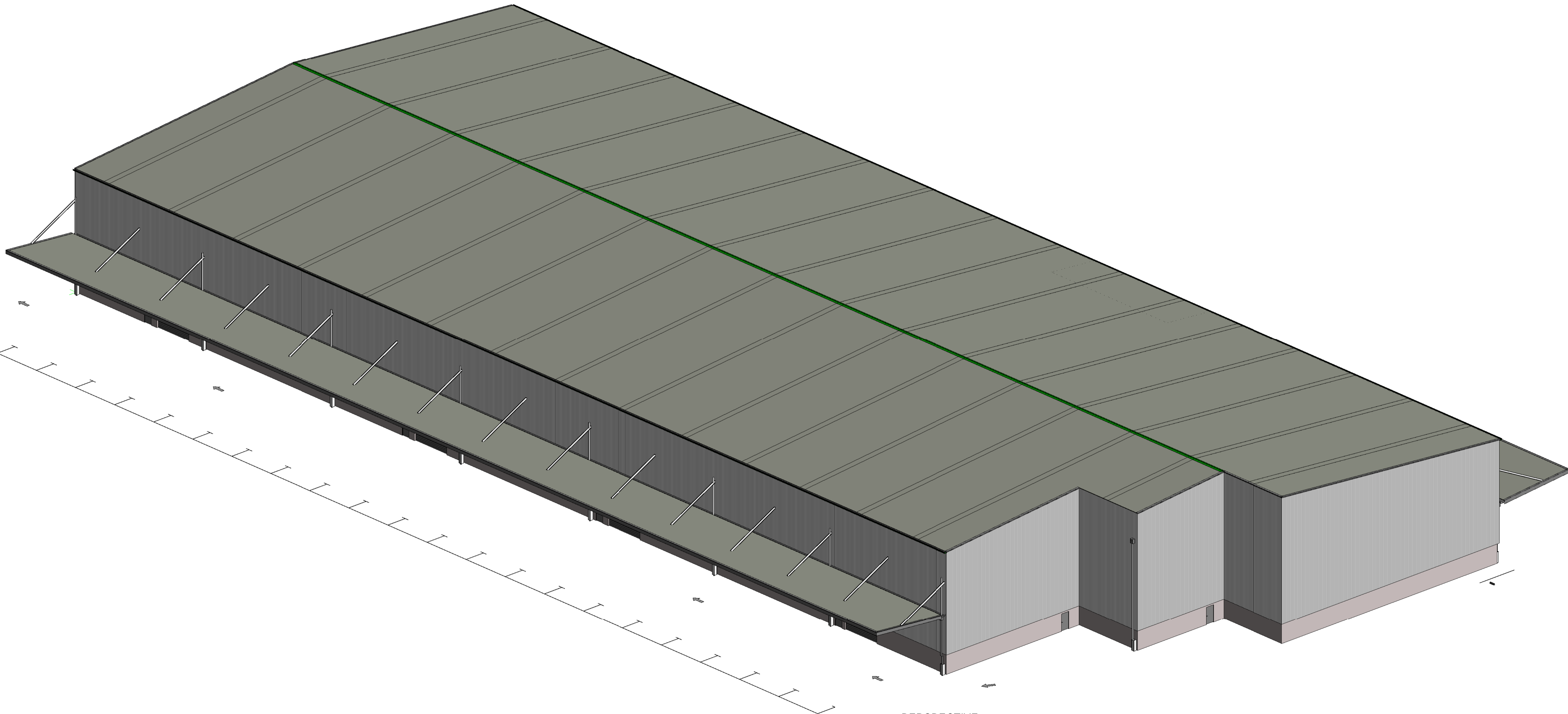
Landscaping – incl as option

- Basic allowance only included in provisional sum for all landscaping works. Scope to be determined at next stage.

Exterior Lighting

- Carpark lighting to be photocell or time clock operated provided from the exterior of building or canopy to

APPENDIX A CONCEPT DRAWINGS



PERSPECTIVE
SCALE

PRELIMINARY

UNDER REVISION

No	Revision	Drawn	Date

Apollo
PROJECTS

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Scale

Client **APOLLO PROJECTS**

Project

Title **ARCHITECTURAL LEGEND AND NOTES**

Original Size **A1** Drawing No: **A002**

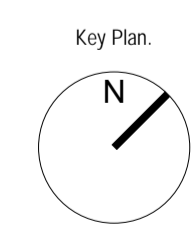
Rev: **UR**



PROPOSED SITE AREA:	
LOT 9 & LOT 10 & PART LOT 4 COMBINED:	16938.6m ²
R.O.W.:	897.6m ²
WAREHOUSE FLOOR AREA: 9129.5m ²	
OFFICE GROUND FLOOR AREA: 144m ²	
OFFICE FIRST FLOOR AREA: 144m ²	
GROSS FLOOR AREA: 9417.5m ²	
CANOPY AREA: 2699.7m ²	
SEALED YARD AREA: 5896.3m ²	
LANDSCAPING PROVIDED: 1768.5m ² (10.4%)	
SITE COVERAGE 54.74%	
CAR PARKING PROVIDED (INCLUSIVE OF 2 ACCESSIBLE) 29	

* SUBJECT TO ANY RESOURCE CONSENT, FIRE REPORT AND LOCAL AUTHORITY REQUIREMENTS & APPROVALS
 * PLANTING TO LANDSCAPING AREAS TO COMPLY WITH WATERLOO DESIGN CONTROLS GUIDELINE
 * SITE COVERAGE % DOES NOT INCLUDE CANOPIES

SITE PLAN - OPTION 2
SCALE 1:500



PRELIMINARY

No	Revision	Drawn	Date
B	FOR INFORMATION		22.03.19
A	FOR INFORMATION		21.03.19



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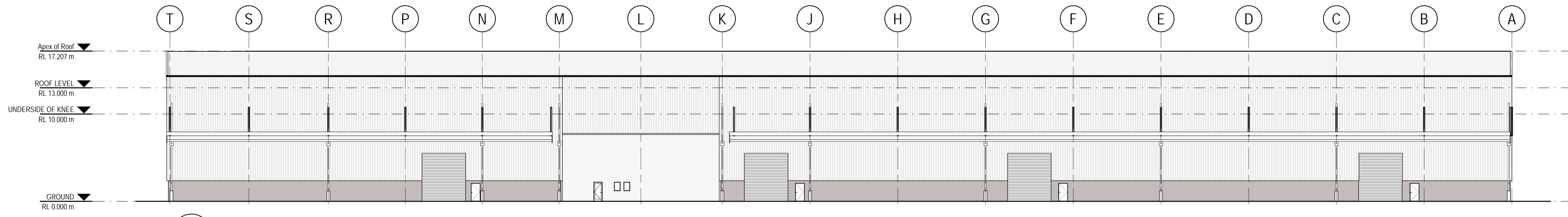
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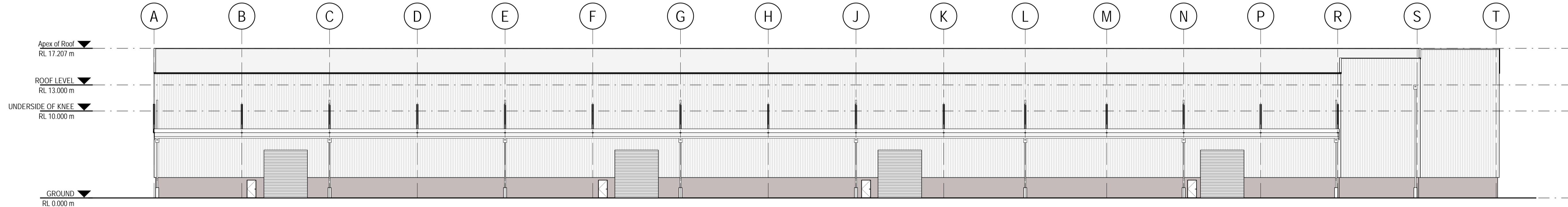
Scale As indicated

Client **APOLLO PROJECTS**
 Project
 Title **ARCHITECTURAL WORKS BULK & LOCATION PLAN - OPTION 2**

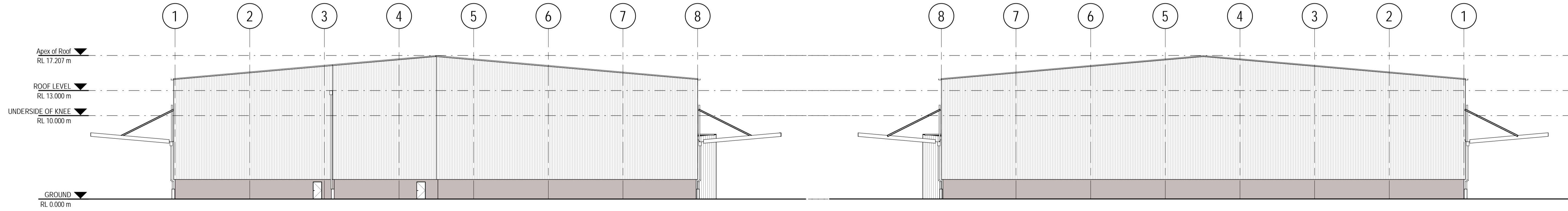
Original Size **A1** Drawing No: **A020** Rev: **B**



1 GA ELEVATION 1
SCALE 1:250



2 GA ELEVATION 2
A100 SCALE 1:250



3 GA ELEVATION 3
SCALE 1:250

4 GA ELEVATION 4
SCALE 1:250

No	Revision	Drawn	Date



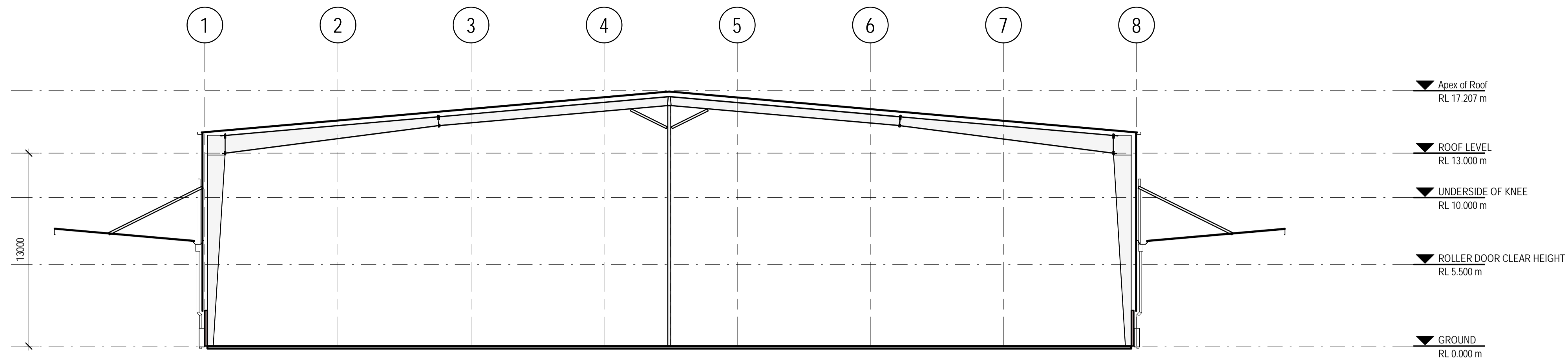
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Client **APOLLO PROJECTS**
Project
Title **ELEVATIONS - SHEET 1**
Original Size
A1 Drawing No: **A400**

PRELIMINARY

Rev:



1 SECTION
A100 SCALE 1:200

UNDER REVISION

No	Revision	Drawn	Date

Plot Date: 1/04/2019 5:57:31 PM Cad File No: E:\Revit 2018 Local Files\12507399- Sorted Stage 5_C18_rromero.rvt



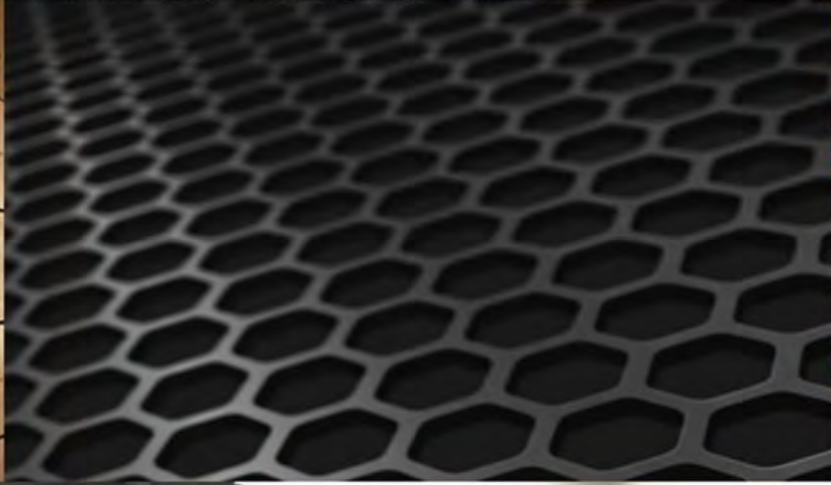
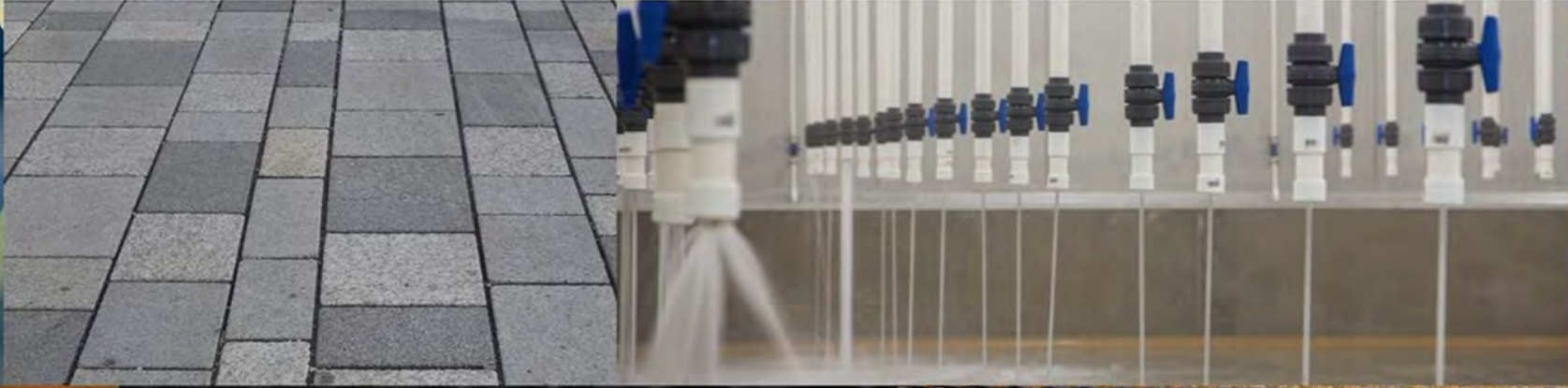
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Client **APOLLO PROJECTS**
Project
Title
SECTIONS - SHEET 1
Original Size
A1 Drawing No: **A450**

PRELIMINARY

Rev: **UR**



RDS-011-012 INDIVIDUAL DISPATCH OFFICES

Room Details

Number:	11,12
Name:	Individual Dispatch Offices
Area:	15 m ² each

Room Description:

Individual offices or break out meeting rooms located directly off the main open plan dispatch office.

Accessibility: Level threshold flush door transitions.

Internal Finishes:

Floors	Tarkett Desso Fuse Carpet Tile
Walls	L4 stopped 13mm standard plasterboard. Paint finish
Ceiling	Height: 2.65m Finish: 1.2 x.600 Armstrong Ultima+ acoustic ceiling tile within suspended ceiling subframe with seismic bracing
Doors	Solid core painted door within aluminium jamb with glazed slide light
Hardware	Allegion Bergen 700 lever
Skirting/ Trims	Anodized aluminium skirtings.
Acoustics	Ceiling surface treatment 0.70 NRC Insulation batts to walls between offices

Equipment / Fitout/ Fixtures & Fittings:

Loose furniture and equipment by client

Services:

Lighting	Designed to comply with AS/NZS 1680 as a minimum standard. <ul style="list-style-type: none"> › 400 lux average horizontal maintained (uniformity = 0.7+) at desk level. › Fittings – See Electrical schedules code D
Power	2no. 10A double switched socket outlets, flush wall mounted to each office
Comms/Data	2no. Cat6A double outlets, flush wall mounted unless noted otherwise to each office
HVAC	Heating and cooling to maintain 21±2°C via high wall air conditioning unit per space Tempered mechanical fresh air to meet NZBC G4
Water	N/A
Waste	N/A
Fire	Type 4 Fire Alarm System in accordance with NZS 4512:2010

RDS-013 CAFETERIA

Room Details

Number: 13
Name: Cafeteria
Area: 101m²

Room Description:

Staff lunchroom / Cafeteria area
 Connection to both the office and ELA via the corridor

Accessibility: Level threshold flush door transitions.

Internal Finishes:

Floors Tarkett Primo vinyl flooring
Walls L4 stopped 13mm standard plasterboard. Paint finish.
Ceiling Height: 2.65m
 Finish: 1.2 x.600 Armstrong Ultima+ acoustic ceiling tile within suspended ceiling subframe with seismic bracing
Doors Solid core painted door within aluminium jamb
Hardware Push / Pull handles with door closer
Skirting/ Trims 150mm vinyl coving with pvc capping
Acoustics Ceiling surface treatment 0.70 NRC
 Insulation batts to wall between office

Equipment / Fitout/ Fixtures & Fittings:

Kitchenette joinery unit – Formica benchtop with S/S sink, drawers and cupboards under and cupboards overhead with a My Sport M Kitchen Mixer. Glass splash back. Central island with cupboards under.

Zenith Classic Hydrotap – Hot / Cold Filtered water tap

Loose furniture and equipment by client

Appliances by client / tenant

Services:

Lighting Designed to comply with AS/NZS 1680 as a minimum standard.
 > 240 lux average horizontal maintained (uniformity = 0.7+) at bench level.
 > Fittings – See Electrical schedules code D

Power 12no. 10A double switched socket outlets, flush wall mounted–

Comms/Data 2no. Cat6A double outlets, flush wall mounted unless noted otherwise –
 1 no. double ceiling mounted for wireless access points-

HVAC Heating and cooling to maintain 21±2°C via in ceiling cassette air conditioning units
 Tempered mechanical fresh air to meet NZBC G4
 Domestic rangehood extraction allowance

Water Reticulated Hot and Cold-water supply

Waste Sanitary drainage

Fire Type 4 Fire Alarm System in accordance with NZS 4512:2010

RDS-014 CIRCULATION

Room Details

Number:	14
Name:	Circulation
Area:	75m ²

Room Description:

Circulation corridor to circulate persons from the main and dispatch office, Café, ELA, Chiller to the Ablutions.

Separate covered staff only entry point.

Accessibility:	N/A
-----------------------	-----

Internal Finishes:

Floors	Tarkett Primo Safe T slip resistant vinyl flooring
Walls	Kingspan within circulation only Exposed precast panel surround to door L4 stopped 13mm standard plasterboard. Paint finish.
Ceiling	Height: 2.65m Finish: 1.2 x.600 Armstrong Ultima+ acoustic ceiling tile within suspended ceiling subframe with seismic bracing
Doors	Solid core painted door within aluminium jamb Kingspan CS panel PA doors to ELA and Chiller
Hardware	Allegion Bergen 700 lever Push / Pull handles with door closer
Skirting/ Trims	Vinyl cove 150mm
Acoustics	N/A

Equipment / Fitout/ Fixtures & Fittings:

Double glazed thermally broken window to ELA

Services:

Lighting	Designed to comply with AS/NZS 1680 as a minimum standard. <ul style="list-style-type: none"> › 240 lux average horizontal maintained (uniformity = 0.6+) at floor level › Fittings – See Electrical schedules code C
Power	3no. 10A double switched socket outlets, surface mounted conduit
Comms/Data	N/A
HVAC	Tempered mechanical fresh air to meet NZBC G4
Water	N/A
Waste	N/A
Fire	Type 4 Fire Alarm System in accordance with NZS 4512:2010

RDS-015-17 FEMALE BATHROOM

Room Details

Number:	15,16,17
Name:	Female Bathroom, Changing Room and Cleaner's Cupboard
Area:	29m ² , 3m ² , 1m ² ,

Room Description:

Female only bathroom complete with WC stalls and basins
 Single private changing room
 Small cleaners' cupboard located at the entrance of the female toilets

Accessibility: Level threshold flush door transitions – Slip resistant floor finish

Internal Finishes:

Floors	Tarkett Primo Safe T slip resistant vinyl flooring laid over concrete slab – point drain. 150mm continuous welded upstand., pencil cove
Walls	L4 stopped 10mm aqualine plasterboard. Paint finish. High Pressure Laminate Partitions
Ceiling	Height: 2.65m Finish: L4 stopped 10mm aqualine plasterboard. Paint finish.
Doors	Painted solid core door within aluminium jamb High Pressure Laminate Partition Doors
Hardware	Push / Pull handles with door closer Snip lock with door stop / hook to back of partition doors
Skirting/ Trims	Vinyl cove 150mm
Acoustics	N/A

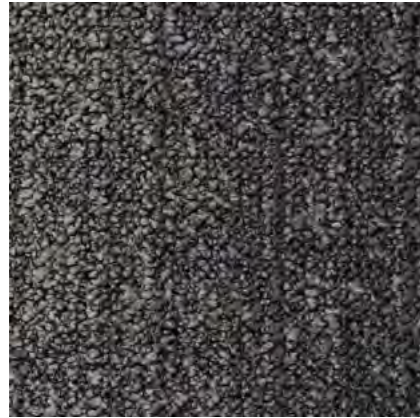
Equipment / Fitout/ Fixtures & Fittings:

Toilet – Caroma Leda pan and cistern x4
 Basin – Caroma Carboni II semi recessed basin x4 mounted to Formica bench with Delabie Tempomix Auto shut off Basin Mixer x4
 Mirror to full width of Formica bench
 Stainless steel cleaners sink x1 with Methven Awa tub taps
 Dyson V Blade hand dryer x2
 Bench seat constructed with painted wall mounted brackets and timber slats
 Timber rail with coat hooks mounted above bench seating

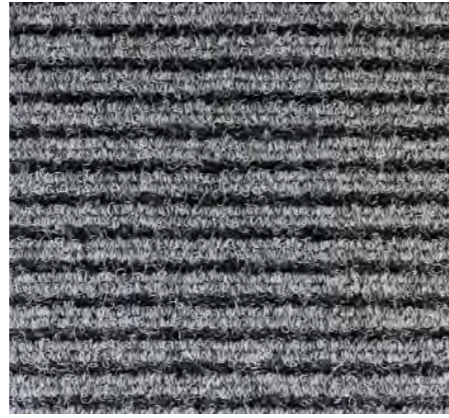
Services:

Lighting	Designed to comply with AS/NZS 1680 as a minimum standard. <ul style="list-style-type: none"> › 240 lux average horizontal maintained (uniformity = 0.6+) at floor level › Fittings – See Electrical schedules code C
Power	1no. 10A double switched socket outlets, flush wall mounted– Power to hand dryers
Comms/Data	N/A
HVAC	Mechanical extract ventilation to meet G4 (8-12ACH) Tempered mechanical fresh air to meet NZBC G4
Water	Reticulated Hot and Cold-water supply
Waste	Sanitary drainage
Fire	Type 4 Fire Alarm System in accordance with NZS 4512:2010

PICTORIAL SPECIFICATION



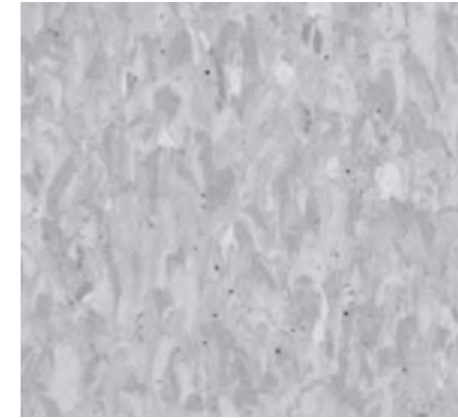
Tarkett Desso Fuse Carpet Tile



Advanced DecoRIB Entry Mat



Asona Triton Ceiling tile



Tarkett Safe T Vinyl



Rheem office laser water boiler unit



Allegion Bergen 700 lever



Glazed door and sidelight



Bathroom Push / Pull Handles



Kitchenette Example



Toilet Partitions



Two- Tier Lockers



Changeroom bench with Mirror



Caroma Carboni II Basin



Caroma Venecia Basin with Shroud



Caroma Leda Toilet Pan



Caroma Cube Urinal



Delabie Tempostop Tap



Caroma Flickmixer – Care Basin Mixer



Methven Awa cleaners sink tap



Caroma Leda Care Pan



Drop down ACC shower seat



Stainless Steel Cleaners Sink



My Sport Kitchen Mixer



MacDonald Clean Seal Slide Shower



Delabie Thermostat Shower Mixer



Electrical Fitting Type A



Electrical Fitting Type B



Electrical Fitting Type C



Electrical Fitting Type D



Electrical Fitting Type E



Electrical Fitting Type F



External Pole Light Type G



Coldstore PA Door



Gate



Bollard



Coldstore sliding Door



DESIGN + CONSTRUCTION

Presented by

Keeva Irving

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APPROVALS

Report Author: Signed  Full Name: Keeva Irving

Reviewer: Signed  Full Name: Steve Hastie

Budget: Signed  Full Name: Ben Ayson

Programme: Signed  Full Name : Keeva Irving

6. REGULATORY

Agenda

6. Regulatory

6.1 Activity Report from Environment Canterbury

Date of meeting	20 July 2023
Agenda item number	6.1
Author/s	Environment Canterbury Staff

Purpose

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

Recommendations

THAT Chatham Islands Council

1. **Receives the report.**

Background

The following reports are for your information only. All resolutions included in these reports were considered at the Steering Group meeting on 4 July 2023.

Agenda 2023

Chatham Islands Council Steering Group

Date: Tuesday, 4 July 2023
Time: 9.00 AM
Venue: Council Chamber
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
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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6. Mihi / Karakia Whakamutunga - Closing44

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 - 23 May 2023

Chatham Islands Council Steering Group

Date of meeting	Tuesday, 4 July 2023
Author	Petrea Downey, Committee Advisor
Endorsed by	Catherine McMillan, General Manager Governance

Purpose

1. The previously circulated minutes from the Chatham Islands Council Steering Group on 23 May 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 23 May 2023.**

Attachments

1. Chatham Islands Council Steering Group Unconfirmed Minutes 23 May 2023 [3.1.1 - 7 pages]

Minutes of the Chatham Islands Council Steering Group, held in the Waimakariri Room, Environment Canterbury, 200 Tuam Street, Christchurch and online on Tuesday 23 May 2023 at 9.32am.

Present

Committee Chair Giles Southwell (Environment Canterbury), Owen Pickles, CEO Chatham Islands Council, Mayor Monique Croon, Chatham Islands Council, Tanya Clifford*, Tina Jackson, Lauren Hamilton, Teresa Hancock, Joanne Mitten*, Steven Palmer*, Kerryn Tangney*.

* joined the meeting via audio/visual.

1. Mihi/Karakia Timatanga - Opening

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

2. Apologies

Apologies for absence were received from Sue Allen, Craig Burke, Terri Huxtable and Adrian Meredith.

3. Minutes

Refer pages 5-12 of the agenda.

3.1 Unconfirmed Minutes - Chatham Island Council Steering Group - 11 April 2023

Refer pages 6-12 of the agenda.

Resolved CICSC/2023/049

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 11 April 2023.

4. Report Items

Refer page 13 of the agenda.

4.1 Verbal Update on Island Matters

Refer page 14 of the agenda.

Owen provided a verbal update on Island matters including:

- \$10.3 million was awarded for the sustainable energy project.
- The ship has gone in for survey and has been out of order for three months. The community has not been fully informed and there is angst getting fish off the island.
- Petrol - the Council is still the petrol retailer.
- CEO recruitment is ongoing.
- Wild cattle - there will be a meeting next week to discuss this.
- Bee keepers are looking to make the island predator free and it is the only place in New Zealand that is varroa mite free and the Council are looking at making a bylaw.
- The old Council building was going to be demolished to rebuild on, but the new offices was built on a different site. If the building was to stay, it would cost \$2 million to repair it.
- Department of Internal Affairs - Will meet with them face-to-face after either the next meeting or the one following.

Resolved CICSC/2023/050

Staff recommendations 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 page 14 of the agenda.

Staff advised the meeting that there are no actions carried forward from the previous meeting.

Resolved CICSC/2023/051

Staff recommendations 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 pages 15-16 of the agenda.

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

Resolved CICSC/2023/052

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 page 17 of the agenda.

This report was taken as read.

Resolved CICSC/2023/053

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

4.5 Procurement Projects Update - IT and Refurbishments

Refer pages 18-19 of the agenda.

This report was taken as read.

Resolved CICSC/2023/054

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 page 20 of the agenda.

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

Resolved CICSC/2023/055

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

4.7 Communications

Refer page 21 of the agenda.

Staff updated the meeting on communications since the last meeting.

Resolved CICSC/2023/056

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

4.8 Environmental Monitoring

Refer page 22 of the agenda.

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

Resolved CICSC/2023/057

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 page 23 of the agenda.

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

Resolved CICSC/2023/058

Staff recommendations 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 pages 24-30 of the agenda.

Staff updated the meeting on navigation safety.

Resolved CICSC/2023/059

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 31 of the agenda.

Staff provided an update on marine oil spill response capabilities.

Resolved CICSC/2023/060

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 32 of the agenda.

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

Resolved CICSC/2023/061

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 33 of the agenda.

Staff updated the meeting on Civil Defence Emergency Management.

Resolved CICSC/2023/062

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 page 34 of the agenda.

Staff provided an update on marine oil spill response capabilities.

Resolved CICSC/2023/063

Staff recommendations 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 pages 37-41 of the agenda.

Staff provided a financial update on the service agreement between the Chatham Islands Council and the Canterbury Regional Council for the period ending 30 April 2023.

Resolved CICSC/2023/064

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, 4 July 2023 at 9.30am.

6. Mihi/Karakia Whakamutunga - Closing

Giles closed the meeting.

Meeting concluded at 10.12am.

CONFIRMED 4 JULY 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, 4 July 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 the Chief Executive, Chatham Islands Council.

Attachments

Nil

4.2. Action List

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 4 July 2023
Author	Petrea Downey, Committee Advisor
Responsible Director	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

1. To update the Chatham Islands Council Steering Group on the status of any actions.

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.

Attachments

1. Action list July 2023 [4.2.1 - 1 page]

Task number	Status	Person responsible	Action
23-05-2023	In progress	Giles	Quarterly reports - There will be a 2022/23 financial year report provided to the next meeting.

4.3. Travel Schedule

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 4 July 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 01 Jun 23 - 30 Nov 23 [4.3.1 - 1 page]

Client Location Report - Environment Canterbury

[Export Data](#)



Selection Criteria

Departures between 01Jun23 - 30Nov23
 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
1040083	20Jun23	Environment Canterbury	CORPORATE	ASHY	Mrs Suzanne Allen	+64212431958	Mrs Suzanne Allen		SERV	CIC CE RECRUITMENT	Keryn Tangney	HUR	GILES.SOUTHWELL@ECAN	PO27101/-	KERRY.N.TANGNEY@ECAN.GOV.T.NZ	sue.Allen@ecan.govt.nz
	From	To	Dep Date / Date In	Arr Date / Date Out	Flight No	Supplier Reference	Vendor									
	CHC - Christchurch	CHT - Chatham Island	20/06/23 02:00 p.m.	20/06/23 04:45 p.m.	3C0541	005AAZ	Air Chathams									
	CHT - Chatham Island	WLG - Wellington	23/06/23 09:45 a.m.	23/06/23 11:15 a.m.	3C0512	005AAZ	Air Chathams									
1040084	20Jun23	Environment Canterbury	CORPORATE	ASHY	Mrs Petrea Downey	0278247847	Mrs Petrea Downey		EXEC	CIC CE RECRUITMENT	Keryn Tangney	EXE	CATHERINE MCMILLAN	PO27101/-	KERRY.N.TANGNEY@ECAN.GOV.T.NZ	petrea.downey@ecan.govt.nz
	From	To	Dep Date / Date In	Arr Date / Date Out	Flight No	Supplier Reference	Vendor									
	CHC - Christchurch	CHT - Chatham Island	20/06/23 02:00 p.m.	20/06/23 04:45 p.m.	3C0541	005AAZ	Air Chathams									
	CHT - Chatham Island	WLG - Wellington	23/06/23 09:45 a.m.	23/06/23 11:15 a.m.	3C0512	005AAZ	Air Chathams									
1035928	21Nov23	Environment Canterbury	CORPORATE	ASHY	Ms Christina Jackson	+64272547666	Ms Christina Jackson tina.jackson@ecan.govt.nz		OPER	The annual CIC/ECan/Port SMS Intern	Bernie Campbell	HAR	LAUREN HAMILTON	PO27114/-	BERNIE.CAMPBELL2@ECAN.GOV.T.NZ	tina.jackson@ecan.govt.nz
	From	To	Dep Date / Date In	Arr Date / Date Out	Flight No	Supplier Reference	Vendor									
	CHC - Christchurch	CHT - Chatham Island	21/11/23 01:00 p.m.	21/11/23 03:45 p.m.	3C0541	0058J3	Air Chathams									
	CHT - Chatham Island	WLG - Wellington	24/11/23 08:30 a.m.	24/11/23 09:45 a.m.	3C0512	0058J3	Air Chathams									
1035930	21Nov23	Environment Canterbury	CORPORATE	ASHY	Mr Guy Harris	+64275605816	Mr Guy Harris		OPER	Internal review - November 2023	Bernadette Campbell	HAR	LEIGH GRIFFITHS	PO27114/-	BERNIE.CAMPBELL2@ECAN.GOV.T.NZ	guy.harris@ecan.govt.nz
	From	To	Dep Date / Date In	Arr Date / Date Out	Flight No	Supplier Reference	Vendor									
	CHC - Christchurch	CHT - Chatham Island	21/11/23 01:00 p.m.	21/11/23 03:45 p.m.	3C0541	0058J3	Air Chathams									
	CHT - Chatham Island	WLG - Wellington	24/11/23 08:30 a.m.	24/11/23 09:45 a.m.	3C0512	0058J3	Air Chathams									

4.4. Chatham Islands Services Overview

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 4 July 2023
Author	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management
Responsible Director	Giles Southwell, Director Corporate Services

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

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

Key points

2. Pricewaterhouse Cooper have provided a scoping document and are awaiting sign-off.
3. Environment Canterbury are in the process of developing a plan for the next financial year.

Attachments

Nil

4.5. Procurement Projects Update - IT and Refurbishments

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 4 July 2023
Author	Craig Burke, Project Manager, Business & Project Optimisation
Responsible Director	Lauren Hamilton, Zone Manager - Zone Delivery, Operations Management

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

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

Overview and updates regarding the procurement projects for Chatham Islands Council

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

Activities Update

3. Several meetings were held between CIC and Serverworks Ltd in May 2023. The main focus of the meetings was:
 - Contract negotiations.
 - Planning the handover between Tastronics & Serverworks.
 - Organizing the travel of Serverworks staff to the Chatham Islands at the end of June.
4. Meetings were conducted with legal counsel at ECan and Wynn Williams & Co. In the two weeks leading up to Friday, 16 June, all parties collaborated to determine the final contract's potential contents. On 16 June, CIC confirmed that the content of the contract, as amended by Wynn Williams, is ready for presentation to Serverworks. However CIC now wishes the contract to be converted to an umbrella agreement. Converting the contract to an umbrella agreement will delay the signing of the agreement an estimated 2-3 weeks.

5. Serverworks will be on the Chatham Islands for approximately seven days at the end of June to facilitate the support handover between Tastronics and Serverworks. Murray Warin will meet with Kraig on the 27th.
6. Tastronics' support for CIC will conclude at the close of business on 30 June 2023. From 1 July 2023, Serverworks will be responsible for supporting CIC.
7. The signing of the contract is planned to take place as soon as possible, as there is good intent between CIC and Serverworks.

Project Timeline

Task Name	Duration	Start	Finish
Contract Negotiations (ongoing)	11 days	1 May 2023 8:00am	15 May 2023 5:00pm
Contract Signing (overdue)	1 day	16 May 2023 8:00am	16 May 2023 5:00pm
Handover between Tastronics and new service provider	34 days	17 May 2023 8:00am	1 July 2023 5:00pm
Serverworks visit Chatham Islands	7 Days	20 June 2023	27 June 2023
Tastronics Exit from supporting CIC		30 June 2023	30 June 2023
New Service Provider Start	0 days	1 July 2023 8:00am	1 July 2023 8:00am

Attachments

Nil

Legal review	
Peer reviewers	

4.6. Resource Management Planning

Chatham Islands Council Steering Group report

Date of meeting	4 July 2023
Author	Jo Mitten, Principal Planner
Responsible Director	Lauren Hamilton, Regional Leader - Zone Delivery, Operations Management

Purpose

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

Recommendations

That the Chatham Island Council Steering Group:

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

Key points

2. There are no updates this month.

Attachments

Nil

4.7. Communications

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 4 July 2023
Author	Teresa Hancock, Senior Communications and Engagement Advisor
Responsible Director	Lauren Hamilton, Zone Manager - Central

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 June 2023 is put forward to the Chatham Islands Council to receive.**

Key points

2. The communications report for June 2023 includes:
 - i. Website updates
 - ii. News stories:
 - [Maintaining supplies while Southern Tiare in drydock](https://cic.govt.nz/your-council/news-and-events/2023/maintaining-supplies-while-southern-tiare-in-drydock/) <https://cic.govt.nz/your-council/news-and-events/2023/maintaining-supplies-while-southern-tiare-in-drydock/> (139 views)
 - [Rat trapping advice from Predator Free Chathams](https://cic.govt.nz/your-council/news-and-events/2023/rat-trapping-advice-from-predator-free-chathams/) <https://cic.govt.nz/your-council/news-and-events/2023/rat-trapping-advice-from-predator-free-chathams/> (119 views)
 - [Have your say on our draft waste plan and bylaw](https://cic.govt.nz/your-council/news-and-events/2023/have-your-say-on-our-draft-waste-plan-and-bylaw/) <https://cic.govt.nz/your-council/news-and-events/2023/have-your-say-on-our-draft-waste-plan-and-bylaw/> (13 views)
 - [Providing funeral services for our whanau](https://cic.govt.nz/your-council/news-and-events/2023/providing-funeral-services-for-our-whanau/) <https://cic.govt.nz/your-council/news-and-events/2023/providing-funeral-services-for-our-whanau/> (19 views)
 - iii. Document pages:
 - [Council and PARC agendas and meeting dates page updated](https://cic.govt.nz/your-council/meetings-and-agendas/) <https://cic.govt.nz/your-council/meetings-and-agendas/>

- WMMP and bylaw consultation information added to [Waste Management page](https://cic.govt.nz/services/primary-services/waste-management/) <https://cic.govt.nz/services/primary-services/waste-management/>
- iv. Facebook posts by Environment Canterbury staff:
- (a) Reshare of planting done by Kaingaroa School (reach: 354, engagements: 56)
 - (b) Upcoming Council meetings (reach: 278, engagements: 14)
 - (c) Reshare of Councillor Gregory-Hunt profile (reach: 551, engagements: 112)
 - (d) Newsletter (reach: 356, engagements: 98)
 - (e) CERC meeting (reach: 212, engagements: 9)
 - (f) Tree of the year (reach: 238, engagements: 8)
 - (g) WMMP (plan and bylaw) consultation opens (reach: 90, engagements: 0)
- v. Council e-newsletter*
- (a) May newsletter:
 - Open rate 67.7% (up 12.8% from April), clicks 28.3% (up 24.2% from April)

**The June newsletter is due to go out Wednesday 28 June, after this report has been submitted and before our next meeting. This will be reported on next month.*

- vi. 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 is needed.
Support on Annual Report, Annual Report Summary	Ongoing	Nearing completion of this work. Council due to sign off reports 29 June.
Supporting Annual Plan development	June 2023	Briefed copy into Design, waiting on first proof.
Long-Term Plan 24-34	Now-June 2024	Work has started on this. Plan to workshop with Council visions and community outcomes, before LoS are locked in. Aim to have draft CD and LTP document ready by end of 2023.
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	Ongoing campaign to help with sorting waste. Flyer recently distributed on online, Facebook campaign continues to compliment new content on website. Human-sized Hemi sign has been designed, and is currently being made. Expected to arrive on Island when the ship returns. Consultation open for the WMMP (plan and bylaw). Closing 21 July. Support with documents and creating awareness of opportunity to have a say.
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 on this.
Road safety	Ongoing	Messaging and suggested collateral being worked through with CIC staff, and Design team at ECan.
Vehicle wrap	January 2023	New design for ECan/CIC biosecurity cars completed. First vehicle has been delivered.
Signage	Ongoing	Ad-hoc basis, when needed.

- vii. Chatham Islands Council [Website report](https://lookerstudio.google.com/reporting/0B78dbzCBLO9kUTg1SF8zaXhEVEE/page/Rw4H)
<https://lookerstudio.google.com/reporting/0B78dbzCBLO9kUTg1SF8zaXhEVEE/page/Rw4H> - 23 May - 22 June 2023.

What has been viewed on the website?

	Page Title	Page Views	
1.	Visit the Chatham Islands » Chatham Islands Council	676	154 ↑
2.	Home » Chatham Islands Council	475	6 ↑
3.	Meet the team » Chatham Islands Council	210	19 ↑
4.	News and Events » Chatham Islands Council	197	89 ↑
5.	Maintaining supplies while Southern Tiare in drydock » C...	139	-
6.	Rat trapping advice from Predator Free Chathams » Chat...	119	-
7.	Meetings and Agendas » Chatham Islands Council	100	36 ↑
8.	Search all Documents » Chatham Islands Council	80	1 ↑
9.	Community discusses the Chatham Islands Investment S...	79	-53 ↓
10.	Contact » Chatham Islands Council	69	7 ↑
Grand total		3,449	843 ↑

1 - 10 / 211 < >

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	1,227	292 ↑
2.	(direct) / (none)	386	118 ↑
3.	bing / organic	63	6 ↑
4.	m.facebook.com / referral	38	-3 ↓
5.	us17.campaign-archive.com / refe...	35	34 ↑
Grand total		1,956	479 ↑

1 - 5 / 36 < >

Attachments

Nil

Legal review	
Peer reviewers	

4.8. Environmental Monitoring

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 4 July 2023
Author	Adrian Meredith, Principal Scientist - Water Quality & Ecology
Responsible Director	Giles Southwell, Director Corporate 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 reports for 2020/21 and 2021/22 are put forward to the Chatham Islands Council to receive.**

Key points

2. Two annual environmental monitoring reports have been completed for the hydrological years 2020/21 and 2021/22.
 - The 2020/21 year was a continuation of water deficit/drought conditions from the previous year. This dominated the rainfall, river hydrology and water quality patterns and effects.
 - Degrading water quality at most sites was caused primarily by the climate (drought) patterns but the ongoing change to farming heavier livestock (cattle) strongly interacts with the climate effects, contributing to increased erosion, pugging, compaction and effects of casualty stock on water quality.
 - Degradation of habitats and water quality were particularly notable at Blind Jims Creek, Mangape Creek and Nairn River, and Lake Rangitai. Causes and remedies for these sites are discussed.
 - Degrading water quality trends at sites in Te Whanga Lagoon are of concern.
 - The 2021/22 year saw climate patterns beginning to rectify the drought of previous years with a wet winter /spring but some dry summer and autumn months. The water deficit of the previous years may take a longer period than just the current year to correct the deficit water balance conditions.

- The degraded water quality state and degrading trends in water quality were still evident at most sites and are likely to be caused by the same interplay of climate and farming practices.
- Ongoing degradation of water quality were particularly notable at Mangape Creek and Nairn River. Lakes Marakapia and Huro were increasingly “green” and at higher levels of eutrophication. Lake Rangitai continued to exhibit effects of excessively high abstraction over the previous three years.
- Te Whanga Lagoon was still of concern with increasing eutrophication in all three basins and increasing microbiological contamination in the southern basin.
- These reports also highlight some opportunities to consolidate and refocus the existing monitoring activities away from the current high number of rainfall and hydrometric sites and allow more resources to be focussed on the quality and capacity of limited supplies of potential domestic and potable water supplies (groundwater and dune lakes).

Climate Change Impacts

3. An ongoing drought situation has dominated or contributed to both years reporting. It is unclear whether this situation is likely to become worse in future climate change scenarios.

Legal review	
Peer reviewers	Elaine Moriarty, Surface Water Manager

4.9. Biosecurity

Biosecurity report

Date of meeting	Tuesday, 4 July 2023
Author	Steve Palmer, Biosecurity Advisor – Special Projects
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. **Suggest that the Biosecurity report is put forward to the Chatham Islands Council to receive.**

Key points

Border Control

2. With the Southern Tiare out of commission freight issues have been at a minimum.
3. Jason is still receiving (and investigating) a relatively steady stream of queries and reports of new pests found on the Island.
4. Recently, there was a white tail spider and an aquatic 'fern' (Azolla rubra) which is native to New Zealand, Australia and Papua New Guinea. This has potential to be an aggressive invader. This was reported by Tom Hitchon from the Department of Conservation and is currently being run past experts as to our response (if any).
5. This is a good example of our two organisations working collaboratively and we should have more to report in the next update.

Pest Management on Island

6. Both Jason and Robin have taken some leave over the past month.
7. Alex has been working on some scattered gorse control and assisting with water quality monitoring.
8. There are some proposed changes to my role within Environment Canterbury which will allow me to dedicate more time to the Chathams Biosecurity Project.

9. In particular, the securing of a helicopter service to the Island in the 2023/24 year. All chemicals required for the Gorse component has already been purchased and is on hand.

Attachments

Nil

Legal review	
Peer reviewers	

4.10. Navigation Safety

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 4 July 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. Southern Tiare are in their special survey. Gareth from Chatham Islands Shipping Limited (CISL) advised (on 21 June 2023) she is due out of Dry Dock 9 July and back on Island circa 17 July 2023 with the obvious proviso that everything continues to go according to plan. Chatham Islands Enterprise Trust (CIET) have requested CISL engage a barge to bring diesel over prior to Southern Tiare return in 'mid-July'.
4. Point Weeding light. The light has now been wired but they are still awaiting the arrival of the aluminium mast. Land Information New Zealand (LINZ) are aware of delays and a Notice to Mariners (NTM) has been issued.
5. Guy and Tina, to attend Chatham Islands for the annual review - 21 November through to 25 November 2023.
6. Communication between the Harbour Master and Port Manager is challenging and being monitored, currently spending more time working with them. Hope to improve

this over the next months and during our visit. 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.

7. When checking the Sector Light for the Port Company, Josh found that the actual lights are opposite to what is detailed on the chart. It has been like this since installation but never previously reported. Maritime New Zealand (MNZ) and LINZ are aware. Port Manager wants to remove the light. HM would not approve the light being removed as it is used by the masters of the large ships. Port manager has applied to MNZ and LINZ change the sectors on the chart.
8. Gareth from CISL has contacted us regarding Navigation Safety for a new vessel William Fraser, which is under the 70m, and after further information on the captains' experience, there are no Navigation Safety concerns, although when gathering information, it highlighted a deficiency in the T1 Marine Oil Spill Contingency Plan (MOSCP), which Emma will advise on.

Attachments

Nil

Peer reviewers	Guy Harris, Manager Coastal - Harbourmaster
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4.11. Marine Oil Spill Response & Readiness

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 4 July 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. Staff will talk to the report, in particular contingency plan compliance for tier 1 oil transfer sites has become a priority.

Attachments

Nil

Peer reviewers	
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4.12. Compliance

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 4 July 2023
Author	Terri Huxtable, Resource Management Technical Lead
Responsible Director	Giles Southwell, Director Corporate 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. Staff are currently drafting the Chatham Island's Compliance Assessment Report 2023. A draft is expected for review by the end of July 2023.
3. An odour complaint related to the new fish dump on Waitangi Wharf Owenga Road was received via the pollution hotline. The complaint was also forwarded from Chatham Islands Council (CIC). The following actions were undertaken in response:
 - a. Provision of advice to CIC regarding the permitted activity status of the fish dump under the Chatham Islands Resource Management Document. While the fish dump is permitted in terms of discharge to ground, it is not permitted in terms of discharge to air if the odour is found to be objectionable beyond the boundary. *Rule 5.3.4(18) – Discharge of contaminants to air*. This activity would therefore be considered discretionary.
 - b. Discussions with CIC concluded an educational approach was preferred at this stage, with a view to taking enforcement action if required. I contacted the complainant about their concerns and explained next steps.
 - c. I drafted a letter to the landowners and fish processors highlighting the non-compliance and the recommendation to improve management practices to avoid the need for consent or risk enforcement action. This was sent out on CIC letterhead. This was received and acknowledged by the main user who agreed to the proposed approach to better management practices.
4. Environment Canterbury is not currently processing any consents on behalf of CIC.

Attachments

Nil

Legal review	
Peer reviewers	

4.13. Civil Defence Emergency Management

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 4 July 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.**

Key points

2. There has been no support provided to Chatham Island CDEM in this period.
3. The Chatham Islands CDEM Manager has asked if support can be provided with a secondment to the Islands. Canterbury Regional CDEM and the National Emergency Management Agency are in discussion to consider what support can be provided.

Legal review	
Peer reviewers	

4.14. Corporate Reporting Update

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 4 July 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 Chatham Islands Council (CIC) Annual Report for the 2021 and 2022 financial years remain incomplete, awaiting completion and sign-off from Audit New Zealand, expected 29 June 2023 for both audits. The (revised) statutory deadlines of 31 December for each year has not been met, and this non-compliance with legislation situation has been disclosed in the Annual Report for both years. The adoption date was further delayed by Audit NZ to request a technical assessment of whether the Chatham Island Museum was a Council Controlled Organisation (CCO) pre and post 2019. It is our view that post 2019 the museum was not a CCO (as the Trust deed was updated to remove CIC's ability to appoint directors and other abilities to 'influence' the museum) and anything pre 2019 was a CCO. Audit NZ held the view that the museum was continuously a CCO. The technical review agreed with our assessment.
3. Annual Plan 2023/24: A draft Annual Plan has been prepared and is expected to be approved on 29 June 2023, along with the rate setting process. Agenda items for this have been prepared and reviewed for compliance with the Local Government Act 2002 and Local Government (rating) Act 2002. The Council have been presented with a draft budget in both; February - to consider whether there has been a "significant or material difference" between this and the budget in year-3 of the 2021-31 Long-Term Plan and; May - to consider any updates, including the impact of the confirmed DIA annual appropriation. Rates increases have been limited to 3%, based on direction from Council (balancing 'affordability' with 'equality' in terms of what is paid by other rate paying communities in New Zealand). Website updates will subsequently be

required to load the adopted Annual Plan and any updates to Council’s rates and fees and charges, this work has been booked with the digital team.

4. Long-Term Plan 2024-34: To ensure greater engagement with the Council, it is aimed to provide smaller segments to the Council for consideration monthly, with “vision (etc), community outcomes, groups of activities and consultation issues” expected to be discussed by the Council by early July 2023 and level of service targets expected to be presented to the Council in August 2023 for discussion. Documents to help populate these ‘packs’ will be circulating soon and any input from ECan staff related to targets or measures would be appreciated.
5. Reporting to Council and Department of Internal Affairs: Key reports has 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. Given the change in personal at the DIA/Councillors, it is recommended discussion is held with people receiving these reports to confirm they are providing appropriate information.
6. Payroll: CIC payroll is processed fortnightly by Environment Canterbury staff. There are no new issues of note to highlight for the steering group attention.
7. HR matters: Recruitment for a new Chief Executive is underway. Conservative estimated costs for this process (including travel to the island), may exceed \$70,000. Therefore, it is requested that any recruitment costs exceeding the CIC HR budget allocation, be approved to be funded from the CIC reserve. There are no other HR matters requiring the attention of the steering group.
8. Three waters reform: The financial request for information submission has been populated and support provided with updating/reviewing the legal and AMP RFI’s. In April 2023, further amendments to the Water Services Entities Act 2022 were proposed, which indicated CIC would not be included within any new entity, the full impacts of these changes on CIC remains uncertain. For the most part, all document and meeting requests have been paused, awaiting further direction from the DIA.
9. 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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4.15. Financial Updates

Chatham Islands Council Steering Group report

Date of meeting	Tuesday, 4 July 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 May 2023.

Recommendations

That the Chatham Islands Council Steering Group:

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

Background

2. Monthly financial results are reported to the Chatham Islands Council Steering Group as part of our prudent financial management responsibilities. The financial results for the period ended 31 May 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 \$418K consisting of \$5K additional revenue and \$413K less expenditure.
4. Expenditure by work programme (YTD):

	\$000s	Actual	Budget	Variance
Biosecurity		460	717	(257)
Communications		29	42	(13)
Corporate Services		207	299	(92)
Emergency Management		12	36	(24)
Environmental Data Collection		142	135	7
Navigation Safety		47	35	12
Resource Management, Consents & Planning		27	73	(46)
Total		924	1,337	(413)

5. The primary area of underspend relates to Biosecurity works. Pest eradication works by helicopter (in partnership with landowners) has been deferred due to transportation

costs making this programme financially untenable. Alternative methods of pest control are being considered.

6. Expenditure is likely to accelerate towards 30 June 2023, however, is unlikely to reach budget. Any under or overspends will be allocated to the reserve balance to fund future works.
7. The reserve balance at 30 June 2022 was \$570K with \$150K currently uncommitted.

Attachments

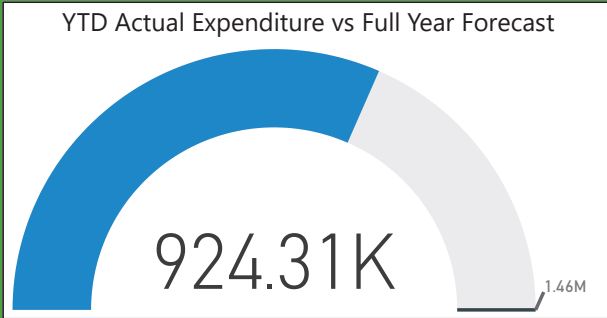
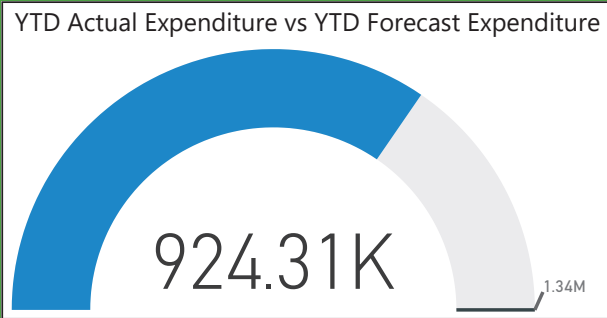
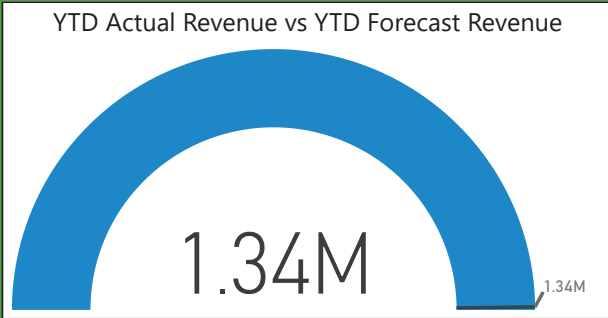
1. CIC Steering Committee financial report - May 23 - A4 [4.15.1 - 3 pages]

Legal review	
Peer reviewers	Brian Elliott, Chief Financial Officer Tanya Clifford, Corporate Reporting Accountant

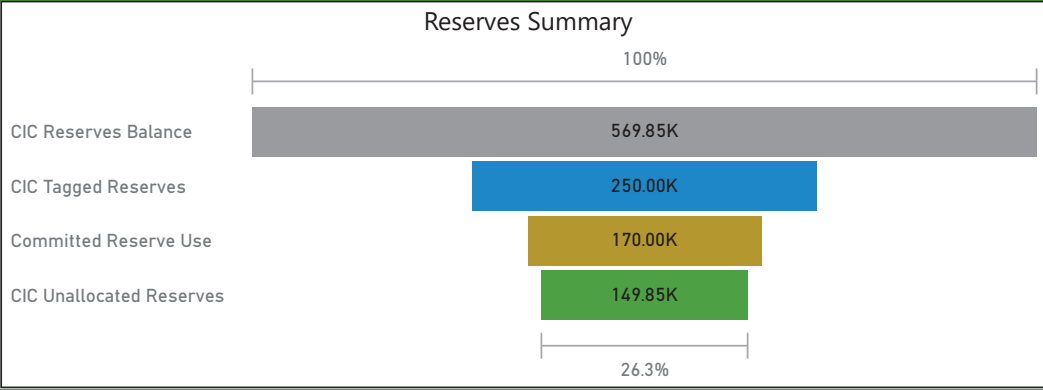


Reporting Period

01/07/2022 31/05/2023

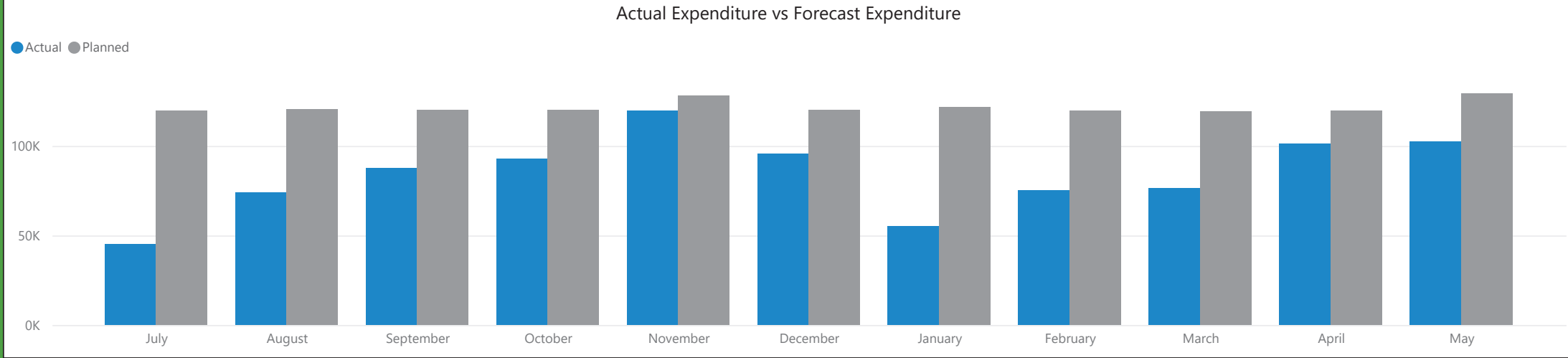


- Select all
- Biosecurity
- Communications
- Corporate Services
- Emergency Management
- Environmental Data Collection
- Navigation Safety
- Resource Mgmt, Planning and Consents



Committed Reserve Use

Committed Reserve Description	Committed Reserve Amount	Approved Date
CEO recruitment	170,000	7/03/2023
Total	170,000	





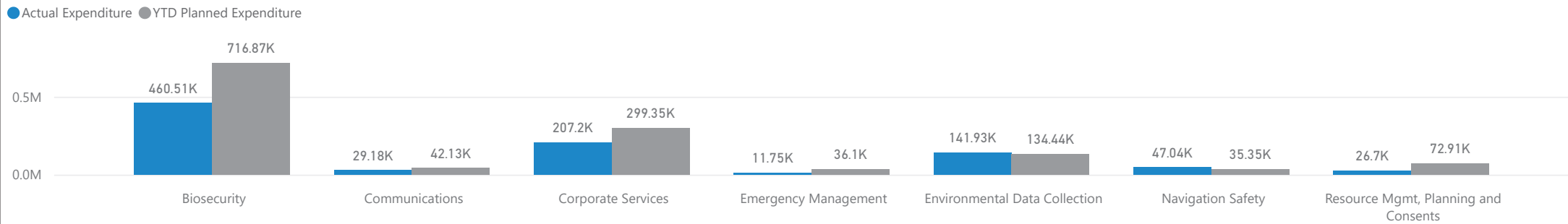
Reporting Period

01/07/2022 31/05/2023

Section Name

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



Biosecurity: No helicopter service and the ship being out of service have impacted expenditure levels. Lower staff level and timing of work has also contributed to lower expenditure.

Communications: No significant variance.

Corporate Services: A portion of the budget is for demand-based work, and this has not yet been required. Costs will increase as the CEO recruitment process progresses.

Emergency Management: CDEM Training has mostly been provided by the National Emergency Management Agency this year. Initial negotiations to seek a secondment to the Chatham Islands are underway but will not be in place this financial year.

Environmental Data Collection: No significant variance.

Navigation Safety: Additional expenditure on oil spill response capabilities.

Resource Management, Planning & Consents: Increased work will be carried out later in the calendar year as Central Government's resource management reform is responded to and the Chatham Islands Resource Management Document is updated to give effect to the Essential Freshwater Package. Engagement costs will also increase.

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



Reporting Period

01/07/2022 31/05/2023

Forecast

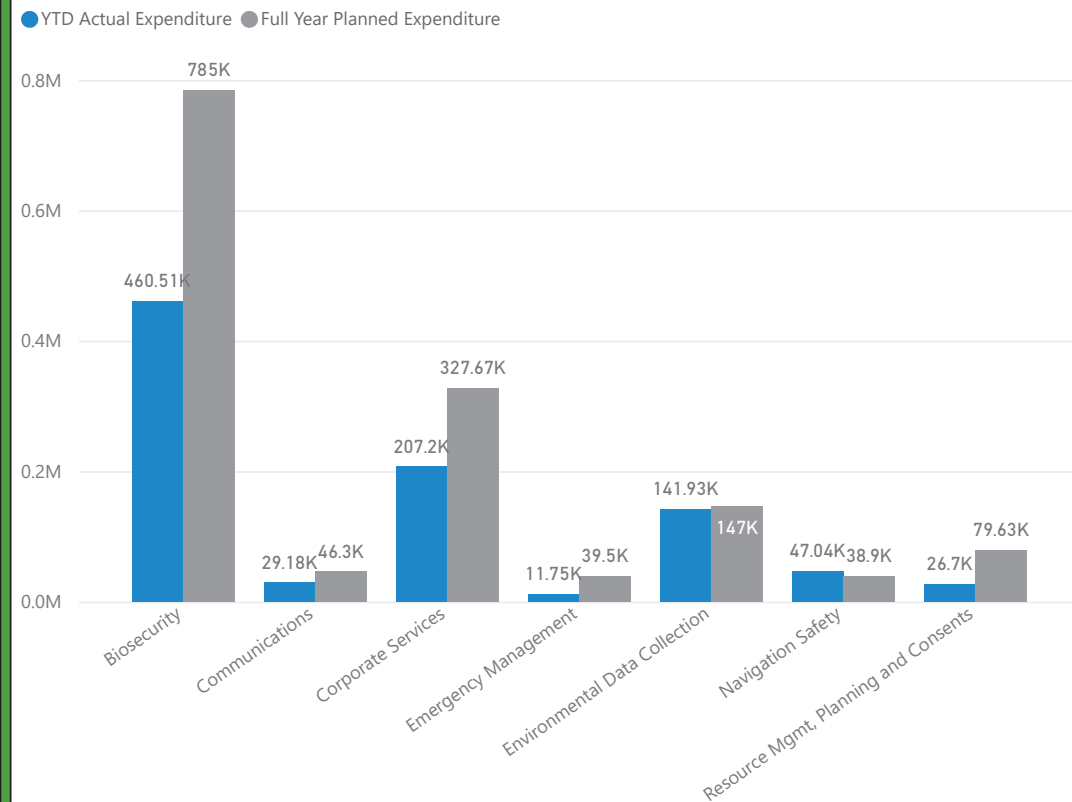
Section Name

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

Project Name	YTD Actual Expenditure	Full Year Planned Expenditure
CIC Biosecurity, Pest Strategy & Implementation	322,697.61	516,000.00
CIC Biosecurity - Border Control	137,807.41	269,000.00
CIC Corporate Services	132,092.93	181,672.00
CIC Water Quality, Ecology & Hydrology	141,927.91	147,000.00
CIC Finance	75,108.63	146,000.00
CIC Resource Management Planning	12,159.81	58,828.00
CIC Communications	29,182.47	46,300.00
CIC Emergency Management	11,753.66	39,500.00
CIC Navigation Safety	37,146.76	38,900.00
CIC Compliance Monitoring	14,543.78	20,800.00
CIC Oil Spill Response Capability	9,889.48	
Total	924,310.45	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, 15 August 2023 at 9.00am. Any changes to this time will be updated via email.

6. Mihi/Karakia Whakamutunga - Closing

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

10. POLICIES & BYLAWS

Agenda

10. POLICIES & BYLAWS

10.1 Draft CIC Control of Alcohol in Public Places Bylaw 2023

Date of meeting	20 July 2023
Agenda item number	10.1
Author/s	Owen Pickles, Chief Executive

Purpose

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

Recommendation:

THAT the draft Chatham Islands Council Alcohol in Public Places Bylaw 2023 be approved for public consultation.

Background

The Chatham Islands Council Control of Alcohol in Public Places Bylaw was initially adopted in 2018 and is currently due for review.

Community Engagement

The Chatham Islands Council Control of Alcohol in Public Places Bylaw is made to assist the control of alcohol consumption in public places in and around Waitangi.

The Bylaw itself remains the same but the area it covers has been extended further along Waitangi Wharf – Owenga Road and covers both sides of the road reserve up to Chatham Auto's.

Attachments

1. Draft CIC Control of Alcohol in Public Places Bylaw 2023, including Schedules A, B, C & D.



CHATHAM ISLANDS COUNCIL

CONTROL OF ALCOHOL IN PUBLIC PLACES BYLAW 2023

CHATHAM ISLANDS COUNCIL CONTROL OF ALCOHOL IN PUBLIC PLACES BYLAW 2023

Pursuant to Section 147 of the Local Government Act 2002, the Chatham Islands Council makes this bylaw.

Contents

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3. Interpretation	3
4. Council Permission	4
5. Exemptions	4
6. Enforcement – Powers of arrest, search and seizure	4
7. Conditions relating to power of search	5
8. Offences	6
Schedule A – Prohibited Places	7
Schedule B – Prohibited Times	7
Schedule C – Application Form – Bylaw Exemption	8
Schedule D – Map of Liquor Ban Area	9

History of Changes

Date	Version	Council Adoption	Description
1/12/2018	1.0	1/12/2018	Initial Bylaw
July 2023	2.0		Reviewed

1. Title, Purpose and Commencement

This bylaw shall be known as the Chatham Islands Council Control of Alcohol in Public Places Bylaw 2018 and is made for the control of alcohol consumption in public places in and around Waitangi as shown on the attached map.

The bylaw includes a process to obtain prior written permission from the Chatham Islands Council to authorise activities that would otherwise breach the bylaw. The Chatham Islands Council will erect signage to communicate the terms of the bylaw to the public.

This bylaw shall come into force on xxx

2. Acts Prohibited

The following acts are prohibited in the places, described in Schedule A, during the specified days and times listed in Schedule B.

- 2.1 The consumption of alcohol in a public place
- 2.2 The possession of alcohol in a public place
- 2.3 The bringing of alcohol in a public place
- 2.4 Consumption of alcohol in a vehicle in a public place

3. Interpretation

Alcohol has the same meaning as in the Sale and Supply of Alcohol Act 2012 and generally means alcoholic beverages such as beer, wine, and spirits.

- 3.1 **Offence** means an offence under section 239 of the Local Government Act 2002 for breach of this bylaw
- 3.2 **Public Place** means a place –
 - 3.2.1 That is under the control of Chatham Islands Council; and
 - 3.2.2 That is open to or is being used by the public, whether or not there is a charge for admission; and includes
 - 3.2.3 A road, whether or not the road is under the control of Council; and
 - 3.2.4 Any part of a public place
 - 3.2.5 Has the meaning given by Section 147 of the Local Government Act 2002.

4. Council Permission

- 4.1 Any person may apply to the Chatham Islands Council for prior written permission for any activity that would be in breach of any prohibition under this part of the bylaw

4.2 The process for obtaining the Chatham Islands Council's permission will be via the completion of the application form attached as Schedule C.

5. Exemptions

5.1 This bylaw does not prohibit in the case of alcohol, in an unopened bottle or container,

5.1.1 the transport of that liquor from premises that adjoin a public place during any period when, under the Sale and Supply of Alcohol Act 2012, it is lawful to sell liquor on those premises for consumption off the premises, provided the alcohol is promptly removed from the public place;

5.1.2 the transport of that alcohol from outside a public place for delivery to premises that adjoin the public place, provided the premises are licensed for the sale of alcohol under the Sale and Supply of Alcohol Act 2012;

5.1.3 the transport of that alcohol from outside a public place to premises that adjoin a public place-

5.1.3.1 by, or for delivery to, a resident of those premises or by his or her bona fide visitors; or

5.1.3.2 from those premises to a place outside the public place by a resident of those premises, provided the alcohol is promptly removed from the public place.

5.2 This bylaw does not apply where the sale or consumption of alcohol is authorised by any license granted under the Sale and Supply of Alcohol Act 2012 or any other exemption approved by Chatham Islands Council for specific public or civic events.

6. Enforcement – Powers of arrest, search and seizure

A member of the police may, without warrant,

6.1 For the purpose of ascertaining whether alcohol is present, search –

6.1.1 a container (for example, a parcel, package, bag, or case) in the possession of a person who is in, or entering, a public place

6.1.2 a vehicle that is in, or is entering, a public place:

6.2 Seize and remove alcohol and its container if the alcohol is in a public place in breach of a bylaw. Alcohol or a container seized under this section is forfeited to the Crown if the person from whom the alcohol or container is seized is convicted of breaching the bylaw.

6.3 Arrest a person whom the member of the police finds committing an offence:

6.4 Arrest a person who has refused to comply with a request by a member of the police –

6.4.1 to leave the public place; or

6.4.2 to surrender to a member of the police the alcohol that, in breach of the bylaw, is in that person's possession.

7. Conditions relating to power of search –

Before exercising the power of search in relation to a container or a vehicle, a member of the police must –

7.1 Inform the person in possession of the container or the vehicle, as the case may be, that he or she has the opportunity of removing the container or the vehicle from the public place; and

7.2 Provide the person with a reasonable opportunity to remove the alcohol or the vehicle, as the case may be, from the public place.

7.3 However, on specified dates or in relation to specified events, duly notified by Chatham Islands Council in accordance with part 8, section 170, subsection (3) of the Local Government Act, 2002, a member of the police may, immediately and without further notice, exercise the power to search a container or a vehicle.

8. Offences

Every person who breaches this bylaw commits an offence under Section 239 of the Local Government Act 2002 and is liable on conviction to a fine under Section 242 of the Local Government Act 2002

Attachments

Schedule A – Prohibited Places

Schedule B – Prohibited Times

Schedule C - Application Form – Bylaw Exemption

Schedule D – Map of Liquor Ban Area



chatham islands council

**CHATHAM ISLANDS COUNCIL
CONTROL OF ALCOHOL IN PUBLIC PLACES BYLAW 2023**

SCHEDULE A - Prohibited Places

All public places within the area shown on the maps

- 1) Waitangi Township
- 2) All public road reserves including paper roads reserves through, in and around Waitangi

SCHEDULE B - Prohibited Times

All public places and within the area shown on the map and described in Schedule A between 4.00 p.m. and 8.00 a.m.



chatham islands council

**CHATHAM ISLANDS COUNCIL
CONTROL OF ALCOHOL IN PUBLIC PLACES BYLAW 2023**

SCHEDULE C - Application Form – Bylaw Exemption

Name of Applicant:

If a club, society, or organisation – Name of the person responsible for this application.

Describe the event or purpose for requesting this exemption

What area is to be subject to this exemption?

Which days / times will the exemption apply to?

**Signed
Applicant**



chatham islands council

**CHATHAM ISLANDS COUNCIL
CONTROL OF ALCOHOL IN PUBLIC PLACES BYLAW 2023**

SCHEDULE D – Map of Liquor Ban Area



PUBLIC EXCLUDED

Agenda

Public Excluded Agenda

20 July 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 27 April 2023	Good reason to withhold exists under Section 7	Section 48(1)(a)
2.	Chief Executive	PARC Public Excluded Minutes 29 May 2023	Good reason to withhold exists under Section 7	Section 48(1)(a)
3.	Chief Executive	Public Excluded Minutes 8 June 2023	Good reason to withhold exists under Section 7	Section 48(1)(a)
4.	Bryan Peters, Stantec	Owenga Barge Ramp	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

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

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