



AGENDA | 2019

Waitangi West

Photo courtesy of Lois Croon

Mayor and Councillors

Notice is hereby given that an Ordinary Meeting of the Chatham Islands Council will be held in the Council Chambers, Tuku Road, Waitangi, on **THURSDAY, 16 May 2019**, commencing at **1.30pm**.



Owen Pickles
Chief Executive Officer

RECOMMENDATIONS IN REPORTS ARE NOT TO BE TAKEN AS COUNCIL POLICY UNTIL ADOPTED BY THE COUNCIL

AGENDA
Meeting held 16 May 2019

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1. Democracy

1.1 Chief Executive Officer Leave

Date of meeting	16 May 2019
Agenda item number	1.1
Author/s	Owen Pickles – Chief Executive Officer

Purpose

For Council approval to appoint Cindy Butt as Acting Chief Executive Officer during the Chief Executive Officer's leave.

Recommendations

THAT Cindy Butt is appointed to be the Acting Chief Executive Officer to cover the period 17-24 June 2019 inclusive.

Purpose

The Chief Executive Officer will be on Annual Leave 17-24 June 2019.

During his absence it is proposed that Operations Manager, Ms Cindy Butt be appointed to be the Acting Chief Executive Officer.

2. Democracy

2.1 Minutes of the Ordinary Meeting 4 April 2019

Date of meeting	4 April 2019
Agenda item number	2.1
Author/s	Jo Clark – Council Secretary

Purpose

For the Council to receive and confirm the minutes of the Ordinary Meeting of Council held on 4 April 2019.

Recommendations

THAT the minutes from the ordinary monthly meeting of the Chatham Islands Council held on 21 February 2019 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, 4 April 2019, commencing at 1.30pm

- Present:** His Worship the Mayor, AWM Preece
Deputy Mayor, JI Clarke
Councillors' M Croon, RS Joyce, NC Ryan and KL Day.
Councillor EC Tuck joined the meeting via teleconference at 2.33pm.
- Management & Officers:** Chief Executive Officer, Owen Pickles
Council Secretary, Jo Clark
- In Attendance:** Fulton Hogan Maintenance Manager, Bill Lind
ECan Biodiversity Officer, Kerri Moir
Lynne Sheridan, Rangitikei Council
- Apologies:** Councillor E Chisholm

His Worship the Mayor opened the meeting with a minutes silence to acknowledge the victims and their families of the Christchurch mosque tragedy.

2. DEMOCRACY

2.1 Minutes from Ordinary Meeting 21 February 2019

RESOLVED:

THAT the Minutes of the Ordinary meeting of the Chatham Islands Council, held on Thursday 21 February 2019 be adopted as a true and correct record with amendments.

RS Joyce / NC Ryan CARRIED

Matters Arising

Water Tank Scheme - Cr Day had attended the recent CIET Strategic Planning meeting where she raised the water tank scheme. Cr Day noted attendees appeared to be open to the initiative of funding and supporting water tanks.

3. FINANCE

3.1 Council Dues Report as at 25 March 2019

A report on the status of Council Dues had been included in the agenda. All manifests had been received to date. Air Chathams Ltd had paid their Council Dues in full to 31 January 2019. Chatham Islands Shipping Ltd had paid their Council Dues in full to 31 December 2018.

RESOLVED:

**THAT the Chatham Islands Council receives the report.
KL Day / J Seymour CARRIED**

3.2 Financial Report to 28 February 2019

A report to Chatham Islands Council on current financial situation as at 28 February 2019.

The Chief Executive advised Council was still extremely short of cash which could be rectified in the coming weeks with \$500k reimbursement from WasteMINZ. The Department of Internal Affairs had been kept aware of the position and Philip Jones would be meeting with them to stress the situation and the effect the road funding had on Council since the FAR had been reduced, which was the main contributor to the cash shortfall.

RESOLVED:

THAT the financial report as at 28 February 2019 be received.

M Croon / J Seymour CARRIED

3.3 Annual Plan 2019/20

The Annual Plan 2019/20 would be produced based on Year 2 of the LTP. The level of funding from Crown appropriation funding was still unknown until the budget was released in May. The auditors had been advised that Council would continue to base their assumption on the funding they presumed would be received. The Chief Executive had given the Department of Internal Affairs the financial workings but a response had not been received to date.

As formal consultation had not been required on the Annual Plan, a publication had been produced as an information sheet.

RESOLVED:

1. **THAT the Annual Plan be based on Year 2 of the Long Term Plan;**
2. **THAT Council has considered the assumptions used in creating the budget, specifically that Council assumed there would be additional funding forthcoming from the DIA which would allow them to enter into borrowings to fund a future on-island investment programme;**
3. **THAT based on these assumptions, the proposed budget has been viewed and was considered to be not “materially or significantly different” to that of year 2 (2019/20) in the Long-Term Plan;**
4. **THAT based on this, Council considers public consultation (and therefore an audited consultation document) is unnecessary. However, they find benefit in updating the community of the situation through the attached document ‘Council Budget Outlook for 2019/2020’.**
5. **THAT rates increase by 1.9%, the CPI increase.**

JI Clarke / M Croon CARRIED

4. **WORKS & SERVICES**

4.1 Fulton Hogan Road Maintenance Contract Monthly Report February 2019

Mr Bill Lind gave an update to Council on current roading works.

- Receiving weekly reports on the upgrade of the Waikato Bridge. The old bridge had now been completely demolished. Road strengthening of Airbase Road to coincide with bridge upgrade.
- Upgrading drainage on Maipito Road.

- Completed drainage from Owenga to the Te Awainanga Bridge. Next stage was Te Awainanga to Kopinga Marae.
- New mechanic commences employment on 1 July 2019.

Cr Ryan noted Schist was still being used on roads and was concerned as it created excessive dust and in turn, could cause an accident or death. Mr Lind advised the Schist would be capped with a running course of basalt. Basalt was harsher on vehicles, and it was better to use both metals.

RESOLVED:

THAT the report be received.

JI Clark / J Seymour CARRIED

4.1a LATE ITEM - Fulton Hogan Road Maintenance Contract Monthly Report March 2019

RESOLVED:

THAT the Late Item "Fulton Hogan Road Maintenance Contract Report March 2019" be considered as a Late Item.

JI Clarke / M Croon CARRIED

RESOLVED:

THAT the report be received.

RS Joyce / J Seymour CARRIED

Broken Gates on Te Matarae Road - Mr Lind advised the problem gate had been inspected but there was too much damage to repair it; new strainers and a new gate would be needed. As they were boundary gates, Fulton Hogan were awaiting direction from Engineers and Council. Council directed that land owners should be advised to repair or replace the gates to bring them to a serviceable state. The only way the road would be improved was to get more traffic driving through, which would be an incentive to repairing gates.

RESOLVED:

THAT Council request the owners of the gates to repair or replace and bring to a serviceable state.

M Croon / J Seymour CARRIED

4.2 Fulton Hogan Road Water & Wastewater Contract Monthly Report February 2019

RESOLVED:

THAT the report be received.

RS Joyce / KL Day CARRIED

Wastewater Treatment Plant - The RBC and irrigation were both running at the wastewater treatment plant. Testing could now resume.

Water Supply – There had been no more leaks from the bore pump. Fulton Hogan was still encouraging public to only take a cubic metre of water at one time.

Draw Down Test - Mr Lind advised he had been talking to an experienced driller and draw down assessor who had recommended the pump purchased for draw down testing would be too big; it would not last and would burn out. It was now decided to use the 3" pump which was a single phase pump.

Mr Lind mentioned a member of the community was purchasing a drilling rig which would be capable of sinking an 8" bore to 300m, and would arrive on the island in September, and be permanently based on the island.

4.2a LATE ITEM - Fulton Hogan Road Water & Wastewater Contract Monthly Report March 2019

RESOLVED:

THAT the Late Item "Fulton Hogan Road Water & Wastewater Contract Report March 2019" be considered as a Late Item.

J Seymour / JI Clarke CARRIED

RESOLVED:

THAT the report be received.

M Croon / NC Ryan CARRIED

4.3 Stantec Monthly Report February 2019

Stantec and Fulton Hogan had recently been audited by NZTA and ECan, and were awaiting results.

The Chief Executive noted the audit considered if the network was fit for purpose and if the NZTA funds were being spent in the correct areas.

Owenga Boat Ramp – The Chief Executive explained the Point of Entry report included questions to stakeholders on the economic benefits of doing the work.

RESOLVED:

THAT the report be received.

NC Ryan / RS Joyce CARRIED

The Chief Executive clarified the lights at the Te One Landfill were being kept on for health and safety reasons. It was agreed a notice should go out to the public to explain the reasons for that.

ACTION – Public notice to explain night lights being left on at the Te One Landfill.

5. COMMUNITY SERVICES

5.1 Proposed Civic Complex & Museum

Included in the agenda was an accountability report which had been lodged with the Ministry of Culture and Heritage on 15 March 2019.

Apollo Projects had visited in March to visit the site and to sort logistics for completing a project of this nature. A site to store containers and equipment had been raised. The Chief Executive had offered, subject to Council's approval, the concrete pad area at the Emergency Services depot site.

The Chief Executive referred to the building site and noted there was a piece of land on the boundary of the site, which formed part of the District Health Boards driveway. The land was needed to complete the project, or cut the building size. The CDHB, to

make the land available, would have to go through a disposal of land process. The CDHB were now working with the Ministry of Health to see if permission could be granted in anticipation of going through that process.

Cr Croon noted an amendment to the accountability report. Under 'Museum Related Matters' / 'Imi & Iwi Collaboration' / 'c)' should read 'The necessary steps would be taken to extend the Museum Trust to include a HMT **and NMOWIT** Trustee.'

RESOLVED:

- 1. THAT the accountability report be received;**
  - 2. THAT the use of the Emergency Services Area be approved.**
- JI Clarke / J Seymour CARRIED**

5.2 Sport NZ Travel Fund

His Worship and Crs Seymour and Day declared their interest. Both His Worship and Cr Day left the room during discussion. Cr Seymour remained due to injury but did not join the discussion.

The Sport NZ Travel Fund applications closed on the 22 April 2019 and applications from Kaingaroa School and Te One School had been received for different projects.

The Sport NZ Travel Fund had the amount of **\$8,978.75** to be dispersed between the two applications.

The report from the Council's officer suggested the funding could be divided equally between the two groups, or divided on a ratio of children participating in each project.

RESOLVED:

- 1. THAT the information be received;**
  - 2. THAT both applications from Kaingaroa School and Te One School, be funded 50% of the available funds of \$8978.75.**
- M Croon / RS Joyce CARRIED**

6. REGULATORY

6.1 Update from Environment Canterbury

RESOLVED:

THAT the report be received.
KL Day / EC Tuck CARRIED

Biosecurity Officer, Kerri Moir advised there were now two ex MPI inspectors at Timaru and Napier who were inspecting in-coming freight. This would give consistency in the cleanliness of freight.

The shipping company needed a new facility in Napier as the lease of the present facility would expire mid year. Steve Palmer was due to visit the Island at the end of April and would like to meet with Council and shipping directors. Support was needed to find a new facility with a wash-down area.

Ms Moir noted rodents were now on the increase. She was concerned that at Owenga, some of the boats were digging in to the bank and washing away the bait stations and it would be a roading issue in due course.

The vet was due on the island on 30th April 2019 and would be doing free cat de-sexing.

Ms Moir updated that they were still waiting on Mt Hutt Helicopters to itemise their freight invoice.

6.2 Predator Free 2050

The Predator Free 2050 Programme is an ambitious Government lead initiative involving Government, Local Government, and the wider community. The intent of the programme was to eliminate rats, possums and stoats from New Zealand by 2050.

The Programme was in the early stages, and Council had been asked to support the initiative. The programme could give opportunities for employment for the community.

RESOLVED:

- 1. THAT the Council agree in principle to be part of the Predator Free 2050 programme.**
- 2. THAT further considerations be made when funding requirements become known.**

NC Ryan / M Croon CARRIED

7. EMERGENCY MANAGEMENT

7.1 Civil Defence & Emergency Management Governance Structure

A draft Governance structure for Civil Defence and Emergency Management was presented at the CDEM meeting earlier in the day.

Council decided to defer making any decisions on the Governance structure until after Rachel Hyde's visit in May.

7.2 Review of the Civil Defence Emergency Management Act

There would soon be a review of the Civil Defence Emergency Management Act. The review was led by Rachel Hyde, Principal Policy Advisor, National Security Group, Department of the Prime Minister and Cabinet.

A formal invitation had been sent to Rachel Hyde to visit the Chatham Islands, which had been accepted. She would be on the island on 22 May 2019, the same time a training programme had been scheduled.

RECOMMENDATION

- 1. THAT the reports be received.**
- 2. THAT Council endorse the actions to invite Rachel Hyde to visit the Chatham Islands.**

EC Tuck / JI Clarke CARRIED

8. GOVERNMENT

8.1 Gambling Venues Policy

The Chief Executive declared an interest as Chairman of the Chatham Islands Distribution Committee of the New Zealand Community Trust.

The Chatham Islands Council Class 4 – Gambling Venue and Board Venue Policy was due for review through the special consultative process.

Cr Tuck considered there were enough machines on the island; one machine per 300 people was the highest in New Zealand. Although the community benefited greatly from the two machines presently servicing the island, she strongly opposed increasing that amount.

His Worship clarified the decision was to put the Policy out for public consultation and once feedback from the community had been received there would be further discussion.

RESOLVED:

THAT the revised policy be put out for consultation.

EC Tuck / NC Ryan CARRIED

8.2 Elected Members Remuneration

Correspondence had been received from the Remuneration Authority which covered the setting of elected member's remuneration in two parts.

1. Remuneration from 1 July 2019 to the day the official election result is declared in October 2019.

	Current	Proposed
Mayor	\$52,225	\$52,650
Deputy Mayor	\$21,843	\$22,376
Councillor / CDEM Group	\$16,350	\$16,749
Councillor	\$13,743	\$14,078

The Council had previously resolved to include all members on the CDEM Group.

2. From the declaration of the election result in October 2019 to June 2020.

The Mayoral salary will be \$53,500.

All others would be determined by the Council which must distribute a pool of \$147,488 with the Remuneration Authority setting a minimum of \$13,374 per Councillor.

The newly elected Council would make these decisions by Wednesday 20 November 2019.

RESOLVED:

That the information be received.

JI Clarke / J Seymour CARRIED

8.3 Defence Force Activities on the Chatham Islands

Over many years the New Zealand Defence Forces had carried out exercises on the Chatham Islands. The most recent programmed was to have been held in 2010, but had been overtaken by the Christchurch earthquakes.

His Worship had contacted the Minister for Defence, Hon Ron Mark, to continue those exercises on the Chathams, but also to encourage the Defence Force to use the new port facility and the proposed airport. This would assist with the business case for an airport upgrade.

RESOLVED:

THAT Council write to the Hon Ron Mark, Minister of Defence, inviting the New Zealand Defence Forces to consider the Chatham Islands for future exercises.

JI Clarke / EC Tuck CARRIED

8.4 LGNZ Zone 5 & 6 Meeting Held in Hanmer Springs 18-19 March 2019

The LGNZ Zone 5 & 6 Meeting had been attended by his Worship the Mayor, Councillor Croon and the Chief Executive.

Cr Croon gave a verbal report on Day 1 of the Meeting. Topics covered included -

- Keeping Council's Safe
- Centralisation of Polytechnic's
- NZTA – Focus on Auckland and Wellington rail
- Visited Queen Mary Hospital
  - Council came in to ownership in 2010
  - Historian passionate about keeping buildings
- Nelson Fires - Presentation of Roger Ball (Group Controller)

His Worship and the Chief Executive expanded on topics from Day 1 and 2 of the meeting.

- Three Waters – The Department of Internal Affairs had undertaken a review with regards to how water is delivered to NZ going forward.
  - The outbreak of gastroenteritis in Havelock North in August 2016, resulting in four associated deaths and an estimated 5000 people falling ill, was a catalyst for action.
  - The subsequent *Government Inquiry into Havelock North Drinking Water* identified 51 recommendations to address failings in the delivery, compliance, monitoring and enforcement of drinking water.
  - At the same time, the broad-ranging Three Waters Review, commissioned by the Government in mid-2017, found similar issues across the drinking water, wastewater and storm water system.
  - The Review raised broader questions about the effectiveness of the regulatory regime for the three waters, and the capability and sustainability of water service providers.
  - The Local Government view was that the Minister was heading towards a centralised model run similar to electricity.
- Presentation from Sport NZ – in NZ all recreational activities were funded by gambling. The largest part comes from Pokie machines. The breakdown of all money put in to a Pokie machine as follows -
  - 91% goes back to the players
  - 2.7% going toward the community good (funding community projects)
  - 2.6% tax

- 1.1% venue
- 1.1% running machines
- 1% Responsible Gambling Lobby
- Remainder goes to the overheads of the organisations that run the machines

RESOLVED:

THAT the verbal report be received.

NC Ryan / EC Tuck CARRIED

8.5 LGNZ Rural & Provincial Sector Meeting Held in Wellington 7 & 8 March 2019

Cr Tuck gave a verbal report on speakers and their topics.

- **Dave Cull, Mayor of Dunedin**
  - Drinking water standards and waste water
  - Climate change
  - Zero Carbon Act
  - Urban Development Authorities
- **Hon Chris Hipkins**
  - Reform of vocational education, training that is universal
- **Jacqui Dean, MP for Waitaki**
  - National and the rural heartland
  - Incentives for Council infrastructure
  - Water storage infrastructure
- **Amanda Moran, Deputy for the Environment**
  - Fresh water, climate change, urban development, waste disposal and RMA time frames.
  - China ban impact - what is the future?
- **Malcolm Alexander, CEO LGNZ**
  - Insurance companies - not offering insurance because of risk, flow on effect not being able to get a Mortgage.
- **Jack Hodder QC**
  - Who's Afraid of Creative Judges? Discussed his paper "Can Central Government or Local Government be sued because of something that has happened because of climate change?"
- **Julie Hardaker - Environmental Regulation**
  - Case studies need Councils for pilot study.
- **Hon Julie Anne Genter, Associate Minister of Transport**
  - Portfolio Priorities-
  - Reducing road deaths and serious injury.
  - Discussed strategy project "road safety"
  - speed management.
  - Impaired driving - introduce new measures for testing.
  - E scooters - safety.
  - ABS for motorbikes - combined breaking system.
  - Infrastructure investment for regions.
- **Hon Damien O'Connor**
  - Discussion on the Rural Communities portfolio
- **Richard Stokes, Director Census Communications and Engagement – Statistics NZ**
  - What went wrong and where they are at 2018 census

RESOLVED:

THAT the verbal reports be received.

RS Joyce / KL Day CARRIED

9. CHATHAM ISLANDS

9.1 Chatham Islands Investment Strategy

The Chatham Islands Investment Strategy reflected the vision Chatham Islanders had in their community and had taken a well-being approach towards identifying investment priorities for the islands.

The latest version of the Strategy encapsulated most of what had been raised by the various stakeholders.

RESOLVED:

That the Chatham Islands Investment Strategy be received.

RS Joyce / EC Tuck CARRIED

9.2 Proposal to Develop an Age-Friendly Strategy

The Community Connects grant fund is an initiative from the Office for Seniors administered by Ministry of Social Development. They offer one-off grants of up to \$15,000 per year from an annual budget of \$100,000 and there were up to two grant rounds each financial year, in April and September.

The grant assisted councils and communities to plan or to implement Age-Friendly communities in accordance with the *'World Health Organisations global age friendly cities: A guide'*.

The fund targeted projects which promoted the inclusion and contribution of older people in community life, and supported their community to prepare for an ageing population. The development of a Strategy could be completed and consideration of grant funding could be done once projects had been identified in the Strategy.

RESOLVED:

THAT the Council:

- 1. Receives the report 'Proposal to develop an Age-Friendly Strategy';**
- 2. Agrees the Community Development Officer will work with key community stakeholders to investigate the development of an Age-Friendly Strategy for the Chatham Islands;**
- 3. Notes that the Community Development Officer will report back to Council with a draft Age-Friendly Strategy for consideration.**

M Croon / JI Clarke CARRIED

MEETING CLOSURE

After consideration of the In-camera Agenda, and there being no further business, the meeting was declared closed at 3.58pm.

CONFIRMED THIS 16th DAY OF MAY 2019.

MAYOR

3. Finance

3.1 Financial Report to 31 March 2019

Date of meeting	16 May 2019
Agenda item number	3.1
Author/s	Tanya Clifford - ECan

Purpose

Report to Chatham Islands Council on current financial situation as at 31 March 2019.

Recommendations

THAT the Financial Report to 31 March 2019 be received.

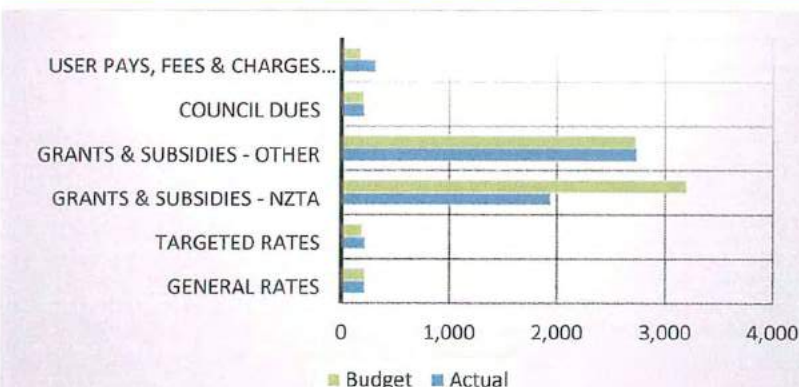
Graphical Financial Information

as at 31 March 2019



chatham islands council

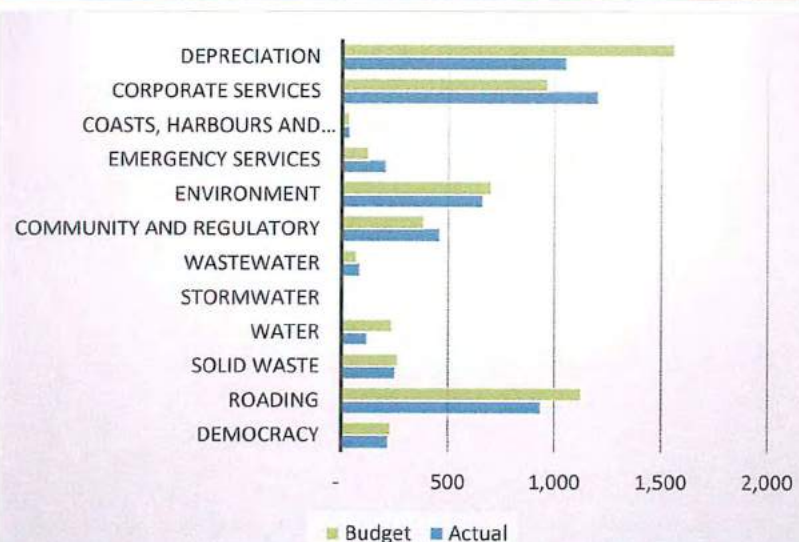
Revenue



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

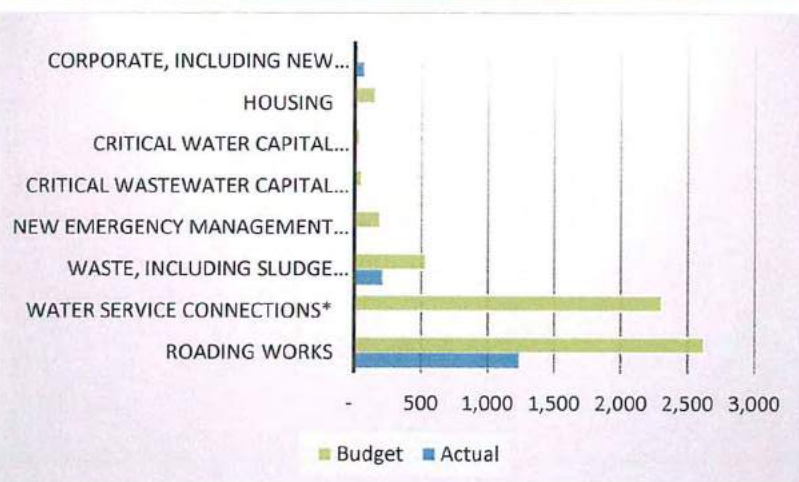
- * NZTA subsidy is driven by actual expenditure of roading works, which are behind budgetary levels.
- * the budget recognised a grant for the sludge lagoon project; which hasn't been drawn down pending project scope review off-set by an unbudgeted grant from the Ministry for the Environment.

Expenditure



No significant items of concern related to expenditure. There are some variances within classifications and minor cut-off adjustments, but this is likely to realign by year-end, refer to the full financial report for further information.

Capital Expenditure

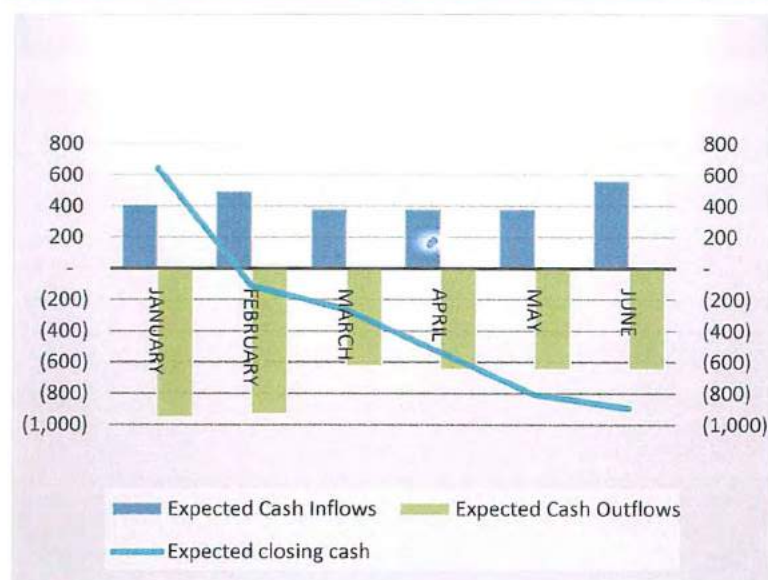


Key capital projects have not fully progressed for the year (pending funding availability) or have been delayed.

Roading works are behind budget with delays in obtaining project material from overseas, specifically related to the Waikato Bridge project.

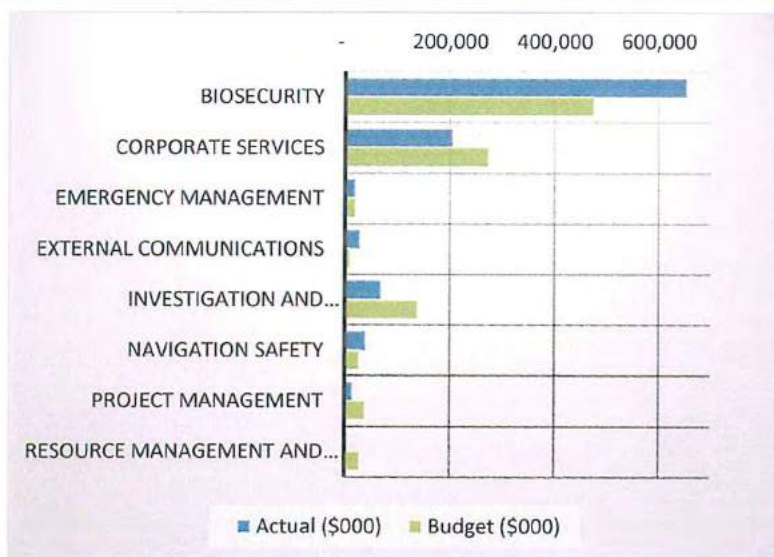
The sludge lagoon project has been deferred pending rescope and housing works have also been delayed.

Cashflow Forecast



The Council has an overdraft facility with their banking provider of \$700k. At the end of March, the cash balance was an overdraft of \$264k. The forecasted cashflow figures have been adjusted to reflect the March cash position along with lower roading expenditure and NZTA grant income as a result of project delays. That being said, Council will need to manage it's cash carefully with a year end deficit of \$900k expected.

ECan Operational Expenditure



No significant variances of note, however:
 * Biosecurity "Flying squad" sent to the Island to assist with marine pest surveillance, willow control and general plant and pest control. Services provided are expected to match contracted levels by year-end, with any unutilised project funds to be held in reserve at ECan, for use in future projects.

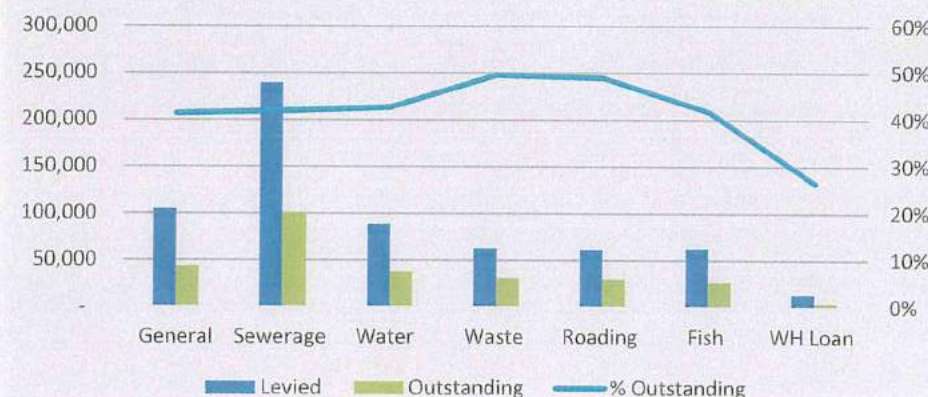
Other Financial Information

as at 31 March 2019



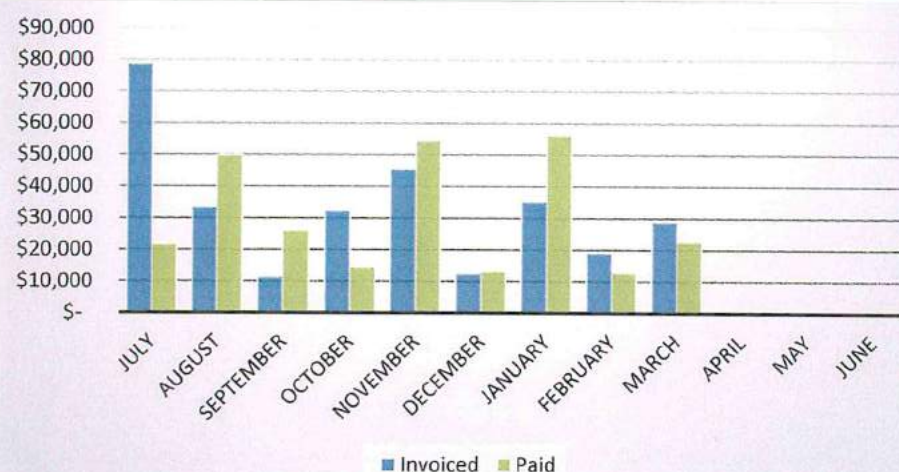
chatham islands council

Revenue rates collectability



Note: The first two rating instalment have been levied, with the next instalment due 1 May. On average 22% of rates remain outstanding for the year. Penalty payments have been incurred on outstanding second instalment payments, after the 14th of February.

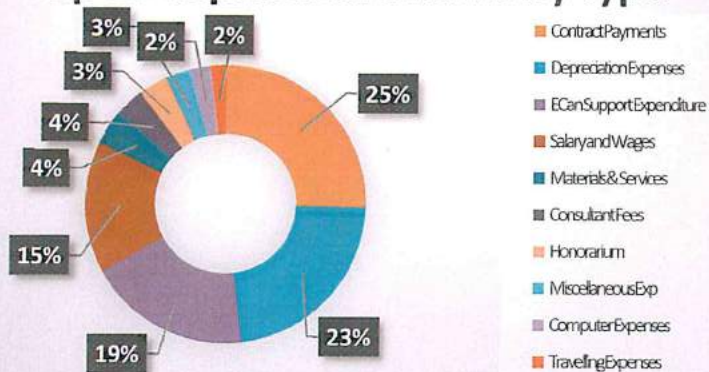
Revenue Council dues collectability



Note: The current outstanding Council Dues balance for March is \$25,709. Current trends are reflective of steady repayments being made. However, amounts have historically not always repaid within a month of invoicing. Delays in collecting Council Dues, increases the risk of funds not being collected.

Expenditure by type

Top 10 expenditure items by type



This graph summarises the Council's top 10 expenditure items by type. 'Contract payments' amount to approximately \$1,178k and 'travelling expenses' equates to approximately \$85k. Remaining expenditure amounts to approximately \$604k.

Statement of Comprehensive Revenue and Expense



	Actual \$000	Budget \$000	Variance	Note Ref
Revenue				
General rates	219	219	-	1
Targeted rates	224	192	32	1
Grants & subsidies - NZTA	1,940	3,204	(1,264)	2
Grants & subsidies - other	2,747	2,737	10	2
Council Dues	213	206	6	3
User pays, fees & charges and other income	316	179	137	4
Total revenue	5,659	6,737	(1,079)	
Expenditure				
Democracy	220	233	(14)	
Roading	940	1,128	(188)	5
Solid waste	252	267	(15)	5
Water	123	237	(114)	5
Stormwater	0	-	0	5
Wastewater	87	72	15	5
Community and regulatory	459	383	75	6
Environment	663	702	(39)	
Emergency services	207	126	81	7
Coasts, harbours and navigation	39	38	1	
Corporate services	1,204	965	238	8
Depreciation	1,054	1,560	(506)	9
Total expenditure by activity	5,247	5,711	(464)	
Total surplus/(loss)	412	1,027	(615)	

Variance explanations:

- 1 Rates are invoiced based on the Council approved rates strike. Note the budgeted targeted rates amount exclude collection of prior period outstanding balances and penalty payments. Actual figures also recognise repayment of warm home loans, which will be off-set against the loan at year-end.
- 2 NZTA subsidy is based on actual expenditure, which is below budget with work being deferred. DIA grant has been fully received, but apportioned across the year. The budget also recognises a grant for the sludge lagoon project (approximately \$340k), which has not been drawn down. Council also received an unbudgeted grant of \$769k in relation to Council's waste management infrastructure.
- 3 Council dues are a Council tax on island imports/exports. There is a notable relationship between works on-island and the income received from Dues. Transactions with on-island shipping/freight companies are current.
- 4 No notable areas of income variance.
- 5 Infrastructural works, delays have occurred associated with the commencement of key projects. Also, with the expected increase in costs associated with the Waikato Bridge construction; approximately \$350k in other projects have been deferred to support this bridge construction.
- 6 Council has increased expenditure to improve the condition of their housing stock. It was originally intended (budgeted) that the expenditure would be capital in nature, funded by way of loan. With funding restrictions, Council has elected to make smaller improvements, classified as being of 'maintenance' in nature.
- 7 No notable areas of overspend. However it is noted an additional part-time staff member is allocated to the area, which was not included within the budget.
- 8 No notable areas of overspend, although noted a redundancy payment was made in-year. Noted increases in travel, stationery, consultancy and computer expenditure costs compared with budget. These may smooth out over the course of the year, as the budget assumes an equal apportionment of expenditure, which sometimes is more seasonable in nature.
- 9 Depreciation has been run till February, variances related to the delays with roading capital works and other capital projects in year.

Capital expenditure summary	Actual \$000	Budget \$000	Variance	Note Refere
Sources of capital funding				
Subsidies and grants for capital expenditure	1,093	2,561	(1,469)	1
Increase / (decrease) in debt	-	104	(104)	2
Total sources of capital funding	1,093	2,665	(1,572)	
Application of capital funding				
Roading works	1,242	2,622	(1,380)	1
Water service connections*	-	2,303	(2,303)	
Waste, including sludge lagoon project	216	533	(317)	3
New emergency management depo*	8	188	(180)	
Critical wastewater capital replacement*	-	50	(50)	
Critical water capital replacement*	-	36	(36)	
Housing	-	150	(150)	2
Corporate, including new office fit-out*	71	26	45	
Total application of capital funding	1,537	5,908	(87)	
Movement in reserves	(444)	(3,243)	(1,485)	

* Desired projects in the 2018/19 budget, removed due to lack of funding support

Variance explanations:

- 1 The grant figure primarily relates to the NZTA budget, which is reflective of 88% of actual costs incurred.
Roothing actual expenditure is behind budget mainly related to the bridge replacement project for Waikato Bridge. The aluminium culverts have been coming from overseas and there has been a delay in their arrival to the Islands. This programme of work has been pushed back, which in turn may mean that some of this project will continue into the 2019/20 financial year (requiring an adjustment to the 2019/20 budget).
- 2 Housing project expected to be progressed in year, funded by debt.
- 3 Sludge lagoon project delayed, pending scope and cost review.

Note, budget figures are allocated on an equal monthly apportionment

3. Finance

3.2 Council Dues Report to 8 May 2019

Date of meeting	16 May 2019
Agenda item number	3.2
Author/s	Colette Peni – Accounts & Regulatory Officer

Purpose

Report to Chatham Islands Council on current Council Dues as at 8 May 2019

Recommendations

THAT the Chatham Islands Council receives the report.

Key points

- Chatham Island Shipping – Outstanding Manifest – April 2019
- Air Chathams – Outstanding Manifest – April 2019
- Air Chathams have paid their Council Dues in full to 31 January 2019
- Chatham Island Shipping have paid their Council Dues in full to 31 March 2019

Background

Carrier	Date of last Payment	Amount Paid	Details
Air Chathams	22/2/19	\$12,708.21	January 2019
Chatham Islands Shipping	8/5/19	\$39,195.82	Balance of January 2019 & March 2019

4. Works & Services

4.1 Fulton Hogan Road Maintenance Report April 2019

Date of meeting	16 May 2019
Agenda item number	4.1
Author/s	Bill Lind – Fulton Hogan Contract Manager

Purpose

A monthly report to Chatham Islands Council for Chatham Islands Road Maintenance contract.

Recommendations

THAT the report be received.



CHATHAM ISLANDS ROAD
MAINTENANCE CONTRACT
MONTHLY REPORT
APRIL 2019

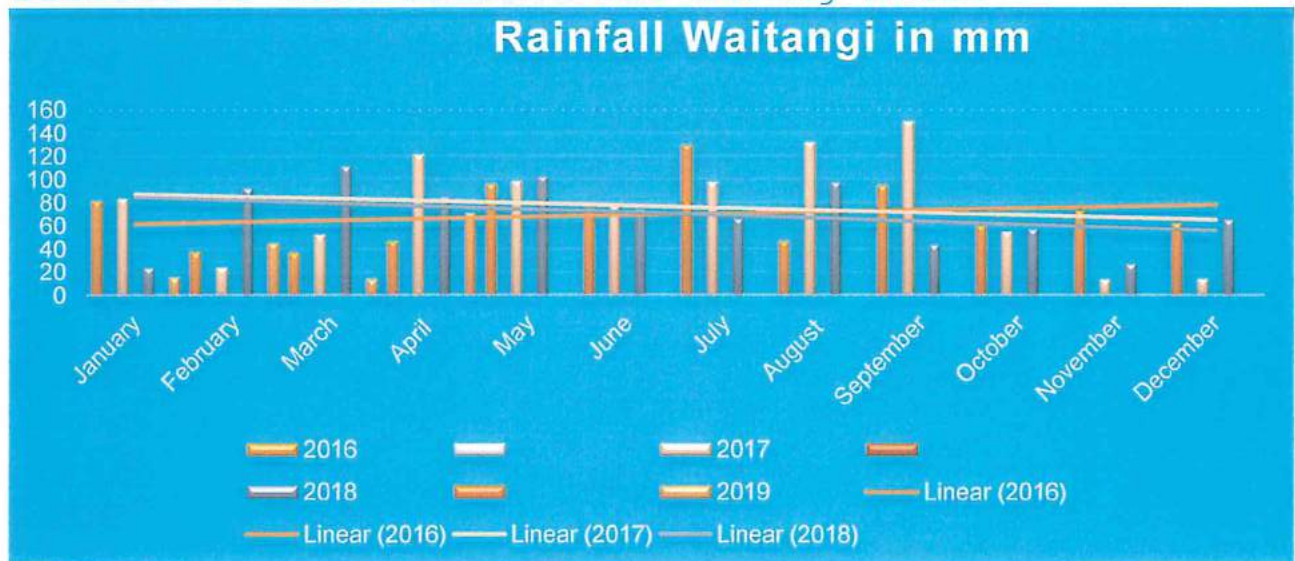


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Work Summary

Outline of work carried out during month



70.5mm of rain recorded in the Waitangi yard.

Routine Maintenance and Operations

Grading all up to date. Roads are looking better now with a little more moisture around. Metaling has been carried out where necessary. Township and cemetery mowing all up to date. More spraying required.

Pavement Renewals

Airbase Road strengthening going well, completed to RP2620.

Sealed Road Resurfacing

None this month.

Drainage Renewals

Rapanui Rd still to complete. Some minor improvements carried out on Tuku Rd to top of Tuku Gully. Work still to be done down through the gully and to Taiko when our large excavator can be freed up from Waikato Bridge.

Bridge and Structure Renewals

Bridge has been demolished and work well underway on the base for the new culverts.

Traffic Services

One sign post replacement this month.

Minor Improvements

None this month.

Vegetation Control

All mowing up to date. Still some gorse spraying to complete.

Dayworks

Drainage work on Maipito and Tuku Road. Test pits completed on Waitangi Wharf Owenga Rd.

Programmed Work for following month

Airbase Rd strengthening to complete. Waikato bridge replacement work continues. Scour repairs and metaling on far end of Tuku Rd. Drainage on WWO Rd to complete.

Schedule of Work by Road Name

1. Maintenance Grading

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

Road ID	Disp	Road ID	Start RP	End RP	Quantity M
NORTH ROAD	2470	21	4589	13250	8661
WAITANGI WHARF - OWENGA ROAD	2471	11	4450	21393	16943
PORT HUTT ROAD	2478	51	0	16615	16615
NORTH ROAD	2479	21	13250	29500	16250
NORTH ROAD	2483	21	29500	48508	19008
KAINGAROA ROAD	2484	126	0	5994	5994
NORTH ROAD	2487	21	4589	13600	9011
				TOTAL	92.5km

- 2 Unsealed Maintenance Metaling

- Carried out on the following roads using AP32 metal:

Road ID	Disp	Road ID	Start RP	End RP	Quantity	
AIR BASE ROAD	2466	71	3850	4300	24	
NORTH ROAD	2467	21	28700	36000	280	
WAITANGI WHARF - OWENGA ROAD	2468	11	8000	14500	168	
WHAREKAURI ROAD	2469	121	1200	3000	104	
TUKU ROAD	2473	111	6700	7000	104	
PORT HUTT ROAD	2475	51	4000	12000	160	
WAITANGI WEST ROAD	2476	61	400	8000	24	
MAIPITO ROAD	2477	101	580	1500	16	
		Totals		This Month	880	m3

500m3 extra spread. Paid March Claim				Revised Target	20500	m3
				Contract TD	21144	m3

Next Month's Target

Patch metaling will continue where required. Grading should get more effective as conditions get damper.

Crash Damage Report Summary

Crash Damage Report

Date	Event	Action	Repaired Y/N
14/2/18?	Ute left road and rolled WWO Rd RP 4800	No report as yet	No damage to CIC asset
3/3/18	Car hit loading ramp WWO Road RP1039	Police investigation ongoing	No damage to CIC asset
29/5/18	Vehicle vrs calf cnr Maipito Waitangi Wharf Owenga Road	7: 30 am	Minor vehicle damage
25/6/18	Not accident as such but vandalism of new seal on Waitangi Wharf Owenga Road by 2 Quad bikes overnight.	Police investigation	Lucky to get away with little damage.
18/10/18	Vehicle rolled North Rd beyond Wharekauri Rd	Police attended. No report as yet	No damage to CIC asset
27/10/18	Vehicle left road and rolled down bank. Port Hutt Rd RP 4780 Approx.	No report	No damage to CIC asset
11/1/19	Vehicle hit rear of grader working on Airbase Road	Awaiting police report	No injuries, damage to car only, no damage to grader.

Network Inspections

Month	Inspection Type	Faults Identified	Inspected By
April 2018	Daytime	WWO Road just graded. North Road needs grading. Water tabling needed on both roads.	Bill Lind
May 2018	Night Time	Watertabling still required on most roads, wet conditions highlight this. Lack of street lighting becoming very serious. Signs & EMP's dirty.	Bill Lind
June 2018	Daytime	North Road and Kaingaroa Road Potholes being repaired/graded. Wet conditions lack of metal in places. Airbase Road digout required.	Bill Lind
July 2018	Night Time	2 new culverts required on Airbase Road. EMP's needed sealed area North Rd (Done) most other signs all good.	Tomby
August	Daytime	Roads in good condition. New watertabling helping a lot. Tuku	Tomby

2018		Rd needs digout (since done)	
September 2018	Night Time	North Road and Airbase Road. All good but some minor dirty signs. Recent watertabling very effective.	Bill Lind
October 2018	Daytime	Owenga Road a few potholes appearing again. Signs and EMP's have been cleaned. Tuku Road all good, watertabling required in places.	Bill Lind
November 2018	Night Time	Tuku Road looking ok some dirty signs programmed for cleaning. Waitangi Wharf Owenga Road, newly watertabled area all good with new EMP's very effective.	Bill Lind
January 2019	Roadroid	Mowing and spraying needed on most roads. Newly strengthened areas riding very well.	Bill Lind
January 2019	Six Monthly	Some areas noticeably short of maintenance metal. Many signs shot up. Mowing and spraying required in many areas.	Tomby
February 2019	Night Time	Owenga Road all looking good with new EMPs on recently water-tabled areas.	Bill Lind
March 2019	Daytime	Port Hutt and Waitangi West, all good. Some minor metaling has been carried out. Wild cattle are destroying EMPs	Bill Lind
April 2019	Night time	North Road and Owenga Road. Signs still dirty in places, need constant cleaning. Newly rehabbed and water-tabled areas travel well.	Bill Lind

Monthly Safety Report and Statistics

Nothing to report.

1. Safety Engagements

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
30/4/18	Y	N	N	N	Manhole cover moved when excavating for K&C
22/5/18	N	N	N	N	Audit done at Highet Place Re-Hab site. No issues arising.
15/6/18	N	N	N	N	Fish Factory Road Sealing All safe and job running smoothly.
23/7/18	N	N	N	Y	Landfill site. Delivery of cover material. Front bumper of truck caught on debris and damaged.
9/8/18	N	N	N	N	Audit of guys doing EMP's North Rd. No problems found
20/9/18	N	N	N	N	Audit of culvert installation site on North Road. Good tidy site with good manual traffic control.
26/10/18	N	N	N	N	Watertabling WWO Rd all good no safety issues
27/11/18	N	N	N	N	Road strengthening North Road, good TTM no safety issues.
14/12/18	N	N	N	N	Benkleman Beam testing WWO Rd. No safety issues.
11/1/19	Y	Y	N	N	Airbase Rd grading. Car hit rear of grader, No injuries, no damage to our plant but significant damage to

					uninsured third party vehicle.
18/2/19	N	N	N	N	Audit of TTM Airbase Road. All compliant
6/3/19	N	N	N	N	Culvert replacement Maipito Road. Minor traffic disruptions, residents notified.
24/4/19	N	N	N	N	Grading Tuku Road. No problems identified.

Metal Stockpiles

Site	AP30 Schist	AP65	AP30 Basalt	AP100 Schist	AP100 Basalt	AP30 Blend	AP20
Waitaha Schist	0	0	0	8158	0	0	0
Waitaha Basalt	0	1837	3087	0	0	0	892
Paritu	2695	0	0	432	0	0	0
Stoney Crossing	0	860	339	0	0	0	932
Yard	0	0	0	0	0	0	0
Ohinemama	0	0	1400	0	0	0	0
Yard	0	0	0	0	0	0	0
Muirsons Schist	1828	0	0	456	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
TOTALS	4523	2697	4826	9046	0	0	1824

CIC Owned Materials Signs

Stocktake of Chatham Islands Council Materials					
Item Description	Unit	Purchased	Used April 2019	End Measure	Comments
Signs					
CS85 North Rd	ea.			1	
CS85 Port Hutt Rd	ea.			1	
RG1	ea.			1	
RG2	ea.			1	
RG6	ea.			1	
RM6 White	ea.			5	
RM6 Yellow	ea.			1	
RM7	ea.			5	
P66X242	ea.			7	
PW11	ea.			1	
PW11.1L	ea.			1	
PW11.1R	ea.			1	
PW12L	ea.			1	
PW12R	ea.			1	
PW24	ea.			2	
PW25 65KM	ea.			1	
PW28	ea.			1	
PW34.1	ea.			2	

PW34.2	ea.			2	
PW37	ea.			2	
PW41	ea.			4	
PW44	ea.			1	
PW53	ea.			1	
PW49 FIRE ENGINE	ea.			2	
PW 50	ea.			1	
PWSX1	ea.			2	
RH-4	ea.			2	
PW54	ea.			2	

Marker pegs

EMP	ea.			591	
CULVERT MARKERS	ea.			192	
WHITE RAPID MARKERS	ea.			16	

Misc. Items

ACROW PROPS	ea.			6	
ROAD COUNTER	ea.			2	
ROUGHOMETER	ea.			1	

Culvert Pipes

ALUFLOW

Item Description	Unit	Used Apr 19	Purchased	End Measure
375	m			12
300	m			6
450	m			12
600	m			0
750	m			30
900	m			23

CivilBOSS

225	m			72
300	m			138
450	m			36
1000				12

Builders Mix

CEMENT	T			0
GEOGRID	rolls			19
BIDIM CLOTH	rolls			2

Environmental Compliance & Feedback

Environmental Compliance

Date	Site Inspected	Compliant Y/N	Abatement Order Issued	Corrective Action Required	Completed By
19/3/18	Pitt Island Grader incident	N	N	Y	Bill Lind
6/4/18	Hihet Place K&C	Y	N	N	Bill Lind
18/5/18	Hihet Place Re-Hab	Y	N	N	Bill Lind
21/6/18	Maipito Road OTTA Seal	Y	N	N	Tomby
25/7/18	North Road water tabling	Y	N	N	Tomby
9/8/18	Port Hutt Road Strengthening	Y	N	N	Bill Lind
20/9/18	North Road culvert install	Y	N	N	Pat Tinnelly
21/11/18	WWO Road watertabling	Y	N	N	Bill Lind
14/12/18	Airbase Rd culvert install	Y	N	N	Bill Lind
22/1/19	Grading North Road	Y	N	N	Tomby
18/2/19	Waikato Culvert Airbase road	Y	N	Y	Bill Lind
6/3/19	Clear slip material Wharf road	Y	N	Y	Bill Lind
29/3/19	Waikato Bridge replacement site	Y	N	N	ECAN
17/4/19	Airbase Road strengthening	Y	N	N	Bill Lind

Stakeholder Complaints Register

Month	Council/ Public Complaint	Complaint	Repair Undertaken	Response Time
29/5/18	Public	WWO Road needs graded	Awaiting favourable conditions	3 days
5/6/18	Public	Owenga Road needs graded and fish dump full	Road had been graded before complaint received	1hr
21/6/18	Public	North Road needs graded	Grader is on North Road now	1 day
25/6/18	Public	Loose chip on road at Cafe	Chip needs to be left on the road as long as possible to protect surface. Footpath swept today.	4 hrs
29/6/18	Public	Port Hutt Road slippery	Basalt spread on the hills	1day
9/7/18	Public	Tuku Road Scour	Metalled and minor water table built	1 day

Month	Council/ Public Complaint	Complaint	Repair Undertaken	Response Time
12/9/18	Public	Potholes North Road	Filled some potholes and dispatched grader same day	4hrs
27/9/18	Public	New watertabling too deep	Passed to Stantec	1hr
10/10/18	Public	Gorse needs sprayed Te Matarae Rd	Sprayed 25/10/18	10days
2/12/18	Public	Potholes North Road	Potholed	1 day
21/1/19	Public	Potholes/corrugations and dust on North Road	Replied to complaint. Grader already on road by the time complaint received	1 hr
28/2/19	Public	Gates on Te Matarae Road hard to open	Staff sent to repair gates	1hr
14/3/18	Public	Holes in North Road	Holes repaired	1day

Public Relations & Community Involvement

Sponsored Festival fundraising.

Innovation

Water table Material used for land contouring on farmland.

Summary of Monthly Progress Claim by Work Category

Item	Work Category	Separable Portion One - Roading			% of Annual Budget
		Value for Month	Value YTD	Annual Budget	
1	P&G Other	\$84,436.61	\$892,738.01	\$805,782.09	110.79%
2	Routine Maintenance and Ops	\$57,734.33	\$624,407.48	\$1,273,716.65	49.02%
3	Pavement Renewals	\$58,320.00	\$608,275.08	\$389,340.50	156.23%
4	Sealed Road Resurfacing	\$0.00	\$1,175.16	\$108,129.00	1.09%
5	Drainage Renewals	\$0.00	\$120,233.11	\$119,480.00	100.63%
6	Bridge Renewals	\$48,685.00	\$339,195.97	\$60,000.00	565.33%
7	Traffic Services	\$584.49	\$17,618.36	\$13,485.75	130.64%
8	Minor Improvements	\$0.00	\$0.00	\$130,000.00	0.00%
9	Vegetation Control	\$5,408.41	\$56,520.13	\$19,968.75	283.04%
11	Dayworks	\$4,270.40	\$235,864.01	\$242,871.00	97.11%
	Total	\$259,439.24	\$2,896,027.31	\$3,162,773.74	91.57%

1. Miscellaneous

2. Traffic Counting
Begun for 2019.

3. Pitt Island
Visit to check Pitt Island in May

4. Wind Damage
Nil.

Photos



Airbase Road





Airbase Road

4. Works & Services

4.2 Fulton Hogan Water and Wastewater Operation Contract Report April 2019

Date of meeting	16 May 2019
Agenda item number	4.2
Author/s	Bill Lind – Fulton Hogan Contracts Manager

Purpose

A monthly report to Chatham Islands Council for Chatham Islands Water and Wastewater contract.

Recommendations

THAT the report be received.



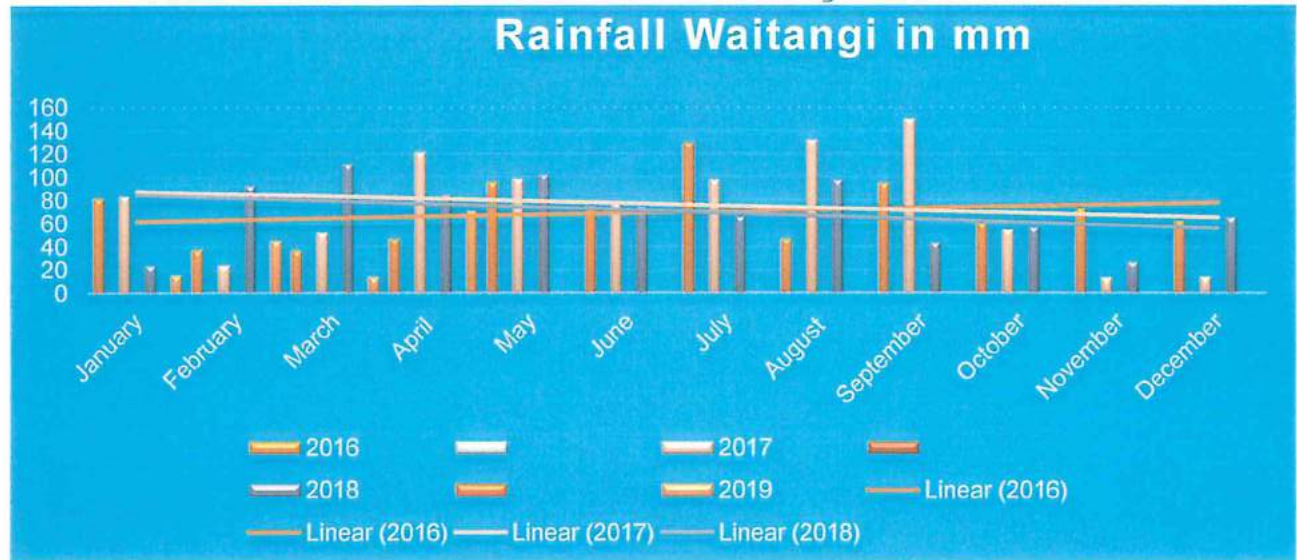
WATER AND
WASTEWATER
OPERATION CONTRACT
MONTHLY REPORT
APRIL 2019

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Work Summary

Outline of work carried out during month



70.5mm rainfall recorded in the Waitangi yard.

Water Supply Operation & Maintenance

Waitangi bore seems to be coping ok at the moment but it only takes one small leak to upset the equilibrium. We are continually inspecting the network for leaks. Kaingaroa is problematic at the moment with very low lake levels and very strong winds meaning we are having to excavate the channel frequently.

Water Treatment

Both plants working well at present.

Wastewater Treatment Plant at Waitangi

RBC #1 is running problem free at the moment. The irrigation pump has been stripped down and we are currently assessing its condition.

Dayworks - Water

Intake channel at the lake has been excavated again and we are keeping a close eye on lake levels.

Dayworks - Wastewater

Nothing to report.

Water and Wastewater Reticulation Network

We are continuously monitoring for leaks in the reticulation, with none detected recently.

Water and Wastewater Treatment Plant: Monitoring

Plant monitoring all going well.

<u>Item</u>	<u>Work Category</u>	<u>Separable Portion Two - Water and Wastewater</u>			
		<u>Value for Month</u>	<u>Value YTD</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
13	Preliminary and General	\$1,968.37	\$44,466.67	\$49,614.04	89.63%
14	Water Supply Ops and Maint	\$922.32	\$9,781.53	\$20,067.84	48.74%
15	Water Treatment	\$2,947.89	\$42,417.12	\$39,801.86	106.57%
16	WWTP Waitangi	\$922.32	\$46,673.16	\$35,580.63	131.18%
17	Dayworks - Water	\$1,147.05	\$8,255.33	\$9,519.14	86.72%
18	Dayworks - Wastewater	\$672.80	\$7,324.10	\$7,090.55	103.29%
19	Water and Wastewater Reticulation	\$0.00	\$746.09	\$461.16	161.79%

Programmed Work for Following Month

Possible annual maintenance check.

Summary of Monthly Progress Claim by Work Category

20	Treatment Plant Monitoring	\$1,188.52	\$12,318.63	\$14,262.24	86.37%
	Total	\$9,769.27	\$171,982.63	\$176,397.46	97.50%

Schedule of Work

Water Meter Report

See appendix

Irrigation Dosing

Monitoring the performance of the field.

Quality Assurance

No issues

Site Safety Report

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
30/4/18	N	N	N	N	Replace dislodged manhole cover at Highet Pl / Tuku Rd intersection.
24/5/18	N	N	N	N	Clear area, digout drain and metal road WWTP
26/6/18	N	N	N	N	RBC removal and bearing replacement at WWTP no issues
9/7/18	N	N	N	N	Replace float switch at old septic tank. No safety issues.
23/8/18	N	Y	N	N	E.coli detected in Kaingaroa reticulation sample
20/9/18	N	N	N	N	3 consecutive complying results received for Kaingaroa

24/10/18	N	N	N	N	reticulation Water blasting of sewer. No problems.
20/11/18	N	N	N	N	Site tidy up around WWTP All good.
21/2/19	N	N	N	N	Replaced float switch on irrigation tank. No safety issues
2/4/19	N	N	N	N	Re-installed RBC #1 motor & gearbox. No issues.

Environmental Non Compliance

Audit visit by Environment Canterbury on 29/3/19. Awaiting results

Monthly Stocktake of Supplies

General Supplies Stockpile - Month Ending May 18

	Stock Purchased	Stock End of Previous Month	Stock Used	Stock Remaining End of Month
Salt		68 bags	20	48
Chlorine	20	30 L	10	30

PHOTOS



Kaingaroa intake channel



Kaingaroa in times of more water

4. Works & Services

4.3 Stantec Monthly Report February 2019

Date of meeting	16 May 2019
Agenda item number	4.3
Author/s	Shaun Boshier, Stantec New Zealand

Purpose

A monthly report to Chatham Islands Council for the Engineering Services contract.

Recommendations

THAT the Report be received.

CIC Engineering Services Contract:

Monthly Progress Report: March 2019

Financial Reporting

Contractor & Consultant Claims (ex GST)

The final payment for Fulton Hogan is split between Roothing and WW+W as below:

- \$612,024.46 for Roothing
- \$18,839.12 for Water and Wastewater

The final payment for Stantec is split between Roothing and WW+W as below:

- \$26,316.91 for Roothing
- \$4,921.16 for Water and Wastewater

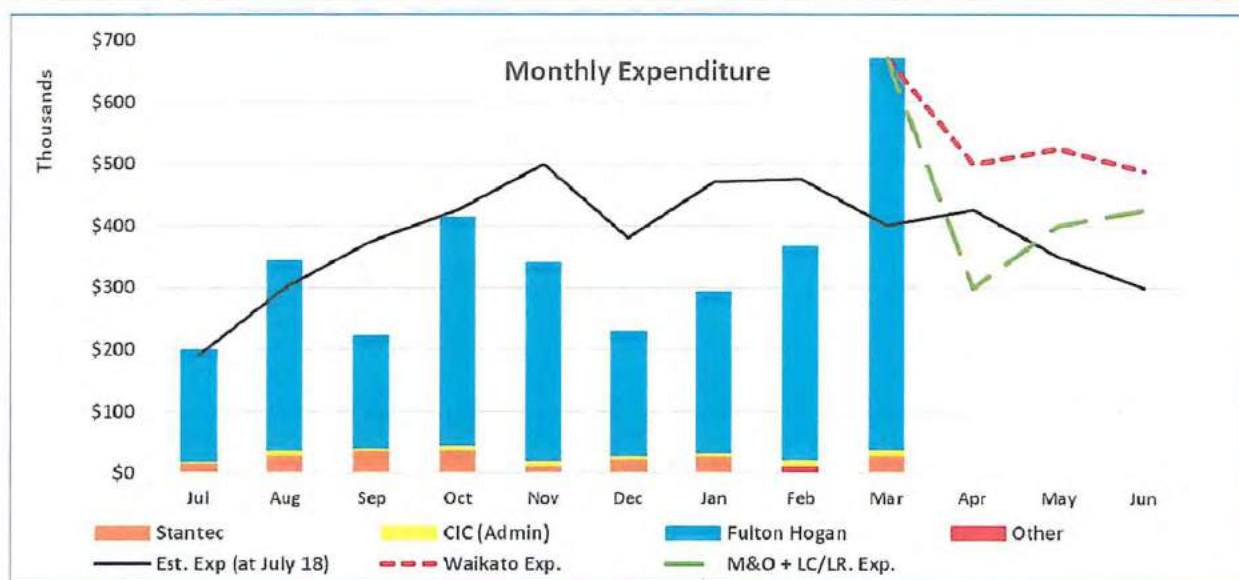
Financial Position

The roading budget spent to date is \$2.875M of the \$4.915M allocated for the 2018/19 financial year. This equates to 59% of expenditure after eight months (75%) of the financial year.

The subsidised budget is higher than the typical \$4.0 M p.a. as it includes the costs of Waikato Bridge construction. The gap between percentage spent versus percentage of year reduces as expenditure on Waikato Bridge ramps up. However, they will not both equal at 100% by the end of June as Waikato construction will overrun into 2019/20. We anticipate that 90% of the overall budget will be spent by years end, with the remaining 10% carried into 2019/20.

If all the Low Cost/Low Risk projects are excluded (which include Waikato), the Maintenance, Operations and Renewals expenditure to date tracking is 70% vs 75% of the year gone. Therefore, the normal annual work is tracking well and the gap between the two is shrinking.

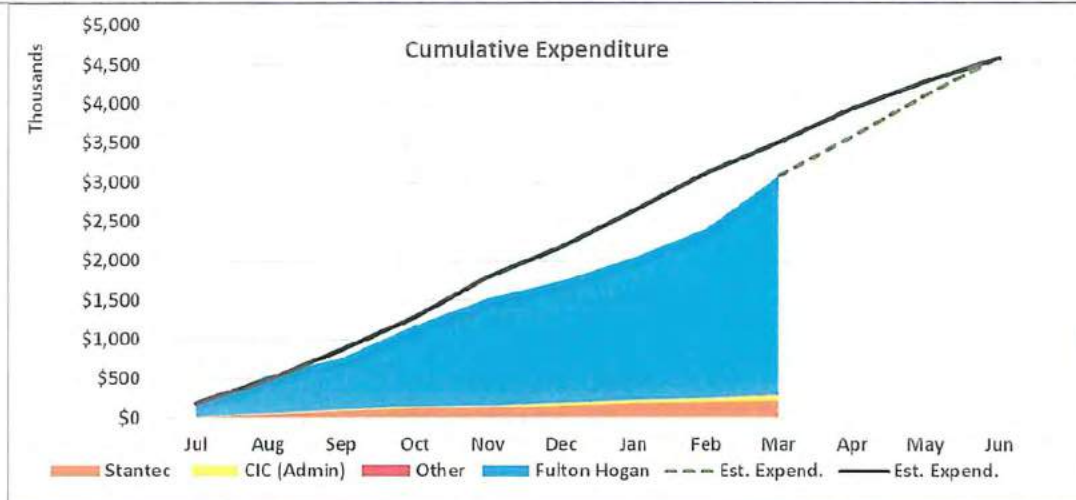
Expenditure Tracking of NZTA Funding



The green long-dashed line shows the updated estimated expenditure for maintenance & renewals and Low Cost/Low Risk projects (excl. the Waikato Bridge replacement). This now allows for an expected underspend on Low Cost/Low Risk projects (~\$400k) that will need to be carried into next financial year. The red short dashed line shows the forecast Waikato Bridge expenditure for the last three months. Note that the true cost per month of Waikato bridge is the area between the red and green dashed lines, as it has been stacked on top of the green dashed line. Therefore, the **red dashed line** can also be treated as the **overall forecast expenditure** for all works for the rest of the year. The solid black line shows the original July 2018 forecast, which clearly shows the void to the actual November to February claims, when it was anticipated the culverts had arrived and Waikato Bridge replacement was in full swing. Expenditure now plays catch-up in the final four months with the higher red dashed line prediction than the original black July 2018 estimate.

Due to delays, approx. \$200k of the Waikato project is estimated to be carried over into the 2019/20 year.

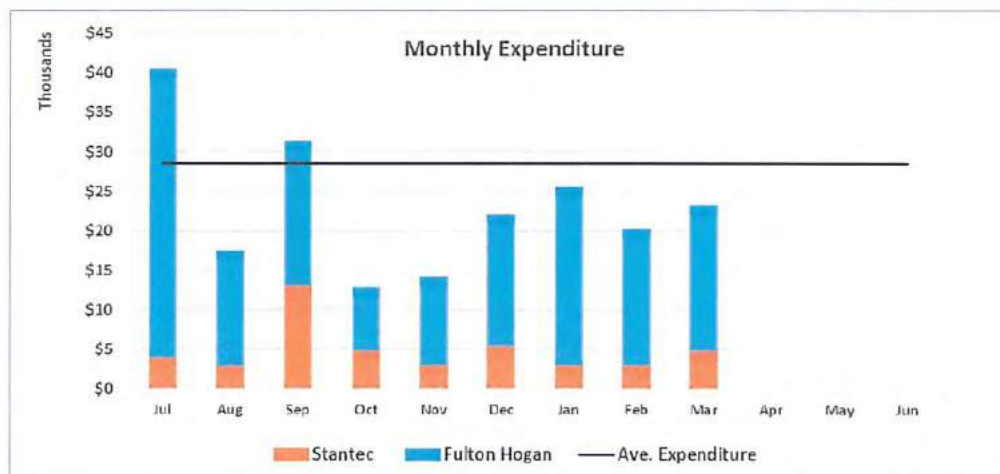
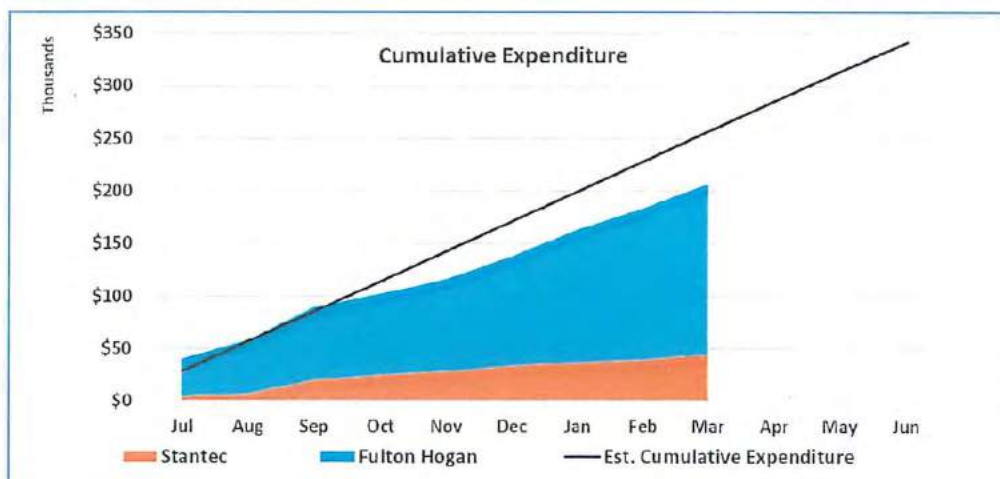
We expect April to be expensive month as Waikato Bridge construction ramps up after the culverts arrive on the Island.



The cumulative graph shows the forecast expenditure of \$4.49M (of a \$4.91M funding allocation). The \$400k difference is predominantly Low cost/low risk projects.

NB: The CIC costs equate to the administration costs of processing a claim and other direct claims by Council.

Expenditure Tracking of 3 Water Funding



The black budget line is based on the forecasts in the 2018-28 LTP for 2018/19. The wastewater treatment plant (WWTP) has responded well to recent maintenance efforts, so costs may not be as high as initially thought. However, in the longer term some significant costs are forecast for the WWTP.

Road Network updates

Stantec Site Visits

Previous Status:

- Shaun visited during 25-28 Sept. He was accompanied by Senthuran Arulanantham, who conducted geotechnical investigations for a private client and the community pool.
- Nigel and Ali visited on 27-30 Nov 2018. They were accompanied by our drone surveyor Dave Annan.
- Nigel and Martin visited in late March to accompany NZTA on the technical audit.

Updates:

- Martin is anticipated to visit the Waikato Bridge project in late April to inspect the culvert foundation.
- Stantec's next visit will be during 21-24 May to coincide with the Maori Land Court personnel visit. This is with regards to the Whangamoe Bridge replacement project.

CIC Catch-ups in Christchurch

Previous Status:

- Shaun and Nigel met with Owen and Alfred (and Mark Weeds of NZTA) in October for a general quarterly catch-up.
- Prior to Christmas Shaun met with Owen and Cindy for introduction prior to her beginning a new role in the new year.

Updates:

- Stantec met with Owen and Alfred in Christchurch on 21st March to review the past year of the contract. This was a helpful meeting to learn where things have been going well and where improvements can be made.

NZTA Correspondence

Previous Status:

- Shaun has been working on the Improvement Plan for Council. This is work that NZTA wants completed for the Roading Asset Management Plan (AMP) plus any other improvements necessary that can be included in there.
- This will be discussed in greater detail at the next Canterbury Road Efficiency Group (REG) meeting that Shaun will attend in mid-December.
- REG is a collaboration between NZTA and Local Government NZ. All Councils within the Canterbury Region attend these meetings, so it is a good chance to share progress and learnings with fellow road maintenance engineers.
- Shaun met with Mark Weeds in February about the Council's improvement plan and a general discussion.

Updates:

- NZTA conducted their first technical audit for 13 years during late March. We await the results to see what recommendations they put forward.

Te Awainanga Bridge approaches

Previous Status:

- Numerous public and Council complaints about the lack of traction and corrugations on this section of the network.
- A short report on possible options was provided to Council, with a recommendation.
- Council adopted the recommendation of the report to look at sealed options.
- Need to wait for NZTA to confirm funding by the end of August. Then need to organise a survey of the road, so that some design options can be progressed for pricing.
- Drone survey was conducted during the November Stantec visit.
- A Stantec designer will create at least two different options with high-level estimates. One option would have a large volume of earthworks and a second option with a reduced volume of earthworks and hence cheaper to construct. The pro's and cons of each option will be reviewed thereafter and put to Council.

Updates:

- An initial vertical realignment of the steep climb on the Waitangi side of the bridge has a large volume of earthworks necessary. A high level estimate put this at more than one million dollars, which is a price that means the project is not viable.
- A second realignment will now be produced to see the cost and whether the change in grade would make a discernible difference to the grade of the approach.

Whangamoe Bridge Replacement

Previous Status:

- Stantec have sent a letter to the Maori Land Trustee to start engagement on the Whangamoe project. The same Maori Land parcel is on both sides of the bridge, so land swap is one option, to improve the road alignment.
- Stantec have begun sizing the culvert/s necessary at this bridge. Early indications are that a similar culvert to that installed at Whangatete is necessary.
- Stantec had contacted the Maori Land Trustee about the need for this project. They put us onto local Ngāti Mutunga contact Gail Amaru, to speak with instead.
- Drone survey was conducted during the November visit.

Updates:

- Gail included the Māori Land Court (MLC) in discussions and Stantec met with Caroline Green (Technical Advisor, Registrar) of the MLC in Christchurch in early March.
- Caroline was very helpful and provided us with some information to help conduct an appropriate engagement with landowners.
- Stantec to create a basic realignment, for the purposes of working out what the balance of land swap might be. Initial thoughts are that it would be a positive land gain for the landowners.
- Stantec to visit the Island the same time as Caroline for landowner consultation.

Bridge Work

Previous Status:

- Stantec will soon start to look at options to extend Waikawa culvert on Port Hutt Road.
- Stantec has also started the design required for the temporary river crossings for Nairn and Te Awainanga bridges, in the unlikely event of bridge failure.
- Drone survey of the locations of the proposed temporary crossings occurred in November - Te Awainanga and Nairn.
- The annual bridge posting advert was run in the weekly newsletter and the Chatham Islander magazine during March.

Updates:

- Calculations on the necessary structures for this work has begun. Indications are that the size and number of pipe necessary for the Nairn River would be very expensive and prohibitive to purchasing to have on hand in case of an emergency.
- A check of the initial Te Awainanga calculations is underway.

Waikato Bridge – Culvert Replacement

Previous Status:

- DoC reviewed new proposed construction methodology with a stream diversion. They had no concerns if fish passage was adequately allowed for.
- With the NLTP budgets approved on 31 Aug, the culverts can now be ordered so that they arrive on time for construction.
- The diversion consent was approved in late November.
- The culvert pipe was ordered back in September.
- FH supplied an updated quote based on the stream diversion.
- FH were issued construction drawings and survey set out data.
- FH mobilised on 11 February to construct the stream diversion and temporary road detour.
- A public notice was put in the community newsletter about the project and the need for the detour to allow fish passage during construction.
- The culvert pipes are waiting in Napier to be delivered to the Chathams. These were about 1.5 months late.
- The current delay is the ship having not left Norfolk Island to collect the culverts and deliver to Chathams.
- Some ratepayer queries on the stream diversion have been raised and responded to by Stantec.

Updates:

- The culverts arrived in late March, so work has recommenced on site.
- With the work area pumped of water, the stream bed soil conditions where the culverts are to be located was found to be a very weak peat layer, of a soup-like consistency. To provide the necessary support and foundation for the culverts to rest on, large boulders left over from the Wharf project are going to be dropped into the peat area until such time as they form a type of raft foundation that the specified foundation can be constructed upon.
- Due to the delays, construction is expected to go beyond the 2018/19 financial year.
- Weekly reports are now being sent to Cindy to keep Council informed.

Highet Place Footpath	
<i>Previous Status:</i> • A resident has damaged the concrete footpath and kerb and channel on Highet Place with their tractor and boat trailer when parking on the grass berm. • The offender was presented with an invoice for the Contractor to reinstate the footpath. • The offender has self-repaired the footpath rather than pay the Council's contractor to complete the work, which is the standard procedure for any Council. • Stantec to review the quality of the repairs during their March visit and decide where to proceed from there.	<i>Updates:</i> • A review of the footpath during the Stantec site visit has shown the concrete replacement to be of an acceptable standard. • However, in an ideal world there is a problem with having maintenance/repair work completed by the public and not Council contractor.
Owenga Wharf Boat Ramp	
<i>Previous Status:</i> • The lack of loading ramp at Owenga Wharf means loading the barge with vehicles or with goods is a difficult process that requires construction of a sand ramp for the beached barge. • Council sent a letter to NZTA highlighting the problem. • NZTA responded by requesting a Point of Entry (POE) report be created. This is the same process as the Te One to Airport road improvements project. • Shaun started drafting the POE and posed some questions for the Council and stakeholders to answer.	<i>Updates:</i> • Stantec still awaiting the answers to the questions, so that the POE has sufficient information for NZTA to make a decision to proceed or not with further investigation. • Apparently there was a low response to the questions. • This project cannot proceed until public feedback is provided.
Network Drainage Improvements	
<i>Previous Status:</i> • Stantec set the 2018-21 funding request to include a lot more budget for drainage improvements on the roading network. This included constructing drainage swales along key routes and replacing a lot of rusted or broken culverts. • The first series of improvements were on North Road as far as Port Hutt Road. • The next road targeted is WW-O Road starting at the Owenga seal section and heading back towards Waitangi. This work will continue until FH reach Kopinga Marae (approximately). • FH have been replacing culverts on WW-O Rd as required, including one wooden box culvert! • Shaun has requested FH inspect a list of culverts for replacement. A number of these were previously identified at the end of Downers contract as being rusted. Now there is budget to replace them, so confirmation is required first. • Large prefabricated aluminium culvert pipes (1.0 – 2.0m diameter) are no longer supplied by drainage material companies, so the options are to use heavy concrete pipes, large plastic pipes or multi-plate aluminium culverts (which require onsite assembly like you will see at Waikato Bridge). • Stantec and FH need to work out which option of the three is going to be most cost effective for Council going forward, when considering purchase price, freight costs and the amount of assembly required.	<i>Updates:</i> • Stantec to devise a plan for large sized culvert replacements, based on the type of material, purchase price, freight costs and installation costs. • This will be used as the guide going forward for culvert purchasing.

Stantec Roothing Forward Work Programme – April

Network and Asset Management	- Conduct some reporting tool updates for NZTA ahead of the technical audit in late March - Progress the Point of Entry document after the answers to questions have come back.
Renewal work	Assist FH with drainage renewals.
Waikato Bridge Replacement Design	After construction recommences keep in close contact with FH on progress.
Whangamoe Bridge Replacement Design	- Continue engagement with the adjacent landowners. - Create an indicative road alignment to understand the possible legal land swap areas involved. - Finalise culvert sizing calculations.
Temporary Bridge plans	- Bryan Peters to complete review of initial capacity and culvert sizing calculations conducted by Martin Hoffmann. - Confirm the appropriate solution in the unlikely event of a bridge failure.
Te Awainanga Bridge approaches	Determine the feasibility of lowering the vertical grade of the road to improve the rideability on the western side of the bridge.

Mid-Term Roothing Forward Work Programme (3 months)

Renewals	Look into option to extend Waikawa culvert on Port Hutt Road. Design up option for FH to order materials and construct during the year.
Site visit	The second site visit for 2019 to coincide with a landowners meeting for Whangamoe Bridge in late-May.
Waikato Bridge Replacement Design	Perform construction monitoring visits as required.
Whangamoe Bridge Replacement Design	Continue to work with the Māori Land Court staff with any legal boundary issues.

Long Term Roothing Forward Work Programme

Whangamoe Bridge Replacement Design	- Engage with Susan Thorpe for an archaeological assessment, once an indicative alignment has been established. - Begin road realignment design when approval from landowners and Iwi has been given.

Roothing Work Under Action

Tuku Road	Monitor the failed seal area of the MPA reinstatement (in Waitangi).

Water and Wastewater update – March 2019

Contract Documentation

Project:	Current Status:
Water Safety Plans and Compliance	• Approved WSP in place for Waitangi and Kaingaroa. All parties to be familiar with the WSPs and be proactive in identifying issues and new risks. • Stantec issued draft CCPs to FH and CIC and awaiting feedback. Stantec to review CCPs based on DSWNZ 2018 amendments then issue to DWA. • Stantec have commenced preparation of a table listing priority works that are required to maintain the wastewater and wastewater infrastructure under the following categories: ○ public health, ○ environmental protection, ○ resilience / redundancy, ○ asset life, ○ demand / tourism growth. • Stantec to review DWSNZ 2018 amendments and consider implications for current water supplies as well as proposed Waitangi water supply upgrade. Ongoing.

Water Supply

Project:	Current Status:
Waitangi	• Water conservation measures still in place. • 2018 central government funding application for water supply upgrades unsuccessful. Council seeking interim funding for new UV unit at existing plant (Tikitiki). Decision pending.
Kaingaroa – Lake Rangitai	• 2018 central government funding application for water supply upgrades unsuccessful. Council seeking interim funding for extending intake pipeline into deeper water (allowed for new pipeline from shore). May comprise new PE pipeline (i.e. welded joints) laid in existing trench, with screen hanging out into mid water (so accessible), and buoys to mark the route/location. Decision pending. • Lake levels are low but sufficient volume is contained within the trench to meet demand. The trench is being monitored and re-formed when required. • Macrolite 70/80 media in the filter at Kaingaroa should <u>not</u> be replaced until future source is confirmed. At the time the filter was purchased it was expected that the media would last for about 10 years (ie until 2024). The media is no longer available from the original manufacturers. This was known at the time of filter purchase and so the Council purchased enough media for one replacement (ie to provide sufficient media until about 2034). This media is stored at the WTP. Stantec understood from Filtec that an alternative media to Macrolite 70/80 was being tested at Massey University in 2016/17 to demonstrate whether or not the alternative media reduces protozoa by at least 3-log. Kirsten to discuss condition of existing Macrolite 70/80 media and status of alternative source with Filtec. Ongoing.
Waitangi water supply upgrade	• Next steps are bore drawdown test and enabling works • For bore drawdown test: ○ Awaiting connection of power supply by Ian Sanson prior to undertaking 7-day pump test. FH to submit price for NZ based electrician to visit the island and progress this work. The large generator owned by the Hotel will be utilised. ○ Pump will be wasting at 2.5l/s during test so FH will keep a close eye on surface flooding. Richard has discussed with Paul Whyte who advised that consent for the test is not required. • FH have installed rainwater collection tanks for washdown at the wharf. Further modifications have been undertaken to connect the tanks for toilet flushing. Adequate backflow prevention is in place. • CIC to consider introduction of rules for enforcement of repairs within a certain timeframe to minimise loss of water and ensure the supply network can be maintained.

	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 (ie locked at other times). Households connected to the Waitangi scheme pay for this service through their rates. Limiting access hours would provide some control over demand; it appears an increasing number of people are drawing from the tank during the day and an unknown number are drawing from the tank at other times.
Reporting/ Monitoring/ Sampling March 2019	- Waitangi Water Supply - Complies with WSP for bacteria (E.coli not detected in raw, treated or network sample). - Non-compliance with DWSNZ for protozoa as Tikitiki bore lost secure status and existing UV disinfection inadequate. Treatment upgrades are required to comply with DWSNZ. - No total coliforms detected in any sample. - Raw water and treated water turbidity satisfactory (0.10 NTU - 0.08 NTU). NB: raw water turbidity backdown to typical levels - FH to check fencing around Tikitiki bore when stock is in the paddock. - Kaingaroa Water Supply - Complies with WSP for bacteria (E.coli not detected in treated or network sample). - Complies with DWSNZ for protozoa 'as far as practicable' based on approved WSP. Treatment upgrades are required to comply with DWSNZ. - No or low levels of total coliforms detected in treated water and network sample. - E.coli and total coliforms detected in raw water as expected with lake water source. NB: Supports need to secure funding to extend intake into deeper part of lake. - MPA Batching Bore (Potential Future Water Supply) - MPA bore no longer in operation (or sampled). See June 2018 monthly update for results and conclusions.
Wastewater Treatment	
Project:	Current Status:
WWTP maintenance	- Repairs to boundary fence awaiting funding (not awarded 2018/19) and modifications to land application system to address boggiess a few years away. Ongoing. - Stantec to consider legal requirements for commercial premises to install and maintain grease traps to mitigate against blockages within the reticulation network. Sewer again recently blocked by fat and grease. FH to water blast sewer and undertake CCTV survey. - FH have been able to reassemble RBC1 and the unit is now working again. - Stantec / CIC to discuss transfer of future maintenance activities from Reaman Industries to FH. Price received from FH. - FH have repaired the irrigation pump.
Reporting/ Monitoring/ Sampling March 2019	- Waitangi Treated Wastewater Discharge - Treated wastewater discharge likely to be non-complying for 2018/2019 unless RBC repaired. There was a marked deterioration in treated wastewater quality when one RBC train was taken off-line in late 2018, generally consistent with that seen when one RBC train was taken off-line in late 2017. December and January saw some improvement in treated wastewater quality, which is attributed to the biomass acclimatising to the increased loading on the operating RBC train. Sampling was not able to be carried out in February due to issues with the irrigation pump, but further improvement was seen in March. Stantec and FH are working to resolve issues with the RBC. If the RBC train remains offline for 6 months or more, the treated wastewater is likely to exceed the consent limits for all parameters (ie TSS, ammonia, COD, and E.coli).
General	
LTP	- Stantec to reconfigure items in LTP to show priorities in terms of: - Compliance, H&S, Environmental and Asset renewal. To be issued early April for discussion.

Solid Waste update - March

Waste Minimisation Project (MfE Waste Minimisation Fund)

Current Status:

- Nigel Lister visited the site and has inspected the new roller doors. Minor damage noted from current operations.
- Stantec has prepared a report about the damage to the roller doors for CIC to forward to its insurer.
- Baler has been commissioned.
- Certificate of Practical Completion has been issued together with a Defects Liability Period "Snag List".
- An additional "Snag List" has been completed following a visit to the islands by Phil Landmark in the week of 15 to 19 October 2018.
- Contractor has been to site to fix the roller doors and attend to other items on the "Snag List".
- The outstanding payments are the balance of retention monies which is \$17,574.66 plus GST due to be paid at the end of May 2019.
- CIC has released the surety bond.

Actions - Stantec

- Follow up on completion of the "Snag List" which includes obtaining the Code of Compliance Certificate.
- Provide advice on whether there is a need for an extractor fan for the glass crusher.

Actions - Council

- CIC to advise on insurance matters relating to the replacement of the roller doors.
- CIC to advise on progress with landfill commissioning.

Landfill Operation

Current Status:

- No further progress in this month.
- Stantec has reviewed the resource consents and identified milestones where information / plans are to be provided.
- Stantec has drafted a landfill operations guide, based on the Landfill Management Plan and resource consent requirements.
- CIC has reviewed the guide and accepts it covers essential areas of operation.
- Stantec has prepared a Leachate Treatment Plant O&M Manual.
- Checks lists 1 and 2 updated and sent to CIC.
- Arrangements made for base line monitoring of groundwater at G3, G4, G5, G6, G8a, G8b, G8c and G8d.

Actions - Stantec

- Finalise the Landfill Operations Guide.

Actions - Council

- CIC to prepare relevant operating manuals and Health & Safety Plans.
- CIC to address outstanding matters highlighted in the Milestone report.
- CIC to complete check lists 1 and 2 (Appendix E of the Leachate Treatment Plant O&M Manual).

Sludge Lagoon Project	
Current Status: - No further progress this month. - Stantec has done an estimation of the total project price which indicates it will be approximately \$710,000 plus GST. This is based on Fulton Hogan's price of \$644,000 plus GST, and Stantec's fee of \$66,000 plus GST, of which \$51,000 has already been spent. So balance is \$659,000 plus GST. - The available budget is \$460,000, of which \$390,000 is a grant from MOH and it has paid for the first milestone of \$51,000. - The shortfall is then \$710,000 - \$390,000 = \$320,000. - CIC has met with MOH and has obtained approval to carry the available funding (\$339,000) over to next financial year. - FH has indicated it cannot commit to additional earthworks this financial year, neither does it see opportunity to reduce its prices from those already submitted. - Project is on hold until next construction season.	Actions - Stantec - Stantec to devise a way of installing a pipe penetration at the leachate lagoon, and sealing it without having to weld the HDPE liner. Actions - Council - Council to determine how the balance of funding for this project (approximately \$320,000) is to be sourced.
Other Matters	
- No further progress this month. - Stantec has provided information about recycling drop-off centres for CIC consideration for Owenga and Kaingaroa. - CIC has agreed with stakeholders on the scope of work needed to remediate the closed landfills. - A demolition plan has been provided for demolishing the factory at Kaingaroa which will be disposed of in the old landfill and then it is to be closed. - CIC has commenced with preparing Health & Safety Plans for the MPB and landfill operations.	Actions - Stantec - No outstanding actions. Actions - Council - CIC is to keep a record of the Health & safety training that it carries out in connection with solid waste management activities.

4. Works & Services

4.4 Chatham Island Water and Wastewater Priority Infrastructure Needs

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Date of meeting	16 May 2019
Agenda item number	4.4 Water and Wastewater Priority Infrastructure Needs
Author/s	Kirsten Norquay, Stantec New Zealand

Purpose

A report to the Chatham Islands Council on priority works for the water and wastewater schemes.

Recommendations

THAT the report be received.

Chatham Island Water and Wastewater Priority Infrastructure Needs

1 Introduction

The Chatham Islands Council (the Council) provides a reticulated water scheme in Waitangi and Kaingaroa and a reticulated wastewater scheme in Waitangi. The remote location of the Chatham Islands requires that the water and wastewater infrastructure is reliable, with a key requirement for minimal operational input and maintenance.

In early 2018 the Council developed its Combined Financial and Infrastructure Strategy (the Strategy) and its 2019/20 Long Term Plan (LTP). The Strategy and LTP included significant upgrades to address substantial limitations with the existing water and wastewater schemes. The Council and Stantec consider these upgrades necessary to ensure the schemes remain 'fit for purpose' (ie affordable whilst protecting public health and minimising adverse environmental effects) for the long term (ie 10+ year horizon). When identifying required upgrades, the Council considered relevant current standards and best practice, including the Drinking-water Standards for New Zealand (DWSNZ) current at that time and recommendations from the Government Inquiry into Havelock North Drinking Water (the Inquiry).

The scheme upgrades included:

- Waitangi Water Scheme Upgrade (new water source, treatment and storage plus network upgrades) as well as extending to and reticulating Te One. Aim of upgrade: to provide reliable access to water that is also 'safe to drink' (ie certainty of supply for long-term from new source and compliant with DWSNZ)
- Kaingaroa Water Scheme Upgrade (modify lake intake, treatment upgrade). Aim of upgrade: to provide reliable access to water that is also 'safe to drink' (ie certainty of supply for short to medium-term from current source and compliant with DWSNZ)
- Waitangi Wastewater Scheme Upgrade (deferred plant maintenance and extend land application area). Aim of upgrade: to protect public health (both operators and adjacent landowners) and minimise adverse environmental effects (ie comply with current resource consents).

At the time the Strategy and LTP were prepared, the Council assumed that central government funding would be made available to the Council for the upgrades in some form (eg fully-funded or funded from debt but with assistance provided through annual Crown contributions). However, in May 2018 the Council was informed that its funding application to upgrade the water and wastewater schemes was declined. Following this, the Council sought central government funding for interim upgrades for the two water schemes to minimise public health risks until additional funding was secured to progress with the full upgrades. This attempt to obtain funding was also unsuccessful.

The Council has asked Stantec to review the forecast of infrastructure requirements in the 2019/20 LTP and identify priority works required for the water and wastewater infrastructure to remain 'fit for purpose' for the short to medium term (1 to 10 year horizon).

When identifying priority works, Stantec has considered indicative capital costs and timeframes from the 2019/20 LTP as well as the extent that individual upgrade works contribute to the following categories:

- Protect public health
- Minimise adverse environmental effects
- Preserve current asset life
- Provide resilience and/or redundancy
- Provide allowance for future demand (including tourism growth).

This memo summarises Stantec's assessment of the priority works to support the Council obtaining alternative central government funding.

2 Priority Works

Relevant background about each scheme, categorised priority works and rationale and indicative capital cost are summarised in Table 1.

Indicative capital costs are based on those developed by Stantec for the 2019/20 LTP and have not been revisited for this memo.

Items that have been addressed in 2017/18 are included in Table 1 using strike-through font (ie ~~font~~).

Stantec has ranked the infrastructure requirements in the 2019/20 LTP on a scale of 1 to 5 as follows:

- Priority 1 - work that cannot be deferred and should be done as soon as funding is available
- Priority 2 - work that should be done within the next 1-2 years, acknowledging risk associated with deferral
- Priority 3 - work that should be done within the next 2-3 years
- Priority 4 - work that should be done within the next 3-5 years
- Priority 5 - work that should be done within the next 5-10 years (typically provision for asset replacement at the end of its useful life).

The ranking or 'priority' given by Stantec is subjective. It is based on Stantec's assessment of the urgency of works required for the existing schemes to remain 'fit for purpose' for the short to medium term. Stantec has discussed this with Fulton Hogan, the operations and maintenance contractor for the water and wastewater schemes. Stantec recommends that the overall priorities are discussed and agreed at a Council meeting prior to seeking funding.

Indicative capital costs for high priority items are as follows:

- Priority 1 (within 1 year): \$235k (excluding a new trickling filter with UV, which would be required if the RBC is not able to be repaired – currently Priority 5)
- Priority 2 (within 2 years): \$594k (excluding Waitangi Water Upgrade of \$3M, but including full 10 years allowance for Kaingaroa reticulation renewals)
- Priority 3 and 4 (within 2 – 5 years): \$176k (including full 3 years allowance for Waitangi toby renewals)
- Priority 5 (within 5 - 10 years): \$950k.

Operating costs following priority works are likely to be largely similar to existing operating costs, although slightly higher operating costs for Kaingaroa water treatment plant (as chlorine and GAC filter consumables/ maintenance) and slightly lower operating costs for Waitangi wastewater scheme (as reduced pump-out frequency for main pump station).

Table 1 – Priority Works for Chatham Island Water and Wastewater Schemes

Background	Priority Works	Reason	Capex, excl GST	Year in LTP	Public Health	Env. Effects	Asset Life	Resilience/redundancy	Future Demand	Priority
Waitangi Water Scheme										
- MoH funded 2005 upgrade, based on mixture of second-hand and new equipment - Bore water no longer has 'secure' status - Demand exceeds sustainable yield of aquifer at times, particularly summer - Treatment comprises filtration, softening, UV disinfection (now ineffective), chlorination - One UV unit not operational, other at end of life - Preliminary design of Waitangi Water Upgrade with extension to Te One completed 2017. Upgrade dependent on securing funding.	New UV unit that complies with the drinking water standards (<i>identified as an interim measure to minimise public health risks in Stantec's May 2018 report</i>).	Provide effective protozoal barrier	\$20k (excl travel)	n/a;	Meet DWSNZ	n/a	Current: end of life New: 10+ years	Sized to be reused in full Waitangi Water Upgrade	Yes	1 (<i>not required if full Waitangi Water Upgrade goes ahead</i>)
	Waitangi Water Upgrade with extension to Te One (includes new source, treatment, storage)	Higher bore yield, better treatment, provide Te One with reticulated supply	\$3M	2018/19	Meet current demand Meet DWSNZ Supply Te One	Minor; improved backwash	Current: n/a (replace Tikitiki bore and plant) New: 20-30+ years (10+ years for UV unit)	Higher bore yield, modular treatment	Yes	2
	Implement charging regime for those using Council's potable water tank in FH yard	Equitable to ratepayers, reduce demand	n/a	n/a	n/a	n/a	n/a	Reduce use of water supply for non-potable uses	n/a	2
	Install additional rainwater collection tanks for nonpotable use	Demand can exceed supply	\$70k	2021/22	Minimise risk of lack of supply	n/a	Current: n/a (new) New: 20-30 years	Reduce use of water supply for non-potable uses Additional water source for fire-fighting water	Yes	2
	Replace toby valves	Leakages	\$17k/year	2018/19 to 2020/21 (3)	n/a	n/a	Current: end of life New: 20+ years	Reduce leakage	n/a	3
	Online monitoring	Identify potential issues & demonstrate compliance	\$50k	2020/21	Identify & promptly respond to issues Meet DWSNZ	n/a	Current: n/a (new) New: 10+ years	Identification of and rapid response to non-compliances	n/a	4
Kaingaroa Water Scheme										
- MoH funded 2014 upgrade; accepted as "best practicable option" but non-complying - Lake water source with intake close to shore. - Needed to construct trench around intake in 2017 to extract water when lake levels low. Trench requires ongoing excavation as silts up over time. Results in poorer raw water quality - sediments (increased backwashing, higher wear & tear on pumps/fittings) and pathogens. - Filtration, macro-lite filter, UV disinfection (ineffective due to high organics) - Existing reticulation retained without upgrades/replacement in 2014 and no chlorination to provide residual disinfection. - High organics impacts UV disinfection and poses risk of disinfection byproducts if chlorinate.	Extend intake into deeper water (similar to location pre 2014 upgrade) (<i>identified as an interim measure to minimise public health risks in Stantec's May 2018 report</i>).	Enable water to be extracted, minimise contaminants in raw water, eliminate need to maintain trench into deeper water	\$150k	2019/20	Meet current demand Minimise source contamination	Minor during installation	Current: additional wear & tear on plant, additional backwashing (water wastage) New: 20+ years for intake	Reduces likelihood of raw water shortage	Yes	1
	Hold down section of raw water rising main around the lake	To resist flotation and prevent pipeline breaks	\$10k	n/a	Minimise risk of lack of raw water supply	n/a	n/a	Reduce breakage and leakage	n/a	2
	Remove organics and chlorinate	Enable effective UV disinfection and residual chlorination	\$50k	2020/21	Meet DWSNZ (UV effective)	Minor	Current: n/a (new) New: 10+ years	Multiple barriers	modular	2
	Reticulation upgrades to improve security	Breakages, some sections possibly at end of life	\$30k/year	2018/19 – 2027/28 (10)	Minimise risk of leaks and ingress of contaminants	n/a	Current: unknown, some possibly at end of life New: 30-50+ years	Reduce breakages and leakage Identify where connections are	n/a	2/3
	Install rainwater collection tanks for non-potable use (eg crayfish pot washdown)	Reduce demand	TBC	n/a	Minimise risk of lack of supply	n/a	Current: n/a (new) New: 20-30 years	Reduce use of water supply for non-potable uses Additional water source for fire-fighting water	Yes	2/3
	Online monitoring	Identify potential issues & demonstrate compliance	\$50k	2020/21	Identify & promptly respond to issues Meet DWSNZ	n/a	Current: n/a (new) New: 10+ years	Identification of and rapid response to non-compliances	n/a	4

Background	Priority Works	Reason	Capex, excl GST	Year in LTP	Public Health	Env. Effects	Asset Life	Resilience/redundancy	Future Demand	Priority
Waitangi Wastewater Scheme										
- MoH funded 2005 upgrade, based on new WWTP - Significant corrosion due to exposed site - Failure of one RBC shaft 2017, repaired but subsequent failure 2018. Only one RBC operational, which is overloaded and not achieving consented discharge requirements - Ponding/overflows/spray drift from land application system at times	Additional repairs to damaged RBC shaft	Maintenance	\$50k \$10k	2018/19	Reduce pathogens prior to discharge	Reduce contaminants prior to discharge	Current: <10 years (if repairs successful)	n/a (both RBCs required for normal plant operation)		1 (initial repairs completed 2017/18, need for additional repairs depend on outcome of these)
	Inspect existing / install new FOG collection systems at locations where required	Reduce network blockages & FOG build-up in pump station	\$40k	2019/20	n/a	+	Current: n/a (new) New: 20-30+ years, ongoing maintenance	Reduce likelihood of blockages Reduce Council cost of pumpout and disposal	n/a	1
	Educate commercial sector on required maintenance for FOG collection systems	Reduce network blockages & FOG build-up in pump station	n/a	n/a	n/a	n/a	n/a	Reduce likelihood of blockages Reduce Council cost of pumpout and disposal	n/a	1
	Repair boundary fence	Maintenance	\$5k	2018/19	Restrict access to discharge	n/a	Current: n/a (broken) New: 20+ years	n/a	n/a	1
	Scour protection works (against high tides)	Protect main pump station	\$10k	2018/19	n/a	+	Current: n/a New: 20-30+ years	Scour protection	n/a	2/3
	Replace UV unit if replacement lamp tubes cannot be sourced	Maintenance	\$20k	2019/20	Reduce pathogens prior to discharge	n/a	Current: <10 years (if lamps available) New: 10+ years	n/a	can be	2 (if UV lamps cannot be sourced)
	Extend land application system and plant trees/appropriate vegetation	Ponding, overflows	\$70K	2021/22	Reduce ponding, overflows	Reduce ponding, overflows	Current: requires attention New: 10-20 years for land application	n/a	If extend area	2
	Repair or replace corroded balance tanks	Maintenance	\$64k	2019/20	n/a	+	Current: requires repairs/replacement New: 20-30+ years	n/a	can be	2/3 (may also need a new roof)
	Repair / replace corroded RBC cover	Maintenance	\$10k	2019/20	n/a	Minimise odours	Replace at end of life	-	-	2/3 (minor repairs completed 2017/18, still needs replacing)
	CCTV survey to assess pipe conditions	Identify inflow & infiltration	\$25k	2019/20	n/a	n/a	n/a	n/a	n/a	3/4
	Replace inlet pumps	maintenance	\$80k	2028/29	n/a	Minimise overflows	Current: Replace at end of life New: 10-20+ years	n/a	can be	5
	Replace inlet screen	Maintenance	\$50k	n/a	n/a	Minimise overflows	Current: Replace at end of life New: 20-30+ years	n/a	can be	5
	Replace RBC feed pumps	Maintenance	\$50k	2028/29	n/a	Minimise overflows	Current: Replace at end of life New: 10-20+ years	n/a	can be	5
	New trickling filters with UV	Less maintenance than RBC	\$750k	2028/29	Reliable treatment	Reliable treatment	Current: n/a (new) New: 20-30 years (vs 10-20y for new RBC))	Longer life if appropriately designed More readily maintained on island	Can be	5 (Priority 1 if RBC broken)
	Formally vary discharge consent to match current sampling programme	RMA compliance	\$20k	2021/22	n/a	n/a	Life of consent	n/a	n/a	5
	Replace irrigation pump	Maintenance	\$10k	2021/22	n/a	Minimise overflows	Replace at end of life	n/a	can be	1 (spare pump installed Mar 19, old pump to be refurbished and pipework to be renewed)

3 Recommendations

This memo identifies priority works, including indicative capital costs and timeframes, to enable the Chatham Island water and wastewater infrastructure to remain 'fit for purpose' for the short to medium term (ie 1 to 10 year horizon).

Stantec recommends that:

- the priority works and overall priorities are discussed and agreed at a Council meeting
- the Council seek funding for the priority works, based on the outcomes from the Council meeting.

This report has been prepared for the benefit of Chatham Islands Council. No liability is accepted by this company or any employee or sub-consultant of this company with respect to its use by any other person.

This disclaimer shall apply notwithstanding that the report may be made available to other persons for an application for permission or approval or to fulfil a legal requirement.

11 April 2019

Prepared by: Kirsten Norquay, Senior Environmental Engineer, Stantec

Reviewed by: Richard Bennett, Principal Civil Engineer, Stantec

Input from: Bill Lind, Contracts Manager, Fulton Hogan

5. Community Services

5.1 Proposed Civic Complex

Date of meeting	16 May 2019
Agenda item number	5.1
Author/s	Owen Pickles, Chief Executive Officer

Purpose

To update Council on the proposed Civic Complex.

Recommendation

1. THAT Baseline Group be engaged to complete the required surveys being subdivision access and CDHB issue;
2. THAT Council work with the CDHB and its solicitors to resolve the land issues;
3. THAT costs that will be capitalised in to the project be covered by the interest earned on the Museum investment and repaid after capitalisation; and
4. THAT provision for the water harvesting be allowed.

Background

The planning for the Civic Complex is nearing completion with a fixed price proposal from Apollo Projects due soon.

There are three issues that require direction from the Council.

1. Funding of the Planning and Design Stage

In the agreement the Council has with Ngati Mutunga o Wharekauri Iwi Trust, through its Asset Holding Company, requires the Council to share the costs of this work equally with Ngati Mutunga o Wharekauri Iwi Trust and Chatham Islands Enterprise Trust.

So far Council has paid \$14.2k and has received further accounts for an additional \$98k.

If the project does proceed to construction, this money is refunded to the Council and capitalised into the project. If the project does not proceed, these costs remain as charged.

With advice from our accounting support it is proposed that these costs be funded from the interest earned on the Museum grant investment. The capital invested is \$1.076m; interest earned to 21 June 2019 will be \$225,261.00.

2. As advised to Council previously there is an outstanding land issue with regards to the Canterbury District Health Board (CDHB) property which adjoins the proposed construction site.

An email from the CDHB solicitor attached, explains the process required to transfer this site.

There are costs associated with this which, subject Ngati Mutunga o Wharekauri Iwi Trust Asset Holding Company approval, could also be capitalised into the project.

CDHB has offered a 'Licence to Occupy' to avoid holding up the process.

3. Water Storage

The designers have progressed the project with the assumption water will be mains supplied.

When reviewing the project, Kirsten Norquay at Stantec proposed that water be also harvested from the roof catchment and collected into a 30,000L tank. There is no room on site for a tank but it could be situated on adjoining Council land.

QUESTION: Should roof catchment water be harvested?

4. Right of Way Adjustment

With the building encroaching onto the 'Com Flat Lane Access', there is a need to alter the right of way access that satisfies the property owners on the subdivision. There is also a need to provide for the Hotel development next to the Council property.

The proposed access has been through the area occupied by the Council building. This has been agreed to (verbally) by the land owners in the subdivision.

It is proposed that Baseline Group be engaged to complete this survey including the CDHB land issue.

This is also a cost that subject to Ngati Mutunga o Wharekauri Iwi Trust Asset Holding Company approval can be capitalised. The question has been asked.

Owen Pickles

From: Tim Lester <Tim.Lester@cdhb.health.nz>
Sent: Monday, 6 May 2019 12:23 PM
To: 'owen@cic.govt.nz'
Cc: 'Tim Fahy'; Brad Cabell
Subject: Chatham Island CIC/CDHB boundary issue.

Dear Owen

I refer to our previous correspondence regarding Council's requirement for a small parcel of DHB land.

As advised, any disposal of DHB land requires compliance with the statutory disposal process. This generally involves public consultation, Board and Minister approval. While we don't envisage any issues at this end, the disposal process itself (some of it outside the DHB's control) does unfortunately take time. We can do what we can to fast-track it from this end.

In order to progress, I believe we need:

- Council confirmation that the DHB will be held harmless from all costs; This may include any external legal fees and any Crown agent fees (may be required to check for any Public Works Act 'offer back' obligations (as required by LINZ)).
- Survey plans showing the relevant parcel. Also:
  - How will the land vest in Council? Public Works Act?;
  - Will it be a subdivision or boundary adjustment?; and
  - Has/will Council engage a surveyor for survey/Council consenting/LINZ work?;
- ADLS standard form of sale and purchase agreement, conditional on the DHB and Ministerial approvals noted above;
- DHB to draft public notices (local paper should suffice) and establish mechanisms for receiving any submissions; and
- DHB to prepare application for Minister approval to disposal. I have already briefed Ministry of health legal.

I presume we are being remunerated for the parcel? We will need a number for the sale and purchase agreement.

We have previously engaged external solicitors Buddle Findlay, Christchurch for similar acquisitions by Christchurch City Council of DHB land. BF are an All of Government (AoG) provider and do a lot of local government work. I would suggest Council engage BF (or another firm) to attend to the legals for Council. The DHB could piggy back off that engagement to the extent that the DHB needs external solicitors to attend to settlement and registration of the new titles/transfer with LINZ. I can give an e-introduction to my contacts at Buddle Findlay and brief them on behalf of Council and the DHB if this would assist? Please let me know what Council would like to do in this regard.

The DHB could also potentially consider granting a licence to occupy for earlier access to the relevant parcel if/as required by Council (any early occupation and works on DHB land being at the DHBs discretion and Council's risk). We do need to be careful about alienating land and/or being seen to be prejudicing the statutory disposal process while the statutory process is operating in parallel.

Tim, Brad- please feel free to add anything.

Otherwise any questions please let me know

Kind regards

Tim Lester
Corporate Solicitor
Canterbury District Health Board

CIOM Project

Week Ending: 3 May 2019

Progress to date

- › Responding to RFI's from Tenders
  - › Resource Consent preparation (Baseline Group) is awaiting clarification of subdivision boundary
  - › Application for Building Consent lodged with Wellington City Council Thu 18.04.19 was rejected, advising we needed to lodge the application initially with CIC!
- This was attended to Tues 30 April.

Planned

Tenders close Fri 10 May
Revised DFR to be presented Fri 17 May

Client Actions

- › Owen Pickles to provide feedback from discussions with CDHB regarding boundary issues.
- › **This is now critical.**
- › Confirmation of a) Purchase, b) Capacity, c) Location of new emergency generator, plus essential/ non-essential power split.
- › Electrical specs of client supplied oven and rangehood requested
- › NB Stantec has requested the inclusion of a 30,000lt (firefighting) rainwater harvesting tank.
- › Please note we have no space/location on site for this tank and no budget allowance.
- › Does CIC want this priced as a possible future inclusion?



6. Regulatory

6.1 Activity Report from Environment Canterbury

Date of meeting	16 May 2019
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 the report be received.

Background

The following reports are for your information only. All resolutions included in these reports were considered at the Steering Group meeting on 22 March 2019.

5. Activity Reports

5.1. Corporate update

Chatham Islands Council Steering Group

Date of meeting	29 April 2019
Activity	CIC Corporate Services update
Author/s	Tanya Clifford

Purpose

1. To provide an update on the services being performed under the corporate services umbrella for the Chatham Islands Council Regional Council contract.
2. This paper is informative only, no decision required.

Background

3. *On-going funding support:* The confirmed level of support from the annual crown contribution for the 2018/19 budget was at the 'status quo' level of funding. This means, the Council will need to self-fund the 12% NZTA funding shortfall and any other unfunded capital projects.
4. Going forward, it has been assumed (see 2019/20 budget and annual plan, below) that funding support from 2019/20 onwards will include sufficient coverage for all operating projects, support for a capital investment program and cover the NZTA shortfall. This additional support is not guaranteed and amounts to an approximate \$1.2 million increase in funding per annum. Depending on the level of support confirmed as part of the budgetary announcement, there may be further ramifications in terms of asset planning and asset deterioration, cash management and the audit 'going concern' assessment in terms of financial viability.
5. *2019/20 Budget and Annual Plan:* A draft 2019/20 budget has been prepared for review by CIC staff. The budget has been prepared under the assumption that an additional \$1.2 million will be provided from the Crown appropriation to support infrastructural investment on-island. It will not be known if this funding will be made available to the Council until the Government announces its budget in May 2019.
6. For consultation/engagement purposes, the Council confirmed the assessment of additional funding was reasonable and therefore the budget was not assessed to be significantly different from that of year 2 of the Long-Term Plan. Consequently, the Council elected not create a 'consultation document', rather Council will complete an 'engagement' process with the community. Specifically, this will include a synopsis of Council's circumstances published in the local paper. This will ensure the community is appropriately informed and aware of potential ramifications should funding not be

forthcoming. We have been working with the Council to complete such a document and expect this to be published soon.

7. *Pre-election report:* The pre-election report is a prescribed document, which requires disclosure of financial information and identifying significant issues facing the Council. The purpose is to stimulate informed debate about local authority funding and expenditure issues during local election campaigns. It is expected the report be publicly available prior to August. We will be working with CIC to draft and publish the document, the disclosure and information presented is likely to change as a result of the level of funding support provided as part of the budgetary announcement in May.
8. *Annual Report:* The Chatham Islands Council (CIC) Annual Report 2017/18 was complete without qualification, but it was not adopted prior to the statutory reporting deadline. Delays occurred with Audit New Zealand requiring approval from the technical team on several matters, including the approach to rectify underlying system inconsistencies. There may be flow on implications with the 2018/19 audit that may receive additional audit scrutiny (in addition to going concern, per above). Preparation for the 2018/19 Annual Report will begin in June, with audit not expected until early October.
9. *Payroll:* Environment Canterbury (ECan) are now providing additional assistance processing payroll for all CIC staff, including PAYE reporting and transition to payday filing. In addition, we have been working with Council to assist with updating staff contracts and policies.
10. *Reporting:* ECan is in the process of updating the current CIC steering group dashboard report, Council reporting and DIA quarterly report (based on direction from the DIA). This provides an opportunity to refresh the information currently being presented. We would appreciate receiving feedback on desired information for inclusion within these reports.
11. *Timing of billing process:* Our current billing process is for ECan to invoice CIC monthly. Generally, there is a lag between when some of our invoices are raised and when they are paid, as payment tends to be on a quarterly basis. Inconsistencies between invoice and payment terms results in our aged receivable balance appearing unfavourable, with some invoices appearing in the over 90 days disclosure. It has been recommended that billing/invoicing frequency be updated to a quarterly basis, reflective of payment trends.

Attachments

None

5.2. Harbourmaster's Office Update

Chatham Islands Council Steering Group

Date of meeting	28 April 2019
Author	Guy Harris – Deputy Harbourmaster

Purpose

1. To update and inform the Chatham Islands Council Steering Group Committee with harbour activities.

Recommendations

That the Chatham Islands Council Steering Group Committee:

1. Notes the Harbourmaster report for April 2019

Background

2. Nothing for the Committee to approve this month.

Next steps

3. Business as usual for this month, see Activity List for details.

5.3. Biosecurity update

Chatham Islands Council Steering Group

Date of meeting	29 April 2019
Activity	Biosecurity Update
Author	Steven Palmer

Purpose

1. To carry out “on-Island” pest management activities and implement robust “Border control” activities to protect the Chatham Islands from external pest incursions.

Border control

2. Routine rodent baiting is continuing at risk sites and the usual peak in rodent activity is occurring in March / April.
3. The issue of minimizing the arrival of “dirty” freight is still high on our priorities. SPS Biosecurity have implemented some changes to the New Zealand side (Port activities mostly). We will see how things improve and at what potential cost over the next 2.5 months before re-evaluating.
4. Chatham Islands Shipping premise lease in Napier expires in June 2019 and we are hopeful the new premises will have more space and a “washdown” area so that equipment can be cleaned on site. I would like to have a discussion with the Chatham Islands Councillors while on Island between April 30th and May 7th if possible.

On-Island pest control

5. Both Kerri and Robin have taken some leave over the past month, but they have co-ordinated this to ensure no arriving boat freight gets overlooked.
6. I’m very pleased that between the two of them and their relationship with stakeholders we are detecting and intercepting some very small species that could easily slip through. Ants, cockroaches, spiders, skinks, seed, weevils and wasps are just a few that have been encountered in just the past 6 months.
7. Two Canterbury Biosecurity staff will be on the Island to assist with some projects between April 30th and May 7th. They are Terry Charles and Jemma Hippolite. Steve Palmer will also be on the Island at the same time. Debbie Edington (also Environment Canterbury) will be visiting the schools with her role with Enviro-schools. Debbie has a past association with the Chathams.

5.4. Communications

Chatham Islands Council Steering Group

Date of meeting	29 April 2019
Activity	
Author	Hayley Lilley

Communications updates

1. Website updates

- a. News story added: *Council budget outlook for 2019/20*
  - i. This was also posted on Facebook, included in the CCFT newsletter, and it will be in the next edition of the Chatham Islander magazine
- b. News story added: *Feedback on the Gambling Venues Policy*
  - i. This was also posted on Facebook and included in the CCFT newsletter
- c. Meet the team/staff page updated with Raiha's details
- d. Council meeting agenda for April added to the website
- e. Issue with display of river flow and rainfall data
  - i. Arranging a security certificate for this part of the site which should resolve the issue

2. Publications

- a. Rates calendar is underway
- b. Working on waste education for residents in the form of mailbox flyers and community noticeboard posters (as well as website and Facebook)
- c. Annual Plan work will get underway once government budget announcement is made mid-May
- d. This will be followed by the pre-election report

3. Website report for the period Wednesday 13 March – Tuesday 16 April

- a. Summary/key findings:
  - i. 76% of users on the site were new visitors

- ii. Spike in traffic on Monday 8 April – not sure why
- iii. Only 27% of the 44 users who completed the homepage survey live on the Chatham Islands
- iv. Overall, sessions to the website are still trending upwards

b. Snapshots:

What has been viewed on the website?			
	Page Title	Page Views ▾	Δ
1.	Home » Chatham Islands Council	1,016 	218 ↑
2.	Visit the Chatham Islands » Chatham Islands Council	411 	148 ↑
3.	Meet the Team » Chatham Islands Council	247 	86 ↑
4.	Page Not Found » Chatham Islands Council	149 	-30 ↓
5.	News and Events » Chatham Islands Council	140 	4 ↑
6.	Search all Documents » Chatham Islands Council	136 	84 ↑
7.	Contact » Chatham Islands Council	128 	-23 ↓
8.	Your Council » Chatham Islands Council	88 	-8 ↓
9.	Your Rates » Chatham Islands Council	73 	15 ↑
10.	Page Not Found Chatham Islands Council	55 	10 ↑
	Grand total	3,520	592 ↑
1 - 10 / 176 < >			

Where was the website traffic coming from?

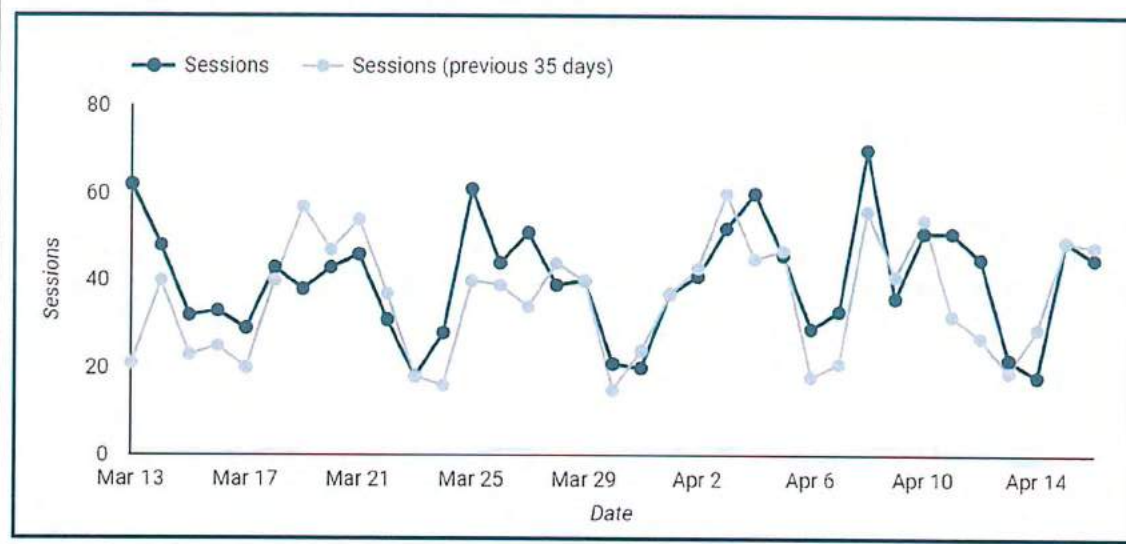
"(direct)/(none)" is from typing into browser address bar, or via bookmark/favourite.

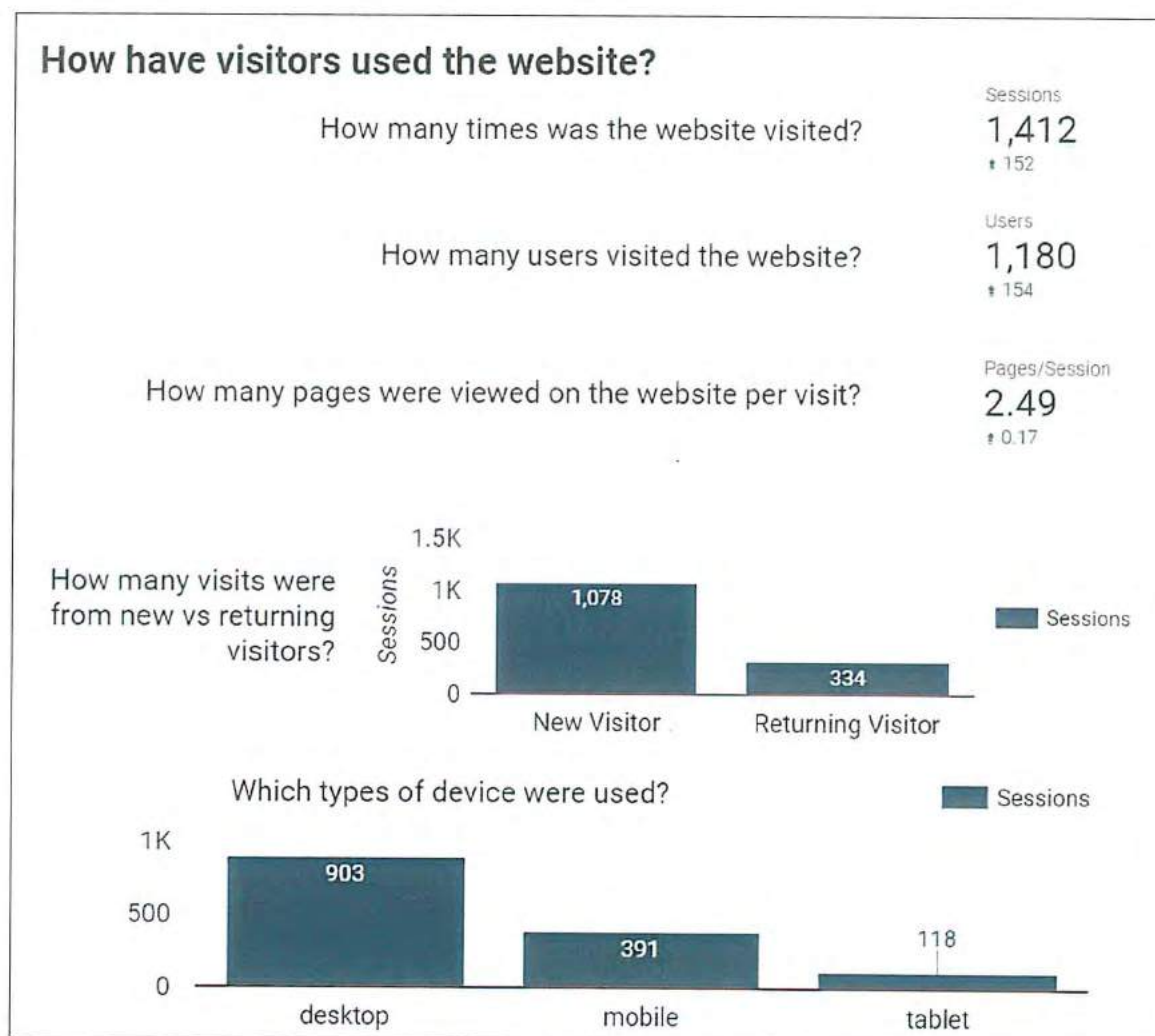
"organic" is from search results. | "referral" is a link from another website.

	Source/Medium	Sessions ▾	Δ
1.	google / organic	960	193 ↑
2.	(direct) / (none)	273	-17 ↓
3.	m.facebook.com / referral	42	-1 ↓
4.	bing / organic	22	2 ↑
5.	lgnz.co.nz / referral	20	1 ↑
	Grand total	1,412	152 ↑

1 - 5 / 35 < >

When was the website visited?





4. Please note Hayley is on leave from 10 May-17 June. Backup for CIC comms in my absence and will be my manager, Liz Wright liz.wright@ecan.govt.nz she doesn't have a DDI so please call reception on 03 365 3828 and ask for her.

Attachments

Nil

File reference	[SharePoint link for this paper]
Peer reviewers	[Names of two peer reviewers who have reviewed this paper]

Quarterly Report Part B: THE SERVICES

Desired Outcomes		KPI	Targets	Service Provided	Status
Resource Management	The high air, water, and land qualities of the Chatham Islands are maintained to protect human health and ecological systems.	Resource management document is current and administered.	Review of CIRMD is completed. All consent applications are processed within RMA timelines. Progress is made on implementing the NPS on freshwater management.	An updated draft resource management document is prepared. Assistance is provided to the CIC to hear submissions and finalise the CIRMD. The consent application process is administered. Assist CIC with Iwi matters in relation to the upcoming review of the RMA. The upcoming review of the RMA will cover historic places, and the new landfill.	The Resource Management Document has been made partially operative pending Ministerial approval of the parts of the document that relate to the Coastal Marine Area
				An implementation Programme for the NPS is developed.	A progressive implementation programme for the NPSFM was adopted in 2015.
	The use of natural and physical resources contributes to the Chatham Islands economy in a sustainable manner.	Resource consents and permitted activities are exercised in accordance with their conditions.	100% compliance	Compliance monitoring is carried out as required. Compliance monitoring was carried out in April 2019. Two staff visited the Island for 5 days. Their report is currently being written and will be available in late May. Initial comments are that improvements have been made since the last report in 2015 although there are some sites that are of concern. For example Diesel discharge at Port Hutt Fishery and burning of rubbish at Te One landfill. More detail will be given when the report is drafted.	

Desired Outcomes			KPI	Targets	Service Provided	Status
Resource Management Investigations and Monitoring	The high intrinsic values of the biodiversity and natural ecosystems of the Chatham Islands are recognised and protected.	State of the Environment monitoring is carried out in accordance with CIRMD requirements.	• Effects of sea level rise on coastal development are assessed	• Other services completed as requested	Report on mapping of sea level rise	Preliminary investigation commenced.
	People may carry out a wide range of activities taking into account natural hazards.	Information on natural hazards is available.				
Investigations & Monitoring	Any changes in the biodiversity and natural ecosystems of the Chatham Islands are recognised and causal mechanisms understood.	Statutory monitoring requirements are met.	SOE long term water quality monitoring programme completed and reports are published.	• Long term water quality monitoring programme of lakes, rivers and Te Whanga lagoon	• Trends reported annually	Monitoring completed as scheduled. Three field sampling runs completed and data compiled in database
	People of the Chatham Islands have access to a wide range of cultural, commercial and recreational activities.	Microbiological and chlorophyll information is collected for resource management purposes.	Microbiological monitoring and assessments of algal bloom activity at sites in Te Whanga lagoon.	• Information available on web site		
	Flow regimes in Chatham Island rivers and streams are understood for water allocation purposes and flood warning	Hydrological information is available to all community	River flows are monitored.	• Microbiology & Chlorophyll-a monitoring at 3 lagoon sites.	• Fortnightly monitoring of common recreational sites (locations to be agreed with CIC) during the summer.	Monitoring work completed as required.
				• Monitoring at 4 flow recorder sites, 2 rainfall sites and 2 water level recorders in Te Whanga sites. Data is collected on levels, flow, salinity, pH, and oxygen.		
				• Near real-time water level and flow data (within 1-2 hours) are available on website.		Sites all working well and data available on CIC website
				• Water quality of possible areas for future potable supply (eg: Owenga) is investigated.		Potable water supply investigations are on-going.
Contaminated Sites / Hazardous Substances and Waste				• HAIL identification methodology is provided to enable CIC to identify potentially contaminated sites.	• Assistance in establishing	Advice on waste management expected to increase as the landfill project progresses. Support provided on an as required basis.

Desired Outcomes		KPI	Targets	Service Provided	Status
		An agrichemical collection is undertaken. Hazardous waste is managed according to national protocols.		protocols for NES implementation is provided. - Provide advice on how to set up an Agrichemical Collection. - Advice on establishment of waste management protocols is provided.	
Emergency Management	CIC is prepared for an emergency and complies with CDEM Act requirements.	Requests for assistance with CDEM planning and preparedness are met.	Provide policy and planning support as required.	Provide advice on National and Regional CDEM Policies.	No activity in this period
			Provide advice on Resilience initiatives.	Support CIC Resilience initiatives as appropriate.	No activity this period
			CDEM group plan continues in operation and is up to date.	- CDEM second generation plans due 2010/11. Risk based foundation to be established for review of 4 R's within the CDEM Group Plan. - Public Information Manager training session provided and one workshop exercise is provided.	No Activity in this period
Navigation Safety	Navigation safety is enhanced.	Requests are met and proactive assistance is provided.	Provide training support	- Provide advice on professional development for CIC CDEM staff, including a development needs analysis (DNA) of key staff. - Support CDEM exercises and courses. Focus to be on training for Response Team and EOC staff. Two activities supported on island each year - Support implementation of national emergency management information system (EMIS)	Over the last six months two week-long training sessions had to be postponed. A new week long EOC and Welfare training session is booked for 20 to 24 May
			Advice and support is provided re navigation safety.	- Support is provided to the CIC Harbourmaster - Navigation safety risk assessment is carried out, documented and maintained. - The Navigation Safety Bylaws are	Completed as required.
					Investigate provision of AIS monitoring at Chatham Islands is on hold pending the completion of the Canterbury AIS network project.

Desired Outcomes		KPI	Targets	Service Provided	Status
Corporate Services	Services to the community are improved through the provision of timely and accurate information.	Requests are met or referred to appropriate providers.		reviewed	Onsite review of Safety Management System and Risk Assessment continues. We are soon to starting preparing for a Port and Harbour Safety Code panel visit to the Chatham Islands towards the end of 2019.
			Annual report is produced and audited with no qualification.	Annual report is produced and audited with no qualification.	The 2017/18 Annual Report was prepared and audited without qualification. However, the statutory reporting deadline was not met, due to delays with the audit review process.
			Long Term Plan/Annual Plan is produced and audited with no qualification.	Long Term Plan/Annual Plan is produced and audited with no qualification.	Planning for the 2019/20 Annual Plan is underway, but funding certainty is unknown, pending the Government's budget announcement in May. Given these funding uncertainties, Council is electing to 'engage' with the community but considers a full Consultation Document unnecessary. The 2018-28 Long Term Plan was adopted on 28 June 2018, the audit opinion issued was unmodified, with an emphasis of matter in relation to reliance on grant funding.
			Financial reports to Councillors and Department of Internal Affairs completed at least quarterly.	Financial reports for internal reporting purposes or reporting to external stakeholders is completed periodically.	Reports for DIA reporting purposes have been provided quarterly and more frequently for Council reporting purposes. These documents are currently being revised to ensure information is meaningful to the user.
	Council complies with legislative requirements.	No breaches of legislation.	Assistance is provided with rates, invoicing, and other technical issues.	Requests are met promptly. Training and support is provided for democracy services.	Payroll and PAYE return/payday filing is now being performed by ECan as part of our support service. All requests for assistance have been met. No issues arising in the quarter.
			Advice is provided as required for: HR; Council;	Requests are met within 5 working days.	Legal advice provided as requested. No noted breaches of legislation

Desired Outcomes			KPI		Targets		Service Provided		Status
					Democracy; Legal; Finance; and IT.		Training support and information is provided re democracy services.		noted.
Communications	Communication services support the dissemination and exchange of information to Council and the community. Council's information is protected, developed and maintained effectively and efficiently.	Community and Iwi are well informed about Council activities and performance.			Communications services are provided. Advice is provided concerning effective communication and feedback from the community.		Inserts to the Chatham Islander are produced on environmental, RMA and other Council issues. Web site is kept up to date. Other communications projects (e.g. leaflets, brochures, signs) discussed and undertaken as required.		All activities completed as required. All activities completed as required.
Surveillance – Chatham Islands	There is no introduction, sale, propagation and distribution of the 140 pests listed as Surveillance – Chatham Islands pests.	Incidence of these 140 pests on the Chatham Islands.			Report on the presence of Surveillance – Chatham Islands annually or as required for specific incidences		Undertake enforcement action to ensure that landowners and occupiers do not introduce, sell, propagate or distribute pests listed as Surveillance – Chatham Islands pests.		No enforcement actions undertaken. Aggregate was imported and used in the Kaingaroa area which has since had Broom seedlings appear. This has been dealt with by Biosecurity staff and the site programmed for annual surveillance. One shipment of 50/50 topsoil / compost was impounded and then sent back to NZ due to the high biosecurity risk
Surveillance – Chatham Islands	Maintaining an internal border between Chatham Island, Pitt Island and New Zealand.	Number of breaches of the internal border.			Year 1 Publish and distribute a scoping report addressing marine biosecurity as part of establishing an internal border.		Years 2-4 In partnership with Biosecurity New Zealand implement a marine biosecurity plan as part of establishing an internal border.		Under contract to Environment Canterbury, SPS prepared a Chatham Islands Marine Biosecurity Partnership Action Plan in 2010. Progress on its implementation has been limited. We have trained 5 staff to meet WorkSafe NZ diving requirements with a view to carrying out twice annual underwater surveys of the 4 ports on Chatham Island. The intent is to determine the presence or absence of the 10 "most likely" to arrive marine pests. To date, survey dives have been carried out at Owenga, Kaingaroa Waitangi and Port Hutt. No marine pests were found at Owenga or Kaingaroa but the previous distribution of Undaria at Port Hutt has expanded within the

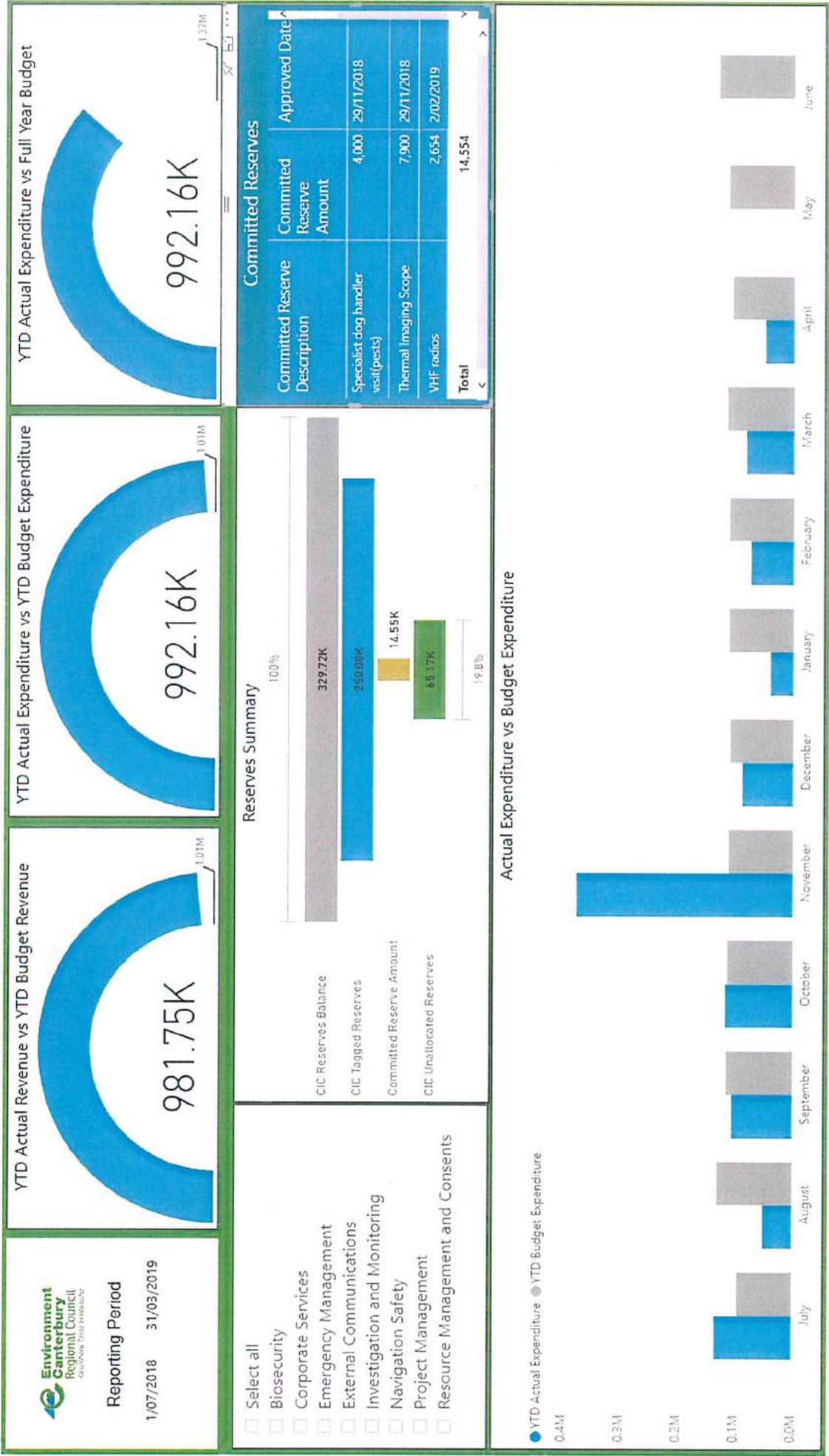
Desired Outcomes		KPI	Targets	Service Provided	Status
					harbour. 4 of the 10 marine pests are crab species and we have now carried out 2 "crab potting" surveys of all four ports. No detection of unwanted species. In September 2017, several vessels associated with the Waitangi Wharf rebuild arrived and were found to carrying at least 4 marine pests that are not known to be present in Chatham's waters. Prompt action by our Biosecurity staff and newly formed dive squad (along with voluntary compliance of the vessel owners) resulted in the risk being minimized if not eradicated. 3 of the Chatham's dive squad were involved with a boat hull inspection in Lyttleton in early April. More marine pests were found and the team continue to gain experience in this field
Surveillance – Chatham Islands	Preventing the arrival and establishment on the Chatham Islands of the 140 listed Surveillance – Chatham Islands pests.	Incidence of these 140 pests on the Chatham Islands.	Identify, map and maintain a database of high risk sites for surveillance – Chatham Islands pests. Continue a surveillance programme sampling sites (ha) at high risk from Surveillance – Chatham Islands pests.	Inspect at risk sites for pests listed as Surveillance – Chatham Islands pests	At risk sites inspected at least twice annually by SPS Bio-security staff and resident Biosecurity Officer. Active control on several "low incidence" plant pests has taken place ie: Veldt Grass, Glyseria maxima, Argentinean Ice Plant, Wilding Conifers and Sycamore has been ongoing. New sites of Old Man's Beard and Banana Passionfruit have been found and total control is underway, although both new sites have found to be more extensive than originally thought.
Surveillance – Chatham Islands pests	Subject to availability of resources, undertake Biosecurity Act 1993 Section	There are no successful incursions.	Report on the number of potential and actual incursion	Undertake incursion responses for pests listed as Surveillance –	Black Ants and German Wasps are recent incursions but hopefully the

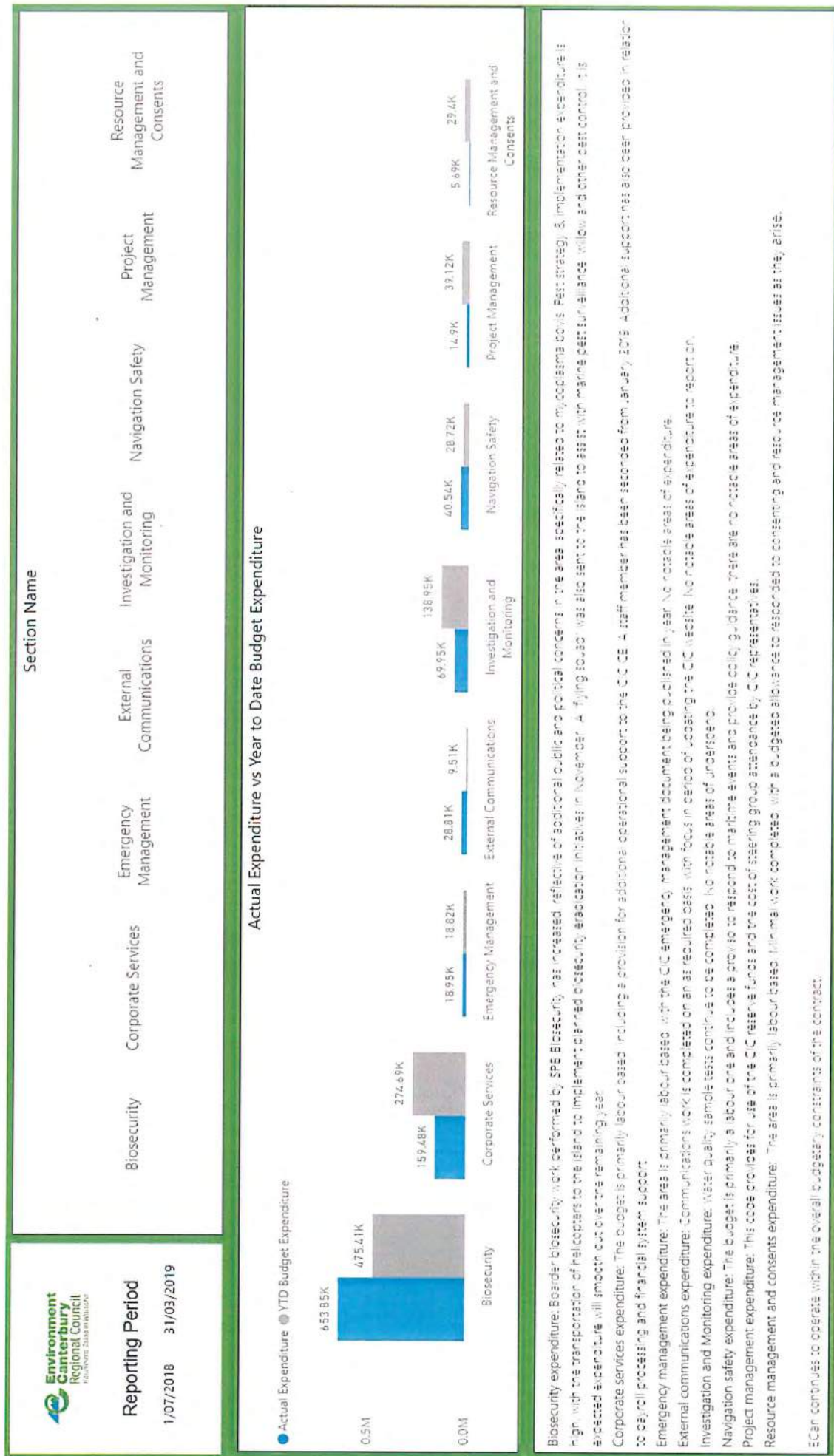
Desired Outcomes			KPI	Targets	Service Provided	Status
	100 control of Chatham Islands Surveillance pests.			responses of Chatham Islands surveillance pests per annum.	Chatham Islands pests as required.	immediate control response has eliminated their establishment. A Pague Skink was found in imported dive sacks in October 2018 but after extensive trapping and dog detection of risk sites we believe it was a solitary specimen.
Surveillance – Pitt Island	Five pests listed as Surveillance – Pitt Island pests are not introduced to Pitt Island	Incidence of these five pests on Pitt Island.	Identify, map and maintain a database of high risk sites for pests listed as Surveillance – Pitt Island pests. Continue a surveillance programme sampling at risk sites for pests listed as Surveillance – Pitt Island pests.	Inspect at-risk properties for Surveillance – Pitt Island pests. Undertake enforcement action where necessary to ensure that landowners and occupiers carry out control for Surveillance – Pitt Island pests. Search 100% of high-risk sites for pests listed as Surveillance – Pitt Island pests annually		We have increased the number of Rodent Bait stations at possible departure points to Pitt Island. Sheds used by fishermen storing goods bound for Pitt. Rodent activity tends to peak in February/March/ April and then stabilizes. We have now recieved a trained “Rat dog” that is resident on the Chatham Islands being “handled” by our resident Biosecurity Officer Kerri Moir. This will dramatically improve our detection capability.
Total Pest Control	The Chatham Islands Pest Management Strategy is reviewed with specific reference to the Total Control suite of pests	The remaining 5 years of the Pest Management Strategy more accurately reflects community expectation and professional opinion	Chathams wide customer survey carried out with specific emphasis on Total Control pests. Survey results matched with expert opinion.	Formal review of current Pest Management Strategy		A Pest Management Strategy survey was sent out in early 2013. 51 responses were received. A formal review of the current Pest Management Strategy is proposed within a year with draft discussions commencing in late October 2017.
Total Pest Control	One total control pest animal – feral goats is controlled.	Progress made in eliminating feral goats.	Undertake structured aerial cull of feral goats on properties adjoining the source infestation.	Work alongside landowners to voluntarily eradicate feral goats Undertake enforcement action to ensure that landowners and occupiers carry out control of feral goats.		By late 2014 Environment Canterbury staff had culled 977 goats from the Airport Road area. With the approval of the Landowner, our resident staff member culled 46 in late 2014 which appears to be the last of them. Two fly-overs by helicopter seemed to confirm this. An additional 192 goats were shot from a geographically separate area in 2017 where we believe the remaining feral goat

Desired Outcomes		KPI	Targets	Service Provided	Status
Total Pest Control	Control of all total control plant pests.	The incidence of all total control plant pests.	A report on the effectiveness of pest control operations is prepared. The incidence of Total Control pest plants is consistent with estimates of target densities.	All known Total Control plant pest sites, both historical and active, are inspected and / or controlled annually. Summarise and interpret data collated from pest control operations.	population numbers less than 30. Following the completion of the "Total Pest Control" plant database, all 3 species of Broom are deemed to be controlled as is, Gunnera. Wild Ginger (2 species) is down to one site. Sycamore control has increased recently. Control in several Cotoneaster sites is on-going. The remaining 2 Total control plants, Montbretia and Buddleia are so widespread that Total Control is not that realistic. This was confirmed in the PMS survey results. Although not on the Total Pest Control list the following plant pests have also been controlled to a level where eradication is achievable. A lone site of South American Ice Plant was controlled in April 2013. The only known site of a water weed (Glyseria maxima) was controlled in 2012 and any re-growth sprayed 2013, 2014, 2015 and 2017. The only known site of "Veldt Grass" was sprayed in late 2012, resprayed in October 2014 and October 2018. The control of these low incidence plants was also strongly supported in

Desired Outcomes			KPI	Targets	Service Provided	Status
Total Pest Control	Control of all pests listed as total control pest plants.	The incidence of all pest plants on Chatham Island or Pitt Island.	Identify, map and maintain a database of the incidence (e.g. of the density and distribution) of total control pests plants on Chatham Island and Pitt Island. Estimate (e.g. identify, map and maintain a database of) the control area over which total control pest plants on Chatham Island and Pitt Island occurs.	Progress towards eradicating total control pest plants is made to reduce their impact on the economy, particularly on land production, and on biodiversity. Inspect at risk properties for total control pests and issuing inspection notices.	the responses to the PMS Survey. A database of all known historical and active "Total Pest Control" plant sites has now been completed. Other low-incidence plant pests are also being recorded	
Containment control	Control of pests listed as containment control pest plants.	Incidence of pests listed as containment control.	Undertake enforcement action where necessary on properties identified as non-compliant with Strategy rules.	Work alongside landowners to voluntarily carry out control of Containment pest plants Undertake enforcement action to ensure that landowners and occupiers carry out control of Containment Control pest plants.	No properties noted with pest plants, therefore no enforcement action undertaken to date. Voluntary control has certainly increased and this was enhanced with a helicopter on the Island in February 2013, February 2014, November 2014, October 2015, November 2016, December 2017 and November 2018. An aerial survey conducted after the helicopter control in March 2013 produced a "Baseline" gorse distribution map, this has been updated since the December 2017 programme was completed.	
Containment Control	Control of pests listed as containment control.	Incidence of pests listed as containment control.	All at risk sites are inspected every 2 years. All gorse is eradicated annually from Gorse Management Area 1. The area of gorse (ha) in Gorse Management Area 2 does not increase as from a baseline date of 2001 (this target is subject to the	Inspect and search at risk sites for Containment Control pests and issuing inspection notices.	No properties noted with pest plants, therefore no enforcement action undertaken to date. Voluntary control has certainly increased and this was enhanced with a helicopter on the Island in 2013, 2014, 2015, 2016, 2017and 2018. An aerial survey conducted after the helicopter control in March 2013 produced a "Baseline" gorse distribution map and this is updated	

Desired Outcomes		KPI	Targets	Service Provided	Status
			availability of aerial maps of the Chatham Islands). Report that identifies and maps distribution and density of Californian Thistle.		after each helicopter visit to the Islands.
Public awareness	Public become vigilant for new pests and do not introduce, sell or propagate pests.	Public awareness.	Articles on pest and biosecurity in the Chatham Islander and Uniquely Chathams news publications. Pamphlets on pests and biosecurity issues are readily available at the airport and other tourist venues 90% of landowners understand their obligations under the Strategy.	Regular media coverage of pest and biosecurity issues. Conduct a customer survey to gauge the understanding of landowner Strategy obligations.	Regular articles relating to Chatham Islands Pests are placed in the Chatham Islander Newspaper and the quarterly "Uniquely Chathams" paper and the Chatham Islands Community Focus email newspaper.
Investigations / Research	All pest control activities and advice is current and based on Best Practise	Surveillance – Chatham Islands pests Surveillance – Pitt Island pests. Total Control pests Containment Control pests Undertaking pests and biosecurity investigations and survey programmes.	Number of assessments undertaken.	Assess any research or investigation proposals concerning Surveillance – Chatham Islands pests, total control pests, containment control pest plants such as the introduction of biological control agents where support is sought from the Council on a case-by-case basis.	One of the questions in the PMS survey specifically asked about the possible introduction of Gorse biological agent(s). Several late responses were received which lowered the support of the introduction of bio control agents.







Reporting Period

1/07/2018 31/03/2019

YTD Actual Revenue vs YTD Budget Revenue



YTD Actual Expenditure vs YTD Budget Expenditure

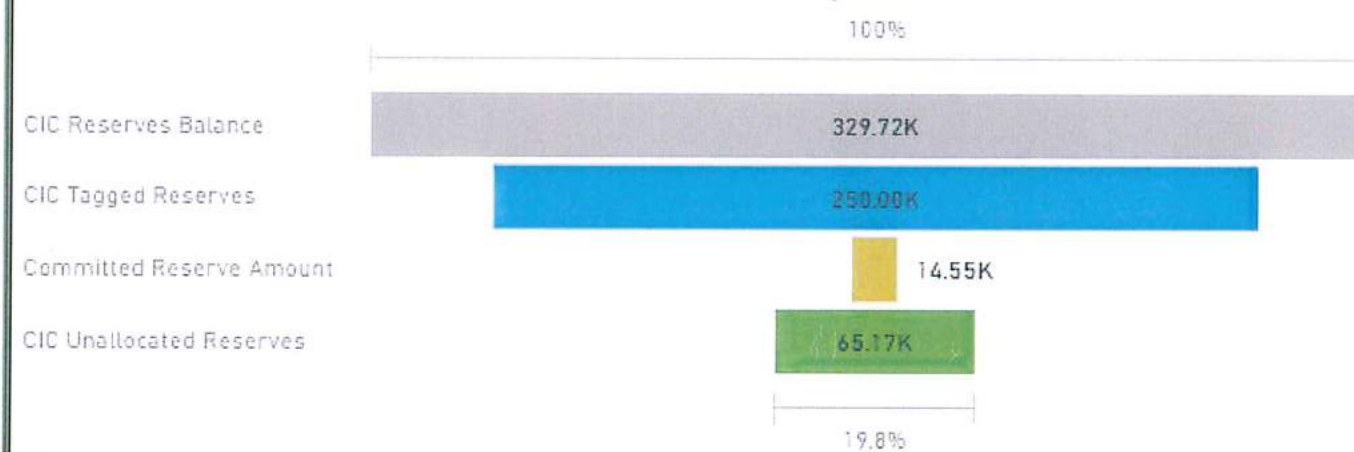


YTD Actual Expenditure vs Full Year Budget



- ☐ Select all
- ☐ Biosecurity
- ☐ Corporate Services
- ☐ Emergency Management
- ☐ External Communications
- ☐ Investigation and Monitoring
- ☐ Navigation Safety
- ☐ Project Management
- ☐ Resource Management and Consents

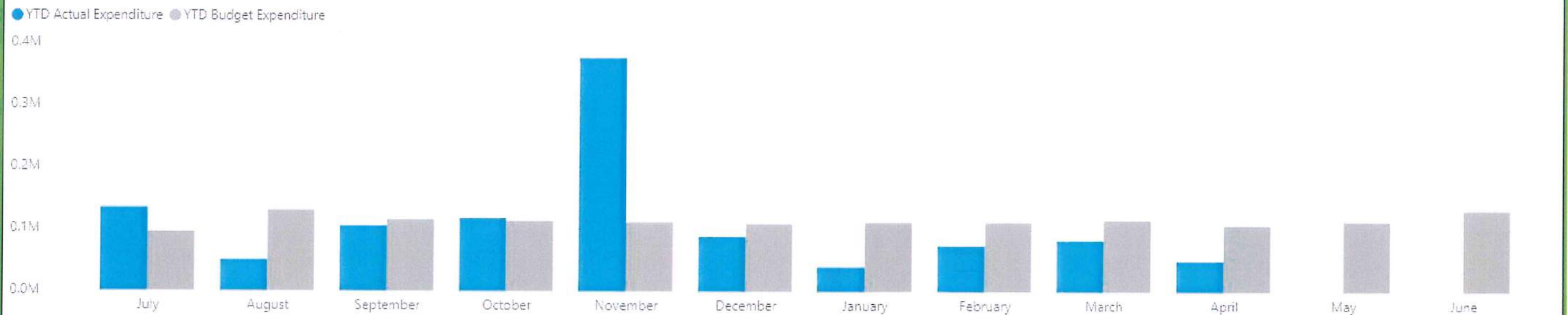
Reserves Summary



Committed Reserves

Committed Reserve Description	Committed Reserve Amount	Approved Date
Specialist dog handler visit(pests)	4,000	29/11/2018
Thermal Imaging Scope	7,900	29/11/2018
VHF radios	2,654	2/02/2019
Total	14,554	

Actual Expenditure vs Budget Expenditure



Reporting Period

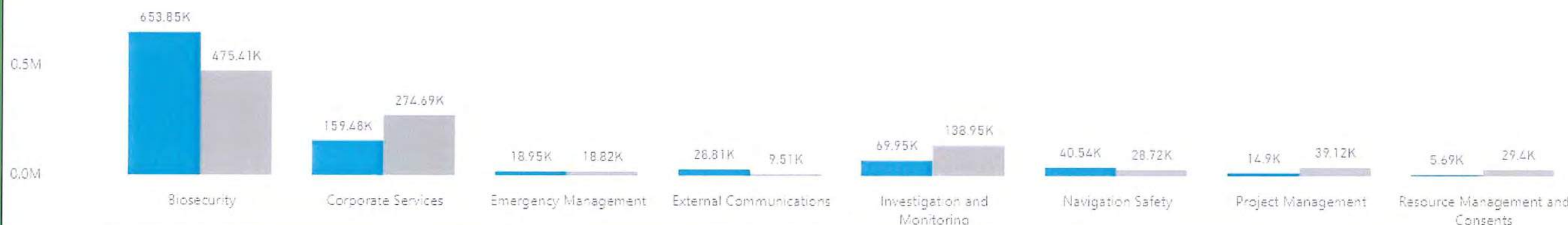
1/07/2018 31/03/2019

Section Name

Biosecurity   Corporate Services   Emergency Management   External Communications   Investigation and Monitoring   Navigation Safety   Project Management   Resource Management and Consents

Actual Expenditure vs Year to Date Budget Expenditure

● Actual Expenditure   ● YTD Budget Expenditure



Biosecurity expenditure: Boarder biosecurity work performed by SPB Biosecurity has increased, reflective of additional public and political concerns in the area, specifically related to mycoplasma bovis. Pest strategy & implementation expenditure is high, with the transportation of helicopters to the island to implement planned biosecurity eradication initiatives in November. A "flying squad" was also sent to the island to assist with marine pest surveillance, willow and other pest control. It is expected expenditure will smooth out over the remaining year.

Corporate services expenditure: The budget is primarily labour based, including a provision for additional operational support to the CIC CE. A staff member has been seconded from January 2019. Additional support has also been provided in relation to payroll processing and financial system support.

Emergency management expenditure: The area is primarily labour based, with the CIC emergency management document being published in year. No notable areas of expenditure.

External communications expenditure: Communications work is completed on an as required basis, with focus in period of updating the CIC website. No notable areas of expenditure to report on.

Investigation and Monitoring expenditure: Water quality sample tests continue to be completed. No notable areas of underspend.

Navigation safety expenditure: The budget is primarily a labour one and includes a proviso to respond to maritime events and provide policy guidance, there are no notable areas of expenditure.

Project management expenditure: This code provides for use of the CIC reserve funds and the cost of steering group attendance by CIC representatives.

Resource management and consents expenditure: The area is primarily labour based. Minimal work completed, with a budgeted allowance to responded to consenting and resource management issues as they arise.

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

Reporting Period

1/07/2018 31/03/2019

Section Name

Biosecurity

Corporate Services

Emergency
Management

External
Communications

Investigation and
Monitoring

Navigation Safety

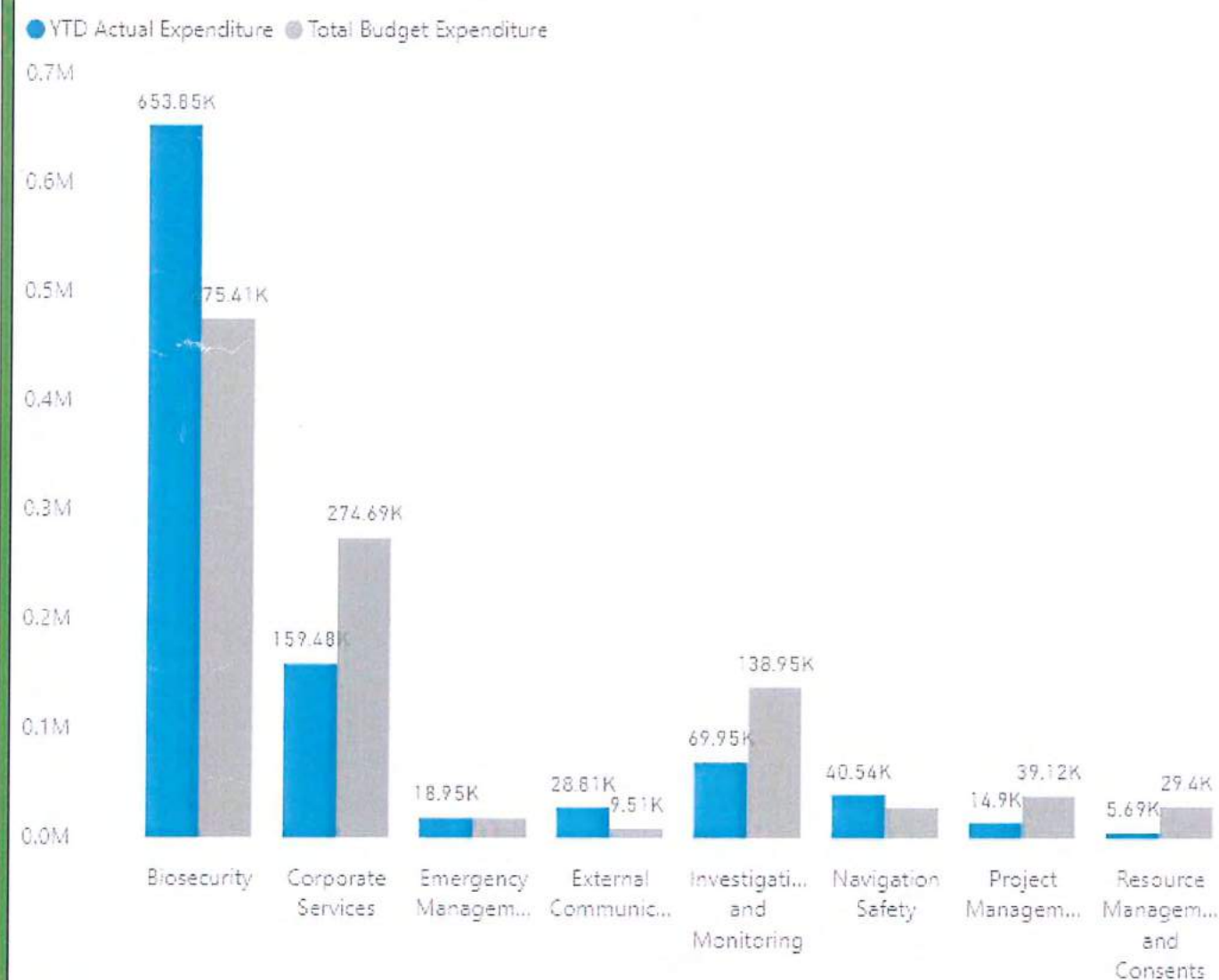
Project
Management

Resource
Management and
Consents

Expenditure Details By Project Level

Project Name	YTD Actual Expenditure	YTD Budget Expenditure
CIC Biosecurity - Border Control	167,171.25	81,855.00
CIC Biosecurity, Pest Strategy & Implementation	486,674.78	393,551.88
CIC Compliance Monitoring	2,789.72	14,219.07
CIC Consents	420.21	
CIC Corporate Service	44,962.74	60,091.87
CIC Education	28,806.03	9,511.29
CIC Emergency Management	18,950.71	18,817.65
CIC Finance - LTP/Annual Plan	4,779.46	
CIC Finance - Services	109,737.42	214,593.36
CIC Hydrology	41,862.30	
CIC Maritime Safety	40,538.53	28,718.32
CIC Project Management	14,900.66	39,115.35
CIC Resource Management & Consents	2,480.87	15,177.45
CIC Water Quality, Ecology & Hydrology	28,086.14	138,949.20
Total	992,160.82	1,014,600.44

Expenditure availability against Budget



6. Regulatory

6.2 District Licensing Committee Decision – Hotel Chathams Ltd

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Date of meeting	16 May 2019
Agenda item number	6.2
Author/s	Nigel Ryan, DLC Chair

Purpose

To provide information on the Decision of the District Licensing Committee for the renewal of an On and Off Licence application by Hotel Chathams Ltd.

Recommendations

THAT the information be received.

Background

This Decision is to be read in conjunction with the adjournment decision dated 11 July 2018 in relation to the hearing on 26 June 2018.

The renewal application by Hotel Chathams Ltd was initially opposed by Wellington Police Alcohol Harm Prevention Officer, the local Police, the representative of the medical Officer of Health, and the local Inspector. All of whom raised general concerns as to effects of amenity, good order, systems, staff and training, noting the object of the Act (Section 4).

The initial hearing on 26 June 2018 was adjourned for the reasons as outlined in the decision document dated 11 July 2018.

Decision Ref No.

74/OF/001/2018 and 74/ON/001/2018

IN THE MATTER of the Sale and Supply of Alcohol Act 2012

AND

IN THE MATTER of an application by Hotel Chatham's Limited pursuant to section 127 of the Sale and Supply of Alcohol Act 2012 for the renewal of an on-licence and off-licence in respect of premises situated at Waterfront Road known as "Hotel Chatham's"

BEFORE THE CHATHAM ISLANDS DISTRICT LICENSING COMMITTEE

Chairperson: Mr. N Ryan

Members: Mr. J Gower and Mrs. C Seymour

HEARING at "The Den", WAITANGI, CHATHAM ISLANDS on the 16th April 2019

APPEARANCES:

Applicant: - Ms. Toni Croon (Licencee & Director), Hotel Chatham's Ltd

Licensing Inspector: Mr. Ross Murphy

Also Appearing:

For the Applicant:- Mr. Floyd Prentiville, (General Manager)

This decision is to be read in conjunction with the adjournment decision dated 11th July 2018 in relation to the hearing on the 26th June 2018

DECISION OF THE DISTRICT LICENSING COMMITTEE

- A. The Decision of the Chatham Island District Licensing Committee is to grant the applications for the truncated period of 24 months with conditions as set out in this decision.
-

- 1) For the purposes of this document the Chatham Islands District Licensing Committee will be referred to as the D.L.C
- 2) Also for the purposes of this document the Sale and Supply Of Alcohol Act 2012 will be referred to as the Act.
- 3) The renewal application by Hotel Chatham's Limited was initially opposed by Wellington Police Alcohol Harm Prevention Officer, the local Police, the representative of the Medical Officer of Health, and the local Inspector. All of whom raised general concerns as to effects of amenity, good order, systems, staff and training, noting the object of the Act (Section 4). See Adjournment Decision 11th July 2018
- 4) The initial hearing on the 26th June 2018 was adjourned for the reasons as outlined in the decision document dated the 11th July 2018.

THE HEARING 16th April 2019

- 5) The Police Harm Reduction Officer, Sgt. Christopher Muir did not appear but submitted a written submission.
- 6) The Local Constable Chris Mankelow also did not appear but submitted a written submission.
- 7) The Medical Officer of Health was not represented but submitted a written submission.
- 8) The above agencies all withdrew their opposition to the application and made written submissions all of which were tabled as read.
- 9) The Coroner's Report of Judge D Marshall in the matter of Dakota Nikolaus LUGER was also tabled and taken as read. This report was not discussed.

APPLICANT - (Quoted para's refer to written evidence presented by Ms. Croon)

- 10) In Ms. CROON's introduction, she sets out the change in the way her Hotel has operated recently, and now has a more proactive understanding of the way it operates in the community and its obligations under the Act.
- 11) Their implementation of the AMP – (Alcohol Management Plan v4 17/7/18) and the way it

guides her operation and that of the community. (para 6)

- 12) The implementation of Incidents Reports, Bar Diary events, and the way they have communicated with staff and openly available for inspection by the agencies. (para 1 & 2)

The Applicant also tabled additional documentation which included a "Register of Duty Managers", "Times sheets", "Diary extracts" showing matters of interest in the day to day running of the Hotel", and "Persons Barred details"

- 13) The change in the Hotel's policy in having a zero tolerance for intoxicated persons on the premises and along with a "Monthly Tool Box" which involves regular general Training of staff has contributed to a positive attitude towards providing a safe drinking and off sales environment. (para 3 & 4).
- 14) The improved promotion of food and signage, duty drivers, (who are not duty managers), and the proactive 'barring' of patrons who breach any of the provisions of the Act. (para 7)
- 15) Ms. CROON acknowledges the way the Licensing Inspector, (Mr. Ross Murphy) has assisted her in the implementation of the AMP and other guidelines to bring the Hotel to a standard as required by the Act.
- 16) It was noted by the Committee that the applicant, at some cost, send her General Manager to Hamilton to have a day with the licensing Inspector, (Mr. Ross Murphy) for assistance in the AMP and other aspects in the operation of Hotel Chatham.
- 17) Ms. CROON also acknowledges the good working relationship and assistance from the local Police.

LICENSING INSPECTOR: (Quoted pages refer to written evidence presented by the Inspector)

- 18) The evidence of the Inspector tabled at the hearing sets out the dramatic improvement of the applicant's Hotel in recent years and especially since the last adjourned hearing on the 26th June 2018.
- 19) His evidence sets out the 'expectations' of the DLC in its adjourned hearing of the 26th June 2018 and the way in which the Applicant, with help, has addressed these concerns.
- 20) The AMP tabled at this hearing, is a document which the Applicant and Inspector have jointly worked on, and in the opinion of the DLC is a comprehensive and workable document which shows the time spent on it by the parties concerned but in the end, was a document "owned, understood, and accepted" by the Applicant (page 4)
- 21) There is an understanding by all agencies and the Applicant that approximately every 6 months an update will be forwarded to the agencies, or when required by the agencies, on matters covering:- (page 5)
- Duty Manager time sheets,
  - Managers Register,
  - Trespass notices,
  - Incident reports,
  - Vehicle Log,

- Training records.

- 22) A recent inspection by the Inspector showed all the above had been implemented.
- 23) A recommendation from the Inspector is that the AMP be included in conditions if the applications are granted. This includes, a Duty manager remaining on the premises at all times when the bar is open, and efforts to have a 'floating' D/manager".

Also included is 6 monthly training for staff and all records for adverse behavior and trespass notes are kept and these to be forwarded to the agencies every 6 months which could be an "undertaking" by the applicant. Also as an undertaking that the AMP could be reviewed, if needed, every 9 months approximately by the Inspector along with the Applicant.

ALCOHOL HARM REDUCTION OFFICER (Sergeant Christopher MUIR) (per tabled evidence)

- 24) The Sergeant did not appear but his evidence was tabled.
- 25) He now withdraws his opposition.
- 26) A search of the police national Intelligence Application (NIA) between June 2018 and April 2019 showed no reported incidents at the Hotel.
- 27) That the changes made by the Applicant, (systems, and processes), in the last 12 months have now allowed a change in position in that they now longer oppose the renewal.
- 28) The Police would however like to see a renewal for 18 months and 6 monthly reports on training and compliance documentation.

CHATHAM'S POLICE CONSABLE (Constable Chris Mankelow) (Per tabled evidence).

- 29) The Constable did not appear but his evidence was tabled.
- 30) That since the DLC hearing of the 26/6/18, the Hotel Chatham has operated well within the Act and has withdrawn his opposition to renewal.
- 31) That because of the proactive measures put in place by the Applicant this has had a positive effect in the Community.
- 32) That amongst the proactive measures put in place were evidenced by"-
  - Behavior of patrons on the premises.
  - The signage.
  - Trespassing of patrons
  - The very Proactive attitude of the applicant in reporting and involving the Police.

MINISTRY OF HEALTH (Ms. Paul Williams) (per tabled evidence)

- 33) Ms. Williams did not appear but her evidence was tabled
- 34) Opposition has now been withdrawn

- 35) That initial concerns have been addressed.
- AMP
  - Duty manager remaining on the premises at all times when the bar is open
  - Floating manager be implemented
  - Staff training and responsibilities
- 36) That staff and Management, during the time of the adjournment, have shown an active and positive engagement in the process and improvements made have not led to any concerns.
- 37) That if the DLC issues the renewals, then recommend that the following recommendations are made.
- Reporting to the agencies every 6 months.
  - AMP be a condition of the licence
  - Renewal of 18 months and a subsequent 18-month renewal.

CLOSING SUBMISSIONS OF THE APPLICANT

- 38) The Applicant summed up and briefly referred to her submission per page 2 of this document.
- 39) Ms. CROON gave an undertaking that she would continue to work with the Agencies on a regular on-going basis and forward every 6 months, a record of Trespass Notices issued, Duty Manager times sheets, Managers Resister, Incident reports, vehicle log and training records, and that she would also work with the Inspector and agencies re Training of staff.
- 40) An undertaking was also given by Ms. CROON that every 9 months, (approximately, to coincide with the visit of the Inspector to the Chatham's), she would work with the Inspector in regards to the AMP.

THE DLC DELIBERATION

- 41) The DLC noted the very positive relationship that the Applicant has with the Agencies, and how the Applicant has implemented the suggestions of those agencies.
- 42) The DLC has also noted the withdrawal of Opposition of the renewal, by all the agencies, of this Application noting the improvements made to the general management of the Hotel Chatham.
- 43) The Applicant, Ms. CROON, was very open throughout the hearing in that she would continue to work with the Agencies and in this gave the undertakings as mentioned in par 39 and 40 above.
- 44) We, the DLC, have carefully considered the Purpose and the Objects Act (section 3 and 4). The purpose of the Act is to put in place a new system of control over the sale and supply of alcohol. The object of the Act is to ensure that the sale and supply of alcohol is undertaken safely and responsibly, and the harm caused by excessive or inappropriate consumption of alcohol is minimized. We have also considered Sections 131 and 105, and also of the concerns expressed in our adjournment decision dated 11th July 2018, of the hearing on the

26th June 2018 and whether those concerns have been met.

- 45) The DLC believes that the renewal, after the expiry of these authorities, should not be "tagged", but be dealt with at the time on their own merits, noting the agencies do have options under the Act. We also consider that a truncated period of renewal for 24 months is more appropriate under the circumstances, rather than the 18 months suggested by some agencies. In making this decision we note the 'extended' adjournment that has taken place and also that the additional 6 months will allow the Applicant time to consolidate the systems and Management of the Hotel and at the same time give the Agencies more time to access these systems.
- 46) We consider that it would have been beneficial for the local Police to be at the hearing to 'assist' as there were some questions or clarifications from the committee and perhaps the Inspector but acknowledge it would not have influenced greatly the decision of the DLC.
- 47) In considering the evidence presented at the hearing, (16th April 2019), by the agencies and the Applicant, and noting para 44 above, we are satisfied that a renewal of 74/OF/001/2018 and 74/ON/001/2018 should be issued noting the conditions set out below.
- 48) The DLC acknowledge how parties to this application worked together to achieve a common result, and also the time spent by some agencies, over and above what could be required. We also acknowledge the willingness of the Applicant to accept the advice from the agencies and commend her willingness to continue her good work to achieve the objects of the Act.

CONDITIONS:

ON Licence

- a) Alcohol may be sold only on the following days and during the following hours: Monday to Sunday 8.00 am to 1.00 am the following day. Patrons must vacate the premises by 1.30 am. EXCEPT THAT on the day before Good Friday, Easter Sunday, Christmas day and Anzac Day alcohol may only be sold until 12.00 midnight.
- b) No alcohol may be sold on the premises on Good Friday, Easter Sunday, Christmas Day, or before 1 pm on Anzac Day to any person who is not on the premises to dine.
- c) The area where alcohol is to be sold and consumed is the whole of the premises and adjoining raised decks. The adjoining deck off the main bar must remain enclosed. No alcohol is to be taken out of the licensed premises unless sold pursuant to the off- licence.
- d) The main public bar and the adjoining deck up to 9.00 pm, is designated as supervised (*no persons under 18 can be in the area unless with their parent or legal guardian*). After 9.00 pm the bars are restricted (*no persons under 18*). The remainder of the premises is undesignated.

- . e) The holder of a manager's certificate or a properly notified manager shall be on duty and on the premises at all times alcohol is sold. Other managers deployed as set out in the Alcohol Management Plan.
- . f) A manager's register (as required by s.232 of the Act) is to be maintained and available on site.
- . g) The Alcohol Management plan (v4 dated 17 July 2018), or any subsequent annual update agreed by the inspector, must be adhered to at all times.
- . h) A Host Responsibility Policy must be maintained and displayed at all points of sale and the Licensee must ensure all staff receives training in their responsibilities and obligations under the Sale and Supply of Alcohol Act 2012.
- . i) There must be no sale or supply of alcohol to minors or intoxicated persons and there must be displayed at every point of sale appropriate signs detailing these restrictions.
- . j) Drinking water must be freely available and this must be clear to customers, while the premises are open for the sale and supply of alcohol.
- . k) Food must be available for consumption on the premises at all times when open for the sale of alcohol. If full a la carte menu or buffet meals are not available then a minimum of four types of light meals must be available (The choices exclude nuts, chips and the like). Menus and the availability should be clear to customers and food should be actively promoted.
- . l) A range of low-alcohol and non-alcoholic drinks must be available at all times when the premises are open for the sale of alcohol.
- . m) A telephone must be freely available for customers to call for transport and staff must assist if required. Telephone numbers for alternative forms of transport from the premises must be displayed. A courtesy vehicle is to always be available.
- . n) The Licensee must ensure the following are displayed; i) A sign to be seen from outside the principle entrance stating the ordinary hours of business during which the premises will be open for the sale of alcohol. ii) A copy of the original licence with all the conditions, just inside the principle entrance so persons entering can read it. iii) A sign in a prominent place identifying the duty manager. iv) Clear signage regarding food and transport options.

OFF Licence

- . a) Alcohol may be sold only on the following days and during the following hours: Monday to Sunday 8.00 am to 9.00 pm and must be removed from the premises while the On-Licence is still open.

- . b) No alcohol is to be sold on the premises on Good Friday, Easter Sunday, Christmas Day, or before 1 pm on Anzac Day.
- . c) The area where alcohol is to be sold is from the public bar / designated off sale area. No alcohol is to be consumed on the premises.
- . d) The main public bar and the adjoining deck up to 9.00 pm, is designated as supervised (*no persons under 18 can be in the area unless with their parent or legal guardian*). After 9.00 pm the bars are restricted (*no persons under 18*). The remainder of the premises is undesignated.
- . e) The holder of a manager's certificate or a properly notified manager shall be on duty and on the premises at all times alcohol is sold.
- . f) A manager's register (as required by s.232 of the Act) is to be maintained and available on site.
- . g) The Alcohol Management plan (v4 dated 17 July 2018), or any subsequent annual update agreed by the inspector, MUST be adhered to at all times.
- . h) A Host Responsibility Policy must be maintained and displayed at all points of sale and the Licensee must ensure all staff receives training in their responsibilities and obligations under the Sale and Supply of Alcohol Act 2012.
- . i) There must be no sale or supply of alcohol to minors or intoxicated persons and there must be displayed at every point of sale appropriate signs detailing these restrictions.
- . j) Drinking water must be freely available and displayed whenever alcohol is being supplied by way of complimentary tastings.
- . k) The Licensee must ensure the following are displayed; i) A sign to be seen from outside the principle entrance stating the ordinary hours of business during which the premises will be open for the sale of alcohol. ii) A copy of the original licence with all the conditions, just inside the principle entrance so persons entering can read it. iii) A sign in a prominent place identifying the duty manager.



Nigel Ryan
 Commissioner
 Chatham Island District Council
Dated this 26th day of April 2019.

8. Government

8.1 Report to the Department of Internal Affairs 1 January 2019 to 31 March 2019

Date of meeting	16 May 2019
Agenda item number	8.1
Author/s	Owen Pickles, Chief Executive

Purpose

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

Recommendations

THAT the Chatham Islands Council receives the report.

CHATHAM ISLANDS COUNCIL

Report to the Department of Internal Affairs

1ST January 2019 to 31 March 2019

This is the third report in terms of Section 7 of the Deed of Funding covering the 2018/19 financial year.

Finance

This continues to be a very tight year for the Council due to the need to live within the same level of Government Support funding as applied in 2017/18.

The two big pressure points are:

- The cost of Roding caused by the reduction in the NZTA financial assistance reduction; and
- The completion / operation of the waste management strategy.

The Council continues to operate with the support of a \$500k bank overdraft provided by its banker the ANZ bank. This has been a difficult task during the period.

The Council has finalised its work with the Ministry for the Environment on a variation of funding deed. An invoice for \$518k has been issued with payment expected during April 2019. This covers works within the Solid Waste Management Strategy that have been completed.

Good progress is being made with the recovery of rate arrears with at the time of writing \$48k still owing from 2017/18 and beyond.

Council dues are substantially up to date.

Other accounts are being followed up as required.

The Financial Reports are attached.

Democracy

The Council continues to function well with Councillor Tuck joining most meetings by telephone conference.

Councillor Chisholm is on leave of absence due to ill health.

The review of the basis for election proposal has been out for public consultation with no submissions being received. The Council has confirmed that the status quo will continue.

For the elections to be held in October 2019 the Council has appointed Cindy Butt to be the Electoral Officer.

New Council Office

The Ngati Mutunga O Wharekauri Iwi Trust Asset Holding Company has presented a design and feasibility report to Council, Chatham Islands Enterprise Trust and Chatham Islands Museum.

The report provides for accommodation for these entities and also includes accommodation for Heartlands Office, Chatham Community Focus Trust and Environment Canterbury.

The estimated cost of the Complex is \$5,094,496 plus GST with the museum part estimated to cost \$1,781,500.

These estimated costs are within what was included in the funding review carried out in 2017 by McGredy Winder.

The concern is the cost of the Museum which is about \$800k over the Government Grant provided via Ministry of Culture and Heritage.

At a meeting of all parties held on 29th September 2018 it was agreed to ask for a fixed price from the contractor Apollo Projects Limited.

Apollo is still working on producing the fixed price with the difficulty being the assessment of risk and its cost.

A further delay has been caused by the need to obtain a small parcel of land from the adjoining Canterbury District Health Board site. This must go through a complex land disposal process.

The timeframe presented has construction beginning in May 2019 finishing in December 2019; this will have slipped.

Airport Project

The airport is an essential lifeline for the Chatham Islands community. It is the only gateway for people transport and also for much of the Islands fishing catch.

The runway is in need of strengthening and lengthening to allow for class 4 aircraft to operate safely.

It was good to see a strong commitment from the Airport Company with the provision of fully compliant lighting.

An application for funding has been lodged with the Provincial Growth Fund. We await the outcome of this with interest.

The Council continues to offer support where it for this essential project.

Roading

Roading is the Council's biggest spend in any year with a core maintenance budget of \$3.5m to \$4m.

Roading is supported by NZTA as part of the Land Transport Programme.

➤ **Policy**

- The Chatham Islands Regional Land Transport plan 2018 to 2028 has been completed.
- All roads related assets have been revalued.
- The Council continues to work on the "Port to Airport" highway project with a lot of the supporting social and economic information required being collected.

➤ **Financial Assistance Rate**

- The continuance of the reduced NZTA financial assistance rate from 91% down to 88% continues to put a strain on the Council's finances and sustainability. It may only be 3% or \$120k but it buys \$1m worth of work. As the Council's programme is essential maintenance it is impossible to reduce the programme to accommodate this reduction.
Council's attempts to rectify this have gone all the way to the Minister of Transport without success.
- NZTA carried out a technical audit of the roading network during March 2019. This considers if the network is fit for purpose and if the NZTA funds are being spent in the correct areas.

➤ **Stantec**

- Stantec continues to work well with the Council and contractors with the provision of engineering services.

➤ **Fulton Hogan**

- Fulton Hogan is well into its third year of a ten year contract and continues to meet the Council's expectations.

Water Supplies

The Council operates public water supply schemes at Waitangi and Kaingaroa. Both schemes are operated by Fulton Hogan and supported by Stantec with professional services.

During the period January to March the Islands endured very dry conditions which placed strains on the two public water supplies. It also caused stress on private supplies with some springs/bores running dry for the first time.

People not connected to the public supplies will usually cart water from the Waitangi supply filling facility; however this service had to be restricted to maintain the integrity of supply.

➤ **Kaingaroa**

- This scheme is not captured by the NZ Drinking Water Standard due to its small size.
- The scheme operates well though its supply is often tested during dry weather.
- Water testing is carried out monthly usually with good results. However in September a bad sample caused a month long boil water notice to be

applied. This has since been cleared with the bad sample being caused by a contaminated container.

- Stantec have identified some \$300k worth of work needed to keep the Kaingaroa Scheme compliant. The biggest cost being \$150k to extend the intake out into the centre of the lake. This is to secure the supply and to minimise public health risks.

➤ Waitangi

- This scheme is captured by the NZ Drinking Water standards and while all water tests achieve compliance the system is non-compliant due to concerns about the security of the bore head. This has been rectified.
- The Waitangi scheme is also tested during the dry times and has been critically short during recent summers.
- Stantec has identified some \$150k worth of work required to maintain compliance.

➤ Proposed Waitangi Upgrade/Extension

- A proposed upgrade utilising the water bore established by the Memorial Park Alliance at the time of the Waitangi port development is currently on hold **due to a lack of funding**.
- With financial assistance from the Ministry of Health the scheme has been progressed to tender stage.
- This scheme has become urgent due to the demands caused by the dry conditions and population/tourism growth.

Waste Water/Sewage

Another facility under the care of Stantec/Fulton Hogan, the Waitangi waste water system functions well but is requiring more maintenance each year. Stantec has identified \$465k worth of maintenance work and an additional \$750k renewal programme for this facility.

The proposed disposal system for septic waste is another on hold pending funding becoming available.

The Canterbury District Health Board has continued to make enquiries about the current unsustainable disposal to ground. A meeting held on 11th February 2019 with the CDHB reinforced the urgency of this project.

Waste Management

Work on the waste management strategy is nearing completion. Transfer facilities are operating in Kaingaroa and Owenga and the processing facilities at Te One are close to being finished.

Still to be done is the rehabilitation of the old rubbish dump sites.

The compaction machine inclusive of hopper has been installed and is now fully operational

Bales of waste are being compacted for export (recycling) with residual waste being baled for deposited into the sanitary landfill at near Owenga.

Rehabilitation of the Te One site will involve a tree planting project for the Corrections Department.

We have a quote from Hokotehi Moriori Trust for the rehab at Kaingaroa.

Civil Defence & Emergency Management

Work is progressing on the CDEM Group plan including:

- Developing consultation with the public
- Workshops with the group on hazard risk management
- Working with MCDEM during the review

The Council's Emergency Manager is working with 15 other group managers and CDEM to set up a terms of reference for the group and sub groups.

Chathams is part of the operational sub group working with MCDEM on Welfare Assessment Needs.

Training has been provided covering

- Welfare
- Radio communications

Maritime Safety Oil Spill

The review of the Maritime Safety Oil Spill Plan has been completed with the exception of a section to be provided by the Department of Conservation.

Maritime NZ has approved off the plan and made it operative.

Exercises continue to be held under guidance from Maritime New Zealand.

Mayors Disaster Relief Fund Trust

The Mayors Disaster Relief Fund Trust is now a legal entity having been incorporated and registered as a trust.

Emergency Services Depot Project

The site for the emergency services depot is now back in the Council's hands following the departure of Memorial Park Alliance in 2018.

It is hoped to progress this project during 2019.

Kaingaroa Wharf

The Council is working through a process with Hokotehi Moriori Trust which will see the Kaingaroa Wharf transfer into Council ownership.

Stakeholders have been approached to see if there is a willingness to share the cost of works required to make the wharf safe. Several positive returns have been received.

Resource Management Document

The Council's Resource Management Document is still partially operative due to the Minister of Conservation's insistence that it complies with the National Policy Statements for coastal and fresh water management.

These are both high cost projects out of the reach of council's current incomes.

Environment Canterbury

Environment Canterbury continues to provide support for the Chatham Islands Council over many activities. A full report on these is attached.

Statement of Funding Accountability for the quarter ending 31 March 2019

There is a difference in focus of this report, compared with the financial information in the quarterly report.

The funding accountability report focuses on the 'cash' received or paid and the amount expected to be paid in or out.

The financial reports allocate funding across the year i.e. the crown appropriation is presented as x/12 depending on the month of the report.

	Cash \$000	Outstanding \$000	Budget \$000	
Crown appropriation - operating	2,887	-	2,887	
Crown appropriation - waste management	319	-	319	1
	3,206	-	3,206	
<i>Other significant grants from the Crown</i>				
Sludge lagoon project	-	339	339	2
Ministry for the Environment	450	-	-	3
NZTA	1,940	2,332	4,272	
<i>Other income</i>				
Rates	438	110	548	
Other	529	89	618	
Total cash inflow	6,564	2,870	8,983	
Operating expenditure (excluding solid waste, roading and depreciation)	3,008	642	3,650	
Solid waste management and minimisation expenditure	252	128	380	
Road works	940	564	1,504	
Capital expenditure	1,529	2,877	4,406	4
Cash movement	835	(1,341)	(957)	5
<i>Depreciation</i>	<i>1,054</i>	<i>1,026</i>	<i>2,080</i>	
Balance of Annual Appropriation	(54)	(770)	(824)	6

Notes:

- Disclosure separated to make the waste expenditure more transparent.
- Sludge lagoon project has been deferred pending scope and cost review, grant will cease to be available after 30 June 2019.
- Unbudgeted grant of \$450k received from MfE related to meeting agreed waste minimisation milestones.
- Further detail can be found in the attached financial reports
- The budgeted funding difference (in orange) relates to the \$583k budgeted NZTA funding shortfall and the difference in the sludge lagoon project - currently budgeted at \$710k. The sludge lagoon project has been deferred and the NZTA work programme is delayed, therefore the cash impact is likely to be better than budgeted. However, the shortfall will carry across to the 2019/20 financial year.
- Difference expected to be covered from rates and other operating income.

Working capital analysis

Below is a high level review of CIC annual working capital position, reviewing the position at a year-on-year basis.

Cash position:

As at 30 June 2018, the Council held the following cash balances (including tagged cash):

	Cash \$000	Accessible \$000	Restricted \$000
Current or cash accounts	(357)	(357)	
Mayoral fund (discretionary fund in case of disaster)	25	25	
Emergency management (funds tagged to respond to emergency events)	269	269	
Radio & TV fund (closed organisation, funds used for radio and tv services on island)	55		55
Museum (funds granted and tagged for construction of museum)	1,240		1,240
	1,232	(63)	1,295

Expected accessible cash closing position based on 2018/19 budget

(1,020)

a

	2017/18 \$000	2016/17 \$000	Movement \$000
Trade and other receivables	788	961	(173)
Trade and other payables (excluding 'revenue in advance' on museum construction)	1,535	1,069	467
Accessible cash	(63)	102	(165)
Working capital (excluding earmarked cash)	(811)	(6)	(805)

b

Expected working capital position based on 2018/19 budget

Estimate \$000	Target \$000	Difference \$000
(1,768)	(200)	(1,568)

c

Notes:

- The current level of the crown appropriation grant coupled with the current level of Council spending is likely to result in a significant cash deficit as at 30 June 2019.
- Whilst the primary concern is funding the NZTA shortfall of \$583k, under current grant conditions, if the sludge lagoon project is not completed in 2018/19, the \$339k grant will no longer be available.
- The current approach by Council to manage the funding shortfall is to delay payment of creditors. This has a detrimental impact on the working capital figures (see b and c).
- Movement in 2017/18 an impact of NZTA funding shortfall and waste management facility one-off set up costs
- Current funding and level of unsupported capital expenditure is having a detrimental impact on the Council's working capital.

Statement of Comprehensive Revenue and Expense

	Actual \$000	Budget \$000	Variance	Note Reference	Annual Forecast
Revenue					
General rates	219	219	-	1	292
Targeted rates	224	192	32	1	288
Grants & subsidies	4,802	5,941	(1,139)	2	6,782
Council Dues	213	206	6	3	281
User pays, fees & charges and other income	316	179	137	4	376
Total revenue	5,773	6,737	(964)		8,019
Expenditure					
Democracy	220	233	(14)		297
Roading	940	1,128	(188)	5	1,316
Solid waste	252	267	(15)		341
Water	123	237	(114)	5	202
Stormwater	0	-	0		0
Wastewater	87	72	15		111
Community and regulatory	464	383	80	6	591
Environment	663	702	(39)		897
Emergency services	210	126	84	7	252
Coasts, harbours and navigation	39	38	1		51
Corporate services	1,204	965	238	8	1,525
Depreciation	1,054	1,560	(506)	9	1,574
Total expenditure by activity	5,254	5,711	(456)		7,158
Total surplus/(loss)	518	1,027	(508)		861

Variance explanations:

Rates are invoiced based on the Council approved rates strike, but apportioned equally across the year.

- Note the budgeted targeted rates amount excludes collection of prior period outstanding balances and penalty payments. The actual figures also include collection of warm homes loans, which are deducted from the loan receivable account at year end.

- NZTA subsidy is based on actual expenditure, which is not equally spread across the year. Works are lower than the budgeted amount, which impacts on the grant received to date. DIA grant has been fully received, but apportioned across the year. Council also received an unbudgeted grant of \$769k in relation to Council's waste management infrastructure.

- Council dues are a Council tax on island imports/exports. There is a notable relationship between works on-island and the income received from Dues. Transactions with the majority of on-island shipping/freight companies are current.

- No notable areas of income variance.

- Budget figures apportioned on an equal basis across the year, actual works tend to progress based on favourable weather conditions.

- Council has increased expenditure to improve the condition of their housing stock. It was originally intended (budgeted) that the expenditure would be capital in nature, funded by way of loan. With funding restrictions, Council has elected to make smaller improvements, classified as being of a 'maintenance' nature.

- No notable areas of overspend. However it is noted an additional part-time staff member is allocated to the area, which was not included within the budget.

- No notable areas of overspend, although noted a redundancy payment was made in-year. Noted increases in travel, stationery, consultancy and computer expenditure costs compared with budget. These may smooth out over the course of the year, as the budget assumes an equal apportionment of expenditure, which sometimes is more seasonable.

- Asset additions and depreciation updated to February. Variance due to deferral of in-year capital projects and variation in estimated revaluation impacts.

Capital expenditure summary	Actual \$000	Budget \$000	Variance	Note Reference	Annual Forecast
Sources of capital funding					
Subsidies and grants for capital expenditure	1,093	2,561	(1,469)	1	1,862
Increase / (decrease) in debt	-	104	(104)	2	35
Total sources of capital funding	1,093	2,665	(1,572)		1,896
Application of capital funding					
Roading works	1,242	2,622	(1,380)	1	2,116
Water service connections*	-	2,303	(2,303)		
Waste, including sludge lagoon project	216	533	(317)	3	393
New emergency management depo*	-	188	(188)		
Critical wastewater capital replacement*	-	50	(50)		
Critical water capital replacement*	-	36	(36)		
Housing	-	150	(150)	2	-
Corporate, including new office fit-out*	71	26	45	4	
Total application of capital funding	1,529	5,908	(87)		2,509
Movement in reserves	(436)	(3,243)	(4,485)		(513)

* Desired projects in the 2018/19 budget, removed due to lack of funding support

Variance explanations:

- 1 Budget figures apportioned on an equal basis across the year, some roading work remain weather dependant to progress, grants include roading and sludge lagoon projects.
- 2 Housing project expected to be progressed in year, funded by debt.
- 3 Sludge lagoon project behind budget, pending scope and cost review.
- 4 Unbudgeted in-year purchase of vehicle for Chief Executive

Note, budget figures are allocated on an equal monthly apportionment

Liquidity Report

	Actual 30-Jun-18 \$000s	Annual Plan 30-Jun-19 \$000s	Actual* 30-Sep-18 \$000s	Actual 31-Dec-18 \$000s	Actual 31-Mar-19 \$000s	Actual 30-Jun-19 \$000s
Available cash **	(332)	106	1,703	1,086	(264)	
Other earmarked cash balances^	1,563	25	1,295	1,294	1,295	
Debtor accounts	744	919	318	728	1,037	
Creditor accounts (excludes revenue in advance)	(2,705)	(1,103)	(694)	(1,302)	(857)	
Working capital (excluding earmarked funds)	(730)	(53)	1,327	511	(85)	
Long term target	200	200	200	200	200	200

Liquidity Notes

* September quarters figures were under review at the time the quarterly report was produced. Consequently, some balances were estimated.

** Balance includes current and call account balances and the mayoral fund and emergency management term deposit.

^ This includes the museum grant and the TV and radio society accounts

The Council has an overdraft facility with their banking provider of \$700k. The Council's closing cash 'operating' balance is an overdraft of \$420k at the end of March. This excludes invested funds, including the unearmarked emergency management fund of \$269k. Quarterly trends indicate the working capital figure will be below the \$200k target by 31 March 2019.

Rates Collection Report

	Actual 31-Mar-19	Actual 31-Mar-18
Arrears at beginning of year	86,877	106,301
Rates invoiced YTD	431,060	411,269
Penalties applied	13,596	15,735
Less remissions	(790)	926
Rates collected	438,282	487,649
Rates outstanding	94,041	44,730
% outstanding	21.82%	10.88%

Rates Collection notes

The identified balances exclude GST.

The due dates for instalments are 1 September 2018, 1 January 2019 and 1 May 2019.

The "Rates invoiced YTD" figure only includes the rates due for the first and second instalment dates.

Council Dues Collection Report

	Actual 31-Mar-19	Actual 31-Mar-18
Balance at commencement of year	21,357	35,050
Dues assessed	274,631	319,701
Dues paid	270,279	354,752
Rates Collection Report	25,709	-
Balance more than 30 days overdue	25,709	-

Council Dues Collection notes

Council dues is a Council tax on island imports/exports. There is a notable relationship between works on-island and the income received from Dues. The balances of dues outstanding relate to invoices raised in early February 2019.

Quarterly Report **Part B: THE SERVICES**

Desired Outcomes		KPI	Targets	Service Provided	Status
Resource Management	The high air, water, and land qualities of the Chatham Islands are maintained to protect human health and ecological systems.	Resource management document is current and administered.	Review of CIRMD is completed. All consent applications are processed within RMA timelines. Progress is made on implementing the NPS on freshwater management.	An updated draft resource management document is prepared. Assistance is provided to the CIC to hear submissions and finalise the CIRMD. The consent application process is administered. Assist CIC with Iwi matters in relation to the upcoming review of the RMA. The upcoming review of the RMA will cover historic places, and the new landfill. An implementation Programme for the NPS is developed.	The Resource Management Document has been made partially operative pending Ministerial approval of the parts of the document that relate to the Coastal Marine Area
	The use of natural and physical resources contributes to the Chatham Islands economy in a sustainable manner.	Resource consents and permitted activities are exercised in accordance with their conditions.	100% compliance	Compliance monitoring is carried out as required. Compliance monitoring was carried out in April 2019. Two staff visited the Island for 5 days. Their report is currently being written and will be available in late May. Initial comments are that improvements have been made since the last report in 2015 although there are some sites that are of concern. For example Diesel discharge at Port Hutt Fishery and burning of rubbish at Te One landfill. More detail will be given when the report is drafted.	

Desired Outcomes			KPI	Targets	Service Provided	Status
Resource Management Investigations and Monitoring	The high intrinsic values of the biodiversity and natural ecosystems of the Chatham Islands are recognised and protected.	State of the Environment monitoring is carried out in accordance with CIRMD requirements.	• Effects of sea level rise on coastal development are assessed • Other services completed as requested	Report on mapping of sea level rise	Preliminary investigation commenced.	
	People may carry out a wide range of activities taking into account natural hazards.	Information on natural hazards is available.				
Investigations & Monitoring	Any changes in the biodiversity and natural ecosystems of the Chatham Islands are recognised and causal mechanisms understood.	Statutory monitoring requirements are met.	SOE long term water quality monitoring programme completed and reports are published.	• Long term water quality monitoring programme of lakes, rivers and Te Whanga lagoon • Trends reported annually • Information available on web site	Monitoring completed as scheduled. Three field sampling runs completed and data compiled in database	
	People of the Chatham Islands have access to a wide range of cultural, commercial and recreational activities.	Microbiological and chlorophyll information is collected for resource management purposes.	Microbiological monitoring and assessments of algal bloom activity at sites in Te Whanga lagoon.	• Microbiology & Chlorophyll-a monitoring at 3 lagoon sites. • Fortnightly monitoring of common recreational sites (locations to be agreed with CIC) during the summer. • Results available on web site.	Monitoring work completed as required.	
	Flow regimes in Chatham Island rivers and streams are understood for water allocation purposes and flood warning	Hydrological information is available to all community	River flows are monitored.	• Monitoring at 4 flow recorder sites, 2 rainfall sites and 2 water level recorders in Te Whanga. Data is collected on levels, flow, salinity, pH, and oxygen. • Near real-time water level and flow data (within 1-2 hours) are available on website.	Sites all working well and data available on CIC website	
	Water quality and/or quantity investigations carried out to understand water resource issues raised by community	Investigations carried out within proposed timeframes and costs		• Water quality of possible areas for future potable supply (eg: Owenga) is investigated.	Potable water supply investigations are on-going.	
Contaminated Sites / Hazardous Substances and Waste	Exposure to contaminated land and the environmental effects of hazardous substance releases are minimised.	HAIL sites are identified. NES for contaminants in soil to protect human health is implemented.	Advice is provided on contaminated sites, hazardous substances and waste management.	• HAIL identification methodology is provided to enable CIC to identify potentially contaminated sites. • Assistance in establishing	Advice on waste management expected to increase as the landfill project progresses. Support provided on an as required basis.	

Desired Outcomes		KPI	Targets		Service Provided	Status
		An agrichemical collection is undertaken. Hazardous waste is managed according to national protocols.			protocols for NES implementation is provided. • Provide advice on how to set up an Agrichemical Collection. • Advice on establishment of waste management protocols is provided.	
Emergency Management	CIC is prepared for an emergency and complies with CDEM Act requirements.	Requests for assistance with CDEM planning and preparedness are met.	Provide policy and planning support as required.	Provide advice on National and Regional CDEM Policies.	No activity in this period	
			Provide advice on Resilience initiatives.	Support CIC Resilience Initiatives as appropriate.	No activity in this period	
			CDEM group plan continues in operation and is up to date.	• CDEM second generation plans due 2010/11. Risk based foundation to be established for review of 4 R's within the CDEM Group Plan. • Public Information Manager training session provided and one workshop exercise is provided.	No Activity in this period	
Navigation Safety	Navigation safety is enhanced.	Requests are met and proactive assistance is provided.	Provide training support	• Provide advice on professional development for CIC CDEM staff, including a development needs analysis (DNA) of key staff. • Support CDEM exercises and courses. Focus to be on training for Response Team and EOC staff. Two activities supported on island each year • Support implementation of national emergency management information system (EMIS)	Over the last six months two week-long training sessions had to be postponed. A new week long EOC and Welfare training session is booked for 20 to 24 May	
			Advice and support is provided re navigation safety.	• Support is provided to the CIC Harbourmaster • Navigation safety risk assessment is carried out, documented and maintained. • The Navigation Safety Bylaws are	Completed as required.	Investigate provision of AIS monitoring at Chatham Islands is on hold pending the completion of the Canterbury AIS network project.

Desired Outcomes		KPI	Targets	Service Provided	Status
Corporate Services				reviewed	Onsite review of Safety Management System and Risk Assessment continues. We are soon to starting preparing for a Port and Harbour Safety Code panel visit to the Chatham Islands towards the end of 2019.
	Services to the community are improved through the provision of timely and accurate information.	Requests are met or referred to appropriate providers.	Annual report is produced and audited with no qualification.	Annual report is produced and audited with no qualification.	The 2017/18 Annual Report was prepared and audited without qualification. However, the statutory reporting deadline was not met, due to delays with the audit review process.
			Long Term Plan/Annual Plan is produced and audited with no qualification.	Long Term Plan/Annual Plan is produced and audited with no qualification.	Planning for the 2019/20 Annual Plan is underway, but funding certainty is unknown, pending the Government's budget announcement in May. Given these funding uncertainties, Council is electing to 'engage' with the community but considers a full Consultation Document unnecessary. The 2018-28 Long Term Plan was adopted on 28 June 2018, the audit opinion issued was unmodified, with an emphasis of matter in relation to reliance on grant funding.
			Financial reports to Councillors and Department of Internal Affairs completed at least quarterly.	Financial reports for internal reporting purposes or reporting to external stakeholders is completed periodically.	Reports for DIA reporting purposes have been provided quarterly and more frequently for Council reporting purposes. These documents are currently being revised to ensure information is meaningful to the user.
			Assistance is provided with rates, invoicing, and other technical issues.	Requests are met promptly. Training and support is provided for democracy services.	Payroll and PAYE return/payday filing is now being performed by ECan as part of our support service. All requests for assistance have been met. No issues arising in the quarter.
	Council complies with legislative requirements.	No breaches of legislation.	Advice is provided as required for: HR; Council;	Requests are met within 5 working days.	Legal advice provided as requested. No noted breaches of legislation

Desired Outcomes			KPI	Targets	Service Provided	Status
Communications	Communication services support the dissemination and exchange of information to Council and the community. Council's information is protected, developed and maintained effectively and efficiently.	Community and Iwi are well informed about Council activities and performance.	Democracy, Legal; Finance; and IT. Communications services are provided. Advice is provided concerning effective communication and feedback from the community.	Training support and information is provided re democracy services. Inserts to the Chatham Islander are produced on environmental, RMA and other Council issues. Web site is kept up to date. Other communications projects (e.g. leaflets, brochures, signs) discussed and undertaken as required.	All activities completed as required.	
Surveillance – Chatham Islands	There is no introduction, sale, propagation and distribution of the 140 pests listed as Surveillance – Chatham Islands pests.	Incidence of these 140 pests on the Chatham Islands.	Report on the presence of Surveillance – Chatham Islands annually or as required for specific incidences	Undertake enforcement action to ensure that landowners and occupiers do not introduce, sell, propagate or distribute pests listed as Surveillance – Chatham Islands pests.	No enforcement actions undertaken. Aggregate was imported and used in the Kaingaroa area which has since had Broom seedlings appear. This has been dealt with by Biosecurity staff and the site programmed for annual surveillance. One shipment of 50/50 topsoil / compost was impounded and then sent back to NZ due to the high biosecurity risk	
Surveillance – Chatham Islands	Maintaining an internal border between Chatham Island, Pitt Island and New Zealand.	Number of breaches of the internal border.	Year 1 Publish and distribute a scoping report addressing marine biosecurity as part of establishing an internal border.	Years 2-4 In partnership with Biosecurity New Zealand implement a marine biosecurity plan as part of establishing an internal border.	Under contract to Environment Canterbury, SPS prepared a Chatham Islands Marine Biosecurity Partnership Action Plan in 2010. Progress on its implementation has been limited. We have trained 5 staff to meet WorkSafe NZ diving requirements with a view to carrying out twice annual underwater surveys of the 4 ports on Chatham Island. The intent is to determine the presence or absence of the 10 “most likely” to arrive marine pests. To date, survey dives have been carried out at Owenga, Kaingaroa Waitangi and Port Hutt. No marine pests were found at Owenga or Kaingaroa but the previous distribution of Undaria at Port Hutt has expanded within the	

Desired Outcomes		KPI	Targets	Service Provided	Status
Surveillance – Chatham Islands	Preventing the arrival and establishment on the Chatham Islands of the 140 listed Surveillance – Chatham Islands pests.	Incidence of these 140 pests on the Chatham Islands.	Identify, map and maintain a database of high risk sites for surveillance – Chatham Islands pests. Continue a surveillance programme sampling sites (ha) at high risk from Surveillance – Chatham Islands pests.	Inspect at risk sites for pests listed as Surveillance – Chatham Islands pests	harbour. 4 of the 10 marine pests are crab species and we have now carried out 2 “crab potting” surveys of all four ports. No detection of unwanted species. In September 2017, several vessels associated with the Waitangi Wharf rebuild arrived and were found to carrying at least 4 marine pests that are not known to be present in Chatham waters. Prompt action by our Biosecurity staff and newly formed dive squad (along with voluntary compliance of the vessel owners) resulted in the risk being minimized if not eradicated. 3 of the Chathams dive squad were involved with a boat hull inspection in Lyttleton in early April. More marine pests were found and the team continue to gain experience in this field At risk sites inspected at least twice annually by SPS Bio-security staff and resident Biosecurity Officer. Active control on several “low incidence” plant pests has taken place ie: Veldt Grass, Glyceria maxima, Argentinean Ice Plant, Wilding Conifers and Sycamore has been ongoing. New sites of Old Man’s Beard and Banana Passionfruit have been found and total control is underway, although both new sites have found to be more extensive than originally thought. Black Ants and German Wasps are recent incursions but hopefully the
Surveillance – Chatham Islands pests	Subject to availability of resources, undertake Biosecurity Act 1993 Section	There are no successful incursions.	Report on the number of potential and actual incursion	Undertake incursion responses for pests listed as Surveillance –	

Desired Outcomes			KPI	Targets	Service Provided	Status
	100 control of Chatham Islands Surveillance pests.			responses of Chatham Islands surveillance pests per annum.	Chatham Islands pests as required.	immediate control response has eliminated their establishment. A Pague Skink was found in imported dive sacks in October 2018 but after extensive trapping and dog detection of risk sites we believe it was a solitary specimen.
Surveillance – Pitt Island	Five pests listed as Surveillance – Pitt Island pests are not introduced to Pitt Island	Incidence of these five pests on Pitt Island.	Identify, map and maintain a database of high risk sites for pests listed as Surveillance – Pitt Island pests. Continue a surveillance programme sampling at risk sites for pests listed as Surveillance – Pitt Island pests.	Inspect at-risk properties for Surveillance – Pitt Island pests. Undertake enforcement action where necessary to ensure that landowners and occupiers carry out control for Surveillance – Pitt Island pests. Search 100% of high-risk sites for pests listed as Surveillance – Pitt Island pests annually		We have increased the number of Rodent Bait stations at possible departure points to Pitt Island. Sheds used by fishermen storing goods bound for Pitt Rodent activity tends to peak in February/March/ April and then stabilizes. We have now recieved a trained “Rat dog” that is resident on the Chatham Islands being “handled” by our resident Biosecurity Officer Kerri Moir. This will dramatically improve our detection capability.
Total Pest Control	The Chatham Islands Pest Management Strategy is reviewed with specific reference to the Total Control suite of pests	The remaining 5 years of the Pest Management Strategy more accurately reflects community expectation and professional opinion	Chathams wide customer survey carried out with specific emphasis on Total Control pests. Survey results matched with expert opinion.	Formal review of current Pest Management Strategy		A Pest Management Strategy survey was sent out in early 2013. 51 responses were received. A formal review of the current Pest Management Strategy is proposed within a year with draft discussions commencing in late October 2017.
Total Pest Control	One total control pest animal – feral goats is controlled.	Progress made in eliminating feral goats.	Undertake structured aerial cull of feral goats on properties adjoining the source infestation.	Work alongside landowners to voluntarily eradicate feral goats Undertake enforcement action to ensure that landowners and occupiers carry out control of feral goats.		By late 2014 Environment Canterbury staff had culled 977 goats from the Airport Road area. With the approval of the Landowner, our resident staff member culled 46 in late 2014 which appears to be the last of them. Two fly-overs by helicopter seemed to confirm this. An additional 192 goats were shot from a geographically separate area in 2017 where we believe the remaining feral goat

Desired Outcomes		KPI	Targets	Service Provided	Status
Total Pest Control	Control of all total control plant pests.	The incidence of all total control plant pests.	A report on the effectiveness of pest control operations is prepared. The incidence of Total Control pest plants is consistent with estimates of target densities.	All known Total Control plant pest sites, both historical and active, are inspected and / or controlled annually. Summarise and interpret data collated from pest control operations.	population numbers less than 30. Following the completion of the "Total Pest Control" plant database, all 3 species of Broom are deemed to be controlled as is, Gunnera. Wild Ginger (2 species) is down to one site. Sycamore control has increased recently. Control in several Cotoneaster sites is on-going. The remaining 2 Total control plants, Montbretia and Buddleia are so widespread that Total Control is not that realistic. This was confirmed in the PMS survey results. Although not on the Total Pest Control list the following plant pests have also been controlled to a level where eradication is achievable. A lone site of South American Ice Plant was controlled in April 2013. The only known site of a water weed (Glyceria maxima) was controlled in 2012 and any re-growth sprayed 2013, 2014, 2015 and 2017. The only known site of "Veldt Grass" was sprayed in late 2012, resprayed in October 2014 and October 2018. The control of these low incidence plants was also strongly supported in

Desired Outcomes			KPI	Targets	Service Provided	Status
Total Pest Control	Control of all pests listed as total control pest plants.	The incidence of all pest plants on Chatham Island or Pitt Island.	Identify, map and maintain a database of the incidence (e.g. of the density and distribution) of total control pests plants on Chatham Island and Pitt Island. Estimate (e.g. identify, map and maintain a database of) the control area over which total control pest plants on Chatham Island and Pitt Island occurs.	Progress towards eradicating total control pest plants is made to reduce their impact on the economy, particularly on land production, and on biodiversity. Inspect at risk properties for total control pests and issuing inspection notices.	the responses to the PMS Survey. A database of all known historical and active "Total Pest Control" plant sites has now been completed. Other low-incidence plant pests are also being recorded	
Containment control	Control of pests listed as containment control pest plants.	Incidence of pests listed as containment control.	Undertake enforcement action where necessary on properties identified as non-compliant with Strategy rules.	Work alongside landowners to voluntarily carry out control of Containment pest plants. Undertake enforcement action to ensure that landowners and occupiers carry out control of Containment Control pest plants.	No properties noted with pest plants, therefore no enforcement action undertaken to date. Voluntary control has certainly increased and this was enhanced with a helicopter on the Island in February 2013, February 2014, November 2014, October 2015, November 2016, December 2017 and November 2018. An aerial survey conducted after the helicopter control in March 2013 produced a "Baseline" gorse distribution map, this has been updated since the December 2017 programme was completed.	
Containment Control	Control of pests listed as containment control.	Incidence of pests listed as containment control.	All at risk sites are inspected every 2 years. All gorse is eradicated annually from Gorse Management Area 1. The area of gorse (ha) in Gorse Management Area 2 does not increase as from a baseline date of 2001 (this target is subject to the	Inspect and search at risk sites for Containment Control pests and issuing inspection notices.	No properties noted with pest plants, therefore no enforcement action undertaken to date. Voluntary control has certainly increased and this was enhanced with a helicopter on the Island in 2013, 2014, 2015, 2016, 2017and 2018. An aerial survey conducted after the helicopter control in March 2013 produced a "Baseline" gorse distribution map and this is updated	

Desired Outcomes			KPI	Targets	Service Provided	Status
Public awareness	Public become vigilant for new pests and do not introduce, sell or propagate pests.	Public awareness.	availability of aerial maps of the Chatham Islands). Report that identifies and maps distribution and density of Californian Thistle.	Articles on pest and biosecurity in the Chatham Islander and Uniquely Chathams news publications. Pamphlets on pests and biosecurity issues are readily available at the airport and other tourist venues 90% of landowners understand their obligations under the Strategy.	Regular media coverage of pest and biosecurity issues. Conduct a customer survey to gauge the understanding of landowner Strategy obligations.	after each helicopter visit to the Islands. Regular articles relating to Chatham Islands Pests are placed in the Chatham Islander Newspaper and the quarterly "Uniquely Chathams" paper and the Chatham Islands Community Focus email newspaper.
Investigations / Research	All pest control activities and advice is current and based on Best Practice	Surveillance – Chatham Islands pests Surveillance – Pitt Island pests. Total Control pests Containment Control pests Undertaking pests and biosecurity investigations and survey programmes.	Number of assessments undertaken.	Assess any research or investigation proposals concerning Surveillance – Chatham Islands pests, total control pests, containment control pest plants such as the introduction of biological control agents where support is sought from the Council on a case-by-case basis.	One of the questions in the PMS survey specifically asked about the possible introduction of Gorse biological agent(s). Several late responses were received which lowered the support of the introduction of bio control agents.	

9. Chatham Islands

9.1 Diesel Supply

Date of meeting	16 May 2019
Agenda item number	9.1
Author/s	Owen Pickles, Chief Executive

Purpose

Permission is sought by Chatham Islands Enterprise Trust to install a diesel supply system on Owenga Wharf.

Recommendations

THAT permission be granted to install a diesel supply system on Owenga Wharf.

Background

Attached is a letter from Chatham Islands Management Limited seeking Council's permission to install a diesel supply system on the Owenga Wharf.

If permission is granted an application for resource consent will follow.



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Chatham Islands Airport Limited
Chatham Islands Asset Holding Limited
Chatham Islands Electricity Limited
Chatham Islands Management Limited
Chatham Islands Ports Limited
Chatham Islands Quota Holdings Limited
Chatham Islands Shipping Limited

02 May 2019

Owen Pickles
Chief Executive
Chatham Islands Council
PO Box 24
CHATHAM ISLANDS 8942

Dear Owen

Owenga Wharf

Chatham Islands Management Limited would like permission to install a diesel supply system on the Owenga wharf.

The system being proposed to install will be fully compliant and we will be applying for Resource Consent in due course.

If there is any further information required please contact the writer.

Yours Sincerely

Toni Gregory-Hunt
Business Operations Manager