



AGENDA | 2020

Mayor and Councillors'

Notice is hereby given that the Ordinary Meeting of the 9th triennium (2019-2022) Chatham Islands Council will be held in the Council Chambers, Tuku Road, Waitangi, on **THURSDAY, 9 JULY 2020**, commencing at **1.30pm**.



Owen Pickles
Chief Executive Officer

Karakia

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

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

AGENDA

Meeting Held 9 July 2020

- | | | | |
|-----------|--|------------|----------|
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In Camera Agenda

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2. Democracy

2.1 Minutes of the Ordinary Meeting 28 May 2020

Date of meeting	9 July 2020
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 28 May 2020.

Recommendations

THAT the minutes from the Ordinary meeting of the Chatham Islands Council held on 28 May 2020 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, 28 May 2020, commencing at 1.30pm

Present:	Her Worship the Mayor, M Croon Deputy Mayor, G Horler Councillors', RS Joyce, K L Day, J Seymour, O Nilsson, G Hoare, C Gregory-Hunt and A Seymour
Management & Officers:	Chief Executive, Mr Owen Pickles Council Secretary, Ms Jo Clark
In Attendance:	ECan Biosecurity Officer, Ms Kerri Moir Mr Bill Lind (Fulton Hogan)

Her Worship opened the meeting and acknowledged whanau who had lost loved ones during the Level 3 & 4 Alert; Ron Seymour, Kathy Daymond, Merl Wright and Dennis Solomon. Also those 21 people who had passed away of Covid-19. During Level 4 Council had received a letter from Rosemary Jackson from the Chatham Islander who advised it was no longer viable to be publishing the Chatham Islander. Her Worship acknowledged Rosemary and the work she had done for the Chathams over the past ten years or so.

2. DEMOCRACY

2.1 Minutes from Ordinary Meeting 16 April 2020

RESOLVED:

THAT the Minutes of the Ordinary meeting of the Chatham Islands Council, held on Thursday 16 April 2020 be adopted as a true and accurate record.

RS JOYCE / O NILSSON / CARRIED

Matters Arising

Cr Gregory-Hunt asked for clarification around Council taking over the proposed water supply at the new Sandstone development. The Chief Executive explained the project was a subdivision development run by Chatham Islands Housing Partnership Trust (CIHPT). They would be installing a water supply to service the subdivision. Once the water supply met the standards set by Council engineers, then the water supply would be owned by the Council, who would run it going forward. The property owners would pay water rates to the Council.

3. FINANCE

3.1 Council Dues Report to 30 April 2020

RESOLVED:

THAT the Chatham Islands Council receives the report.

O NILSSON / C GREGORY-HUNT / CARRIED

3.2 Crown Funding Support

The Government Budget was released on 14 May 2020. For the Chatham Islands there were two appropriations:

1. The core funding being \$3.206m
2. Additional funding to bring the total support to –

2020/21	\$3.776m
2021/22	\$4.355m
2022/23	\$4.393m

Council was still awaiting a letter of confirmation from Minister of Local Government Hon Nanaia Mahuta, which may include conditions.

RESOLVED:

THAT the report be received.

KL DAY / J SEYMOUR / CARRIED

3.3 Financial Report to 30 April 2020

Cr Nilsson referred to the grants and subsidies for the Sludge Lagoon, and inquired whether Council would lose the funding if not used. The Chief Executive explained the money had been reallocated. It was still being worked through between the Ministry of Health engineers and Council engineers as to what the most appropriate use for it would be. The sludge lagoon would go unfunded and would need another funding source going forward.

The Chief Executive noted included in the Solid Waste was the closure of the Kaingaroa dump site which was an extraordinary cost.

RESOLVED:

THAT the Financial Report to 30 April 2020 be received.

RS JOYCE / A SEYMOUR / CARRIED

4. WORKS & SERVICES

4.1 Fulton Hogan Road Maintenance Contract Monthly Report April 2020

Mr Bill Lind advised Level 4 had put a hold on most works. One man had been on call during Level 4 and all staff had been paid right through, with no job losses.

Mr Lind noted the following -

- 26 ton of bitumen still to spray
- Extra bitumen will be used in otto seal on Met Lane or first part of Tuku Road to the Motels
- Crushing crew are back in – maybe 2-3 weeks then job complete
- Well in to planning of the Whangamoe Bridge replacement
- Still ahead in the metalling maintenance

Mr Lind updated they would be meeting with the barge society when Paul Hewitt was on the island. They were also looking for a new metal source for Pitt Island.

RESOLVED:
THAT the reports be received.
O NILSSON / A SEYMOUR / CARRIED

4.2 Fulton Hogan Road Water & Wastewater Contract Monthly Report April

Mr Bill Lind noted there was still a 'boil water' notice for Kaingaroa as during Covid-19 they had trouble sending the tests out. Tests are now being sent to Christchurch to the Fulton Hogan lab. Still awaiting the 3rd sample results.

The lake at Kaingaroa was slowly rising but Mr Lind noted a lot of cattle on the lake, and swans creating bacteria in the water. The answer would be an upgrade to the treatment and chlorination.

A booster pump had been replaced at the Tikitiki plant, and they had also replaced a sewer pump.

RESOLVED:
THAT the reports be received.
C GREGORY-HUNT / KL DAY / CARRIED

4.3 Te One Pedestrian Crossing Improvement

Safety concerns with the lack of a pedestrian crossing outside Te One School had been raised by the community. Stantec had investigated some potential pedestrian crossing improvements for the Te One School area, to compliment the footpath that had been constructed and had developed three options for Council's consideration.

For clarification Mr Lind explained there would be no white lines with a Kea crossing. White lines on the road gave pedestrians the right of way and as the crossing would only be used twice a day it caused less confusion for both motorist and pedestrian.

RESOLVED:
THAT Council supports Stantec's recommendation of Option 2.
O NILSSON / J SEYMOUR / CARRIED

4.4 Monitoring of Dust Concentrations on Unsealed Roads

An issue recently elevated to Council's attentions was residents concern about inhalation of dust arising from unsealed roads on the Island which was surfaced with local crushed rock which mainly consisted of schists.

Stantec had undertaken an assessment and monitoring of dust and silica content from the Islands unsealed roads and their report had been included in the agenda.

RESOLVED:
THAT Council receives the report.
RS JOYCE / A SEYMOUR / CARRIED

6. REGULATORY

6.1 Activity Report from Environment Canterbury

Ms Kerri Moir gave a verbal report on biosecurity issues with key points being –

- A lot of rodent activity currently
- Still a couple of outstanding helicopter invoices
- 21 Canada geese killed and 200 swans
- A request to bring a Leopard Gecko to the island had been received – discussed with DoC but still under consideration. Her Worship advised she would base the recommendation on DoC and biosecurity information. Ms Moir said as it was a desert gecko it would not live in the wild. Councillors were unanimous that they did not wish to introduce new organisms to the island.

Ms Moir reported she had visited Mangere Island to check it out after it had people visit to collect Titi. Mangere Island is a DoC Reserve and people had a permit to collect birds, but had no clearance to land on the island. Nothing was found.

Ms Moir acknowledged Nick Cameron and Abby Biltcliff for the time and effort put in to locating the wasp nest recently moved on to the island. The nest had now been destroyed.

RESOLVED:

THAT Chatham Islands Council:

1. Receives the report;

KL DAY / A SEYMOUR / CARRIED

8. GOVERNMENT

8.1 LATE ITEM – Report to the Department of Internal Affairs

RESOLVED:

THAT the report 'Report to the Department of Internal Affairs' be considered as a late item.

RS JOYCE / C GREGORY-HUNT / CARRIED

A quarterly report from the Chief Executive to the Department of Internal Affairs.

Cr Nilsson referred to the proposed new civic building and queried if it was still practical to be continuing with the project when there was a need to improve the water and wastewater infrastructure on the island. The Chief Executive clarified Ngati Mutunga o Wharekauri Iwi Trust (NMOWIT) would be funding the new building. He said Council could decide not to proceed with the building, but questioned what the alternative would be given the state of the current Council offices. Her Worship reported the current Council building was a Health and Safety concern which had been noted with the AuditNZ.

Her Worship advised in 2014 Council received a grant of \$1.2m for the Museum. The grant was conditional on the museum and new civic building being built in one property. Council had until the end of 2020 to start the project before the funds would need to be returned.

Her Worship referred to the Long Term Plan where funding was set aside for all projects. She clarified Council was holding the funds for the Museum project.

Cr Gregory-Hunt questioned why Council would not build their own building if they had the money to do so. The CEO explained the cost for a new building to include the Museum would be around \$5m which Council could not afford. NMOWIT had

offered to build the complex as long as the museum was separately funded. Once the Museum component was funded then Council was in a position to proceed. The lease was to be set at 9% of the value of approximately \$3m to be shared between the tenants. The tenants for the building were proposed to be Chatham Islands Enterprise Trust (CIET), Chatham Community Focus Trust, Environment Canterbury and Heartlands. Council's share of the lease would be approximately \$200,000 which would be Crown funded every year. A new proposal was expected from NMOWIT in the near future.

Her Worship advised there was a Heads of Agreement between Council, NMOWIT Asset Holding Company and CIET. To date Council had spent \$120,000 on the project which would be reimbursed if the project goes ahead.

Hokotehi Moriori Trust were invited to be part of the project but declined, but had given written support for the proposals.

RESOLVED:

THAT Council receives the 'Report to the Department of Internal Affairs to 31 March 2020'.

KL DAY / J SEYMOUR / CARRIED

9. CHATHAM ISLANDS

9.1 Chatham Community Focus Trust Grant Acknowledgement

RESOLVED:

THAT the letter from Chatham Community Focus Trust be received.

A SEYMOUR / O NILSSON / CARRIED

MEETING CLOSURE

After consideration of the In-camera Agenda, and there being no further business, the meeting was declared closed at 2.52pm.

CONFIRMED THIS 9TH DAY OF JULY 2020

MAYOR

2. Democracy

2.2 Minutes of the Ordinary Meeting 22 June 2020

Date of meeting	9 July 2020
Agenda item number	2.1
Author/s	Jo Clark – Council Executive Assistant

Purpose

For the Council to receive and confirm the minutes of a Special Meeting of Council held on 22 June 2020.

Recommendations

THAT the minutes from a Special meeting of the Chatham Islands Council held on 22 June 2020 be a true and accurate record.

CHATHAM ISLANDS COUNCIL

Minutes of a Special Meeting of the Chatham Islands Council,
held in the Council Chambers, Tuku Road, Waitangi,
on Monday 22 June 2020, commencing at 3.30pm

- Present:** Her Worship the Mayor, M Croon
Deputy Mayor, G Horler
Councillors', RS Joyce, K L Day, J Seymour, G Hoare, C
Gregory-Hunt and A Seymour
- Management & Officers:** Chief Executive, Mr Owen Pickles
Operations Manager, Manaia Cunningham
- Apologies:** Cr O Nilsson

1. ADOPTION OF THE ANNUAL PLAN 2020/21

RESOLVED:

- 1) Receives and approves the 2020/21 Annual Plan *and*
 - 2) the Council's delegates authority to the Chief Executive to approve and action minor editorial corrections to the approved 2020/21 Annual Plan
- RS JOYCE / C GREGORY-HUNT / CARRIED

2. SETTING OF THE 2020/21 RATES

RESOLVED:

- 1) Delegates authority pursuant to the Local Government (Rating) Act 2002 to the Chief Executive to:
 - i. apply penalties (stated under resolution d) on unpaid rates in accordance with Sections 57 and 58, and
 - ii. approve applications for rates postponement and rates remissions in accordance with Council's policy, and
 - iii. carry out all other functions permissible under the Act that are not required to be a Council responsibility.
- 2) Resolves the setting of the rates for the 2020/21 financial year and sets the following rates (including GST), pursuant to the Local Government (Rating) Act 2002 and
 - i. states due dates for payment in accordance with Section 24, *and*
 - ii. applies penalties on unpaid rates in accordance with Sections 57 and 58, on rating units for the financial year commencing on 1 July 2020 and ending on 30 June 2021.

These rates are set in accordance with Chatham Islands Council's 2020/21 Annual Plan and the Funding Impact Statement which forms part of the 2020/21 Annual Plan as follows:

a. General rates

Council will set a general rate based on the capital value of each rating unit in the territory. The general rate will be set on a differential basis based on land use. The categories and apportionment are included in the table below.

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

Land Use	Differential	Rate (GST Inclusive)	Total collected
Infrastructure	5.0% of the General Rate	0.00306782	\$17,385
Industrial	14.5% of the General Rate	0.00615315	\$50,419
Commercial	11.0% of the General Rate	0.00395700	\$40,987
Rural & Residential	69.5% of the General Rate	0.00183791	\$248,573
Total general rates collected			\$357,364

b. Targeted rates

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

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

Council will set targeted rates based on a variety of rating bases as follows:

Activity for setting a targeted rate	Category for setting targeted rate	Calculation factor	Factor used		Revenue sought 2020/21 (including GST) \$
Water supply	The provision or availability of a public water supply service.	The number of connections for water supply activities – for both Kaingaroa and Waitangi connections.	\$785.69	Fixed amount per connection	\$81,712
Sewage disposal	The provision or availability of a sewage disposal service.	A per pan rate for sewage disposal activities.	\$816.69	Fixed amount per pan	\$75,953
Solid waste	The provision or availability of a waste management service.	A per rating unit charge for waste management activities.	\$189.22	Fixed amount per unit	\$63,955
Roading	The provision or availability of a roading service.	A per rating unit charge for roading activities.	\$147.38	Fixed amount per unit	\$65,287
Fish rate	The provision or availability of fish	A rating unit basis to the following rating	\$0.0057417	Fixed amount per	\$18,775

waste disposal services for fishing businesses.	units 420, 508 and 635	tonne	
Total targeted rates collected			\$305,682

A Warm Homes targeted rate will be charged to properties in this scheme to ensure there is sufficient cash to repay the loan over the loan period. Actual repayments in 2020/21 have been agreed as part of each individual loan agreement.

The rating basis for each rate type has been defined and approved through the Revenue and Financing Policy adopted as part of Chatham Islands Council's Long-Term Plan 2018-28.

c. Rates by instalments

Council proposes to collect the rates in three instalments, issued on: 1 September 2020, 1 January 2021 and 1 May 2021.

d. Penalties

A penalty of 10% is added to each instalment or part thereof that is unpaid after the last date for payment. The penalty dates are 15 October 2020, 15 February 2021 and 15 June 2021. Previous year's rates that remain unpaid will have a further 10% penalty added on 6 July 2021.

These rates and penalties to be set on rating units in the region for the financial year which commences on 1 July 2020 and ends on the 30th day of June 2021.

This information is extracted from the Chatham Islands Council's Annual Plan 2020/21 and complies with their revenue and financing policy.

J SEYMOUR / KL DAY / CARRIED

3. Lottery Environment and heritage Fund Application

RESOLVED:
THAT the information be received.
A SEYMOUR / G HOARE / CARRIED

MEETING CLOSURE

There being no further business, the meeting was declared closed at 3.40pm.

CONFIRMED THIS 9TH DAY OF JULY 2020

MAYOR

3. Finance

3.1 Council Dues Report to 31 May 2020

Date of meeting	9 July 2020
Agenda item number	3.1
Author/s	Colette Peni

Purpose

Report to Chatham Islands Council on current Council Dues as at 31 May 2020

Recommendations

THAT the Chatham Islands Council receive the report.

Key points

- Chatham Island Shipping – Outstanding Manifests – Feb, Mar 2020 (they have paid the Dues)
- Air Chathams – NIL

Background

Carrier	Amount Owing	Month/s invoices Outstanding	Details
Air Chathams	\$4,917.94	May 2020	All manifests up to date to 31 May 2020
Chatham Islands Shipping	\$8,220.12	Nil	Colette Peni to discuss with Owen Pickles – prior year transaction

3. Finance

3.2 Financial Report to 31 May 2020

Date of meeting	9 July 2020
Agenda item number	3.2
Author/s	Tanya Clifford, Corporate Reporting Accountant, Environment Canterbury

Purpose

To present to Council the financial report to 31 May 2020.

Recommendations

THAT the Financial Report to 31 May 2020 be received.

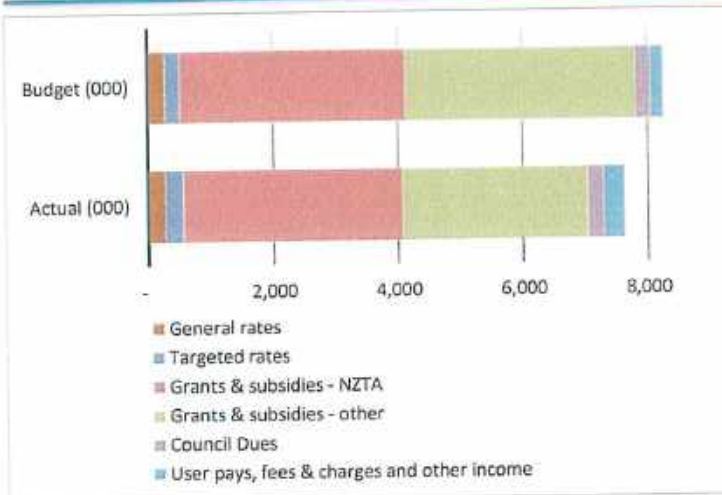
Graphical Financial Information



chatham islands council

as at 31 May 2020

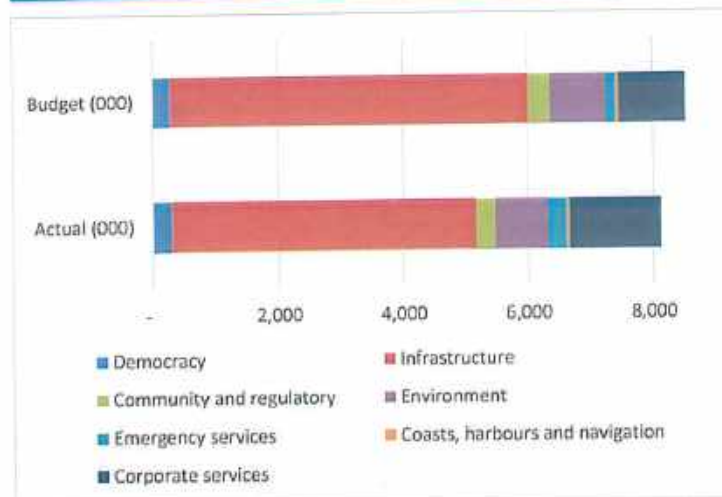
Revenue



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

- * NZTA subsidy is driven by actual expenditure of roading works. The NZTA grant includes capital and operating expenditure.
- * the budget recognised a grant for the sludge lagoon project; which hasn't been drawn down pending project scope review.
- * an additional grant has been received from the National Emergency Management Agency to assist with the additional welfare costs in response to the Covid-19 pandemic. Note this grant does not extend to covering any employment costs.

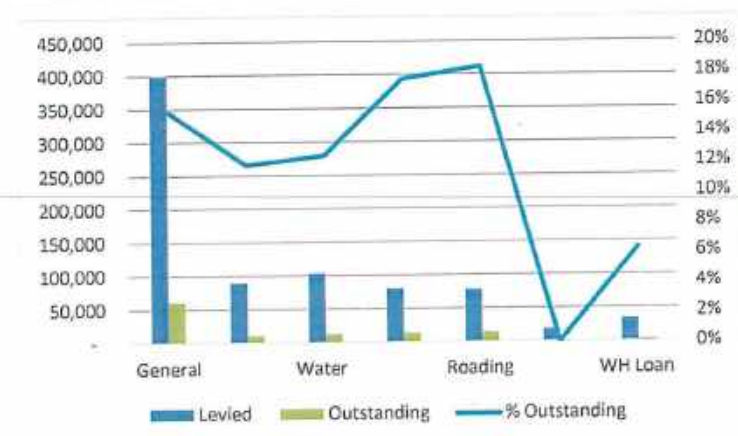
Operating & Capital Expenditure



No significant items of variance related to expenditure. There are some differences within classifications and minor cut-off adjustments, refer to the full financial report for further information.

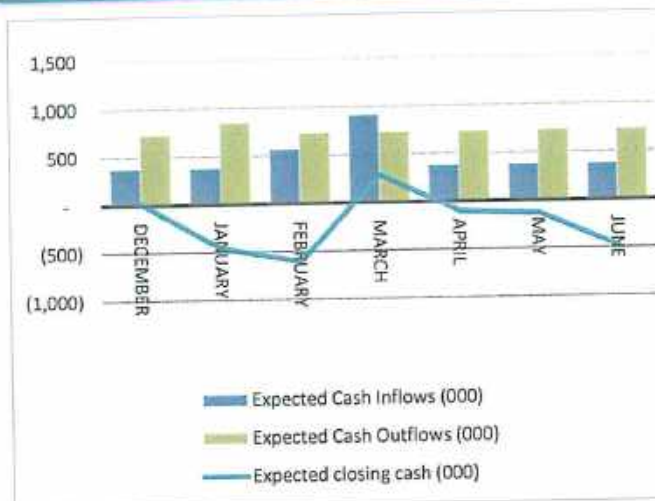
Key capital projects have not fully progressed for the year (pending funding availability) or have been delayed. The sludge lagoon project has been deferred pending rescope and housing works have also been delayed.

Revenue rates collectability



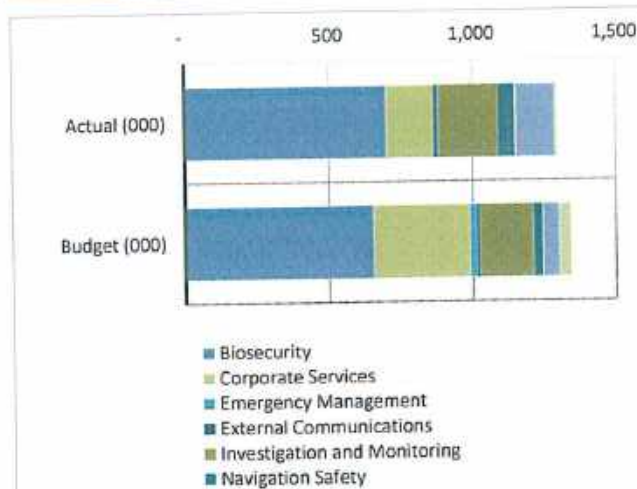
Note: all instalments have been levied, with the final payment due 15 June 2020. A massive focus has been dedicated in the year to collecting rate arrears (balances outstanding prior to 1 July 2019), with this balance moving from \$120k to \$23k. It is worth acknowledging the extra work of Klicky and Cindy to reduce this balance.

Cashflow Forecast



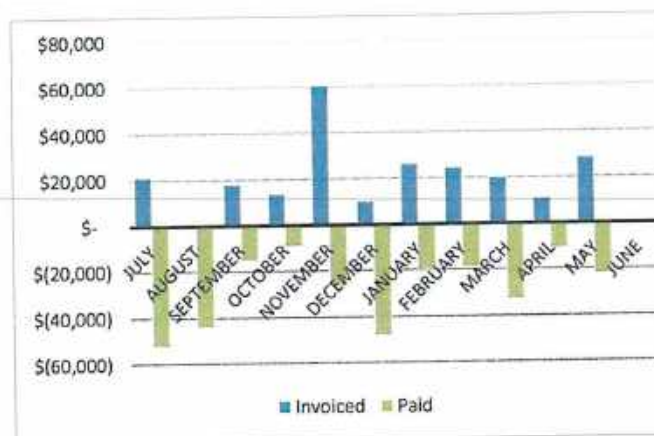
At the end of June 2020, Council's expected cash balance is an overdraft of \$478k (excluding earmarked funds). Council's current operating account is -\$447k, with an overdraft facility of up to \$500k. The cash position will become less favourable over the course of the year, primarily driven by the NZTA funding shortfall. However, the annual Crown appropriation will be received in early July.

ECan Operational Expenditure



Actual expenditure reflects year to date spend, compared with the budgeted total annual contract value. Large amount of biosecurity work completed in period with gorse control initiatives completed on the island. In addition, unbudgeted expenditure associated with updating the Pest Management Plant has been required, which has been incurred to meet legislative requirements. A separate invoice has been raised in period to cover the cost of the seconded operations manager. ECan continues to operate within the overall budgetary constraints of the contract.

Revenue Council dues collectability



Note: The current outstanding Council Dues balance for May is \$20k. Current trends are reflective of steady repayments being made. However, amounts have historically not always been repaid within a month of invoicing. Delays in collecting Council Dues, increases the risk of funds not being collected.

Statement of Comprehensive Revenue and Expense

	Actual (000) \$000	Budget (000) \$000	Variance	Note Ref
Revenue				
General rates	280	280	-	1
Targeted rates	285	239	46	1
Grants & subsidies - NZTA	3,507	3,607	(100)	2
Grants & subsidies - other	2,962	3,689	(727)	2
Council Dues	252	243	9	3
User pays, fees & charges and other income	341	201	140	4
Total revenue	7,627	8,258	(631)	
Expenditure				
Democracy	312	292	21	6
Roading	1,338	1,401	(63)	5
Solid waste	551	251	300	5
Water	193	276	(83)	5
Stormwater	11	9	2	5
Wastewater	108	154	(46)	5
Community and regulatory	301	332	(31)	6
Environment	836	893	(57)	6
Emergency services	313	172	141	7
Coasts, harbours and navigation	41	49	(8)	
Corporate services	1,453	1,348	105	
Depreciation	734	1,901	(1,167)	8
Total expenditure by activity	6,189	7,078	(888)	
Total surplus/(loss)	1,438	1,181	257	

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. DIA grant has been fully received and apportioned across the year. The budget also recognises a grant for the sludge lagoon project (approximately \$710k), which has not been drawn down.
- 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 significant differences. Although it does recognise an additional \$50k for the predator free 2050 programme.
- 5 No significant areas of variance noted. Solid waste programme is new, with costs difficult to estimate; this activity has engaged 3 contractors (manager, driver and labourer) to manage the site - reducing payroll costs. In addition, a large amount of expenditure on vehicles has been required in period.
- 6 No notable areas of variance.
- 7 Increased emergency services expenditure in relation to food and wood purchases related to supporting the community during the Covid-19 pandemic. These costs (excluding labour) have been reimbursed by the National emergency Management Agency. Council has been responsible for identifying need within the community and ensuring supplies are appropriately delivered and received by those in need.
- 8 Depreciation run to December 2019, variation due to difference in depreciation estimates.

Capital expenditure summary	Actual \$000	Budget \$000	Variance	Note Refere
Sources of capital funding				
Subsidies and grants for capital expenditure	2,320	3,119	(800)	a
Increase / (decrease) in debt	-	127	(127)	b
Total sources of capital funding	2,320	3,246	(926)	
Application of capital funding				
Roading works	2,636	2,805	(169)	a
Housing	-	183	(183)	b
Waste, including sludge lagoon project	20	651	(631)	c
Corporate, including new office fit-out	8	-	8	
Water service connections*	-	2,814	(2,814)	
Emergency management*	3	229	(226)	
Critical wastewater capital replacement*	-	62	(62)	
Critical water capital replacement*	-	45	(45)	
Total application of capital funding	2,667	6,789	(106)	
Movement in reserves	(347)	(3,543)	(820)	

* Desired projects in the 2019/20 budget, removed due to lack of funding support

Variance explanations:

- a The grant figure primarily relates to the NZTA budget, which is reflective of 88% of actual costs incurred. Actual expenditure behind expected budgeted levels, with work being deferred due to material availability.
- b Housing project expected to be progressed in year, funded by debt.
- c Sludge lagoon project delayed, pending scope and cost review.

Note, budget figures are allocated on an equal monthly apportionment

3. Finance

3.3 Audit Engagement Letter

Date of meeting	1 July 2020
Agenda item number	3.3
Author/s	Owen Pickles, Chief Executive

Purpose

Information paper to Council

Recommendations

THAT the Audit Engagement Letter be received.

Background

Attached is a copy of the Audit Engagement Letter for the 2020, 2021 and 2022 years.

The Auditor-General appoints the Auditors for public entities including Council's. For the Chatham Islands Council, Audit New Zealand has been appointed under the direction of Julian Tan.



27 May 2020

Ref: EN/LCA/3-0007

Level 3, 335 Lincoln Road
Addington
PO Box 2, Christchurch 8140

Monique Croon
Mayor
Chatham Islands Council
P O Box 24
Chatham Islands 8942

Copy

Murray Powell
Director Auditor Appointments
Office of the Auditor-General
PO Box 3928
Wellington 60140

Dear Monique

Proposal to conduct the audit of Chatham Islands Council on behalf of the Auditor-General for the 2020, 2021 and 2022 financial years

1 Introduction

The Auditor-General has appointed me to carry out the audit of your organisation for the next three years. As required by the Office of the Auditor-General (OAG), I set out below information relating to the audit for the three financial years ending 30 June 2020, 2021 and 2022. The purpose of this proposal is to provide information on:

- the statutory basis for the audit and how audit fees are set;
- the entities covered by this proposal;
- key members of the audit team;
- the hours we plan to spend on the audit and reasons for any change in hours;
- our proposed fees for the audit for the financial year ending 30 June 2020 and reasons for any change. We will agree the fees for the financial years ending 30 June 2021 and 30 June 2022 at a future date;
- assumptions relating to the proposed audit fees, including what we expect of your organisation;
- what the OAG Audit Standards and Quality Support fee (previously OAG Overhead charge) provides;
- certification required by the Auditor-General; and

- our commitment to conduct the audit in accordance with the Auditor-General's Auditing Standards.

2 Statutory basis for the audit and how audit fees are set

The audit of your organisation is carried out under section 15 of the Public Audit Act 2001 (the Act), which states that “the Auditor General must from time to time audit the financial statements, accounts, and other information that a public entity is required to have audited”.

Fees for audits of public entities are set by the Auditor General under section 42 of the Act. The Act requires the Auditor-General to make sure that audit fees are “reasonable” for both the auditors who complete the audits for the Auditor-General, and for each of the entities audited. The Auditor-General wrote to your Council recently letting you know that he has carefully considered the matter of annual audit fees for all Councils who do not currently have a contract in place. He has decided that for the 30 June 2020 audit, audit fees are to be held to a 1.5% increase over the agreed fee for the 30 June 2019 audit. This attempts to balance the very real cost pressures that your Council and his Office currently face. The Auditor-General also noted that he expects that there will be a range of effects of the COVID-19 pandemic that may require additional audit work, and that auditors will need to discuss recovery of costs for that with Councils in due course, once these costs are known.

The Auditor-General also advised that for a number of years there has been a significant and growing under recovery of audit fees across much of the local government sector, for a range of reasons. Because Parliament has indicated that it expects the cost of annual audits under the Act (including an OAG Audit Standards and Quality Support fee) to be funded by public entities, this is clearly not a sustainable position. It is also potentially creating a very real risk to maintaining consistent audit quality over time, which has been raised by audit regulatory bodies here and overseas.

Audit fees will, in the future, need to be increased to reflect the real costs. These increases will vary depending on the reasonableness of the current fee. So for the subsequent years of the contract, 2021 and 2022, your Council and I will in, due course, have the opportunity to discuss those real costs, and endeavour to reach agreement about reasonable fees that can be recommended to the Auditor-General for approval. The Auditor General, with assistance from the OAG, will directly set audit fees, but only if we fail to reach agreement.

To ensure that the level of audit effort required (and the reasons for it) are visible to your Council, this proposal includes an estimate of the total hours and indicative cost required to complete an efficient and quality audit of your Council (this is set out in sections 5 and 6). We expect to incur these hours in 2020, although the constrained fees will clearly not reflect the full cost of them.

3 Entities covered by this proposal

This proposal covers the audit of Chatham Islands Council.

4 Key members of the audit team

Appointed Auditor	Julian Tan
Manager	Debbie Bradfield

5 Estimated audit hours

We estimate that the following hours will be required to carry out the 30 June 2020 audit (compared to the budgeted hours set out in your last audit proposal letter and actual data from the previous financial year):

Audit team member	2019 budget	2019 actual*	2020
Appointed Auditor	42	33	45
Audit Manager	63	70	70
Other staff	273	317	296
Sector Support Specialist	5	5	4
Information Systems	5	5	5
Tax	1	1	1
Total audit hours	389	431	421

****Note** – The actual hours are all hours incurred. These hours have not been adjusted to eliminate any hours that were due to auditor inefficiencies.*

The increase in actual audit hours over the 2019 budget was in line with our expectation. The audit ran as expected and the team mix was similar to the previous years. The increase was mainly attributable to the additional audit work relating to the going concern assumption and the increased focus on quality.

5.1 Reasons for changes in audit hours

The major reasons for the changes in hours for your organisation's audit are:

Reasons for changes in audit hours compared to estimated audit hours set out in previous APL:	2020
Sensitive expenditure: All Councils operate in an environment where ratepayers and other stakeholders expect high levels of ethical behaviour and want more transparency over how this is managed. This means they need robust policies and processes in areas such as fraud, bribery and corruption, and sensitive expenditure. They also need to demonstrate that they manage these areas effectively. In respect of sensitive expenditure such as travel and entertainment, they must clearly	3

Reasons for changes in audit hours compared to estimated audit hours set out in previous APL:	2020
<p>document the rationale for the expenses and have these properly reviewed and approved on a one-up basis.</p> <p>The increased sensitivity and risk in these areas, which is also reflected in the OAG briefs to auditors, has flowed through to our audit and the work we do. In particular, we will now be undertaking additional testing of the Chief Executive and Mayor's expenses every year.</p>	
<p>Asset valuations: funding challenges, combined with greater community awareness and expectations over the resilience and performance of core assets, have increased the importance of, and risks associated with, Council's asset related practices such as continually improving its asset condition information and developing more advanced management practices. These in turn increase the complexity of Council's asset revaluations and fair value assessments.</p> <p>We have increased the time required for this work because of the additional engaging with external experts and additional testing that needs to be performed due to the above.</p> <p>Our hours and fees are based on one revaluation for different class of assets on a rotational basis across a three year period and is incorporated into our overall hours.</p> <p>Any additional revaluations we are required to audit will be charged separately.</p>	8
<p>Rates: Recent court cases have highlighted the risks Council faces in relation to its rating processes. Seemingly minor procedural or documentation errors have the potential to undermine Council's major revenue stream. Council's increased risks have impacted on our approach to auditing Rates, and we now perform more testing on both individual rates and the information held in the RID.</p>	5
<p>Estimations and judgements: Significant accounting estimations, accruals and judgements, for example, going concern and impairment assessments present a risk of material misstatement. As Council's knowledge of the underlying issues improves, these estimations and judgements become more complex and present a higher risk, which increases our required audit response.</p>	9
<p>Non-financial reporting: In the light of recent events, including natural disasters, the results of the Havelock North water enquiry, and the impacts of climate change, ratepayers and other stakeholders focus on local authorities' core services has increased. This has increased our assessment of risk in these areas which in turn has increased both the number of measures we identify as material and the amount of testing we do on these.</p>	7
<p>In addition, the mandatory performance measures present a heightened risk to Council's reporting due to the range of interpretation and non-compliance issues that have been identified across the sector in recent years. We have increased the time required for this work.</p>	
Total change in audit hours	32

6 Proposed audit fees

Our proposed fees for the 2020 audit (compared to budgeted and actual data from the previous financial year) is:

Structure of audit fees	2019 budget fees \$	2019 actual fees charged (*) \$	2020 \$
Net audit fee	66,640	66,640	67,640
OAG Audit Standards and Quality Support fee	5,983	5,983	6,073
Total audit fee (excluding disbursements)	72,623	72,623	73,713
Estimated disbursements	2,000	0	2,000
Total billable audit fees and charges	74,623	72,623	75,713
GST	11,193	10,893	11,357
Total (including GST)	85,816	83,516	87,070

** Note – The 2019 actual total audit fees charged were \$72,623, compared to our 2019 audit costs of \$77,457. These costs have not been adjusted to eliminate any matters arising from auditor inefficiencies.*

The estimated cost of an efficient audit on a full recovery basis for your Council in 2020 is in the range of \$71,431 to \$81,431, and your audit fees are within the lower end of this range. Other than a small adjustment over the next 1 - 2 years for that, we expect that fee increases, other than for cost inflation, will only be necessary for changes or growth in your Council, or in audit requirements.

The audit fees allow for the audit team to carry out specific tasks identified in the OAG Sector Brief and for the OAG Audit Standards and Quality Support fees. As set out in section 2, these fees have been held at a 1.5% increase over the agreed audit fee for 2019.

We have also estimated the reasonable cost of disbursements (including travel and accommodation where necessary). Disbursement costs are indicative only and will be charged on an actual and reasonable basis.

7 Assumptions relating to our audit fee

You are responsible for the production of your financial statements and anything else that must be audited. Our proposed audit fees are based on the assumption that:

- you will provide to us, in accordance with the agreed timetable, the complete information required by us to conduct the audit;
- your staff will provide us with an appropriate level of assistance;
- your organisation’s annual report (including financial statements and statements of service performance) will be subject to appropriate levels of quality review by you before being submitted to us for audit;
- your organisation’s financial statements will include all relevant disclosures;
- we will review up to two sets of draft annual reports, one printer’s proof copy of the annual report, and one copy of the electronic version of the annual report (for publication on your website);
- there are no significant changes to the structure and/or scale of operations of the entities covered by this proposal (other than as already advised to us);
- there are no significant changes to mandatory accounting standards or the financial reporting framework that require additional work (other than as specified in tables 5.1 and 6);
- there are no significant changes to mandatory auditing standards that require additional work other than items specifically identified in the tables above; and
- there are no significant changes to the agreed audit arrangements that change the scope of, timing of, or disbursements related to, this audit.

If the scope and/or amount of work changes significantly, including as a result of the effects of the COVID-19 pandemic, we will discuss the issues and potential recovery of costs with you and the OAG at the time. In order to minimise additional auditor time on the potential effects of COVID-19 on your financial statements and service performance information, the Council should ensure that it considers those potential effects as early as possible and discusses them with the appointed auditor to ensure “no surprises” to either party.

7.1 Exclusions

The proposed hours set out in section 5, and our fees do not include the potential impact of the following, which may affect your entity in 2020, 2021, and/or 2022, as we are unable to assess their impact at this time:

- The future impact of changes to accounting standards, including:
 - PBE IPSASs 34 to 38;
 - IFRS 9 – should the Council early adopt; and
 - PBE FRS 48.

- Changes to auditing standards including; NZ AS 1, ISA (NZ) 315 and ISA (NZ) 540.
- The government's three waters review, including its announcement of a Crown Entity to regulate drinking water.
- Any future impact on the Council's reporting due to the re-introduction of the four well-beings into the Local Government Act in May 2019.
- The Productivity Commission's review of local government funding and financing.
- The impacts of future growth within the Council's area.
- The impacts of any new initiatives or funding sources related to either the Provincial Growth Fund or the Housing Infrastructure Fund.

8 What the OAG Audit Standards and Quality Support fees cover

Parliament has indicated that it expects the cost of annual audits under the Public Audit Act (including an OAG Audit Standards and Quality Support fees) to be funded by public entities.

The OAG Audit Standards and Quality Support fees partially fund a range of work that supports auditors and entities, including:

- development and maintenance of auditing standards;
- technical support for auditors on specific accounting and auditing issues;
- ongoing auditor training on specific public sector issues;
- preparation of sector briefs to ensure a consistent approach to annual audits;
- development and maintenance of strategic audit plans; and
- carrying out quality assurance reviews of all auditors, and their audits and staff on a regular (generally, three-year) cycle.

Appointed Auditors are required to return the OAG Audit Standards and Quality Support fees portion of the total audit fee, to the OAG.

9 Certifications required by the Auditor-General

We certify that:

- the undertakings, methodology, and quality control procedures that we have declared to the OAG continue to apply;
- our professional indemnity insurance policy covers this engagement; and

- the audit will be conducted in accordance with the terms and conditions of engagement set out in the audit engagement agreement and schedules.

10 Conclusion

As the Appointed Auditor, I am committed to providing you and the Auditor-General with the highest level of professional service. I intend to work with you, the OAG, and the Auditor-General in a partnership environment to resolve any issues that may arise.

If you require any further information, please contact me.


Please counter-sign this letter (below) to confirm that you, and the governing body of your organisation, agree with its contents. This letter will then form the basis for a recommendation to the Auditor-General on the audit fee that should be set. The schedules of audit hours and fees will also be incorporated into my audit engagement agreement with the Auditor-General to carry out the audit of your organisation as the agent of the Auditor-General.

Yours sincerely



Julian Tan
Appointed Auditor

I accept the audit fees for the audit for the year ending 30 June 2020 as stated above.

Full name:	<u>Monique Croon</u>	Position:	<u>Mayor</u>
Authorised signature:	<u></u>	Date:	<u>27/5/2020</u>
Entity name:	<u>Chatham Islands Council</u>		

Actions to take when agreement has been reached:

- 1 Make a copy of this signed proposal and keep it for your file.
- 2 Send the original to:

Julian Tan
 Audit New Zealand
 PO Box 2
 Christchurch 8140

3. Finance

3.4 Rates Remission Application Owenga Club

Date of meeting	9 July 2020
Agenda item number	3.4
Author/s	Owen Pickles, Chief Executive Officer

Purpose

That Council considers the application for rates remission from the Owenga Club.

Recommendation

THAT Council grant remission to the Owenga Club to the value of \$985.18.

Background

Attached is a rates remission application for the Owenga Club.

Council has considered such applications on many occasions in the past and agreed to full remissions.

The balance owing is \$985.18.

Council has a published policy for rates remission (refer page 56 of the LTP) –

Sporting, recreation and other community organisations

The remission of rates for community, sporting and other organisations is to facilitate the ongoing provision of non-commercial community services and non-commercial recreational opportunities. The purpose of granting rates remission to an organisation is to:

- *Recognise the public good contribution to community wellbeing made by such organisations*
- *Assist the organisation's survival*
- *Make membership of the organisation more accessible to the general public, particularly disadvantaged groups including children, youth, young families, aged people and economically disadvantaged people.*

The Owenga Club meets the Council's criteria.

Owenga Social Club

13/6/2020

To Whom it concerns.

Could we please have a cancellation
of rates due to present circumstances
of the Owenga Club.

Many thanks

Yours faithfully

E P Ryan



4. Works & Services

4.1 Fulton Hogan Road Maintenance Report May & June 2020

Date of meeting	9 July 2020
Agenda item number	4.1
Author/s	Bill Lind – Fulton Hogan Contract Manager

Purpose

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

Attached is the May and June 2020 monthly reports from Fulton Hogan that will be presented by Bill Lind (Fulton Hogan Contract Manager).

Recommendation

THAT the reports be received.



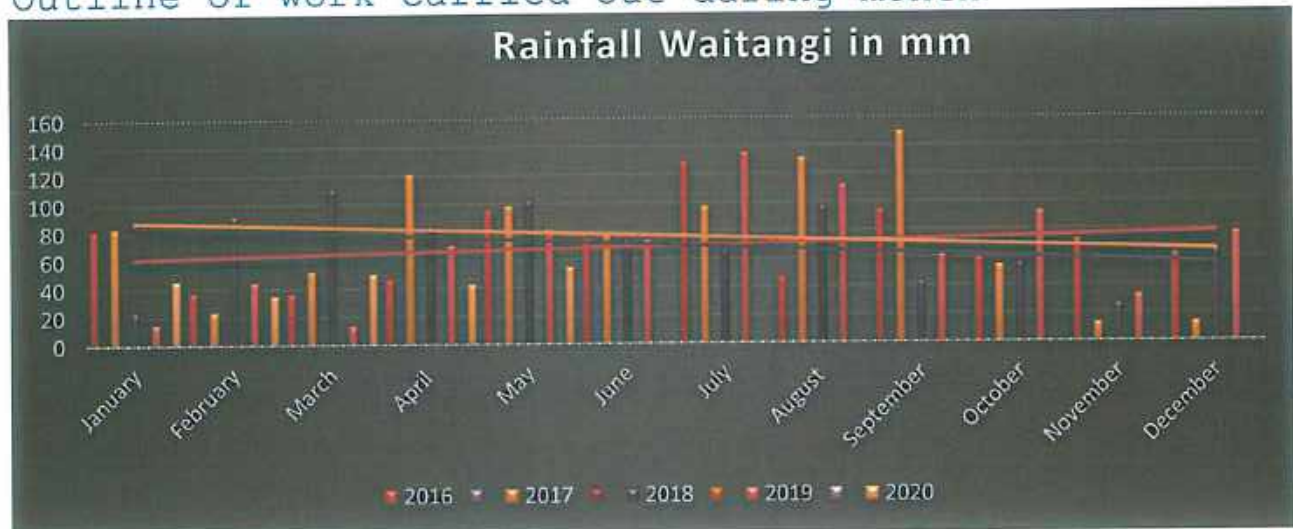
CHATHAM ISLANDS ROAD
MAINTENANCE CONTRACT
MONTHLY REPORT
May 2020

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Work Summary

Outline of work carried out during month



54.5mm of rain recorded for May in the Waitangi yard.

Routine Maintenance and Operations

Routine mowing, grading and metaling continue as normal now we are at alert level 2.

Pavement Renewals

Te Awainanga bridge approaches ready for seal. Just a few digouts still to do.

Sealed Road Resurfacing

All will be completed for this program early June. We are intending to utilize the residual bitumen on OTTA seals on Met Lane and Tuku Road to the motel.

Drainage Renewals

1358m of water-tabling completed on Tuku Road

Bridge and Structure Renewals

None this month.

Traffic Services

Damaged 40km sign replaced at Owenga and 2 chevrons replaced near Te Matarae Road turn off.

Minor Improvements

None this month.

Vegetation Control

Mowing continues with verge mowing completed on Waitangi Wharf Owenga Road and normal township mow done twice through the month.

Dayworks

Debris removed from the road at the wharf on two occasions. As well as a little clean up on Tuku Road and 2 cattle beasts removed from North Road.

Programmed Work for following month

Reseals and dig-outs to complete. Water-tabling on Tuku Road to continue. Scour repairs on grade 4 section of Tuku Road

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
WAITANGI WHARF - OWENGA ROAD	3232	11	4400	20000	15600
NORTH ROAD	3457	21	4589	9200	4611
NORTH ROAD	3517	21	4589	39300	34711
AIR BASE ROAD	3518	71	0	5871	5871
WHAREKAURI ROAD	3519	121	0	4724	4724
NORTH ROAD	3474	21	4589	14670	10081
RAPANUI ROAD	3475	81	0	2100	2100
TUKU ROAD	3476	111	456	20280	19824
				TOTAL	97.5km

- 2 Unsealed Maintenance Metaling

- Carried out on the following roads using AP32 metal:

Road ID	Disp	Road ID	Start RP	End RP	Quantity	
WAITANGI WHARF - OWENGA ROAD	3231	11	11900	18500	120	
TUKU ROAD	3473	111	4586	18000	104	
		Totals		This Month	224	m3
				Revised Target	27000	m3
				Contract TD	27088	m3

Next Month's Target

Currently 88m3 ahead of schedule. Patch metaling will continue where required.

Crash Damage Report Summary

Crash Damage Report

Date	Event	Action	Repaired Y/N
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.
24/8/19	Vehicle smashed through handrail and landed in Te Awainanga River	Awaiting police report	No serious injuries. Vehicle written of, major damage to LH bridge rail
12/11/19	Vehicle went through LH handrail and into river at Maipito Road	Awaiting police report	No serious injuries. Vehicle written of, major damage to LH bridge rail
19/11/19	Vehicle malfunctioned and broke through RH handrail and down onto beach below	Awaiting police report	Again no serious injuries. Vehicle written of, major damage to RH bridge rail and footpath rail

Network Inspections

Month	Inspection Type	Faults Identified	Inspected By
May 2019	Daytime	Te Matarae Road all good with drainage work done. Some worsening digouts on North Rd to be done. Airbase Rd all good but EMP's required through new section.	Bill Lind
June 2019	Night time	Tuku Road signs all good but a lot of EMP's damaged by stock. Kaingaroa Road all good, signs seem to stay cleaner out this way. .	Bill Lind
July 2019	Roadroid	All major roads done. No major problems. Some potholeing on WWO Road, some digouts still to do on North Road.	
August 2019	Six Monthly	WWO Rd, Tuku Rd, North Rd, Port Hutt Rd and Airbase Rd. Focus on signs.	Tomby
Sept 2019	Daytime	Port Hutt, Waitangi West & Tuku Roads no stand out issues.	Bill Lind
October 2019	Roadroid and nighttime	All major roads done, most in excellent condition with new drainage work very effective. New signs and EMP cleaning very effective on night inspection of major roads.	
November 2019	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
December 2019	Daytime	Most roads in excellent condition but things are starting to dry out and the corrugations beginning to appear.	Bill Lind

January 2020	Daytime Roadroid	Conditions drying out and roads corrugating. Verge mowing looking good on most roads.	Bill Lind
February 2020	Daytime	Ramm validation inspections on all roads. Awaiting report.	Bill Lind
March 2020	Night	Most areas looking good. Some EMPs missing North Road and Waitangi Wharf Owenga Road	Bill Lind
April 2020	Daytime	Tuku Rd to the end, some scouring. North Rd full length, good condition with very few soft areas.	Bill Lind
May 2020	Daytime	Roadroid inspection. Roads in very good condition. Some slippery areas following rain, particularly Waitangi Wharf Owenga Road.	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
30/6/19	Y	Y	N	Y	Wheel came loose on ute Port Hutt Road.
12/7/19	Y	Y	N	N	Grading North Road with 2 graders. No problems identified.
9/8/19	Y	Y	N	N	Safety inspection during clean-up of site at Waikato Culvert. No issues arising.
26/9/19	Y	Y	N	N	Audit of WWO Rd Water-tabling. No issues
23/10/19	Y	Y	N	N	Inspection and discussion at Hawaiki Bridge site. Only issue raised was the extreme noise as vehicles passed over bridge while we are working underneath.
18/11/19	N	N	N	N	Nairn River bridge repairs Working on scaffold. All erected by certified operator.
11/12/19	N	N	N	N	Trenching on Tuku Road for new motel units. No issues with a nice tidy job completed in short time with little traffic disruption.
24/1/20	N	N	N	N	Installing 450mm culvert North Rd. Good traffic management. No safety issues.
20/2/20	N	N	N	N	Sealing WWO Rd No issues and traffic behaving well to direction.
3/3/2020	N	N	N	N	Bridge repairs at Te Awainanga. No issues job completed.
30/4/20	N	N	N	N	Clearing debris Wharf Rd No issues, social distance adhered to.
22/5/20	N	N	N	N	Digouts WWO Rd Good traffic control. All equipment complying with safety standards.

Metal Stockpiles

31/05/2020							
Site	AP30 Schist	AP65	AP30 Basalt	AP100 Schist	AP20	G3 Chip	G5 Chip
Waitaha Schist	0	0	0	8,244	0		
Waitaha Basalt	0	532	4,835	0	804		
Paritu	6,425	0	0	4,743	0		
Stoney Crossing	0	1,552	6,599	0	3,871	685	961
Yard	0	0	0	0	0		
Ohinemama	0	0	0	0	0		
Muirsons Schist	1,276	0	0	1,365	0		
	0	0	0	0	0		
	0	0	0	0	0		
	0	0	0	0	0		
	7,701	2,084	11,434	14,352	4,675	685	961

CIC Owned Materials

Signs

Stocktake of Chatham Islands Council Materials					
Item Description	Unit	Purchased	Used May 2020	End Measure	Comments
<i>Signs</i>					
CS85 North Rd	ea.			1	
CS85 Port Hutt Rd	ea.			1	
RG1	ea.	1	1	1	
RG2	ea.			1	
RG6	ea.			0	
RM6 White	ea.			12	
RM6 Yellow	ea.			22	
RM7	ea.			16	
P66X242	ea.			7	
PW11	ea.			1	
PW11.1L	ea.			1	
PW11.1R	ea.			1	
PW12L	ea.			1	900
PW12R	ea.			1	
PW24	ea.			2	
PW25 65KM	ea.			1	
PW28	ea.			1	
PW34.1	ea.			1	900 Y
PW34.2	ea.			2	
PW37	ea.			1	900
PW49 FIRE ENGINE	ea.			2	
PWSX1	ea.			2	
RH-4	ea.			2	
PW54	ea.			2	

Marker pegs

EMP	ea.		34	187	
CULVERT MARKERS	ea.			63	
WHITE RAPID MARKERS	ea.			12	

Misc. Items

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

Culvert Pipes

ALUFLOW

Item Description	Unit	Used Apr 20	Purchased	End Measure
450	m			6
600	m			6
750	m			6

CivilBOSS

225	m			33
300	m			54
450	m			54
630	m			30
800	m			30
1000	m			12

Builders Mix

CEMENT	T			0
GEOGRID	rolls			19
BIDIM CLOTH	rolls			4

Environmental Compliance & Feedback

Environmental Compliance

Date	Site Inspected	Compliant Y/N	Abatement Order Issued	Corrective Action Required	Completed By
17/4/19	Airbase Road strengthening	Y	N	N	Bill Lind
23/5/19	Waikato Culvert site	Y	N	N	Michael Chadderton
28/6/19	Tuku Road Repair digout	Y	N	N	Bill Lind
12/7/19	Waitangi West Road	Y	N	N	Bill Lind
24/9/19	WWO Road water-tabling	Y	N	N	Bill Lind
23/10/19	Hawaiki Bridge	Y	N	N	Bill Lind
18/11/19	Nairn Bridge	Y	N	N	Bill Lind
11/12/19	Tuku Road trenching	Y	N	N	Bill Lind
24/1/20	North Road culvert install	Y	N	N	Michael Fulton
13/2/20	Sealed road overlay North road	Y	N	N	Bill Lind
2/3/20	Bridge repairs Te Awainanga	Y	N	N	Bill Lind
30/4/20	Clear slip material Wharf Road	Y	N	N	Bill Lind
29/5/20	Sealing of dig-outs	Y	N	N	Bill Lind

Stakeholder Complaints Register

Month	Council/ Public Complaint	Complaint	Repair Undertaken	Response Time
9/7/18	Public	Tuku Road Scour	Metalled and minor water table built	1 day
12/9/18	Public	Potholes North Road	Filled some potholes and dispatched grader same day	4hrs
27/9/18	Public	New water-tabling too deep	Passed to Stantec	1hr
10/10/18	Public	Gorse needs sprayed Te Mataarae 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 Mataarae Road hard to open	Staff sent to repair gates	1hr
14/3/18	Public	Holes in North Road	Holes repaired	1day

Month	Council/ Public Complaint	Complaint	Repair Undertaken	Response Time
28/5/19	Public	Diesel spill on Wharf Road	Signs erected and grit spread.	2hrs
25/6/19	Public	Potholes Port Hutt road	Potholes done (before complaint received)	0
17/10/19	Public	Wrong Rapid # installed	Numbers changed	2hrs
24/1/20	Public	Corrugations North Road	Graded	Part done before complaint received
18/3/20	Public	Potholes Te Matarae Road	Graded	Graded the following day
14/4/20	Public	Tuku Road in bad condition	Road inspected and no real issues that need addressed.	1day
26/5/20	Public	Poor condition of Te Matarae Road	Road inspected same day and programed for pothole repair	1 day

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	May-20	Separable Portion One - Roading			
	Work Category	Value for Month	Value YTD	Annual Budget	% of Annual Budget
1	P&G Other	\$95,419.76	\$1,052,639.98	\$805,782.09	130.64%
2	Routine Maintenance and Ops	\$57,734.33	\$670,953.51	\$1,273,716.65	52.68%
3	Pavement Renewals	\$0.00	\$484,876.18	\$389,340.50	124.54%
4	Sealed Road Resurfacing	\$4,352.29	\$559,835.45	\$108,129.00	517.75%
5	Drainage Renewals	\$11,088.54	\$128,529.76	\$119,480.00	107.57%
6	Bridge Renewals	\$0.00	\$282,359.64	\$60,000.00	470.60%
7	Traffic Services	\$1,342.40	\$29,228.15	\$13,485.75	216.73%
8	Minor Improvements	\$0.00	\$0.00	\$130,000.00	0.00%
9	Vegetation Control	\$5,408.41	\$59,492.51	\$19,968.75	297.93%
11	Dayworks	\$124,578.97	\$365,198.08	\$242,871.00	150.37%
	Total	\$299,924.70	\$3,633,113.26	\$3,162,773.74	114.87%

1. Miscellaneous

2. Traffic Counting

Extra counts completed. Started on 2020 programme.

3. Pitt Island

No progress

4. Wind Damage
Nil.

Photos



Removed spoil being re-used by locals



Tuku Road



Vulnerability of Telecom Cable Tuku Road



11Kv Cable very close to surface Tuku Road (Shown is the Mag Slab protection installed above the cable)



Tidied area opposite Dough & Go



chatham islands council



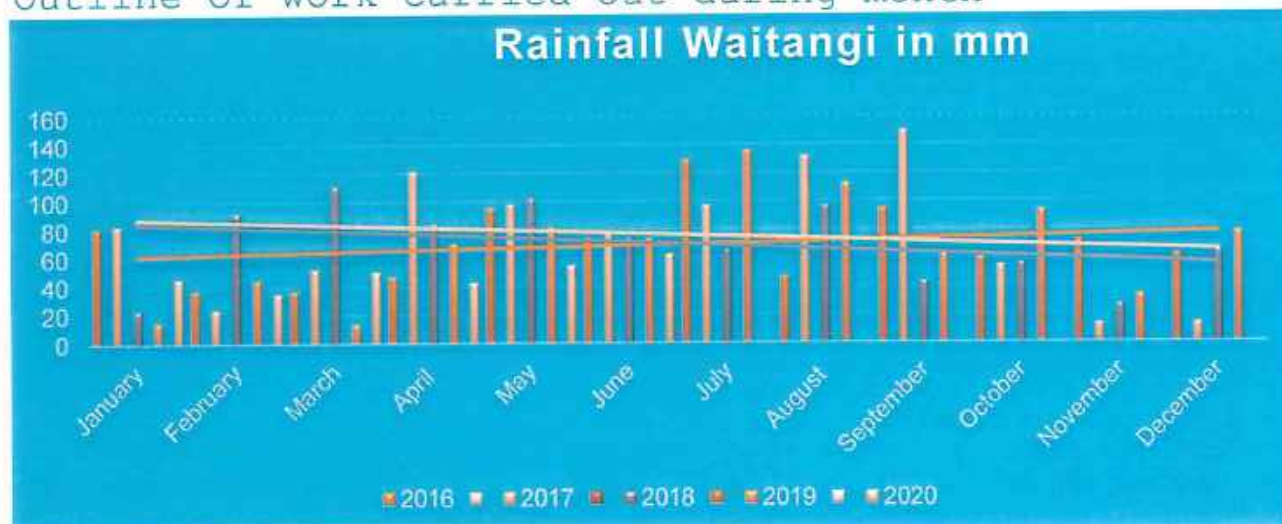
CHATHAM ISLANDS ROAD MAINTENANCE CONTRACT MONTHLY REPORT June 2020

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Work Summary

Outline of work carried out during month



62.5mm of rain recorded for June in the Waitangi yard.

Routine Maintenance and Operations

Overhanging trees trimmed in various sites. 4 bridges water-blasted and painted. Drainage and culverts cleared, cut-outs opened up, sealed and unsealed potholes attended to.

Pavement Renewals

All completed for this round.

Sealed Road Resurfacing

All completed for this program. OTTA Seals also done on Tuku Road and Met Lane. Sealing crew all gone, however there has been a delay in getting the empty bitumen containers off the island.

Drainage Renewals

659m of water-tabling completed on Tuku Road

Bridge and Structure Renewals

None this month.

Traffic Services

Bridge end markers replaced at Hawaiki Bridge. No vandalism this month.

Minor Improvements

None this month.

Vegetation Control

Mowing has slowed. Still trying to work round the weather to complete the spraying. Tree trimming done on Maipito, Tuku and North Roads.

Dayworks

OTTA seals on Tuku Road and Met Lane. Drainage work and scour repair on Tuku Road. Pipes purchase and Covid 19 extra costs.

Programmed Work for following month

Complete road strengthening Waitangi West Road. Continue water-tabling Tuku Road. Routine culvert and drainage.

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
WAITANGI WHARF - OWENGA ROAD	3547	11	4450	20000	15550
NORTH ROAD	3548	21	9000	48508	39508
AIR BASE ROAD	3549	71	0	5871	5871
PORT HUTT ROAD	3550	51	0	4500	4500
				TOTAL	65.4km

- 2 Unsealed Maintenance Metaling

- Carried out on the following roads using Mainly AP32 metal:

Road ID	Disp	Road ID	Start RP	End RP	Quantity
MET LANE	3528	130	32	144	16
TUKU ROAD	3529	111	454	754	40
WAITANGI WEST ROAD	3532	61	6000	7000	8
PORT HUTT ROAD	3533	51	3240	3380	48
NORTH ROAD	3534	21	5000	14000	16
WAITANGI WHARF - OWENGA ROAD	3535	11	5490	7540	56
NORTH ROAD	3543	21	14065	35000	264
WAITANGI WHARF - OWENGA ROAD	3544	11	11800	19500	112
TUKU ROAD	3545	111	11000	18000	24
AIR BASE ROAD	3551	71	3000	4000	40

WAITANGI WHARF - OWENGA ROAD	3552	11	7500	9000	16
TIKI TIKI ROAD	3553	96	50	250	8
		Totals		This Month	648 m3
				Revised Target	27500 m3
				Contract TD	27736 m3

Next Month's Target

Currently 236m3 ahead of schedule.

Crash Damage Report Summary

Crash Damage Report

Date	Event	Action	Repaired Y/N
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.
24/8/19	Vehicle smashed through handrail and landed in Te Awainanga River	Awaiting police report	No serious injuries. Vehicle written of, major damage to LH bridge rail
12/11/19	Vehicle went through LH handrail and into river at Maipito Road	Awaiting police report	No serious injuries. Vehicle written of, major damage to LH bridge rail
19/11/19	Vehicle malfunctioned and broke through RH handrail and down onto beach below	Awaiting police report	Again no serious injuries. Vehicle written of, major damage to RH bridge rail and footpath rail

Network Inspections

Month	Inspection Type	Faults Identified	Inspected By
June 2019	Night time	Tuku Road signs all good but a lot of EMP's damaged by stock. Kaingaroa Road all good, signs seem to stay cleaner out this way.	Bill Lind
July 2019	Roadroid	All major roads done. No major problems. Some potholeing on WWO Road, some digouts still to do on North Road.	
August 2019	Six Monthly	WWO Rd, Tuku Rd, North Rd, Port Hutt Rd and Airbase Rd. Focus on signs.	Tomby

Sept 2019	Daytime	Port Hutt, Waitangi West & Tuku Roads no stand out issues.	Bill Lind
October 2019	Roadroid and nighttime	All major roads done, most in excellent condition with new drainage work very effective. New signs and EMP cleaning very effective on night inspection of major roads.	
November 2019	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
December 2019	Daytime	Most roads in excellent condition but things are starting to dry out and the corrugations beginning to appear.	Bill Lind
January 2020	Daytime Roadroid	Conditions drying out and roads corrugating. Verge mowing looking good on most roads.	Bill Lind
February 2020	Daytime	Ramm validation inspections on all roads. Awaiting report.	Bill Lind
March 2020	Night	Most areas looking good. Some EMPs missing North Road and Waitangi Wharf Owenga Road	Bill Lind
April 2020	Daytime	Tuku Rd to the end, some scouring. North Rd full length, good condition with very few soft areas.	Bill Lind
May 2020	Daytime	Roadroid inspection. Roads in very good condition. Some slippery areas following rain, particularly Waitangi Wharf Owenga Road.	Bill Lind
June 2020	Night	North Road and Tuku Road. Road surface good with only minor potholeing. Signs and EMP's quite dirty.	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
30/6/19	Y	Y	N	Y	Wheel came loose on ute Port Hutt Road.
12/7/19	Y	Y	N	N	Grading North Road with 2 graders. No problems identified.
9/8/19	Y	Y	N	N	Safety inspection during clean-up of site at Waikato Culvert. No issues arising.
26/9/19	Y	Y	N	N	Audit of WWO Rd Water-tabling. No issues
23/10/19	Y	Y	N	N	Inspection and discussion at Hawaiki Bridge site. Only issue raised was the extreme noise as vehicles passed over bridge while we are working underneath.
18/11/19	N	N	N	N	Nairn River bridge repairs Working on scaffold. All erected by certified operator.
11/12/19	N	N	N	N	Trenching on Tuku Road for new motel units. No issues with a nice tidy job completed in short time with little traffic disruption.
24/1/20	N	N	N	N	Installing 450mm culvert North Rd. Good traffic management. No safety issues.

20/2/20	N	N	N	N	Sealing WWO Rd No issues and traffic behaving well to direction.
3/3/2020	N	N	N	N	Bridge repairs at Te Awainanga. No issues job completed.
30/4/20	N	N	N	N	Clearing debris Wharf Rd No issues, social distance adhered to.
29/6/20	N	N	N	N	Drag - brooming Tuku Road OTTA seal Being done in wet conditions to reduce dust nuisance

Metal Stockpiles

30/06/2020							
Site	AP30 Schist	AP65	AP30 Basalt	AP100 Schist	AP20	G3 Chip	G5 Chip
Waitaha Schist	5,134	0	0	8,244	0		
Waitaha Basalt	0	5,000	5,744	0	636		
Paritu	6,425	0	0	4,743	0		
Stoney Crossing	0	1,544	6,543	0	3,775	685	961
Yard	0	0	0	0	0		
Ohinemama	0	0	0	0	0		
Muirsons Schist	1,276	0	0	1,365	0		
	12,835	6,544	12,287	14,352	4,411	685	961

31/05/2020							
Site	AP30 Schist	AP65	AP30 Basalt	AP100 Schist	AP20	G3 Chip	G5 Chip
Waitaha Schist	0	0	0	8,244	0		
Waitaha Basalt	0	532	4,835	0	804		
Paritu	6,425	0	0	4,743	0		
Stoney Crossing	0	1,552	6,599	0	3,871	685	961
Yard	0	0	0	0	0		
Ohinemama	0	0	0	0	0		
Muirsons Schist	1,276	0	0	1,365	0		
	0	0	0	0	0		
	0	0	0	0	0		
	0	0	0	0	0		
	7,701	2,084	11,434	14,352	4,675	685	961



CIC Owned Materials

Signs

Stocktake of Chatham Islands Council Materials					
Item Description	Unit	Purchased	Used June 2020	End Measure	Comments
Signs					
CS85 North Rd	ea.			1	
CS85 Port Hutt Rd	ea.			1	
RG1	ea.			1	
RG2	ea.			1	
RG6	ea.			0	
RM6 White	ea.		2	10	
RM6 Yellow	ea.		2	10	
RM7	ea.			16	
P66X242	ea.			7	
PW11	ea.			1	
PW11.1L	ea.			1	
PW11.1R	ea.			1	
PW12L	ea.			1	900
PW12R	ea.			1	
PW24	ea.			2	
PW25 65KM	ea.			1	
PW28	ea.			1	
PW34.1	ea.			1	900 Y
PW34.2	ea.			2	
PW37	ea.			1	900
PW49 FIRE ENGINE	ea.			2	
PWSX1	ea.			2	
RH-4	ea.			2	
PW54	ea.			2	

Marker pegs

EMP	ea.		110	77	
CULVERT MARKERS	ea.			63	
WHITE RAPID MARKERS	ea.			12	

Misc. Items

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

Culvert Pipes

ALUFLOW

Item Description	Unit	Used Apr 20	Purchased	End Measure
450	m			6
600	m			6
750	m			6

CivilBOSS

225	m			27
300	m			54
450	m			54
630	m			30
800	m			30
1000	m			12

Builders Mix

CEMENT	T			0
GEOGRID	rolls			19
BIDIM CLOTH	rolls			4

Environmental Compliance & Feedback

Environmental Compliance

Date	Site Inspected	Compliant Y/N	Abatement Order Issued	Corrective Action Required	Completed By
28/6/19	Tuku Road Repair digout	Y	N	N	Bill Lind
12/7/19	Waitangi West Road	Y	N	N	Bill Lind
24/9/19	WWO Road water-tabling	Y	N	N	Bill Lind
23/10/19	Hawaiki Bridge	Y	N	N	Bill Lind
18/11/19	Nairn Bridge	Y	N	N	Bill Lind
11/12/19	Tuku Road trenching	Y	N	N	Bill Lind
24/1/20	North Road culvert install	Y	N	N	Michael Fulton
13/2/20	Sealed road overlay North road	Y	N	N	Bill Lind
2/3/20	Bridge repairs Te Awainanga	Y	N	N	Bill Lind
30/4/20	Clear slip material Wharf Road	Y	N	N	Bill Lind
29/5/20	Sealing of dig-outs	Y	N	N	Bill Lind
29/6/20	Culvert unblocking	Y	N	N	Bill Lind

Stakeholder Complaints Register

Month	Council/ Public Complaint	Complaint	Repair Undertaken	Response Time
9/7/18	Public	Tuku Road Scour	Metalled and minor water table built	1 day
12/9/18	Public	Potholes North Road	Filled some potholes and dispatched grader same day	4hrs
27/9/18	Public	New water-tabling too deep	Passed to Stantec	1hr
10/10/18	Public	Gorse needs sprayed Te Mataarae 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 Mataarae Road hard to open	Staff sent to repair gates	1hr
14/3/18	Public	Holes in North Road	Holes repaired	1day
28/5/19	Public	Diesel spill on Wharf Road	Signs erected and grit spread.	2hrs

Month	Council/ Public Complaint	Complaint	Repair Undertaken	Response Time
25/6/19	Public	Potholes Port Hutt road	Potholes done (before complaint received)	0
17/10/19	Public	Wrong Rapid # installed	Numbers changed	2hrs
24/1/20	Public	Corrugations North Road	Graded	Part done before complaint recieved
18/3/20	Public	Potholes Te Matarae Road	Graded	Graded the following day
14/4/20	Public	Tuku Road in bad condition	Road inspected and no real issues that need addressed.	1day
26/5/20	Public	Poor condition of Te Matarae Road	Road inspected same day and programed for pothole repair	1 day
18/6/20	Public	Slippery surface Tuku Road	Some metal spread. Road needs reshaping	2 days

Public Relations & Community Involvement
Sponsored Festival fundraising.

Innovation

Locals using excavated material for contouring of paddocks.

Summary of Monthly Progress Claim by Work Category

Item	Jun-20	Separable Portion One - Roading			% of Annual Budget
	Work Category	Value for Month	Value YTD	Annual Budget	
1	P&G Other	\$126,942.77	\$1,179,582.75	\$805,782.09	146.39%
2	Routine Maintenance and Ops	\$62,264.01	\$733,217.52	\$1,273,716.65	57.57%
3	Pavement Renewals	\$34,450.92	\$519,327.10	\$389,340.50	133.39%
4	Sealed Road Resurfacing	\$65,152.57	\$624,988.02	\$108,129.00	578.00%
5	Drainage Renewals	\$26,891.33	\$155,421.09	\$119,480.00	130.08%
6	Bridge Renewals	\$0.00	\$282,359.64	\$60,000.00	470.60%
7	Traffic Services	\$2,001.28	\$31,229.43	\$13,485.75	231.57%
8	Minor Improvements	\$0.00	\$0.00	\$130,000.00	0.00%
9	Vegetation Control	\$5,907.52	\$65,400.03	\$19,968.75	327.51%
11	Dayworks	\$20,456.18	\$385,654.26	\$242,871.00	158.79%
	Total	\$344,066.58	\$3,977,179.84	\$3,162,773.74	125.75%

1. Miscellaneous

2. Traffic Counting

No counts to be done this year. New program for next year.

3. Pitt Island
No progress

4. Wind Damage
Nil.

Photos



WVO Road



Digouts



Digouts



Digout opp Dough & Go



4. Works & Services

4.2 Fulton Hogan Water and Wastewater Operation Contract Report May & June 2020

Date of meeting	9 July 2020
Agenda item number	4.2
Author/s	Bill Lind – Fulton Hogan Contracts Manager

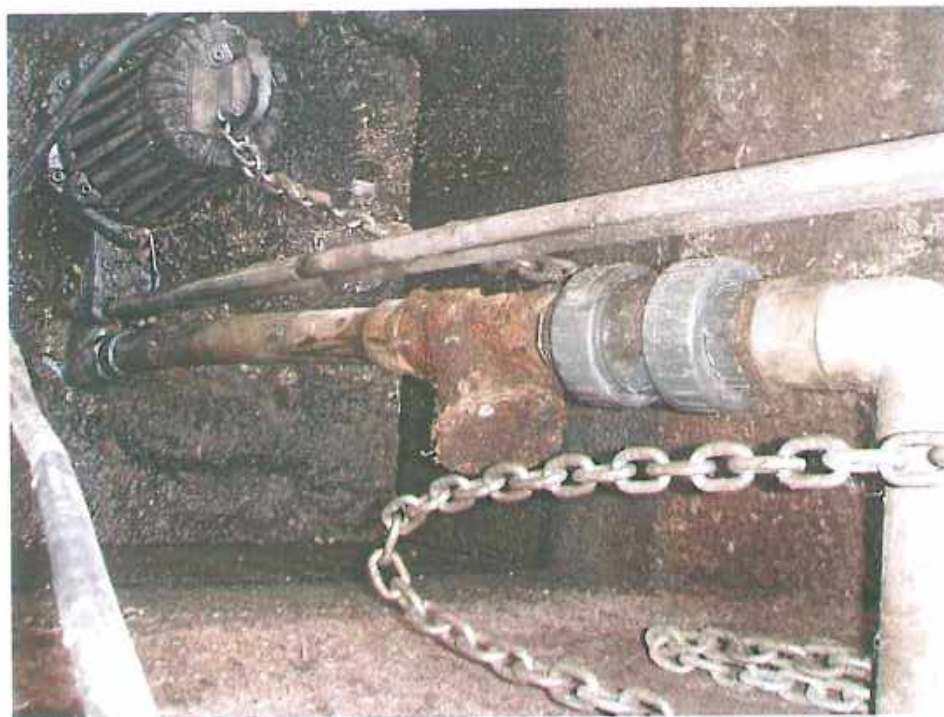
Purpose

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

Attached is the May and June 2020 reports from Fulton Hogan that will be presented by Bill Lind (Fulton Hogan Contract Manager).

Recommendations

THAT the reports be received.



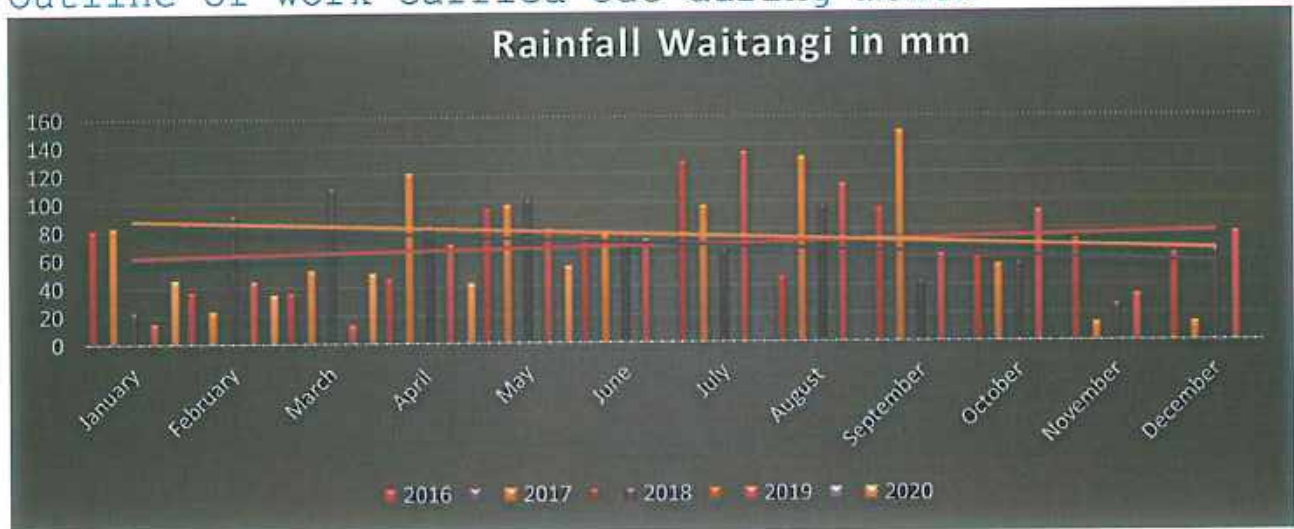
WATER AND
WASTEWATER
OPERATION CONTRACT
MONTHLY REPORT
May 2020

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Work Summary

Outline of work carried out during month



54.5mm rainfall recorded for May in the Waitangi yard.

Water Supply Operation & Maintenance

Kaingaroa still under a boil water notice. Still issues around flights and lab testing availability. We had one more miss-reading in May but we are on track to resolve the issue with the test on June 2nd. Meter readings completed with only a couple of high users to be contacted. New pump for Tiki Tiki arrived and to be installed and wired in early June.

Water Treatment

Boil water notice to remain in place at Kaingaroa for the meantime. FAC's are being monitored and recorded three times weekly in Waitangi as an extra level of security for this supply until we go to level one.

Wastewater Treatment Plant at Waitangi

A fault on the control cable between the Pump Station and the WWTP has still to be repaired. This cable controls the start up of the screen. All other systems running well.

Dayworks - Water

Extra FAC sampling.

Dayworks - Wastewater

None this month.

Water and Wastewater Reticulation Network

Reticulation all running well with no major issues. We have been informed of a couple of instances of stormwater cross connections that are being investigated.

Water and Wastewater Treatment Plant: Monitoring
Monitoring all going well with no issues.

Summary of Monthly Progress Claim by Work Category

May-20		Separable Portion Two - Water and Wastewater			
Item	Work Category	Value for Month	Value YTD	Annual Budget	% of Annual Budget
13	Preliminary and General	\$2,012.66	\$46,770.83	\$49,614.04	94.27%
14	Water Supply Ops and Maint	\$922.32	\$11,016.31	\$20,067.84	54.90%
15	Water Treatment	\$2,947.89	\$45,488.85	\$39,801.86	114.29%
16	WWTP Waitangi	\$922.32	\$28,588.53	\$35,580.63	80.35%
17	Dayworks - Water	\$4,657.26	\$25,812.55	\$9,519.14	271.16%
18	Dayworks - Wastewater	\$585.87	\$25,804.03	\$7,090.55	363.92%
19	Water and Wastewater Reticulation	\$0.00	\$0.00	\$461.16	0.00%
20	Treatment Plant Monitoring	\$1,188.52	\$7,130.92	\$14,262.24	50.00%
	Total	\$13,236.84	\$196,554.62	\$176,397.46	111.43%

Programmed Work for Following Month

Repair cable fault Hospital road. Install new sewer pump at main pump station.

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
24/6/19	N	N	N	N	Site check at Kaingaroa WTP. No issues
3/7/19	N	N	N	N	Plant check and condition assessment @ WWTP. No problems.
29/8/19	N	N	N	N	Kaingaroa WTP and intake, no issues apparent.
19/9/19	N	N	N	N	Site visit TikiTiki. No problems identified.
22/10/19	N	N	N	N	Kaingaroa plant and intake condition assessment. No issues.
19/11/19	N	N	N	N	Filtec at Tiki Tiki Plant. All good
19/2/20	N	N	N	N	Steve Riley at WWTP no safety issues
20/3/20	N	N	N	N	Check and remove faulty pump @ main PS
29/4/20	N	N	N	N	Repaired water leak Tuku Rd. No issues
26/5/20	N	N	N	N	Water meter readings done. No issues.

Environmental Non Compliance

One positive E-coli result detected at Kaingaroa. Boil water notice in force. Should be able to remove notice early June.

Monthly Stocktake of Supplies

General Supplies Stockpile - Month Ending Apr 20

	Stock Purchased	Stock End of Previous Month	Stock Used	Stock Remaining End of Month
Salt	60 bags	70 bags	30	100
Chlorine	20L	70 L	20	70

PHOTOS



Corroded check valve at main pump station



Faulty pump in wet well



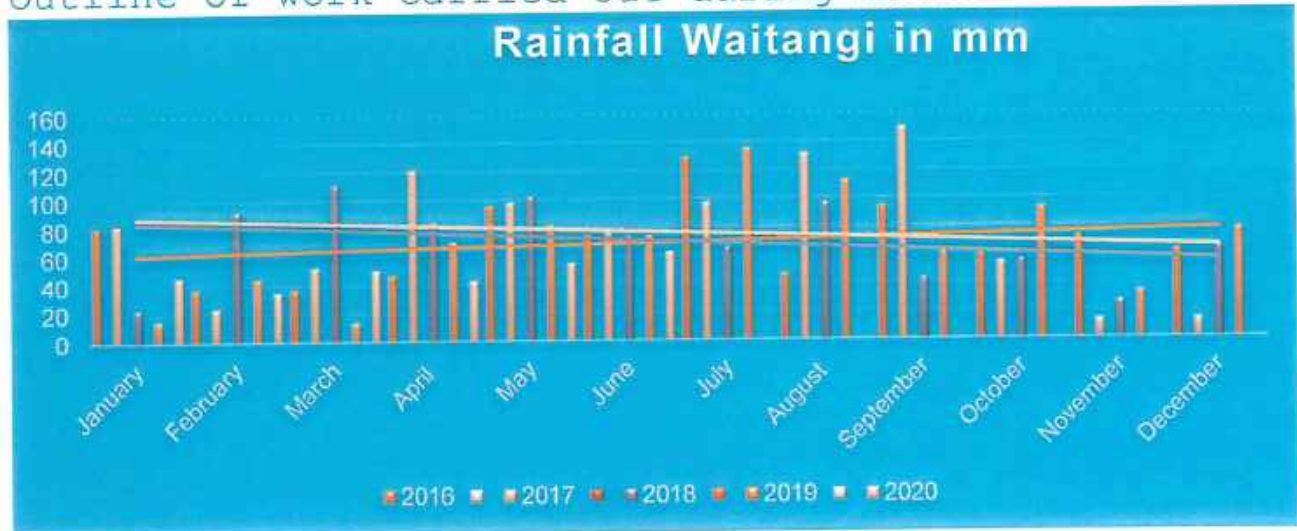
WATER AND
WASTEWATER
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Work Summary

Outline of work carried out during month



62.5mm rainfall recorded for June in the Waitangi yard.

Water Supply Operation & Maintenance

Kaiangaroa boil water notice lifted. New pump at Tiki Tiki installed and working well. Problem with faulty wiring at Tiki Tiki repaired.

Water Treatment

All working well now with the auto level controls back up and running.

Wastewater Treatment Plant at Waitangi

A fault on the control cable between the Pump Station and the WWTP has still to be repaired. This cable controls the start up of the screen. All other systems running well.

Dayworks - Water

Extra FAC sampling. Install of the new pump at Tiki Tiki

Dayworks - Wastewater

None this month.

Water and Wastewater Reticulation Network

No issues this month.

Water and Wastewater Treatment Plant: Monitoring

Monitoring all going well with no issues.

Summary of Monthly Progress Claim by Work Category

Jun-20		Separable Portion Two - Water and Wastewater			
Item	Work Category	Value for Month	Value YTD	Annual Budget	% of Annual Budget
13	Preliminary and General	\$14,442.86	\$61,213.69	\$49,614.04	123.38%
14	Water Supply Ops and Maint	\$922.32	\$11,938.63	\$20,067.84	59.49%
15	Water Treatment	\$4,608.08	\$50,096.93	\$39,801.86	125.87%
16	WWTP Waitangi	\$922.32	\$29,510.85	\$35,580.63	82.94%
17	Dayworks - Water	\$360.25	\$26,172.80	\$9,519.14	274.95%
18	Dayworks - Wastewater	\$200.65	\$26,004.68	\$7,090.55	366.75%
19	Water and Wastewater Reticulation	\$461.16	\$0.00	\$461.16	0.00%
20	Treatment Plant Monitoring	\$1,188.52	\$7,130.92	\$14,262.24	50.00%
	Total	\$23,106.16	\$219,660.78	\$176,397.46	124.53%

Programmed Work for Following Month

Repair cable fault Hospital road. Install new sewer pump at main pump station.

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	Plant Damage	Depot/Worksite Inspections
------	--------------	----------	--------------	-----------------	-------------------------------

Injury

3/7/19	N	N	N	N	Plant check and condition assessment @ WWTP. No problems.
29/8/19	N	N	N	N	Kaingaroa WTP and intake, no issues apparent.
19/9/19	N	N	N	N	Site visit TikiTiki. No problems identified.
22/10/19	N	N	N	N	Kaingaroa plant and intake condition assessment. No issues.
19/11/19	N	N	N	N	Filtec at Tiki Tiki Plant. All good
19/2/20	N	N	N	N	Steve Riley at WWTP no safety issues
20/3/20	N	N	N	N	Check and remove faulty pump @ main PS
29/4/20	N	N	N	N	Repaired water leak Tuku Rd. No issues
26/5/20	N	N	N	N	Water meter readings done. No issues.
9/6/20	N	N	N	N	Re-install of pump at Tiki Tiki all went well

Environmental Non Compliance

No non compliances this month

Monthly Stocktake of Supplies

General Supplies Stockpile - Month Ending June 20

	Stock Purchased	Stock End of Previous Month	Stock Used	Stock Remaining End of Month
Salt	0	100 bags	30	70
Chlorine	0	70 L	20	50

PHOTOS



Leaking pump at Kaingaroa



Meter position at Kaingaroa

4. Works & Services

4.3 Stantec Monthly Engineers Report May 2020

Date of meeting	9 July 2020
Agenda item number	4.3
Author/s	Shaun Bosher, Senior Transportation Engineer, Stantec New Zealand

Purpose

To update and inform Council about its Engineering Services contract.

Attached is the Stantec monthly report for May 2020.

Recommendations

THAT the report be received.

CIC Engineering Services Contract:

Monthly Progress Report: May 2020

Financial Reporting

Financial Position

ROADING:

The roading budget allocated for the 2019/20 financial year is \$4.88M.

The May claim totalled \$0.32M, with the expenditure to date at \$4.01M, equating to 82% of the overall budget spent after 92% of the financial year has passed. Expenditure of the core work which is the Maintenance, Operations and Renewals, had 87% of the budget spent to date, meaning it is expenditure on the Low Cost / Low Risk projects which is lagging at 59%.

WATER & WASTEWATER:

April claims totalled \$18K the largest piece of work was related to replacing the Tiki Tiki bore pump.

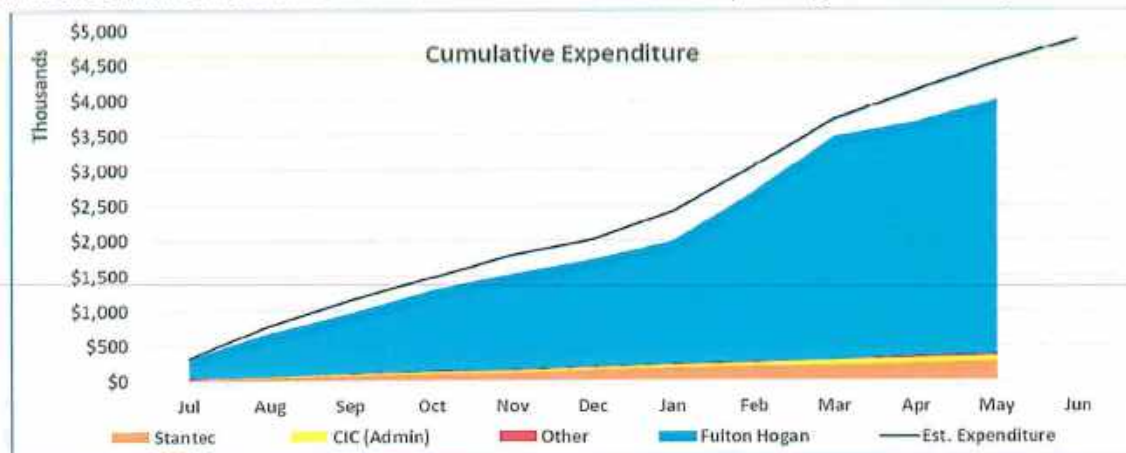
Expenditure Tracking of NZTA Funding

As forecast, a spike in claim amounts in the new year occurred as Fulton Hogan constructed the sealed pavement rehabs and reseals. Covid-19 however, meant a drastic reduction in the claim by Fulton Hogan for April. In May they were able to complete the last of the sealing works for this season.

As with last financial year, any unspent funds can be carried over to next year, but must be spent in Year 3, as nothing can be carried over beyond the third year of a three-year NLTP funding period.



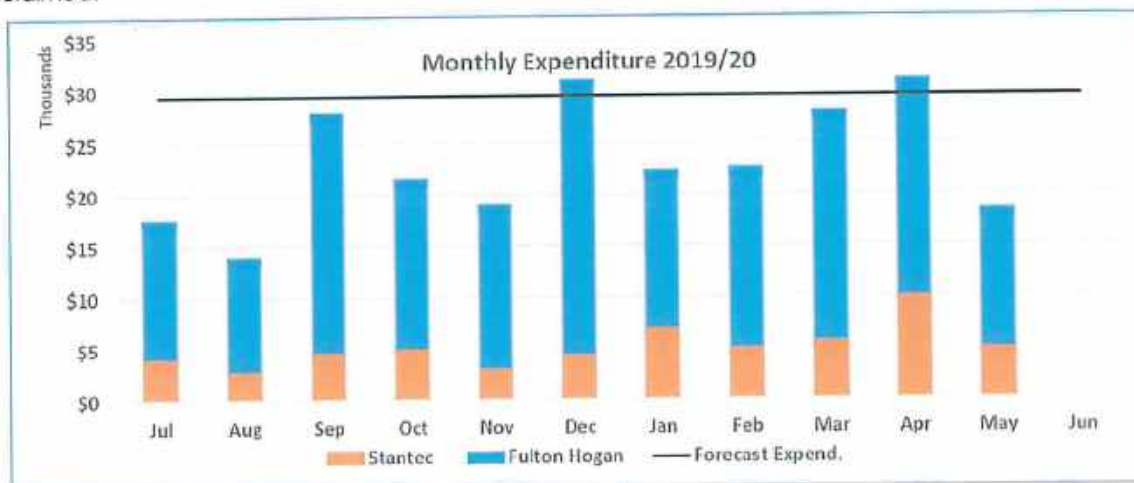
Cumulative expenditure caught up in the first quarter of 2020, only to grind to a halt with the Covid-19 Alert Level 4 lockdown. NZTA are aware that Councils will have difficulties spending their funds this year.



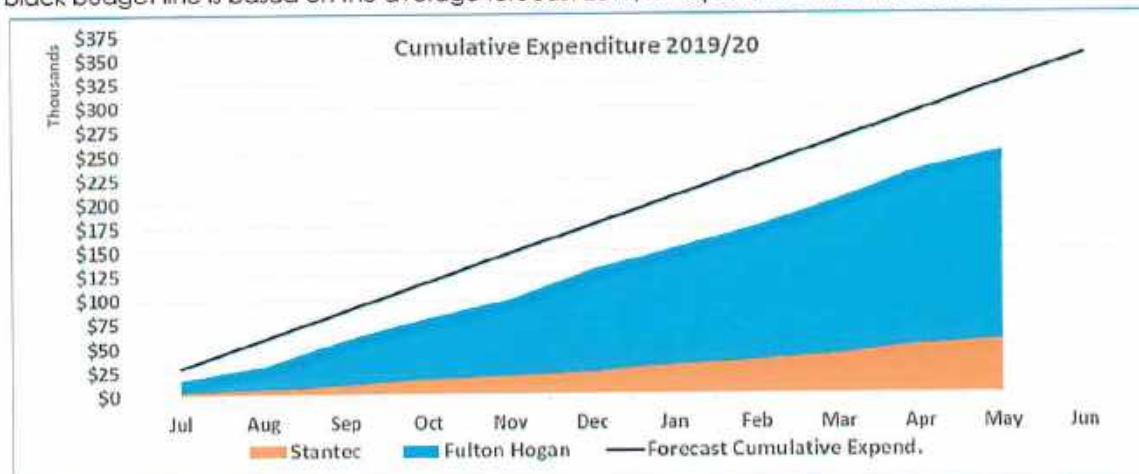
Note the estimated monthly expenditure is a high-level estimate created at the start of the financial year.

Expenditure Tracking of Water & Wastewater Funding

The May claim was the lowest since August. The June claim will be higher, closer to \$30k as the quarterly items are claimed.



The black budget line is based on the average forecast 2019/20 expenditure from the 2018-28 LTP.



Road Network updates

Stantec Site Visits

Previous Status:

- Nigel visited from 12-15th November and during the same time Bryan Peters visited to conduct the biennial bridge inspections.
- Stantec was not required to attend the Māori Land Court sitting in October, to hear the Whangamoe Bridge application.
- Nigel visited the week of 21st January 2020 to attend the partnership workshop with the new Council members and Fulton Hogan. A day was lost at the start by Air Chathams mechanical problems, which continued for the rest of the week, with Nigel not flying off Island until late Friday night.

Updates:

- Nigel has flights booked to visit at the end of June.
- Stantec is unlikely to achieve our expected number of (contracted) trips this year. This will be balanced at the end of the contract year.

CIC catch-ups in Christchurch

Previous Status:

- Shaun met with Owen, Alfred and Cindy in Christchurch on 26 July.
- Shaun and Ali had a coffee with Owen on 6 December.

Updates:

- Stantec to catch up with Owen and Monique in late June when they are both in Christchurch.

NZTA Correspondence

Previous Status:

- Shaun met with Mark Weeds (NZTA) to open discussions on the 2021-24 NLTP funding application, primarily around the Activity Management Plan (AMP) document that supports the funding request.
- A Point of Entry via email recording the meeting minutes was agreed for that initial stage of the process.
- Discussion on the four problem statements of the 2018/21 was held. The question was whether any problems were resolved, or could be eliminated if no resolution was likely to be forthcoming via the NLTP work.
- How to test those problem statements was also raised and whether another ILM workshop was necessary. It was thought that perhaps revised or new problem statements could be devised without the need for a workshop, as there was not widespread stakeholder involvement last time anyway.
- Stantec to conduct a first cut on revised problem statements and feedback on existing problem statements.
- Shaun had a meeting with Mark Weeds in early March. The main issue was the 2021-24 Problem Statements document. The talk revolved around the two layered problem approach, which kept the overarching problems for transport that the NLTP cannot directly impact, and another layer of problems that the NLTP can directly affect.

Updates:

- As we are reaching the end of the financial year, there are several requests from NZTA on the financial side of things.
- Now that Covid-19 has been eliminated, it will be easier to meet up with Mark Weeds and Afi Tusi about our programme.
- NZTA have sent a letter stating that we will receive a procedural audit at the end of this year. This is another review of our financial and procure procedures.

Owenga Wharf Boat Ramp

Previous Status:

- 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. Five responses were received, which helped to fill in some blanks and provide some extra context for the POE.
- The POE was sent to NZTA in October. They acknowledged receipt and were trying to ascertain the correct funding route for this project to take if it was to get approval.
- In early December 2019 Shaun received some feedback, made the necessary changes and resubmitted for a final review in January 2020.
- The POE assessor noted the need for a ramp appears to be an important part of the system missing for the barge to operate efficiently and safely.

Updates:

- No updates on ramp POE.
- Shaun has sent an email request to NZTA to follow up where the decision on this is sitting.

Intersection Improvements

Previous Status:

- A previous design to improve the Airbase / North Road intersection was shelved as it would have cost more than the \$300k limit for minor improvements. It was unlikely to proceed as a capital works project, as it would have been very low on NZTA priorities nationally.
- Minor Improvements was renamed 'Low Cost Low Risk' (LCLR) for the current 2018/21 NLTP and the budget was lifted to \$1M. This means that the projects do not need to proceed through a full approval process by NZTA.
- We have revisited the Airbase / North Road intersection and tried to improve the realignment to reduce costs where possible. An updated drawing will be provided to Council when complete.
- We requested permission to look at three other locations on the Island. Port Hutt / North Road intersection (to tee the intersection up), Te Matarae / WW-O Road intersection (to remove the little slip lane and tee road up properly), and Stoney Crossing (to investigate removing the ford crossing).
- All of the designs will be to scheme level (not detailed) to give us an indication of the likely work/cost involved. Lower cost projects may be able to squeeze within the current 2018-21 funding period, while more expensive projects will be candidates for the 2021-24 period. By doing this work now, we will be well placed to pull the trigger on these projects.
- Council will be provided with the drawings as they are ready, so that feedback can be given.
- The ability to build said projects is naturally subject to Council budgets at the time.
- We have revisited a minor realignment of the North / Kaingaroa / Taia Hapupu intersection. The camber on this corner is unsafe and ideally, we would like to move the road approx. 10-12m to ease the bend.
- The Airbase / North intersection is being revisited.
- The Te Matarae / WW-O intersection is also being looked at (for the first time) for improvement.
- This is low priority work, as we are 1.5 years away from needing to confirm our 2021-24 NLTP funding application. Therefore, scheme designs will be created at times when our designers have availability.

Updates:

- The redesign of Te Matarae Road is nearing completion and will be sent to Council for comment very soon. This is work we will complete next financial year.
- It has been positive to hear that the Pages Corner improvements have been well received by the public. We will continue to identify small safety projects like this that make a difference for the community.

Bridge Work

Previous Status:

- Stantec to look at options to extend Waikawa culvert on Port Hutt Road.
- Stantec provided FH with plans that detailed the repairs for each of the bridges that was hit by vehicles in late 2019.
- The bridge data in the RAMM database was updated after Bryan Peters' bridge inspection on site measure ups.
- The bridge inspection report was delivered in January.
- The annual bridge posting advert was run in the weekly newsletter and the Chatham Islander magazine during February.

Updates:

- We await feedback from FH on some of the specific items from the bridge inspection report completed earlier in the year.
- Then we can plan to get any necessary improvements completed in 2020/21.

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 to look at sealed options.
- Drone survey was conducted during the 2018 November.
- 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.
- An initial vertical realignment of the steep climb on the Waitangi side of the bridge requires a large volume of earthworks. This was estimated at more than \$1M, which makes the project not viable.
- A second realignment was completed with a cost estimate produced. This will be peer reviewed in September and then Council informed of the potential cost and the level of improvement expected.
- If reducing the grade of the approaches is not cost effective, Stantec will look at an option to improve the road here.
- The second realignment option (for the Waitangi side) has since been estimated to cost \$950K. The design reduced the earthwork footprint of Option 1 by maximising the allowable grade of the steep climb, placing it at approx. 10%. The current grade is 14%, so the change in grade is still noticeable.
- At this estimated cost, the project could easily exceed the \$1M NZTA 'Low cost, low risk' work category budget and then separate funding would be required. The project is unlikely to be funded when competing against other projects nationally.
- 25m of sealed surface has been agreed on both approaches to the bridge. This is necessary to protect the integrity of the bridge structure, as there is a lot of water directed onto the abutments and sitting there. This work will occur during the 2019/20 sealing season. Note that it is unrelated the traction issue, for which this investigation started.
- We will await the success of this work, before reviewing whether sealing more the approaches is viable and potentially how much of this seal might be retained if a bridge replacement occurred in the future.
- Sealing 25m of the approach on both sides of bridge will occur during the sealed rehabs beginning on the Island in February.

Updates:

- The approaches to the bridge were sealed in May.
- There is no other major work planned on the approaches, as stated previously, the cost to reduce the gradient (on the Waitangi side) was very expensive >\$700k
- We can discuss with Council if they would like to see the seal extended up the Waitangi side during the 2021-24 NLTP period.

2021-24 National Land Transport Plan (NLTP) Funding Request and Activity Management Plan (AMP)

Previous Status:

- Shaun submitted a draft Problem Statement report to Council in January.
- Council responded with their feedback in early February.
- Shaun wrote an addendum to the report, responding to Council's feedback and incorporating feedback from meeting with NZTA.
- Shaun has also started to write the AMP document, starting with the introduction which looks back at how well Council performed against the 2018-21 Problem Statements.

Updates:

- A discussion with Council on the projects that they would like to see occurring in the 2021-24 funding period needs to start soon.
- Shaun and Nigel will work through some ideas and present project options to Council with some rough order costs for each.

Other Minor Jobs

Previous Status:

- Kaingaroa speed hump request. Nigel and Martin completed a site visit to assess speed mitigation options and road condition. Resurfacing works are programmed for year 21/22.
- Te One School pedestrian crossing location was assessed during Sept. 19 with scheme design to follow for three options.
- The structural integrity of the Kaingaroa wharf was reassessed after a recent storm event. Stantec confirm it has deteriorated further at the landward end of the wharf. Bryan Peters to reassess cost to repair wharf when he visits in November.
- Pages corner safety improvements design is finished and sent to FH for their planning this rehab construction season.
- Bryan Peters inspected Kaingaroa Wharf during November and found a serious safety concern that he notified to Council.
- Options for the Te One School pedestrian crossing are progressing and will be put in front of Council soon.
- Stantec have been requesting the layout plans of development in Waitangi, so that we can review the safety of the new accessway that will be added to the network.
- We filled out two applications of roading shovel ready projects for the Crown Investment Partners application that Council submitted. These were for the Airbase Road intersection improvements and for the North Road crest along the north coast.

Updates:

- We have not had any confirmation from the Crown Infrastructure Partners on whether the two roading projects we put forward have been approved or declined. Most of the water, wastewater and solid waste submission have been rejected to date.
- We submitted the schist dust test results report from K2 Environmental consultants, alongside our Principal Scientist (Paul Heveldt) who analysed results for Council in a cover letter. The tests showed that free-silica was present in the dust, but at quantities that were well below health concern limits.
- We also have a concept scheme to improve Stoney Crossing that removes the ford. We will revisit this once we know the likely cost of constructing the new Whangamoe Culvert. This is one of the projects that could be put forward for inclusion in the 2021-24 NLTP.

Whangamoe Bridge Replacement

Previous Status:

- Stantec met with Caroline Green (Technical Advisor, Registrar) of the Maori Land Court in Christchurch in early March 2019. Caroline was very helpful and provided us with some information to help conduct an appropriate engagement with landowners.
- Stantec created a concept realignment, to work 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 in late May, the same time as Caroline (from MLC) for landowner consultation.
- Stantec to meet with Caroline in early May to go over the process on the day.
- MLC site visit and discussions with Whangamoe landowners appeared to be successful. Stantec awaits has received feedback from MLC on a whether a second meeting on mainland NZ is necessary for non-domiciled landowners.
- A second landowners meeting in Wellington will be held on 26th August for landowners not based on the Chathams.
- Nigel travelled to Wellington for the second landowner's meeting on 26 August. Despite some RSVPs for the meeting, no one attended in person, there was only some Island based landowners present on the phone.
- Nigel has spoken with Larry Rereti for permission to conduct test pits at the proposed culvert location.
- FH have been provided instructions to conduct test pits on the proposed route to confirm design of imported fill.
- The cultural assessment will now have to wait until travel is again permitted after Corona Virus lockdown.
- Stantec are finalising the design, so that the culvert dimensions can be confirmed and then ordered from supplier (who gets it made in China) ASAP.
- A construction methodology has been sent to Fulton Hogan to review. This methodology is needed for the consent application, which will start in April.
- Consent application approach has changed from initial thoughts. Instead of applying solely for consent for Whangamoe, we are creating a 'Global Consent' application that provides consent for a set period of years to replace culverts in the road corridor where any watercourse diversion is needed.
- If (as in the case for Whangamoe) the replacement is outside the road corridor, then additional information on the design and specific methodology must be provided to key stakeholders.
- There are a growing number of medium sized culverts on the Island that need replacement (with a water course diversion), so it makes sense to capture all of these under one consent, rather than producing a consent for each culvert replacement.

Updates:

- Stantec is finalising the global consent application. A separate ecology assessment is necessary and is underway.
- We will submit to Council (Paul Whyte at Beca) for assessment soon.
- Once Covid19 travel returns to some relative normality, we need to organise a cultural assessment conducted by the agent approved by the landowners.

Network Drainage Improvements

Previous Status:

- Stantec has calculated the necessary size of culverts for drainage improvements on WW-O Rd.
- Gillespies culvert will become a twin barrel structure to better cater for flood capacity. The existing culvert is undersized, so the additional culvert will assist to ensure that flood water overtopping the road is unlikely.
- Another existing 450mm culvert towards Te One culvert has been deemed undersized and needs to be replaced by 1000mm PE pipes. Stantec just checking the cost of importing the pipes from Europe is cost effective than using a multi-plate aluminium solution.
- The aluminium for a multi-plate can only be successfully bent to allow a 1550mm culvert (larger than we need). However, if there is a noticeable saving to be made, we will order the aluminium over the PE.
- The multi-plate culvert to be installed on Port Hutt Road has arrived on the boat.
- This will be the first test for how complex (or otherwise) installing these 18m long small multi-plate culverts will be. Will give us a good indication whether the installation costs of this pipe match favourable instead of spending more money on expensive large plastic pipes which are easier to install.
- For this reason, we are holding back on purchasing the multi-plate extra culvert for Gillespies and the 1000mm plastic pipe for the replacement further along WW-O Road.
- Work has started on sizing the Stoney Crossing ford catchment, to see what size culvert/structure is needed here should we look to replace the ford with a culvert structure.
- A catchment calculation near Waitaha culvert is also necessary, where one of a set of twin pipes has failed.
- Both calculations have been completed and are awaiting review when Bryan Peters is back from leave.
- Stantec planner (Kelly Bombay) has discussed with Paul Whyte (CIC Planner – Beca) about whether a global consent for larger maintenance drainage replacements is a good idea. This is to avoid individual consents being required each time one of these replacements are required.
- Currently we have three out of four locations (where large pipe installations are required), where a major disturbance of the watercourse would occur.
- Kelly has previously written a similar consent for Buller DC, so will use this as the basis of this consent. This will lower costs for Council in terms of writing the application. She will begin this work in April.

Updates:

- Shaun will start planning where future drainage improvements are to take place next year and then in the three year programme for 2021-24.
- Focus will turn to North Road from the Port Hutt turn off out to Kaingaroa township. Then any necessary work out to Port Hutt and more on Tuku Road.

Stantec Rooding Forward Work Programme – June

Network & Asset Management	<ul style="list-style-type: none"> Conduct a RAMM health check of our database and try to improve some of our metrics for NZTA's Performance Quality Measures. Must complete RAMM validation work first however.
2021-24 AMP	<ul style="list-style-type: none"> Continue writing the front end of the AMP and start any asset specific sections of the document. Start working out financial programme estimate for Council to look over.
Renewal work	<ul style="list-style-type: none"> Finish the 'global consent' application for larger maintenance culvert replacements.
Whangamoe Bridge Replacement Design	<ul style="list-style-type: none"> Finalise the design of the culvert so that it can be ordered soon (pending other design milestones).
Low Cost / Low Risk Projects	<ul style="list-style-type: none"> Meet with school on the design of Te One pedestrian crossing. Send Council the Te Matarae / WW-O intersection improvement drawings for review.

Mid-Term Rooding Forward Work Programme (approx. 3 months)

Council Workshop	<ul style="list-style-type: none"> Hold another Council workshop/meeting during one of Stantec's visits.
Whangamoe Bridge Replacement Design	<ul style="list-style-type: none"> Continue to work with the Māori Land Court staff with any legal boundary issues. Organise a cultural assessment of the project area. Landowner has requested a specific person based in mainland NZ to conduct this. Construction planned for 2020/21 year.
Low Cost / Low Risk Projects	<ul style="list-style-type: none"> Continue investigating potential projects for the 2021-24 NLTP. Send a concept design of Stoney Crossing ford replacement to Council. Revisit the Airbase Rd / North Rd intersection design. The budget for projects in this category is now \$1,000,000 (was \$300,000), there is an opportunity to get the improvement funded in 2021-24. Finalise designs and produce estimated costs. As this project was submitted as a 'Shovel Ready' project to CIP, we will first await the outcome of that before proceeding.
2021-24 AMP	<ul style="list-style-type: none"> Shaun to keep chipping away at document over next few months. First draft submission is expected to be August 2020. A lot of work to cover in that time. Expect to see requests for information and confirmation of projects to construct over the coming months. Identify any test pits that need to be dug on sealed network, so that existing pavement depths are known. Nigel to conduct pavement designs so that we know how much repairs might expect to cost for pavement repairs for the 2021-24 NLTP.

Long Term Rooding Forward Work Programme

2021-24 AMP	<ul style="list-style-type: none"> Get AMP document completed by December 2020 when final submission is expected, before NZTA approves funding in early 2021 for the 2021-24 NLTP funding period.
Bridge Inspection	<ul style="list-style-type: none"> In order to complete the 2019 bridge inspections, the bridges on Pitt Island need to be inspected. This is likely to be conducted by Nigel or Shaun on one of their trips to the Island and added as an addendum to the 2019 report.

Rooding Work Under Action

None	<ul style="list-style-type: none"> None
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Water and Wastewater update – May 2020

Contract Documentation

Project:	Current Status:
Water Compliance	<ul style="list-style-type: none"> Health (Drinking Water) Amendment Act 2019 came into force 1 August 2019. All suppliers now <u>must</u> comply with the DWSNZ (rather than take all practicable steps). Drinking-water Standards for New Zealand 2005 (revised 2018), DWSNZ, came into force on 1 March 2019. Both water supplies are currently non-complying with DWSNZ primarily due to inadequate treatment barriers being in place. Stantec, in consultation with FH and CIC, has identified required upgrade works, however there is currently no funding available to progress these works. The revised DWSNZ now requires all supplies to monitor total coliforms – which CIC were already doing. CIC also needs to carry out a catchment log credit assessment for both supplies and radiological testing for Tikitiki bore water. Revised Water Safety Plan (WSP) framework was released in December 2018. The current Water Safety Plans (WSP), which require reviewing by June 2021, would need substantial revision to comply with the new framework. WSPs are not mandatory as each supply serves less than 500 people, unless CIC elects to comply with DWSNZ via section 10. The Ministry of Health has indicated there will be further revisions to the DWSNZ. If funding is secured for the proposed Waitangi water supply upgrade, the preliminary design will need to be reviewed against the DWSNZ current at that time. (Noting further investigations are required to confirm the bore supply at the MPA site is sustainable).
Water Supply	
Project:	Current Status:
All Supplies	<ul style="list-style-type: none"> Applications made to central government under the 'shovel-ready' fund were not successful. Decision on application to MoH to reallocate sludge lagoon funding for water and wastewater 'urgent' works is still pending.
Waitangi	<ul style="list-style-type: none"> Tikitiki booster pump has been replaced.
Kaingaroa – Lake Rangitai	<ul style="list-style-type: none"> A Boil Water Notice was put in place on 19 March following detection of E.coli in the treated water supply. It remains in place. See discussion below about water supply. (Note: a boil water notice is to be put in place prior to intake trench reinstatement work being undertaken as previous intake trench reinstatement saw elevated E.coli in the treated water). Pegs to hold down the rising main have arrived on the island.
Waitangi water supply upgrade	<ul style="list-style-type: none"> Assessment of the MPA bore test results indicates that the maximum yield of the MPA bore is reducing, and therefore is not be suitable as the new source for the drinking water supply upgrade. From a water supply perspective, the current bore site is the optimum location as it will enable utilisation of the existing treated water storage tanks and will enable conveyance of treated water around the network including extension to Te One without any requirement for a booster pumping system. Following review of historical reports, the Stantec hydrogeologist has concluded that it is worthwhile to install a larger and slightly deeper bore at the MPA site. Still awaiting estimate from Craig Kerwin for installation of the new bore. It is understood that his drilling rig has been delayed due to Covid19. FH and Stantec to again ask Craig for his estimate. Ongoing. 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. Ongoing. CIC to consider whether charges are applied for taking water from the FH yard and/or if water is only able to be taken during hours when the yard is manned (ie locked at other times). Ongoing.

	<ul style="list-style-type: none"> CIC to consider procurement options as detailed in the Waitangi water supply upgrade preliminary design report – ON HOLD pending resolution of the above.
Reporting/ Monitoring/ Sampling May 2020	<p>All water supplies are now non-complying with the amended DWSNZ and revised Health Act.</p> <ul style="list-style-type: none"> Waitangi Water Supply <ul style="list-style-type: none"> Complies with WSP for bacteria (E.coli not detected in raw, treated or network sample). 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. Total coliforms not detected in raw, treated or network sample. (NB: Low levels were detected in raw water in May, June, July and August 2019, in treated water in December 2019 and in network in January 2020 which is atypical for Waitangi). Raw and treated water turbidity satisfactory (<0.1 NTU and <0.2 NTU respectively). Kaingaroa Water Supply <ul style="list-style-type: none"> Boil water notice put in place on 19 March following elevated levels of E.coli detected in treated water sample. E.coli not detected in network sample and detected at similar levels as typically seen in the raw samples. Three further monitoring rounds have been carried out (23 and 24 March and 21 April) and no E.coli was detected. However, given the delay between samples due to period when flights to Chatham were unreliable, one further monitoring round was carried out on 5 May when E.coli was again detected in the treated water sample. The most likely cause is lack of an adequate sampling point when the WTP is not operational (ie operator required use a ladder to take a samples from the top of the tank). It was agreed with the DWA to install a new sampling point and take subsequent samples from this point. Further sampling was carried out on 19 and 26 May, which were both 'clear'. If no E.coli is detected in the next sample and NZ is still in Alert Level 3 or lower, approval will be sought from the DWA to lift the boil water notice. Non-compliance with DWSNZ for protozoa, however consistent with approved WSP. Treatment upgrades are required to comply with DWSNZ. E.coli and total coliforms detected in raw water as expected with lake water source, but at no higher levels than normal. NB: Supports need to secure funding to extend intake into deeper part of lake. MPA Batching Bore (Potential Future Water Supply) <ul style="list-style-type: none"> MPA bore no longer in operation (or sampled). See June 2018 monthly update for results and conclusions.
Wastewater Treatment	
Project:	Current Status:
WWTP maintenance	<ul style="list-style-type: none"> Initial 2019 central government funding application for wastewater scheme upgrades unsuccessful, however discussions continuing to use funds allocated for sludge lagoons. Stantec have prepared a design for upsizing of existing sewer from Tuku Road to WWTP inlet pump station to align with road upgrade works. Length of sewer replacement is approx. 225m between 4no. manholes. However, this will not be funded by NZTA and road rehabilitation will not be undertaken this year. Pipe upsizing is not a high priority. Steve Riley (ex Reaman's service engineer) serviced the RBC in February 2020. The service identified a requirement for further urgent repairs including replacement of the corroded balance tanks. Steve Riley to prepare estimate for this additional work for inclusion in the list of priority works. FH to contact Steve. The duty WWTP feed pump at the septic tank site requires replacement. A new pump has been delivered and will be installed next month.
Reporting/ Monitoring/ Sampling May 2020	<ul style="list-style-type: none"> Waitangi Treated Wastewater Discharge <ul style="list-style-type: none"> The treated wastewater was below the consented annual median limits for all parameters except E.coli. This may reflect urgent need for WWTP maintenance. The land application system will further reduce TSS, COD, ammonia and E.coli prior to reaching groundwater.

General	
LTP	<ul style="list-style-type: none"> Initial 2019 central government funding application for water supply upgrades unsuccessful, however discussions continue re using funds allocated for sludge lagoons for water and wastewater 'urgent' works. The list of highest priority works has been updated to reflect the available funding of \$339,900 with inclusion of payment milestone timelines and submitted to MoH as requested. The recent requirement for new pumps as detailed above will result in insufficient funding to undertake all critical works. Richard / Kirsten's visit to the Island which was provisionally scheduled for February, has been postponed and will be rescheduled to take place following installation of the new bore, and / or when funding has been secured to enable progress of the priority works. Richard / Kirsten to hold meeting with Owen to ascertain whether any assistance is required to pursue funding.

Solid Waste Update – May 2020

Landfill Operation

Current Status

- CIC has had high-level discussions with FH about contracting out landfill operations. The process needs to be confirmed and meet CIC's procurement and probity policies.
- Stantec has identified several issues that require addressing at the landfill, some prior to the commencement of disposal operations. These issues have been reported on in the October Audit Review report.

Actions – Stantec

- Discuss with CIC staff those matters that urgently need addressing at Owenga LF.

Actions - Council

- CIC staff to undertake the actions recommended in the Audit Review report for preparing the landfill for disposal. Many of the actions are listed in check lists 1 and 2 (Appendix E of the Leachate Treatment Plant O&M Manual).
- CIC staff to identify how a contract is to be procured for the operation of the Owenga LF.
- CIC to take waste from Te One for burial at old Owenga Landfill.

Waste Minimisation Project (MfE Waste Minimisation Fund)

Current Status:

- CIC has been informed that the application made on its behalf for "shovel-ready" projects to implement various solid waste management measures has not been successful.
- Stantec has submitted an Expression of Interest for funding to the Waste Minimisation Fund for the same project that was applied for the "shovel-ready" projects. Short-listed projects from the EOI process will be advised by the MfE in early July 2020.
- CIC staff have plugged the drainage holes in the window frames on the eastern side of the MRF building. This appears to have prevented further water ingress on that side of the building.
- CIC staff have arranged for the western wall of the MRF building to have slots cut in it so that recyclables can be received in fadges.
- Stantec has completed various reports stemming from its Audit Review in late 2019, including:
 - modifications needed for the baler (turning it around), and requirements for dealing with the sludge,
 - assessment of collection and consolidation methods for waste and diverted materials from the TSs and MRF,
 - signage at TSs and MRF
 - report on HSNO requirements for dealing with waste oil.

Actions - Stantec

- Stantec to finalise the payment of outstanding retentions for Morris & Bailey for the MRF building now that the water ingress appears to have been sorted out.
- Stantec to arrange a teleconference with CIC to discuss the status of various Solid Waste issues.
- Stantec to continue addressing various issues and action responses assigned to it in the Audit Review report.

Actions - Council

- CIC to work with Stantec to identify funding for the various improvements recommended by Stantec through its Audit Report.
- CIC to continue addressing various issues and action responses assigned to it in the Audit Review report.

Sludge Lagoon Project

Current Status:

- CIC has been informed that the application made on its behalf for "shovel-ready" projects to construct the Sludge Treatment Facility at Owenga Landfill has not been successful.

Actions - Stantec

- No outstanding actions.

Actions - Council

- CIC staff to install the overflow at the leachate pond.

<ul style="list-style-type: none"> • Stantec has submitted an Expression of Interest for funding to the Waste Minimisation Fund for the Sludge Treatment Facility project. Short-listed projects from the EOI process will be advised by the MfE in early July 2020. The total project cost estimate is \$930,000. • Stantec has provided a short report on the requirements for installing an overflow to the leachate pond. 	<ul style="list-style-type: none"> • Council to work with Stantec to secure funding for the Sludge Facility Project.
Other Matters	
<p>Current Status – no further progress.</p> <ul style="list-style-type: none"> • CIC has agreed with stakeholders on the scope of work needed to remediate the closed landfills. • The factory at Kaingaroa has been demolished and disposed of in the old landfill, which is in the process of being closed. • CIC has commenced with preparing Health & Safety Plans for the MPB and landfill operations. 	<p>Actions - Stantec</p> <ul style="list-style-type: none"> • No outstanding actions. <p>Actions - Council</p> <ul style="list-style-type: none"> • 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 Te Matarae Rd Intersection Improvements

Date of meeting	9 July 2020
Agenda item number	4.4
Author/s	S Boshier, Stantec

Purpose

For Council information and feedback.

Recommendations

THAT Council receives the report.

Background

See report attached.

Jo Clark

Subject:

Attachments:

FW: Te Matarae Rd Intersection Improvements

310203690-01-001-C211-Layout.pdf; 310203690-01-001-C203-Layout.pdf; 310203690-01-001-C201-Layout.pdf; 310203690-01-001-C101-Layout.pdf

From: Boshier, Shaun [<mailto:Shaun.Boshier@stantec.com>]

Sent: Thursday, 25 June 2020 1:03 p.m.

To: Manaia Cunningham

Cc: Lister, Nigel

Subject: Te Matarae Rd Intersection Improvements

Kia ora Manaia,

Please attached the draft plans to upgrade the Te Matarae/WW-O intersection. Can you please distribute these drawings to Councillors for any feedback. C101 is probably the most relevant to look at.

92

We are upgrading the intersection to improve a few elements:

- Remove the 'slip lane' that is sometimes used by motorists to drive east towards Waitangi (the wrong direction) and to better define the main WW-O Rd for unfamiliar motorists when driving towards Owenga
- Better align Te Matarae Rd with WW-O Rd and widen for two lanes
- To improve the vertical alignment along WW-O Rd

We intend to construct this next financial year, it will be finalised after we get some additional survey captured to the east of the indicated 'extent of works'. We want to make sure we improve the following crest curve as well to improve the drive right through this section of WW-O Rd. The drawings though provide Council with visibility on the current plans. The work is not substantial, mainly about removing the slip lane and improving the vertical geometry through here.

At this stage the design has only minor effects on the adjacent landowners, so that would be our next step to get in touch with them to discuss the plans afoot.

Kind Regards

Shaun

Shaun Boshier

MET, BEng (Hons) Civil, CPENG, CMEngNZ

Senior Transportation Engineer / CHCH Design and Safety Team Lead

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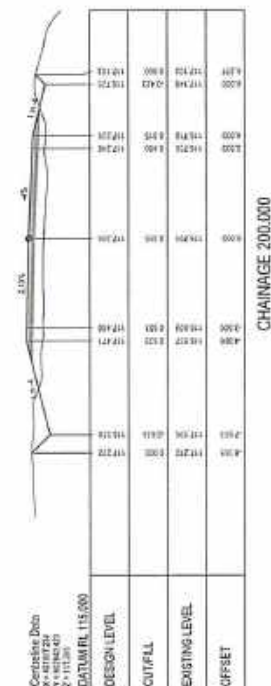
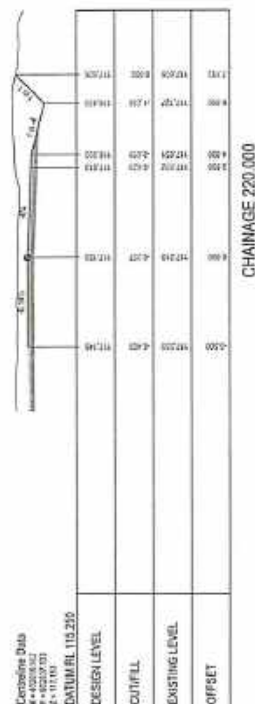
or

PO Box 13052
Christchurch 8141



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5. Community Services

5.1 Proposed Civic / Museum Building

Date of meeting	9 July 2020
Agenda item number	5.1
Author/s	Owen Pickles

Purpose

With the application to Lotteries Environment and Heritage being successful it is timely that we re-cap and update.

Recommendations

1. That the information be received.
2. That Council seek a meeting with the Asset Holding Company with a view to resetting the proposed rental.
3. That Council confirms its intention to progress this project

Background

Council has for many years recognised that its current building especially the hall and adjoining side additions no longer provide a safe fit for purpose work environment.

Two reports relating to repairing the current building convinced the Council that it should look towards establishing a new facility.

The first of these was a quote from Chatham Islands Electricity to upgrade the electricity feed into the building.

The second was an assessment carried out on the structural integrity of the building which found that the foundations were beyond repair and should be replaced.

Affordability was always a challenge for the Council however when an offer came from the Auckland School of Architecture to do a Chatham Island project it was welcomed.

About 10 students visited the Island and were given a brief to design a building for the Council. This resulted in 10 different concepts none of which were very practicable.

The following year a second group of more senior students did a similar project with essentially the same results.

In 2012 Michael O'Sullivan from Bull O'Sullivan Architecture offered to design a building which included the Chatham Islands Enterprise Trust, Council, Museum and an indoor sports facility which could also be used as a hall

The Bull O'Sullivan design was taken through to full working drawings with a quantity surveyor providing an estimate of cost. This was in the order of \$9m as the building at that time included a hall/indoor sports facility

It was this cost estimate which in 2014 caused the Minister of Culture and Heritage to offer to fund the museum component delivering \$1.037m

However the overall proposal was beyond the Council and CIET to fund and the project lapsed.

The Council then invited Turton Farm Supplies to come up with a building which would be very basic and fit with the Chatham Islands way. When the cost of the Turton proposal was similar to the Bull O'Sullivan proposal it also lapsed as not being affordable.

Ngati Mutunga O Wharekauri Iwi Trust.

In 2017 an offer was made by the Ngati Mutunga O Wharekauri Iwi Trust Asset Holding Company to build a complex to house the Council, CIET and museum

The Council, CIET, and Museum Trustees met with the Asset Holding Company on 18th May 2017 where it was agreed a heads of agreement would be drawn up. The previous day the AHC proposal to be involved had been approved by the Ngati Mutunga O Wharekauri membership at its AGM.

A copy of the heads of agreement dated 17 October 2017 is attached.

The Asset Holding Company then engaged Apollo Projects out of Christchurch to design a building that meet the needs of the signatories to the heads of agreement.

Apollo presented its final cost in July 2019 (copy attached). At this time it was agreed to put the project on hold until the cost of the museum part of the build was fully funded.

With Lotteries providing an extra \$1m this condition has now been met.

The Asset Holding Company has now requested that Apollo refresh its pricing. When this is received CIET will make its final decision on being part of the project. If prices remain near 2019 levels the answer is likely to be yes.

Council should seek a meeting with the Asset Holding Company to reset the rental agreement which given the current financial climate is likely to be agreed to.

Appendix 1 – Head of Agreement

Appendix 2 – Budget Estimate Summary

HEADS OF AGREEMENT

Dated: 17 October 2017

1. Parties

1.1. The Parties to this Heads of Agreement ('HoA') are:

1.1.1. Chatham Islands Council ('CIC');

and

1.1.2. Chatham Islands Enterprise Trust ('CIET');

and

1.1.3. Ngati Mutunga o Wharekauri Asset Holding Company Limited ('AHC').

2. Background

- 2.1. The existing offices of both CIC and CIET are nearing the end of their useful life and need replacing.
- 2.2. The optimal solution for CIC and CIET is to partner with an external party who would fund the development of the new CIC / CIET offices.
- 2.3. AHC's investment strategy includes property and infrastructure investment on the Chatham Islands.
- 2.4. AHC has capital available to fund the development of the new CIC / CIET offices.
- 2.5. CIC has secured \$1.073m funding from the Ministry of Culture and Heritage to cover the cost of establishing a museum within the proposed development. Accountabilities back to the Ministry for the expenditure of these funds falls on CIC.
- 2.6. CIC will liaise with The Chatham Islands Museum and Cultural Heritage Trust throughout the project with regards to the museum part.
- 2.7. This HoA records the key terms and conditions agreed to by the Parties and which will form the basis of the, yet to be drafted, Office Construction & Lease Agreement ('OCLA').
- 2.8. The parties will not be legally bound unless and until the parties sign the OCLA. However, the parties are legally bound to each pay a share of the initial costs as set out in clause 4.7 of this HoA in accordance with the Budget.



3. Sub-Committee

- 3.1. A Sub-Committee consisting of a maximum 3 representatives from each of CIC, CIET and AHC is to be established to oversee and facilitate all matters relating to, and included within, this HoA until such time as the OCLA is formed (the OCLA will provide for a similar committee arrangement to oversee and facilitate the development process).
- 3.2. Each of CIC, CIET and AHC to nominate their respective representatives and communicate these to the other two parties within 2 weeks of execution of this HoA.
- 3.3. All time, travel and/or accommodation costs associated with each Sub-Committee member are to be covered by the party whom they represent.

4. Office Development Process

- 4.1. CIC to sell the land upon which the CIC and CIET offices are to be constructed, located at 15 Tuku Road, Waitangi, Chatham Islands and legal description Lots 6, 7 and 9 on DP74262, Titles WN41B/630, WN41B/631 and WN41B/633 ('the Sections'), to AHC.
- 4.2. The price of the land sold to AHC pursuant to clause 4.1 is to be set at the prevailing Rateable Value at the time the transaction is completed plus GST (if any). Settlement of the sale and purchase will occur upon the completion of the CIC / CIET office development. Upon the OCLA becoming unconditional, AHC may lodge a caveat over the land to be sold to AHC to protect its interest as purchaser.
- 4.3. The CIC / CIET office development is to be situated at the rear of the Sections to allow the existing CIC offices to continue to be used and avoiding the need to relocate through the construction phase.
- 4.4. The Sub-Committee is to prepare a Request For Proposal ('RFP') document for circulation to a short-list of potential Development Managers as determined by the Sub-Committee.
- 4.5. Each Development Manager receiving the RFP is to prepare and submit a proposal for consideration by the Sub-Committee, each proposal to include:
 - 4.5.1. The detailed process from appointment of the Development Manager through to completion of the office building construction project.
 - 4.5.2. Cost estimation of pre-construction works and external consultants including planning, design/architecture, engineering, consents, etc in order to develop the Concept Plan.
 - 4.5.3. The proposed tendering and selection process for the construction works.
 - 4.5.4. Development management fees.
 - 4.5.5. An estimated timeline with key milestones.



- 4.6. The Sub-Committee is to review and consider each proposal and select/appoint the preferred Development Manager formalised by way of a Contract for Services agreement. AHC will be the party to enter into a Contract for Services agreement with the Development Manager.
- 4.7. A Budget is to be prepared, agreed and signed off by the Sub-Committee detailing all costs associated with the pre-construction works, external consultants and development management fees. These budgeted costs are to be funded equally by the Parties (ie – 1/3rd each) until such time as the OCLA has been executed. In the event the budgeted costs are exhausted prior to the OCLA being executed, the Sub-Committee will meet, discuss and agree the specific cost variations, if any, which will then be funded equally by the Parties. However, (1) for the avoidance of doubt, no internal or administrative costs of any of the Parties will be included in the shared costs unless agreed between the Parties in writing and (2) no party is liable to contribute towards any cost unless the party has agreed in writing as to the cost that is to be incurred.
 - 4.7.1. Upon execution of the OCLA, AHC will reimburse CIC and CIET for their 1/3rd share of costs funded to date pursuant to clause 4.7.
 - 4.7.2. At the point of reimbursement pursuant to clause 4.7.1, AHC will capitalise the costs which will then form part of the Development & Construction Costs.
 - 4.7.3. Should the Parties decide not to progress to execution of the OCLA, all costs funded to that point pursuant to clause 4.7 are to remain with each of CIC, CIET and AHC on an equal 1/3rd basis.
- 4.8. The Development & Construction Costs are to include the costs pursuant to clause 4.7.2 plus all costs incurred from the commencement of the Development Manager until completion of the Office Development construction.
- 4.9. Any Development & Construction Costs (other than those costs pursuant to clause 4.7.2) will be the subject of a fixed-price tender process unless the Parties agree otherwise in writing. Acceptance of any proposed tender or other costing arrangement is subject to the agreement of the Parties in writing.

5. Other Parties

- 5.1. While the lead agencies will be CIC and CIET other parties will have an interest in the project.
- 5.2. A museum is to be incorporated within the building that will be constructed to house CIC and CIET.
- 5.3. A war memorial will be included within the project however this may be external from the physical building.
- 5.4. It is intended to develop a community complex (hall/indoor sports) adjacent to / or included with the museum and office complex.

5.5. The development of the community complex will be subject to:

- A) Community fund raising (estimated to be a 33% share)
- B) Approved lotteries funding (estimated 66% share)

5.6. CIC will work with Chatham Islands Museum and Cultural Heritage Trust on all aspects of the museum part of the building. The extent of that consultation with The Chatham Islands Museum and Cultural Heritage Trust is at the discretion of CIC and, for the avoidance of doubt, AHC has no obligations to Chatham Islands Museum and Cultural Heritage Trust.

5.7. If the community complex proceeds a wider community conversation will be required to determine other parties. CIC will run this process.

5.8. Any other organisations requiring office space within the CIC / CIET office building will be required to sub-lease from either CIC or CIET.

5.8.1. CIC and CIET will remain the head lessees and liable to AHC for all lease costs;

5.8.2. CIC and CIET to liaise with potential sub-tenants and include their spatial requirements within the design phase.

6. Lease Term

6.1. The initial lease term for the land and completed office building is to be 30 years

6.2. Two further 30 year rights of renewal are to be included within the OCLA, exercisable at the mutual agreement of all Parties.

6.3. The office development must therefore be constructed to a quality, together with an ongoing robust Repairs & Maintenance Plan, to endure a 100-year timeframe.

7. Lease Rates

7.1. The lease of the land and lease of the completed CIC / CIET office building are to be separated due to the Chatham Islands museum and Chatham Islands community centre also being constructed on the Sections but not owned by AHC.

7.2. The lease rate for the land is to be set at 7% of the transaction price pursuant to clause 4.2 and increased annually at a rate equivalent to the prevailing CPI.

7.3. The lease rate for the office building is to be set at 9% of the total Development & Construction Cost and increased annually at a rate equivalent to the prevailing CPI.

7.4. AHC will be responsible for all land and building ownership costs such as rates and building insurance.

7.5. CIC / CIET will be responsible for all operating costs such as power, cleaning, internet, etc.

8. Timeline

8.1. The estimated high level timeline for the development project is:

- 8.1.1. End of October 2017 – Execution of HoA;
- 8.1.2. End of November 2017 – RFP developed and potential Development Managers selected and provided with RFP document;
- 8.1.3. End of January 2018 – Development Manager selected and Contract for Services executed;
- 8.1.4. Mid-February 2018 – Budget developed, approved and signed-off by Sub-Committee;
- 8.1.5. End of March 2018 – Concept Plan developed by Development Manager and signed-off by Sub-Committee;
- 8.1.6. End of April 2018 – Office Construction & Lease Agreement executed by CIC, Cici and AHIC;
- 8.1.7. End of July 2018 – Full architecture drawings and building consent documents completed and lodged;
- 8.1.8. End of September 2018 – Tender completed for construction works, construction company appointed and appropriate construction contract executed between the construction company and AHIC;
- 8.1.9. End of November 2019 – Construction completed.

EXECUTION

Chatham Islands Council by:

Alfred Wesley Mathews Mayor



Gwen Leslie Pickles


Full Name of Authorised Person

Chief Executive Officer

Position

[Signature]
Signature

Chatham Islands Enterprise Trust by:

PHILIP DOUGLAS SEYMOUR - Chairman 

Iain Ewan Tizard

Full Name of Authorised Person

Chief Executive Officer

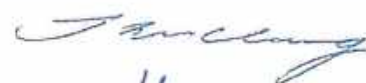
Position


Signature

Ngati Mutunga o Wharekauri Asset Holding Company Limited by:

THOMAS M'CLURG

DIRECTOR



Joseph Thomas

DIRECTOR



Full Name of Authorised Person

Position

Signature

Owen Pickles

From: Tim Fahy <Tim.Fahy@apolloprojects.co.nz>
Sent: Wednesday, 7 August 2019 4:15 PM
To: Owen Pickles; Phil Seymour; deerubbinpress@internode.on.net
Cc: Bevan Hames; Richard Coleman
Subject: CIOM Project Terminology explanation

Hi Owen,

Further to our telecon with CIC, CIET & Koau Capital last Thursday afternoon (01 Aug) I could detect some clarification would help for some to understand the budget.

Please see my notes of explanation below.

- **Provisional Sums**
 - Are a sum allowed in a budget to cover both labour and materials where the final scope / cost is unknown at the time of setting or agreeing a budget (eg Freight)
 - At the end of the contract any unspent part of the provisional sum is returned to the client. Conversely, if there is overspend, it is charged to the client.
 - The current Provisional Sums amount within the DFR trade summary budget (excluding new options / scope changes) is \$966,240.
- Apollo are providing a GMP (Guaranteed Maximum Price) contract for the project, in this regard it is worth noting
 - The agreed trade budget is the maximum that can be charged for those trades ie the costs to the client can only go down. Any trade gains (ie savings) will be shared equally between Apollo and client
 - Currently the GMP Budget is \$4,386,082 and this will not go up, (unless new options / scope changes are taken up).
- **Contingency**
 - The Contingency is there for the Apollo to spend on unforeseen construction items, it is not there to fund Client requested additional items (client driven variations)
 - Any unspent Contingency will be shared equally between Apollo and client.
 - Any Client requested additional items will be added to the GMP bottom line.
 - The current Contingency amount in the DFR proposal budget is \$156,200. Note – this is included within the GMP budget of \$4,386,082.

If you have any questions please contact me,

Kind regards



TIM FAHY

Project Manager

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Budget Estimate Summary: Chatham Island War Memorial, Council, Community Complex

DATE: 11/06/2019

REV: C

TRADE	CIET/CIC	Museum
Preliminaries and General	\$193,436	\$119,545
Health and Safety	\$16,855	\$11,236
Excavation and Site Works	\$37,785	\$19,906
Site-works	See above	\$0
Plumbing and Drainage	\$112,029	\$54,311
Concrete	\$3,864	\$2,604
Structural Steel	\$275,662	\$181,338
Cranage	\$32,100	\$14,900
Carpentry, linings and paint	\$856,219	\$496,286
Access Equipment & Scaffolding	\$12,000	\$8,000
Temporary Security Fence	\$1,766	\$1,177
Electrical	\$158,720	\$91,170
HVAC	\$156,598	\$53,162
Fire	\$47,138	\$23,959
Security	\$42,911	\$22,105
Plumbing	In Plumbing and Drainage	\$0
Joinery	\$14,426	\$14,426
Suspended ceilings	\$63,163	\$46,777
Aluminium Joinery, Internal glazed partitions and External doors	\$111,266	\$20,708
Internal aluminium partitions	See above in Aluminium Joinery	\$0
External doors	See above in Aluminium Joinery	\$0
Colorsteel cladding, spouting & DP's	\$102,274	\$85,219
Waste Recycling & Disposal	\$7,266	\$3,114
Toilet Partitions	In Carpentry	\$0
Floor Finishes	\$55,545	\$43,455
Landscaping	\$4,201	\$4,201
Builders Clean	\$2,400	\$1,600
Misc Labour	\$2,400	\$1,600
CONSULTANTS/DESIGN FEES		
Structural & Architectural Engineer	\$94,260	\$62,840
Fire	\$7,020	\$4,680
Hydraulics	\$4,600	\$2,400
Seismic design & P54 for suspended ceilings	\$1,789	\$2,081
Design/Consent Management	\$51,664	\$34,443
Programmer	\$10,200	\$6,800
Design fees for re-design	\$17,209	\$8,605
TRADES & CONSULTANTS FEES	\$ 2,516,767	\$ 1,388,221
CONTINGENCY	\$ 100,671	\$ 55,529
SUB TOTAL	\$ 2,617,437	\$ 1,443,750
MARGIN 8%	\$ 209,395	\$ 115,500
SUB TOTAL PROJECT COST EXCL GST	\$ 2,826,832	\$ 1,559,250
PROVISIONAL SUMS (not included in the above summary) - includes margin - P&G above		
Consent Fees including Peer re-views and Planner	\$43,587	\$ 26,113
Surefoot Sub-floor	\$127,394	\$ 84,929
Travel, Accommodation and Meals	\$323,203	\$ 162,097
Freight	\$136,242	\$ 62,675
TOTAL CONTRACT VALUE Excluding GST	\$ 3,457,258	\$ 1,895,065
NEW OPTIONS / SCOPE CHANGE (not included in the above summary) - includes margin and P&G		
Generator auto change over design & installation	\$ 2,205	\$ 1,470
Electrical:		
Generator - PROVISIONAL SUM	\$ 32,400	\$ 21,600
Switchboard costs due to non essential and essential wiring		\$ 12,650
Museum lighting increase in track lighting as directed		\$ 9,775
Museum additional floor boxes & wall sockets		\$ 8,050
Museum Data increase outlets and frame		\$ 2,500
Hot water supply in meeting room and Museum		\$ 575
Fire and security circuit provisions for panels etc		\$ 575
Additional Emergency lighting for the exterior of the building based on the fire report		\$ 2,875
Splitting up of EM lighting circuits and test points		\$ 2,300
Splitting up of power circuitry into Essential and Non-essential circuits and labelling		\$ 2,300
Red socket outlets for essential circuits (can be another colour if required)		\$ 575
Dyson Airblade hand dryers		\$ 10,482
Carpentry:		
Fire rated wall to museum		\$ 2,954
Additional floor structure in museum to support Lundia Storage		\$ 14,227
Joinery:		
Meeting room kitchen	\$ 13,423	
Loading area kitchen		\$ 3,686
High spec reception counter	\$ 9,596	
HVAC:		
Museum hepa filters on incoming air		\$ 26,279
Fire dampers		\$ 10,972
Changes/Additional rooms to Museum:		
Carpentry		\$ 21,160
Electrical		\$ 3,689
HVAC		\$ 9,074
Fire		\$ 543
	\$ 57,624	\$ 168,311
If all the options are taken up	\$ 3,514,882	\$ 2,063,376

Budget Estimate Summary: Chatham Island War Memorial, Council, Community Complex

DATE: 11/06/2019

REV: C

TRADE	CIET/CIC	Museum
Preliminaries and General	\$193,436	\$119,545
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Structural Steel	\$275,662	\$181,338
Craneage	\$52,100	\$14,900
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Access Equipment & Scaffolding	\$12,000	\$8,000
Temporary Security Fence	\$1,766	\$1,177
Electrical	\$158,720	\$61,170
HVAC	\$156,598	\$53,162
Fire	\$47,138	\$23,959
Security	\$42,911	\$22,105
Plumbing In Plumbing and Drainage	\$0	\$0
Joinery	\$14,426	\$0
Suspended ceilings	\$63,103	\$46,777
Aluminium Joinery, internal glazed partitions and External doors	\$111,266	\$20,708
Internal aluminium partitions See above in Aluminium Joinery	\$0	\$0
External doors See above in Aluminium Joinery	\$0	\$0
Colorsteel cladding, spouting & DP's	\$102,274	\$85,219
Waste Recycling & Disposal	\$7,266	\$3,114
Toilet Partitions In Carpentry	\$0	\$0
Floor Finishes	\$55,545	\$43,455
Landscaping	\$4,201	\$4,201
Builders Clean	\$2,400	\$1,600
Misc Labour	\$2,400	\$1,600
CONSULTANTS/DESIGN FEES		
Structural & Architectural Engineer	\$94,260	\$62,840
Fire	\$7,020	\$4,680
Hydraulics	\$4,000	\$2,400
Seismic design & P54 for suspended ceilings	\$1,789	\$2,081
Design/Consent Management	\$51,664	\$34,443
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SUB TOTAL	\$ 2,617,437	\$ 1,443,750
MARGIN 8%	\$ 209,395	\$ 115,500
SUB TOTAL PROJECT COST EXCL GST	\$ 2,826,832	\$ 1,559,250
PROVISIONAL SUMS (not included in the above summary) - includes margin - P&G above		
Consent Fees including Peer re-views and Planner	\$43,587	\$ 26,113
Surefoot Sub-floor	\$127,394	\$ 84,929
Travel, Accommodation and Meals	\$323,203	\$ 162,097
Freight	\$136,242	\$ 62,675
TOTAL CONTRACT VALUE Excluding GST	\$ 3,457,258	\$ 1,895,065
NEW OPTIONS / SCOPE CHANGE (not included in the above summary) - Includes margin and P&G		
Generator auto change over design & installation	\$ 2,205	\$ 1,470
Electrical:		
Generator - PROVISIONAL SUM	\$ 32,400	\$ 21,600
Switchboard costs due to non essential and essential wiring	\$	\$ 12,650
Museum lighting increase in track lighting as directed	\$	\$ 9,775
Museum additional floor boxes & wall sockets	\$	\$ 8,050
Museum Data increase outlets and frame	\$	\$ 2,500
Hot water supply in meeting room and Museum	\$	\$ 575
Fire and security circuit provisions for panels etc	\$	\$ 575
Additional Emergency lighting for the exterior of the building based on the fire report	\$	\$ 2,875
Splitting up of EM lighting circuits and test points	\$	\$ 2,300
Splitting up of power circuitry into Essential and Non-essential circuits and labelling	\$	\$ 2,300
Red socket outlets for essential circuits (can be another colour if required)	\$	\$ 575
Dyson Airblade hand dryers	\$	\$ 10,482
Carpentry:		
Fire rated wall to museum	\$	\$ 2,954
Additional floor structure in museum to support Lundia Storage	\$	\$ 14,227
Joinery:		
Meeting room kitchen	\$ 13,423	\$
Loading area kitchen	\$	\$ 3,686
High spec reception counter	\$ 9,596	\$
HVAC:		
Museum hepa filters on incoming air	\$	\$ 26,279
Fire dampers	\$	\$ 10,972
Changes/Additional rooms to Museum:		
Carpentry	\$	\$ 21,160
Electrical	\$	\$ 3,689
HVAC	\$	\$ 9,074
Fire	\$	\$ 543
If all the options are taken up	\$ 57,624	\$ 168,311
	\$ 3,514,882	\$ 2,063,376

6. Regulatory

6.1 Activity Report from Environment Canterbury

Date of meeting	9 July 2020
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 30 June 2020.

5. Operational Delivery

5.1. Civil Defence Emergency Management

Chatham Islands Council Steering Group Report

Date of meeting	30 June 2020
Author	James Thompson

Purpose

1. To provide an update on CDEM activities for the Chatham Islands.

Activity

2. During this period both the Canterbury CDEM and Chatham Island CDEM Groups have been involved in responding to the COVID-19 Pandemic. As such both organisations have not worked on any normal business activities.
3. Prior to COVID-19 some discussions were held to determine what training was required on the Chatham's in this calendar year and when it would likely be delivered. These discussions will need to occur again as both organisations review their work programmes.

Recommendations

That the Chatham Islands Council Steering Group:

1. receive the Civil Defence Emergency Management report.
2. Notes that no CDEM business as normal activity has occurred during the response to the COVID-19 Pandemic.

Attachments

Nil

5.2. Compliance Update

Chatham Islands Council Steering Group Report

Date of meeting	30 June 2020
Author	Gillian Jenkins, Zone Lead

Report

1. Nothing to update this month

Peer reviewers	[Names of two peer reviewers who have reviewed this paper]
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5.3. Harbourmaster's Office

Chatham Islands Council Steering Group Report

Date of meeting	30 June 2020
Author	Guy Harris, Deputy Harbourmaster

Purpose – Update

1. Fuel transfer procedure recommendation (vessels switching over to compliant fuel or using exhaust gas scrubbers).

Situation – resent. Currently with Owen for consultation

2. Advice on closure of Chatham islands to shipping and creation of Notice to Mariners:

Situation – This has now been cancelled, LINZ, RCC and MNZ have all been informed that the Chatham islands is open again to vessels.

3. Declaration of Chatham Island ports and anchorages as Pilotage areas:

Through the Port and Harbour Safety code we can declare areas as pilotage areas but not operate as one.

Situation - this has been proposed by the Port and Harbour Safety Code and is now with the Ministry for consideration.

4. Port and Harbour Safety Code CIC representative at the panel review for Taraoa – Jim on Chatham Island Council's behalf.

Situation – Review took place on the 7th July, the report is now being written.

5. HM authorisation and Chatham Islands Bylaw

Situation - The Regulatory Systems (Transport) Amendment Bill is now in the Select Committee stage, with a report back to the House expected in September. Once this Bill has passed into law, it will amend the Maritime Transport Act 1994 to re-allow CIC the maritime powers of a regional council. This includes the ability to review and make navigation bylaws, and appoint harbourmasters. The current CIC Nav Bylaw is about to lapse permanently, but one of the recent Covid-19 Acts has extended the expiry dates

of all bylaws out to June next year which means the bylaw will remain in force and will thus be able to be reviewed once the amendment has been made to the MTA.

6. Port and Harbour Safety Code

Situation – The yearly Joint Assessment Report is currently being completed between the Chatham Island Harbourmaster Josh Thomas and the Port Manager Craig Kerwin with the support of Guy Harris. Should be ready for sign off by the Owen by the end next week.

Peer reviewers	[Names of two peer reviewers who have reviewed this paper]
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5.4. Water Quality, Ecology & Hydrology

Chatham Islands Council Steering Group Report

Date of meeting	30 June 2020
Author	Adrian Meredith/Sian Barbour, Surface Water Science

Purpose

1. To provide the Chatham Islands Steering Group an update on the water quality, ecology and hydrology services provided.

Monitoring and Reporting update

2. The water quality sampling round scheduled for June 2020 has been completed without any issues.
3. The contracted analysis of state and trends for the full 15 years of monitoring of hydrology and water quality on Chatham Island has been through one review stage and a final review and completion of an amended report will be finalised in the final week of June (26 June). We will prepare a short accompanying memorandum identifying important immediate freshwater resource management consequences arising from this analysis to sit alongside this contract report. These will both be provided to the Steering Group and Council for discussion at the next meeting.
4. We will also use this report to prepare a more extensive analysis and review of the structure of the existing monitoring programmes, resource management issues, and changing national expectations and requirements from the National Policy Statements. We anticipate this later report will need to be influenced by wider consultation with Council, Iwi, communities and agencies on the islands.
5. We are working towards getting monitoring data displayed on the Land Air Water Aotearoa (LAWA) website www.lawa.org.nz. LAWA brings together environmental monitoring data from all of New Zealand's regional councils, unitary authorities and NIWA, as well as presenting information provided by the Ministry for the Environment. Data refreshes happen annually but we have been missed this year's deadline due to unique issues relating to the GIS/mapping of the Chatham Islands relative to New Zealand, so are expected have this data available on the website in the 2020/21 year.

Peer reviewers	[Names of two peer reviewers who have reviewed this paper]
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5.5. Biodiversity Update

Chatham Islands Council Steering Group Report

Date of meeting	30 June 2020
Author	Steve Palmer. Biosecurity Advisor, Special Projects

Border Control

1. It is probably common knowledge by now about how the Chathams staff dealt with the German Wasp incursion. In summary, several wasps were captured at a beehive. Robin then chilled them in a fridge and when a bit calmer, tied some cotton on them and let them go. They were then traced back to the hive which was on the cliff face above Waitangi Wharf. This hive was then treated and dug up.

This was a great example of biosecurity intervention, coupled with some ingenuity, all carried out under COVID Level 4 Lockdown. Great effort and result.

2. Kerri and Moki have also been active following an unauthorised boat landing on Mangere Island. Kerri and Moki were dispatched working in association with the Department of Conservation to confirm the Rat Free status.
3. Robin and the dive Team have also just carried out the late Summer surveys of the Ports (Delayed due to Lockdown). No new marine pests observed

Pest Management

4. Precision Helicopters completed this year's service and to all accounts multiple projects went very well.
5. A phone debrief occurred during Lockdown and Neal has suggested some improvements going forward. The Chathams Project has always been borderline in terms of Contractor viability and Neal was quite honest when we discussed when it is "Go / No go" financially.
6. He stated it is at the \$300k mark. This year's project whole project amounted to \$297k from all sources. Unfortunately, the Landowner contribution towards the Gorse spraying was significantly down this year (about \$40k short)
7. Over the past seven years, we have had some smaller areas sprayed that did not get the kill expected. We have looked at pH levels in the water, changed Herbicides and considered salt build up on the gorse plants inhibiting absorption. Kerri has just reported a similar case from this years' project. After speaking to some chemical experts, Kerri has been informed that it may be because the plants have been subject to relatively intense grazing which has resulted in smaller bushes but an extensive root system. When it comes to the aerial spraying, there is simply not enough above ground mass to absorb enough chemical for such an extensive root system. The advice is to ground treat these areas and basically have the plants dripping with herbicide.

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8. Given that these inadequate kills have occurred in the same area over the years, we would suggest following the advice and try the ground treatment instead.
 9. Steve Palmer and Graham Sullivan were due on the Island just prior to Lockdown to go over the Regional Pest Management Plan review with the Council. It is still our intent to be on the Island before the end of August.

Peer reviewers	[Names of two peer reviewers who have reviewed this paper]
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5.6. Resource Management Planning

Chatham Islands Council Steering Group Report

Date of meeting	30 June 2020
Author	Alanna Hollier, Planner

Purpose

1. Approve amending the Chatham Islands Resource Management Document in accordance with clause 16(2) of the First Schedule of the Resource Management Act (1991).
2. Provide update on the development of the Essential Freshwater Package.

Recommendations

That the Chatham Islands Council Steering Group:

1. Note the update on the Essential Freshwater Package.
2. approves correcting minor errors or to make alterations of minor effect to the Chatham Islands Resource Management Document prior to making the Document fully operative.

Background

Ministerial approval of the CIRMD

3. On Monday 8 June we received confirmation that the Minister of Conservation had approved the coastal provisions of the Chatham Island's Resource Management Document (CIRMD).
4. We had to send new seal pages to the Minister for signing, which were posted on Thursday 11 June. We will require one of these copies back before we can make the plan fully operative.

Essential Freshwater Package

5. On Thursday 28 May the Ministry for the Environment (MfE) provided an update on the Essential Freshwater Package including guidance for Regional Councils and timeframes for the gazettal (being mid-July 2020) of the National Policy Statement (NPS FM) and National Environmental Standards for Freshwater.
6. While MfE have not gazetted the new NPS FM, NES FM and Stock regulations, they have developed a timeline with key information for regional councils. This is attached as Appendix 1 to this report.

7. Key aspects of note is that implementation timeframes of new or amended plans to be notified and made operative has been pushed back one year due to feedback from Councils and the required recovery response to COVID 19. Some requirements, relating to resource consenting, come into effect when the NES FM comes into force. The date at which a National Environmental Standard comes into force usually differs from the date it is gazetted, and will be detailed in the standard.
8. On Tuesday 9 June we received questions relating to the Essential Freshwater Package implementation through John McCall at Beca who is collating a response to MfE. Comments were provided back to John from the Planning Team by Tuesday 16 June.

Cost, compliance and communication

Financial implications

9. Planning work will have financial implications for the Chatham Island's Council to enact amendments, correct minor errors, implement the NES PF within the CIRMD and associated administrative work such as preparing seal pages, public notices and paperwork for recording purposes.

Risk assessment and legal compliance

10. Schedule 1 of the RMA outlines specific processes that need to be followed for making a plan fully operative.
11. The Chatham Islands Council is obligated to give effect to national policy statements and national environmental standards.

Next steps

Making the CIRMD fully operative

12. While we wait for the seal pages to be posted back to the Council from the Minister of Conservation we can progress with other alterations to the plan, including:
 - a) Correcting minor errors and making alterations of minor effect as outlined in Appendix 2 to this report.
 - b) Inserting amendments required to the CIRMD to implement the NES PF based of the Beca report produced by Paul Whyte.

Attachments

1. Appendix 1: Essential Freshwater Package Implementation Timeline [5.6.1 - 4 pages]
2. Appendix 2: Minor Errors - CIRMD [5.6.2 - 14 pages]

Peer reviewers	Carmel Rowlands
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Local government– Summary of Action for healthy waterways milestones

This table provides information on when the different parts of the Action for healthy waterways package take effect. The Ministry for the Environment is working with local government to provide guidance material for the package (NPS, NES and s360 regulations) along with other forms of implementation support.

Freshwater modules for farm plans

The Government intends to amend the Resource Management Act to make it mandatory for farmers to have a freshwater module in a farm plan. Once the legislation has been changed, the Government will work with farmers, their industry bodies, councils, iwi and others over the next 12–18 months (ie, 2020–2022) to develop the operational details of the mandatory freshwater module of farm plans, which will be set out in new regulations.

	2020–21	2021–22	2022–23	2023	2024	2025> 2026> beyond
NPS-FM regional council freshwater planning	The National Policy Statement for Freshwater Management (NPS-FM) requires regional councils to engage with communities and tangata whenua to determine local understandings of Te Mana o Te Wai as applied to fresh waterbodies in the region. This will form the basis for a long-term vision in their regional policy statements that gives expression to Te Mana o Te Wai. Councils will review their plans and ensure they give effect to the new NPS-FM, including new requirements for the National Objectives Framework and in relation to wetlands, fish passage and stream reclamation. By 31 December 2024, councils notify new or amended regional plans that implement the new NPS-FM. These will be progressed using the new freshwater planning process. Natural inland wetlands > 0.05 ha, and any others that are naturally smaller or are known to contain threatened species, must be mapped within 10 years of the NPS-FM coming into force.					By 2026 ² regional plans are in place, including the rules needed to work towards long-term objectives for ecosystem health and other community values. Continue to work with and enable tangata whenua to implement the NPS-FM in relation to Māori values for their local context.
Managing synthetic nitrogen fertiliser use	Work with central government to inform farmers of their new	Have systems in place to store records of synthetic nitrogen	31 July 2022 – deadline for farmers to report synthetic fertiliser use	Record synthetic nitrogen fertiliser use information supplied by farmers.	Requirements will depend on the outcome of the 2023 review.	In future, synthetic nitrogen fertiliser use may be part of freshwater modules in farm plans.

² Or by 2027 if any extension is granted.

	2020-21	2021-22	2022-23	2023	2024	2025> 2026> beyond
	obligations for synthetic fertiliser use. By 1 July 2021 consent is required for synthetic nitrogen fertiliser use of more than 190 kg N/ha/year.	fertiliser use supplied by farmers.	for the year to regional councils. Record synthetic nitrogen fertiliser use information supplied by farmers. Ongoing monitoring and compliance for synthetic fertiliser nitrogen use.	Ongoing monitoring and compliance for synthetic nitrogen fertiliser use. Government will review the synthetic fertiliser nitrogen cap.		
Excluding stock from lakes and rivers wider than 1m bank-to-bank and their margins. Requiring a dedicated culvert or bridge for places where dairy and beef cattle and pigs cross these waterbodies more than twice per month.				By 1 July 2023: - all dairy cattle (except dairy support cattle) and pigs must be excluded regardless of land slope, and - all cattle and deer must be excluded from lakes and rivers, on land used for fodder-cropping, break-feeding, or grazing, and on irrigated pasture regardless of land slope (note extra restrictions apply during winter – see below).		By 1 July 2025, all beef cattle and deer must be excluded when the land is less than or equal to 10 degrees. By 1 July 2025, all dairy support cattle must be excluded regardless of land slope.

	2020-21	2021-22	2022-23	2023	2024	2025> 2026> beyond
Excluding stock from wetlands and their margins				By 1 July 2023, all cattle, deer and pigs must be excluded from wetlands identified in a regional or district plan when the regulations are gazetted.		By 1 July 2025, all cattle, deer and pigs must be excluded from wetlands identified in a regional plan that gives effect to the new NPS-FM.
Interim restrictions on major agricultural intensification	<p>From when the NES freshwater comes into force, resource consent are required for:</p> <ul style="list-style-type: none"> land-use change of more than 10 hectares (total since date of gazettal) from any form of farming to dairy farming land-use change of more than 10 hectares (total since date of gazettal) from woody vegetation or forestry to any form of pastoral farming increases in irrigated pasture for dairy farming above 10 hectares (total since date of gazettal) increases in area in winter forage cropping above the annual highest amount in 2014/15-2018/19 increases in dairy support activities above the highest annual amount in 2014/15-2018/19. 				National restrictions removed on 31 December 2024 at the latest. Regional councils must have notified regional plans that give effect to the new NPS-FM by this date.	National restrictions on major agricultural intensification end.
Winter grazing management (note these requirements apply in winter and are more stringent than the stock exclusion requirements in the section 360 regulation)						From 1 May 2021, resource consents are required for intensive winter grazing that does not meet the permitted activity standards related to separation from rivers and contaminant losses.
Stock-holding areas (eg, feed pads,						From winter 2021, resource consents are required for stock-holding areas that do not comply with permitted activity standards related to contaminant losses.

	2020-21	2021-22	2022-23	2023	2024	2025> 2026> beyond
winter pads, standoff pads, loafing pads)						
Feedlots	From when the NES freshwater comes into force, resource consents are required for feedlots that do not comply with permitted activity standards related to contaminant losses.					
Measure and report consented water take over 5 litres per second	Ensure council records can accommodate daily electronic records of water permit information that will be required two years after the regulations come into force.		Water permit holders must provide councils with electronic records of water takes more than 20 litres per second.		Water permit holders must provide councils with electronic records of water takes between 10 and 20 litres per second.	By 2026, water permit holders must provide councils with electronic records of water takes between 5-10 litres per second.
Rivers and wetland protection and maintenance	<p>From when the NES freshwater comes into force:</p> <ul style="list-style-type: none"> Resource consents are required for structures in rivers that do not comply with permitted activity standards for fish passage so that desirable fish movement is not prevented. Resource consents are required for reclaiming rivers, and applications must demonstrate there is no other option. Resource consents are required for most earthworks in wetlands and rivers, and consents granted will need conditions to minimise and offset damage. Resource consents required for clearance of vegetation, earthworks, drainage or taking, damming or diverting water from in and around a wetland, and consents granted will need conditions to minimise and offset damage. The current sustainable sphagnum harvesting from wetlands is permitted subject to conditions that the effects are no more than minor. Some cultural and restoration activities in wetlands are permitted subject to conditions that the effects are no more than minor. 					

16 June 2020

SCHEDULE OF CHANGES

The Report and Recommendations of the independent hearing commissioners was adopted and approved by Council at a Council meeting on 30 June 2015 as the Council's 'decisions' on the Chatham Islands Resource Management Document.

The authority to correct minor errors or make alterations of minor effect to a proposed plan without using the process described in Schedule 1 to the Resource Management Act 1991 is provided in Clause 16(2) of Schedule 1.

Clause 16(2) of Schedule 1 of the states:

"A local authority may make an amendment, without using the process in this schedule, to its proposed policy statement or plan to alter any information, where such an alteration is of minor effect, or may correct any minor errors."

It is considered appropriate to use Clause 16(2) to Schedule 1 to the RMA to amend the Chatham Islands Resource Management Document for the following reasons:

- The recommended amendments to the Chatham Islands Resource Management Document correct minor errors or correct typographical, capitalisation and cross-referencing errors. These changes do not materially alter the substance, intent or application of these provisions;
- The recommended amendments are of neutral effect and do not prejudice the rights of any person that made a submission on these provisions.

The following amendments to the Council's decisions on the Chatham Islands Resource Management Document are recommended prior to making the Document fully operative. All provisions referred to in column 1 of the Tables below refer to provisions as referenced in the Chatham Islands Resource Management Document.

Location	Type of correction / alteration	Correction	Reason
How to use the Chatham Islands Resource Management Document	Capitalisation error Minor amendment	1. To find out how the document... ... (iii) Go to Part 5 Zones... except the eCoastal mMarine aArea, <u>where</u> that-if an activity is not limited by a rule then it is allowed without resource consent. Within the eCoastal mMarine aArea, you...	Wording amended to correct capitalisation error and minor amendment of wording for clarification.
How to use the Chatham Islands Resource Management Document	Typographical error	1. To find out how the document... ... (iv) -If after reading the rules your activity...	Spacing amended to correct typographical error

How to use the Chatham Islands Resource Management Document	Minor amendment	1. To find out how the document... ... (ii) If you do not <u>have a site in mind</u> then refer to...	Minor amendment of wording for clarification.
1.1 Overview	Minor amendment	...the sea area out to the 12 <u>nautical</u> mile territorial limit.	Minor amendment of wording for clarification.
1.2 Structure of the document	Minor amendment	Part 5 Zones... ... Each of the zones generally contain similar -natural and physical resources...	Minor amendment of wording for clarification.
1.3 Context of Resource Management on the Islands	Typographical error	There has been an operative... ... The management of natural and physical resources including;...	Punctuation amended to correct typographical error
1.3 Context of Resource Management on the Islands	Minor amendment	In 2004 Council obtained... ... on the islands, including upgrading of infrastructure including <u>associated with</u> the Waitangi Waste...	Minor amendment of wording for clarification.
1.3 Context of Resource Management on the Islands	Typographical error	Council adopted a... ... Landfill designed and operated <u>in</u> accordance with...	Wording amended to correct typographical error
1.3 Context of Resource Management on the Islands	Typographical error	Council prepared a Pest... ... Than the 2001 document, reflecting...	Punctuation amended to correct typographical error
1.3 Context of Resource Management on the Islands	Typographical error	The degree of regulatory... ... It is considered <u>that</u> an appropriate balance is maintained...	Wording amended to correct typographical error
2.1 The Council's Functions and Responsibilities	Typographical error	As stated in Part 1.1... ... The document, the Minister...	Punctuation amended to correct typographical error
2.3 Methods	Typographical error Cross-referencing error	A variety of methods are available to implement the objectives and policies of <u>the</u> Council. As indicated in Part 1.34...	Wording amended to correct typographical and cross-referencing error
2.7 Monitoring	Cross-referencing error	Council will carry... ... With Ecan (see Section 1.4 <u>Part 1.3</u>)	Wording amended to correct cross-referencing error
3.1 Introduction	Typographical error	Issues may have -be relevant to...	Wording amended to correct typographical error
3.2.1 Background	Typographical error	Resource management issues... ...	Punctuation amended to correct typographical error

		Unnecessary regulations on a community, used to...	
3.3	Typographical error	Moriori, Ngāti Mutunga o Wharekauri and the Chatham Island's Council	Wording and punctuation amended to correct typographical error
3.3.1	Minor amendment	Moriori and Ngāti Mutunga o <u>Wharekauri</u> are both...	Minor amendment of wording for clarification.
3.3.1	Typographical error	To give effect... ... The Chatham Island's Council...	Wording and punctuation amended to correct typographical error
3.3.2 Issues	Typographical error	(i) Damage to cultural landscapes... ... (v) Adverse effects on traditional food gathering...	Wording amended to correct typographical error
3.4.1	Typographical error	This section addresses... ... Water quality can be adversely affected by contamination from both point and "non-point source" discharges...	Punctuation amended to correct typographical error
3.4.2 Issues	Typographical error	(i) Threats to the role of Te Whanga... ... (iv) Activities on the beds or margins of lakes, wetlands or rivers adversely affecting the natural character, habitats of indigenous fauna and flora, <u>lwi</u> lmi/iwi values,...	Wording amended to correct typographical error
3.5.1 Background	Typographical error	The Resource Management Act requires the... ... protection from inappropriate subdivision, use and development...	Punctuation amended to correct typographical error
3.5.1 Background	Minor amendment	The coastal environment around the Interspersed between prominent rocky coasts are sandy shorelines, many of <u>which</u> are very dynamic in nature due to strong wind, wave and tide action...	Minor amendment of wording for clarification.
3.5.1 Background	Typographical error	As indicated above... ... Which contribute to the natural character...	Wording amended to correct typographical error
3.5.1 Background	Minor amendment	In the Chathams, the natural character of the For example the <u>coastal environment natural character</u> in the vicinity of the townships has lost much of its natural character...	Minor amendment of wording for clarification.

3.5.1 Background	Typographical error	The critical matter is the impact (if any) that use, development and subdivision will have on that <u>the</u> natural character of the coast.	Wording amended to correct typographical error
3.6.1	Typographical error	Prior to human habitation the Chatham's vegetation and associated ecosystems <u>were</u> was highly distinctive...	Wording amended to correct typographical error
3.6.2(ii)	Typographical error	(ii) Some natural features and landscapes being adversely affected by -development pressures.	Spacing amended to correct typographical error
3.7.1 Background	Typographical error	The Heritage New Zealand Pouhere Taonga Historic Places Act 1993 2014	Wording amended to correct typographical error
3.7.1 Background	Typographical error	The Heritage New Zealand Pouhere Taonga Historic Places Act... ... And one building on Pitt Island...	Wording amended to correct typographical error
3.7.1 Background	Minor amendment	The Heritage New Zealand Pouhere Taonga Historic Places Act... ... Inclusion on the List While these buildings are registered under the Act, this does not of itself protect against prevent demolition and damage...	Minor amendment of wording for clarification.
3.7.1 Background	Typographical error	The Heritage New Zealand Pouhere Taonga Historic Places Act... ... historic heritage items from inappropriate subdivision, use and development...	Punctuation amended to correct typographical error
3.7.1 Background	Minor amendment	The New Zealand Archaeological... ... Sites requires the obtaining of an...	Minor amendment of wording for clarification.
3.7.1 Background	Minor amendment	Sites of historic heritage assists to preserve the identity of the islands for future generations significance . <u>Sites of historic heritage</u> have been lost or destroyed...	Minor amendment of wording for clarification.
3.8.1 Background	Typographical error	On the Chathams, legal access...	Punctuation amended to correct typographical error
3.9.1 Background	Typographical error	... (vi) Fires The extensive areas of peat form the main fire risk hazards. Once alight...	Wording amended to correct typographical error
3.11.1 Background	Typographical error	...In some localised situations, there is some... ... potential adverse effects could arise from aa major industrial operation...	Wording amended to correct typographical error

4.1.3 Reasons and Explanation	Typographical error	Disposal of waste to water is considered... ... Similarly, sites of cultural significance...	Punctuation amended to correct typographical error
4.2.1.1(i)(a)	Typographical error	(i) To maintain sufficient water... ... (a) safeguard <u>the</u> life supporting capacity of aquatic ecosystems, including the significant habitats of indigenous fauna and areas of significant indigenous vegetation,...	Wording amended to correct typographical error
4.2.1.2 Reasons and Explanations	Typographical error	The taking of water does not have any... ... a significant demand o resources or ea ffect ecosystems.	Wording amended to correct typographical error
4.2.3.1(ix)	Minor amendment	(i) Discharges or dumping... (ix) <u>NOTE:</u> Paragraph 1 of this policy...	Clause amended as this is not a policy but a note.
4.4.1 Reasons	Typographical error	Past development has resulted in the depletion... ... Remaining significant areas should be protected, where possible, given their value...	Punctuation amended to correct typographical error
4.4.1.3	Minor amendment	The anticipated environmental results anticipated from the implementation...	Minor amendment of wording for clarification.
4.5.1.3(i)	Minor amendment	Outstanding natural landscapes/features protected so that <u>they</u> are not compromised by development.	Minor amendment of wording for clarification.
4.6	Cross-referencing error	The issues in regard to historic heritage are discussed in Part 3 and in particular Part 3.78	Wording amended to correct cross-referencing error
4.6.1 Reasons	Minor amendment	Council is required <u>to</u> recognise and provide for...	Minor amendment of wording for clarification.
4.6.1.1(iii)	Typographical error	(iii) Demolition, exterior additions and alterations or removal of scheduled heritage items should not be...	Wording amended to correct typographical error
4.6.1.1(iv)	Typographical error	To recognise Heritage New Zealand as...use and development on these sites, including those of...	Spacing amended to correct typographical error
4.7.1(i)	Capitalisation error	The maintenance and enhancement of appropriate public access to and along the c Coastal m Marine a Area...	Wording amended to correct capitalisation error
4.7.1.1(iii)(a)	Cross-referencing error	(iii) To consider... (a)The creation of... ... Set out in 4.7.24.7.1.1(i) and...	Wording amended to correct cross-referencing error

4.7.1.1(iii)(b)	Cross-referencing error	(iii) To consider... (b) The use of access strips. (Refer also to Objective 4.12.34)	Wording amended to correct cross-referencing error
4.7.1.1(iv)	Capitalisation error	Structures should be designed and located to avoid, remedy or mitigate adverse effects on public access to and along the c Coastal m Marine a Area...	Wording amended to correct capitalisation error
4.7.1.2 Reasons and Explanation	Cross-referencing error	While there is... ... Set out in Policy 4.7.24.7.1.1 (i)	Wording amended to correct typographical error
4.7.1.2 Reasons and Explanation	Cross-referencing error	While there is... ... The remaining matters under Policy 4.7.24.7.1.1 (i)	Wording amended to correct cross-referencing error
4.8.1.2 Reasons and Explanation	Minor amendment	To avoid or mitigate the effects... and therefore the situation will be continued to be monitored. If necessary, restrictions can be put in place by way of plan change.	Wording amended to correct cross-referencing error
4.10.1.3(i)	Typographical error	No incidents in the Chathams from the use, storage, transport or disposal...	Punctuation amended to correct typographical error
4.11.1.2(iii)	Minor amendment	Implement <u>the</u> Waste Management Strategy...	Minor amendment of wording for clarification.
4.12.1.1(iii)	Typographical error	Any subdivision should avoid or be able to mitigate any site identified with a natural hazard, or be able to mitigate that natural hazard. - 4.12.1.2 Methods (i) Advice concerning...	Spacing amended to correct typographical error
4.12.3.1(i)	Cross-referencing error	(i) To generally require... ... (Refer also to Policy 4.7.24.7.1.1.)	Wording amended to correct cross-referencing error
4.12.3.2 Reasons and Explanation	Cross-referencing error	Council does not believe... ... Indicated in Part 4.7.13	Wording amended to correct cross-referencing error
4.13.2.4(b)(i)	Minor amendment	The full cost of providing suitable formed access...including the cost of the vesting in the Council of the necessary...	Minor amendment of wording for clarification.
4.13.2.4(c)(i)	Typographical error	Where a sewerage system is available and has...as a result of the subdivision or development, a contribution towards...	Punctuation amended to correct typographical error
4.13.2.4(e)(i)	Minor amendment	To provide safe and adequate building areas and road access, sewerage disposal, and treatment stormwater	Minor amendment of wording for clarification.

		treatment control, and land stability; to enable...	
5.2 Scheduled Activities	Typographical error	Does the proposal comply with permitted conditions (a & b) etc	Spacing in figure amended to correct typographical error
5.3.4.1 5.4.3.1 5.5.3.1	Minor amendment	General Permitted Activities-General	Minor amendment of wording for clarification.
5.3.4.4 5.5.3.2	Capitalisation error	Residential Uunits	Wording amended to correct capitalisation error
5.3.4.6 5.4.3.8	Capitalisation error	Heritage Ssites and Bbuildings	Wording amended to correct capitalisation error
5.3.4.6(b)	Typographical error	Assessment Criteria ... (b) Whether the proposed work -will assist in retaining...	Spacing amended to correct typographical error
5.3.4.6(c)	Typographical error	Assessment Criteria ... (c) The comments of Heritage New Zealand.-	Spacing amended to correct typographical error
5.3.4.6(e)	Typographical error	Assessment Criteria ... (e) The extent to which the proposed work is integrated -with the original...	Spacing amended to correct typographical error
5.3.4.7 5.4.3.9 5.5.3.7	Capitalisation error	Parking and Lloading	Wording amended to correct capitalisation error
5.3.4.7 5.4.3.10 5.5.3.8	Capitalisation error	Hazardous Ssubstances	Wording amended to correct capitalisation error
5.3.4.13	Capitalisation error	Forestry and Sshelterbelts Sseparation	Wording amended to correct capitalisation error
5.3.4.13 Explanation	Minor amendment	Trees should be set back from neighbouring properties in order that they do not create shading...	Minor amendment of wording for clarification.
5.3.4.15 Explanation	Capitalisation error	Network utilities perform... ... height requirements of the Aarea.	Wording amended to correct capitalisation error
5.3.4.16	Capitalisation error	Activities in or Nnear Wwaterbodies	Wording amended to correct capitalisation error
5.3.4.17 5.4.3.17 5.5.3.15	Capitalisation error	Discharges of Eeffluent	Wording amended to correct capitalisation error
5.3.4.18 5.4.3.18 5.5.3.21	Capitalisation error	Discharge of Gcontaminant into Aair	Wording amended to correct capitalisation error

5.3.4.19 5.4.3.19 5.5.3.14	Capitalisation error	Discharges of C ontaminants or W ater into W ater or the D ischarge of C ontaminants into or onto L and W hich M ay R esult in that C ontaminant E ntering W ater	Wording amended to correct capitalisation error
5.3.4.19(ii)	Typographical error	(ii) -Activities that contravene a...	Spacing amended to correct typographical error
5.3.4.19(a)	Typographical error	The effects of items in 5.3.4.19(i)(b)-(e)...	Wording amended to correct typographical error
5.3.4.20 5.4.3.20 5.5.3.16	Capitalisation error	Taking of W ater	Wording amended to correct capitalisation error
5.3.4.20(ii)	Typographical error	Activities that contravene a condition of permitted activity...	Wording amended to correct typographical error
5.3.4.21 5.4.3.21 5.5.3.17	Capitalisation error	Damming and D iversion of W ater	Wording amended to correct capitalisation error
5.3.4.21(i)	Typographical error	Damming or diversion of water -from the ground...	Spacing amended to correct typographical error
5.3.4.22 5.4.3.22 5.5.3.18	Capitalisation error	Structures - B eds of L akes and R ivers.	Wording amended to correct capitalisation error
5.3.4.22(ii)	Typographical error	(ii) -Activities that contravene a condition of permitted activity Rule 5.3.4.23(i) are a discretionary activity.	Spacing amended to correct typographical error
5.3.4.23 5.4.3.23 5.5.3.19	Capitalisation error	Disturbance of B eds of L akes and R ivers.	Wording amended to correct capitalisation error
5.3.4.24 5.4.3.24 5.5.3.20	Capitalisation error	Discharge of C ontaminants onto L and.	Wording amended to correct capitalisation error
5.3.4.24(i)	Typographical error	(i) -Discharge of contaminants into...	Spacing amended to correct typographical error
5.3.4.25(i)(b)	Minor amendment	(b) if there is no agreement, conservation management strategy, covenant, or management plan in place the rules of this Document shall apply.	Removing a numbered rule condition that is not a rule condition
Advice Note: HNZ Page 74 Page 83 Page 92 Page 110	Minor amendment	The Heritage New Zealand Pouhere Taonga Act 2014...and an archaeological assessment may be required...New Zealand should be contacted if any activity such as may modify or destroy any archaeological site.	Minor amendment of wording for clarification.

5.4.2.2 Explanation and Reasons	Typographical error	In order for the settlement to carry out... ... activities are permitted -provided that they do not have...	Spacing amended to correct typographical error
5.4.3.2	Capitalisation error	Maximum Ggross Ffloor Aarea – Non-residential activities	Wording amended to correct capitalisation error
5.4.3.3	Capitalisation error	Site Ccoverage	Wording amended to correct capitalisation error
5.4.3.4	Capitalisation error	Set-Bbacks	Wording amended to correct capitalisation error
5.4.3.4 Explanation	Minor amendment	Setbacks from internal boundaries enable a reasonable separation distance to be retained in order <u>that</u> the effects on...	Minor amendment of wording for clarification.
5.3.4.6 Explanation	Typographical error	Hours of operation of non-residential activities are restricted... ... unstaffed premises and-licensed premises...	Spacing amended to correct typographical error
5.4.3.13	Capitalisation error	Light Sspill and Gglare	Wording amended to correct capitalisation error
5.4.3.20(ii)	Minor amendment	(ii) Activities that contravene permitted <u>activity-condition</u> Rule 5.4.3.20(i) or its conditions...	Minor amendment of wording for clarification.
5.5.3.2 Explanation 5.5.3.3 Explanation	Typographical error	...are restricted in order <u>that</u> valuable land is not taken...	Wording amended to correct typographical error
5.5.3.4	Capitalisation error	Retail Aactivities	Wording amended to correct capitalisation error
5.5.3.4(ii)	Minor amendment	(ii) Activities that contravene permitted activity Rule 5.5.3.4(i)- <u>condition</u> are a discretionary activity.	Minor amendment of wording for clarification.
5.5.3.6 Explanation	Capitalisation error	This provision provides... ... Chatham Island's Aairport...	Capitalisation and punctuation amended to correct typographical error
5.5.3.9(i)(b)	Minor amendment	(b) they are regulatory signs to be erected by a Government Department or Council, <u>and are</u> street signs, traffic signs...	Minor amendment of wording for clarification.
5.5.3.10	Capitalisation error	Light, Sspill and Gglare	Capitalisation and punctuation amended to correct typographical error

5.5.3.11(i)(e)	Typographical error	(e) transfer or amalgamation of parcels of land, whether they are adjoining or not, in accordance...	Punctuation amended to correct typographical error
5.5.3.11(i)(i)	Typographical error	(i) the provision to be made for the protection of land or any part thereof, or of any land...	Punctuation amended to correct typographical error
5.5.3.11 Assessment Criteria	Typographical error	(a) Whether the size and... ... (h) The matter set out in Table 4.12.1 in respect of the creation of an esplanade/-reserve strip...	Spacing amended to correct typographical error
5.5.3.14(i)	Typographical error	(i) Discharge of a contaminant or water into water or onto land which may result in that contaminant, entering water...	Punctuation amended to correct typographical error
5.5.3.17(ii)	Typographical error	(ii) Activities that contravene a permitted activity Rule 5.5.3.17(i) or its conditions are a...	Wording amended to correct typographical error
5.5.3.21(ii)	Typographical error	(ii) Activities that contravene permitted activity Rule 5.5.3.21(i) or its conditions are a...	Wording amended to correct typographical error
5.6.1 Description	Capitalisation error	Those parts of the Coastal Marine Area	Wording amended to correct capitalisation error
5.6.3 Reasons	Minor amendment	Council is required by the Act...to the continuation of the Chatham fisheries resources of the Chathams.	Minor amendment of wording for clarification.
5.6.3.1 (i)	Typographical error	(i) Activities should not have more than a minor adverse effect, which cannot be avoided, remedied or mitigated, on the life...	Punctuation amended to correct typographical error
5.6.3.2 Reasons and Explanation	Capitalisation error	Leaks or spills of... ... into the Coastal Marine Area	Wording amended to correct capitalisation error
5.6.4 Reasons	Capitalisation error	The objective reflects... ... And reflects the Policies of the...	Wording amended to correct capitalisation error
5.6.5.1(iii)(c)	Capitalisation error	(iii) Activities within the Coastal Marine Area should... ... (c) allow people to have safe access to and along the Coastal Marine Area...	Wording amended to correct capitalisation error
5.6.7.2(iii)	Minor amendment	(iii) Other legislative mechanisms such as the Maritime Transport Act 1994 and Bio-Security Act.	Minor amendment of wording for clarification.
5.6.7.2 Reasons and Explanation	Minor amendment	The coastal waters are a community... ... Policy (iv) states the matters the Council will consider when assessing applications...	Minor amendment of wording for clarification.

5.6.7.2 Reasons and Explanation	Typographical error	The coastal waters are a community... ... Sewerage on the Chathams is generally disposed of by individual septic tanks, although Waitangi...	Punctuation amended to correct typographical error
5.6.7.2 Reasons and Explanation	Capitalisation error	While the volume of stormwater discharged to the eCoastal mMarine aArea...	Wording amended to correct capitalisation error
5.6.7.2 Reasons and Explanation	Typographical error	The disposal of rubbish... ... On the Chathams, assists...	Punctuation amended to correct typographical error
5.6.8(i)	Capitalisation error	(i) The maintenance and enhancement of public access along the eCoastal mMarine aArea...	Wording amended to correct capitalisation error
5.6.8 Reasons	Capitalisation error	This recognises that public access along the eCoastal mMarine aArea is a matter of national importance under Section 6(d). Access to the eCoastal mMarine aArea is dealt with in Part 4.7.	Wording amended to correct capitalisation error
5.6.8.1(ii)	Capitalisation error	(ii) Occupation of space in the eCoastal mMarine aArea should not...	Wording amended to correct capitalisation error
5.6.8.1(iii)	Capitalisation error	(iii) Coastal structures should be... public access along the eCoastal mMarine aArea...	Wording amended to correct capitalisation error
5.6.8.1(iv)	Capitalisation error	(iv) Where reclamation occurs in the eCoastal mMarine aArea, public access...	Wording amended to correct capitalisation error
5.6.8.2 Reasons and Explanation	Capitalisation error Minor amendment	Occupation of space in the eCoastal mMarine aArea should however be allowed in only in...	Wording amended to correct capitalisation error
5.6.8.2 Reasons and Explanation	Typographical error	Where reclamations occur, public access should be maintained in order that the existing situation, in respect of public access, is retained...	Wording and punctuation amended to correct typographical error
5.6.9(i)	Capitalisation error	Minimisation of the risks to people, property... natural coastal processes in the eCoastal mMarine aArea.	Wording amended to correct capitalisation error
5.6.9 Reasons	Typographical error	Human development such as structures and protection works, has in the past lead to...	Wording amended to correct typographical error
5.6.9.1(i)	Capitalisation error	(i) Activities, including structures, within the eCoastal mMarine aArea should be...	Wording amended to correct capitalisation error
5.6.9.1(iii)	Capitalisation error	(iii) Structures or reclamation within the eCoastal mMarine aArea should not interact...	Wording amended to correct capitalisation error

5.6.10.2 Reasons and Explanation	Typographical error	The policy in part gives effect to the NZCPS. The Chatham Islands provide substantial opportunities for aquaculture particularly given the availability of high water quality and the benefits of the industry are recognised. At the same time potential adverse effects, which are generally addressed in other objectives and policies of the document, should be avoided, remedied or mitigated. The policy in part gives effect to the NZCPS. The Chatham Islands provide substantial opportunities for aquaculture particularly given the availability of high water quality and the benefits of the industry are recognised. At the same time potential adverse effects, which are generally addressed in other objectives and policies of the document, should be avoided, remedied or mitigated.	Wording amended to correct typographical error
5.6.10.3(v)	Capitalisation error	(v) The public is able to obtain access to and along the eCoastal mMarine aArea without impacting...	Wording amended to correct capitalisation error
5.6.11.2	Minor amendment	2. General Sstructures General	Minor amendment of wording for clarification.
5.6.11.2(i)(d)	Capitalisation error	(i) Erection or placement... ... (d) the maximum distance the outfall/intake structure extends into the eCoastal mMarine aArea...	Wording amended to correct capitalisation error
5.6.11.2(ii)(b)	Minor amendment	(ii) Erection or placement... ... (b) contravene permitted activity Rule 5.6.11.2(i) or its conditions in this rule are...	Minor amendment of wording for clarification.
5.6.11.3	Capitalisation error	3. Maintenance, Rremoval or Ddemolition of Ppermanent Sstructures orf Ttemporary Sstructures	Wording amended to correct capitalisation error
5.6.11.3(ii)(b)	Typographical error	(ii) Maintenance around and... ... (b) no waste is placed... ... Control is reserved over...	Wording amended to correct typographical error
5.6.11.4(b)	Typographical error	Assessment Criteria ... (b) the disturbance is for the marine rescue...	Wording amended to correct typographical error
5.6.11.5	Capitalisation error	5. Deposition of Mmaterial	Wording amended to correct capitalisation error

5.6.11.5(i)	Typographical error	(i) Deposition of material on the foreshore...	Wording amended to correct typographical error
5.6.11.5 Explanation	Capitalisation error	Depositioning of materials in the eCoastal mMarine aArea has potentially...	Wording amended to correct capitalisation error
5.6.11.6	Capitalisation error	6. Vehicle Uuse	Wording amended to correct capitalisation error
5.6.11.7 Assessment Criteria	Typographical error	(a) Ecological effects-	Spacing amended to correct typographical error
5.6.11.7 Assessment Criteria	Typographical error	(c) Effects on water quality, sedimentation and transport.	Punctuation amended to correct typographical error
5.6.11.8	Capitalisation error	8. Discharge of Ccontaminants - Ggeneral	Wording amended to correct capitalisation error
5.6.11.9	Capitalisation error	9. Discharge of Sstormwater	Wording amended to correct capitalisation error
5.6.11.9(i)(a)(i)	Typographical error	(i) The discharge of ... (a) the discharge, after... (i) the production of any conspicuous oil or grease, films, scums...	Punctuation amended to correct typographical error
Assessment Criteria 5.6.11.9(b) 5.6.11.10(b) 5.6.11.11(f)	Cross-referencing error	The assessment criteria in Rule 5.6.11.828.10	Wording amended to correct cross-referencing error
5.6.11.10	Capitalisation error	10. Discharge of Hhuman Ssewage	Wording amended to correct capitalisation error
5.6.11.10(ii)	Minor amendment	(ii) The discharge of human sewage to coastal water that does not comply with discretionary activity Rule 5.6.11.10(i) or its conditions is a non-complying activity.	Minor amendment of wording for clarification.
5.6.11.11	Capitalisation error	11. Discharges from Aaquaculture	Wording amended to correct capitalisation error
5.6.11.12	Capitalisation error	12. Storage and use of Hhazardous Ssubstances	Wording amended to correct capitalisation error
5.6.11.14	Capitalisation error	14. Exotic Pplants	Wording amended to correct capitalisation error
5.6.11.16(i)(a)	Typographical error	(i) Any activity in the portion... (a) the activity is specified in an Industrial Zone -rule...	Spacing amended to correct typographical error
5.7.2.2 Reasons and explanation	Minor amendment	The offshore islands should... ...	Minor amendment of wording for clarification

		By the owners of or administrators of the...	
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6. Corporate Support

6.1. Corporate Update

Chatham Islands Council Steering Group Report

Date of meeting	30 June 2020
Author	Tanya Clifford, Corporate Reporting Accountant

Purpose

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

Key Points

2. *Annual Plan 2020/21*: The Annual Plan has been drafted, designed and reviewed for compliance with relevant legislation and accounting standards. This document has been presented to Council for review and comment. Agenda items for the adoption of the Annual Plan and rate setting have also been provided in preparation for the Council meeting to adopt the Annual Plan on 22 June 2020.
3. *Annual Report 2019/20*: Preparation for the Annual Report will begin upon completion and adoption of the Annual Plan.
4. *Reporting to Council and Department of Internal Affairs*: Regular reports have been provided to Council and the Department of Internal Affairs based on agreed presentation. We appreciate receiving feedback on these reports, so they can be adjusted to reflect the needs of the user. A more detailed 'audit committee' has been drafted in preparation for the commencement of this committee.
5. *Additional management support*: Financial information is reviewed as part of the preparation process for Council reporting. The combination of the seconded Operations Manager and on-island Accounts Officer has resulted in a strengthening of purchasing and payment processes, along with focused attention directed to recovering historic debtor balances – particularly related to rates.
6. *Payroll*: CIC payroll is processed by ECan staff. Concerns have been raised related to the legislative breach with one staff member working without an employment agreement or other paperwork and the work status of three other staff members; HR will be working with CIC to resolve these issues. Most Holidays Act payments have been made, except for three ex-staff members: one awaiting paperwork and two have not been able to be contacted; this amount outstanding amounts to less than \$9k.

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7. *System upgrade:* The Chatham Islands Council are upgrading the Authority financial reporting system to a new version. Additional support from the Environment Canterbury Systems Accountant is available, if required.

Attachments

None

Peer reviewers	Katherine Harbrow
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6.2. Communications

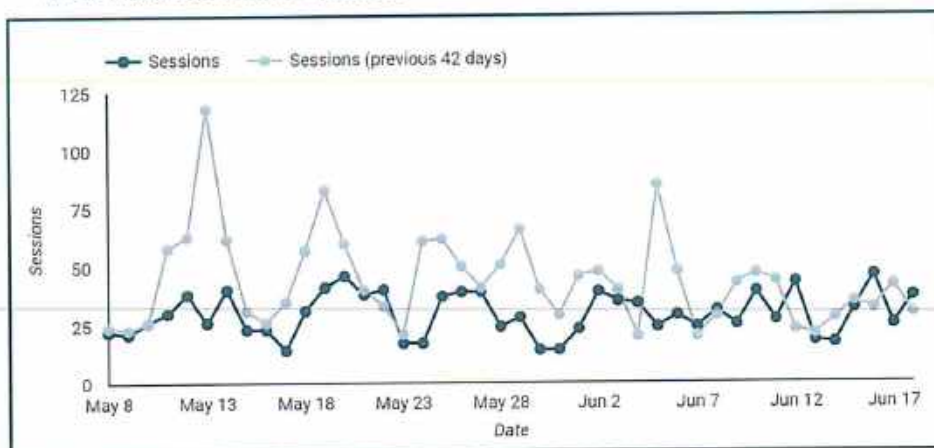
Chatham Islands Council Steering Group Report

Date of meeting	{meeting-date}
Author	{name}, job title

Communications report for May/June


1. Website updates
 - a. Updated COVID-19 webpage – 21 May
2. Facebook posts done by Environment Canterbury staff
 - a. Facebook post sharing Stuff article on wasps – 10 June
 - i. 161 reached, 59 engagements (incl. 1 positive comment and 2 shares)
 - b. Note that Jo Clark has been doing lots of great Facebook posts on a regular basis
3. In progress/coming up (emerging issues/top priorities)
 - a. Annual Plan
 - b. Website upgrade
 - c. Consider reinstating quarterly Uniquely Chathams council newsletter (in light of the Chatham Islander no longer being published)
4. Website report: 8 May to 18 June 2020
 - a. Traffic to the website was down, compared to the previous period
 - b. 79% of visitors were new to the site
 - c. The total number of visits to the site was 1,236, compared with 1,338 visitors for the same period a year ago – a decrease of 102.

When was the website visited?



What has been viewed on the website?

⋮






	Page Title	Page Views ▾	Δ
1.	Home » Chatham Islands Council	792 	-520 ↓
2.	Visit the Chatham Islands » Chatham Islands Council	244 	46 ↑
3.	Meet the Team » Chatham Islands Council	219 	-96 ↓
4.	Contact » Chatham Islands Council	130 	-13 ↓
5.	News and Events » Chatham Islands Council	129 	-97 ↓
6.	COVID-19: Public notice on Council services » Chatham Is...	78 	-356 ↓
7.	Your Council » Chatham Islands Council	71 	-23 ↓
8.	Search all Documents » Chatham Islands Council	65 	-85 ↓
9.	Rainfall Data » Chatham Islands Council	61 	7 ↑
10.	Resource Management » Chatham Islands Council	53 	-1 ↓
	Grand total	2,899	-1,620 ↓

1 - 10 / 184 < >

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	859 	-294 ↓
2.	(direct) / (none)	181 	-152 ↓
3.	baidu.com / referral	51 	47 ↑
4.	localcouncils.govt.nz / referral	35 	-5 ↓
5.	bing / organic	25 	4 ↑
	Grand total	1,236	-605 ↓

1 - 5 / 39 < >

How have visitors used the website?

How many times was the website visited?

Sessions
1,236
-605

How many users visited the website?

Users
1,040
-459

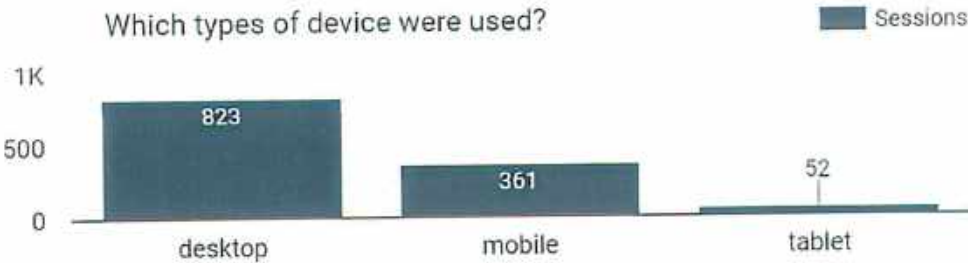
How many pages were viewed on the website per visit?

Pages/Session
2.35
-0.11

How many visits were from new vs returning visitors?



Which types of device were used?



Peer reviewers	[Names of two peer reviewers who have reviewed this paper]
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6.3. Financial Updates

Chatham Islands Council Steering Group Report

Date of meeting	Tuesday, 30 June 2020
Author	Mark Smith, Team Leader Finance Business Partnership

Purpose

1. Provide financial update for the period ending 31 May 2020.

Recommendations

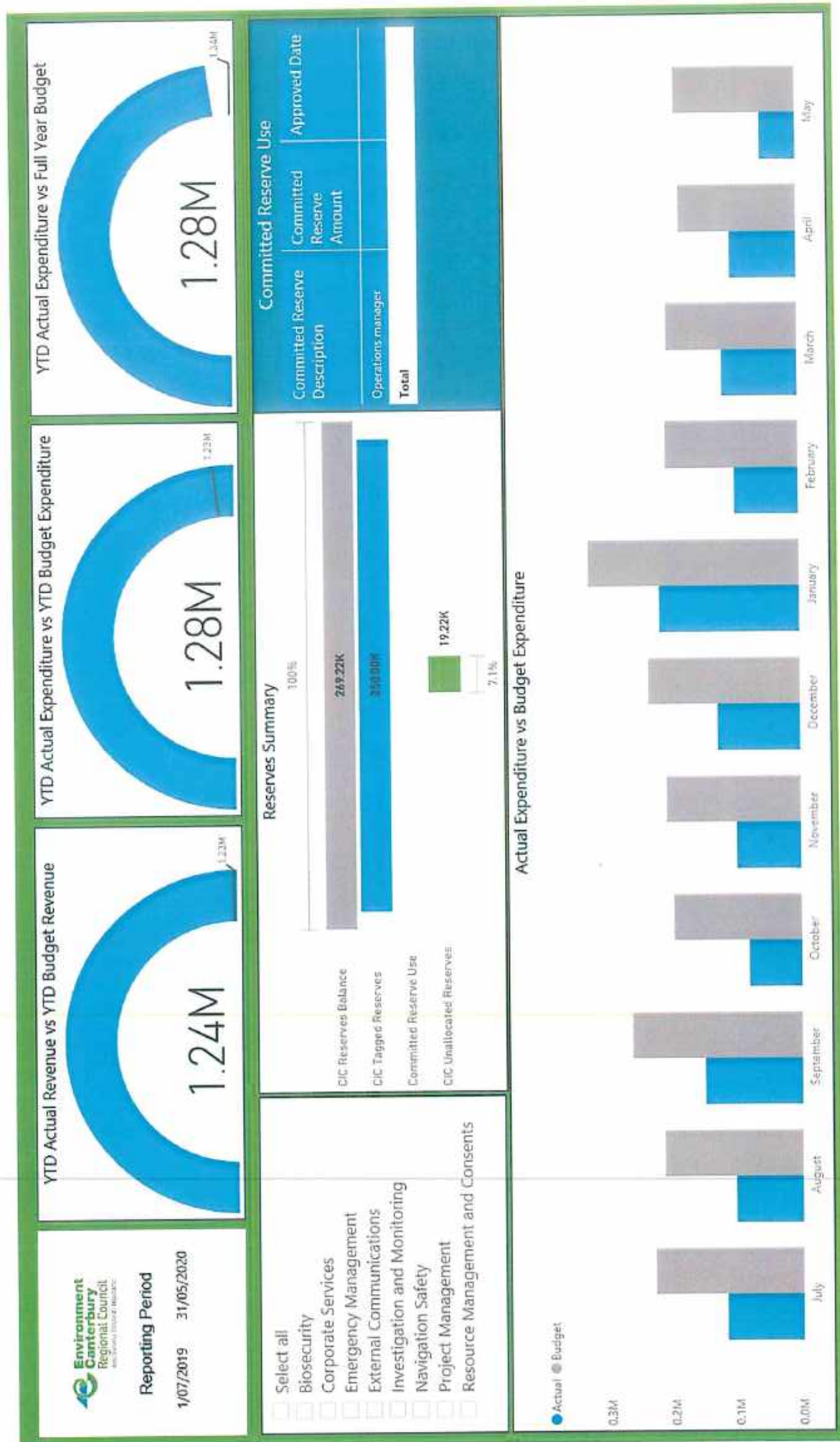
That the Chatham Islands Council Steering Group:

1. Receive the financial reports for period ending 31 May 2020.

Attachments

Chatham Islands Council financial report to 31 May 2020

Peer reviewers	Katherine Harbrow
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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



0.5M
0.0M



1.94K 22.33K 15.6K 11.58K



57.52K 31.49K 136.24K 51.96K



7.97K 36.86K

Biosecurity expenditure: Precision helicopter engaged (\$150k) contract to complete gorse control initiatives on the island. In addition, the section recognises unbudgeted costs associated with updating the Pest Management Plan, which have been incurred to meet legislative requirements. For this section to achieve allocated budget by year end, savings of \$25k per month need to be attained, or a request made to draw down on funds from the reserve or reallocate funds from other budget sections.

Corporate services expenditure: The budget is primarily labour based, additional work expected associated with system upgrade and structure review.

Emergency management expenditure: The area is primarily labour based, with minimal costs recognised to date. No notable areas of expenditure underspend.

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

Investigation and Monitoring expenditure: Water quality sample tests are completed on a periodic basis. No notable areas of overspend.

Navigation safety expenditure: The budget is primarily a labour one and includes a proviso to respond to maritime events and provide policy guidance. Two staff travelled to the island in November to assist with the Port and Harbour Safety code review, which increased both labour and goods and services expenditure in the section. With this exception, there are no notable areas of expenditure, actual expenditure is likely to align with budget by year end.

Project management expenditure: This code provides for use of the CIC reserve funds and the cost of steering group attendance by CIC representatives and a portion of the on-island office running costs, costs will smooth out over the year.

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

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

Section Name

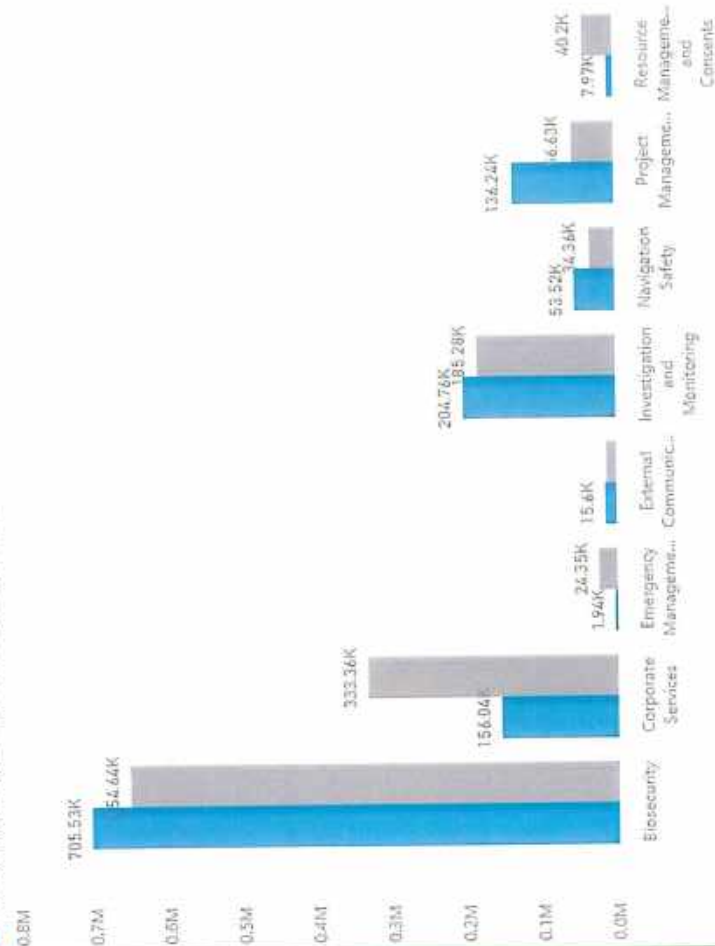
Biosecurity Corporate Services Emergency Management External Communications Investigation and Monitoring Navigation Safety Project Management Resource Management and Consents

Expenditure Details By Project Level

Project Name	YTD Actual Expenditure	Full Year Budget Expenditure
CIC Biosecurity - Border Control	103,855.56	111,272.72
CIC Biosecurity, Pest Strategy & Implementation	601,676.21	543,371.46
CIC Compliance Monitoring	943.14	19,268.53
CIC Corporate Service	45,337.19	55,104.36
CIC Education	15,600.72	12,640.26
CIC Emergency Management	1,939.26	24,345.95
CIC Finance - Services	110,706.83	278,259.55
CIC Hydrology	74,949.31	
CIC Maritime Safety	53,515.56	34,355.08
CIC Operations Manager Secondment	90,693.89	
CIC Project Management	45,542.39	56,633.48
CIC Resource Management & Consents	7,026.84	20,936.36
CIC Water Quality, Ecology & Hydrology	129,814.18	185,278.09
Total	1,281,601.10	1,341,465.64

Expenditure availability against Budget

● YTD Actual Expenditure ● Full Year Budget Expenditure



6.4. Contract Financial Summary to May 2020





Biosecurity expenditure: The section has recognised unbudgeted costs associated with updating the Pest Management Plan, which has been incurred to meet legislative requirements. **Biosecurity currently exceeds their allocated budget by \$40k**, suggest funds be reallocated from other under budget sections to cover.

Corporate services expenditure: The budget is primarily labour based, based on agreed contract deliverables and responding to additional requirements as needed.

Emergency management expenditure: The area is primarily labour based, with minimal assistance one emergency response required in year.

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

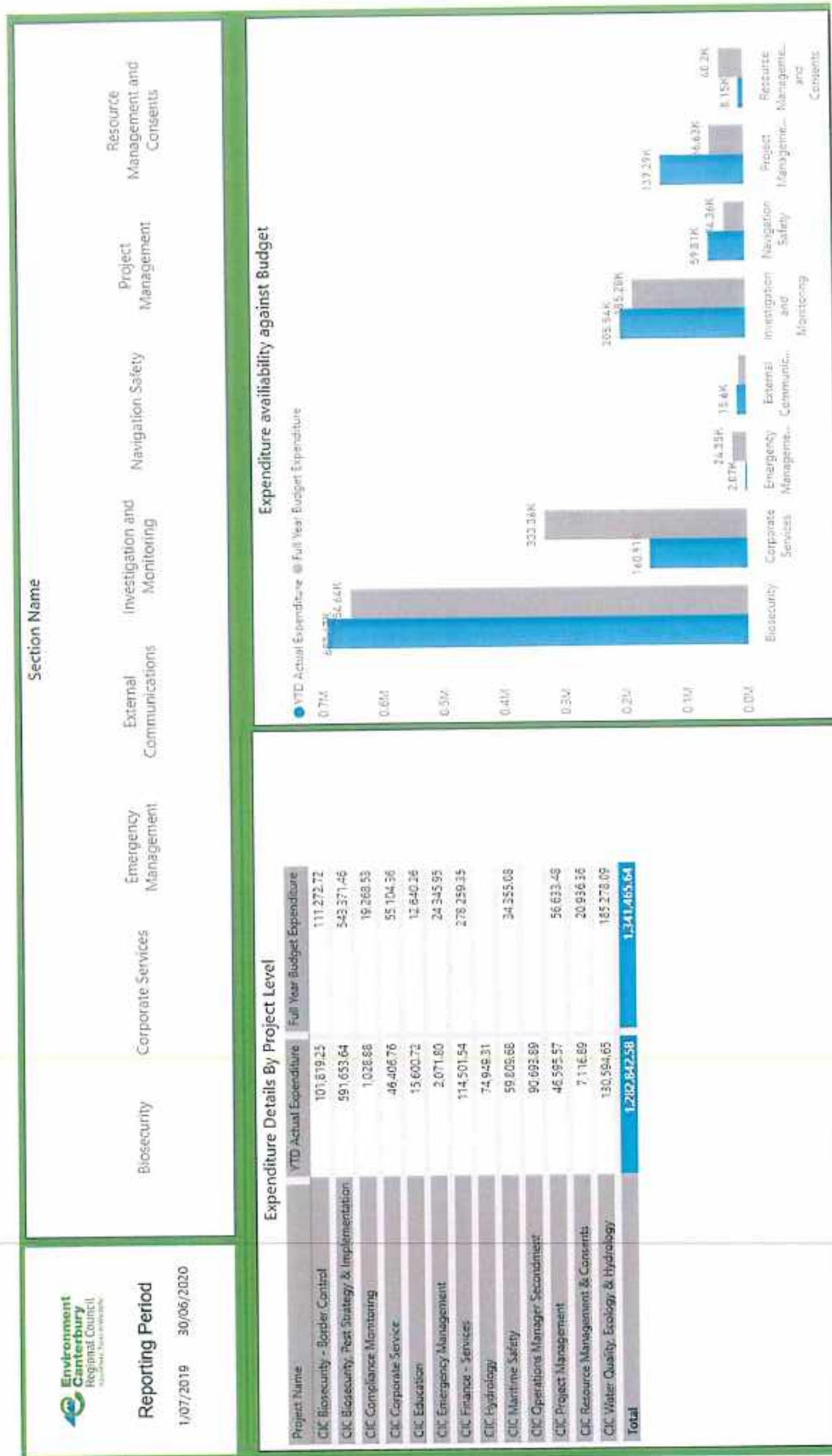
Investigation and Monitoring expenditure: Water quality sample tests are completed on a periodic basis. No notable areas of overspend, but service has likely been impacted with the Covid-19 movement restrictions. **Hydrology currently exceeds their allocated budget by \$20k**, suggest funds be reallocated from other under budget sections to cover.

Navigation safety expenditure: The budget is primarily a labour one and includes a proviso to respond to maritime events and provide policy guidance. Legislative review costs and Aquatic Research consultants recently engaged have increased the charges in this area. **Navigation safety currently exceeds their allocated budget by \$25k**, suggest funds be reallocated from other under budget sections to cover.

Project management expenditure: This code provides for use of the CIC reserve funds and the cost of steering group attendance by CIC representatives and a portion of the on-island office running costs; costs will smooth out over the year. The costs of the seconded operations manager have also been recognised here, with 30% of these costs yet to be invoiced (as agreed in the secondment arrangement). **Project management exceeds their allocated budget by \$51k**, suggest funds be reallocated from other under budget sections to cover.

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.



6.5. Travel Schedule

Chatham Islands Council Steering Group

Date of meeting	Tuesday, 30 June 2020
Author	Vivienne Ong, Committee Advisor

Travel Schedule 2020

No planned travel has been reported.

A reminder if anyone is traveling to the Islands to advise your travel booker to send an email confirmation of your booked travel to Vivienne.ong@ecan.govt.nz (arrival & departure dates, brief reason for travel, and who booked by). This information is then reported back to the Chatham Islands Council.

6. Regulatory

6.2 Resource Management Document

Date of meeting	9 July 2020
Agenda item number	6.2
Author/s	Owen Pickles, Chief Executive

Purpose

To update Council of progress on the Chatham Islands Resource Management Document.

Recommendations

That the information be received.

Background

The Council completed the 10 yearly review of the Resource Management Document in 2017 with all but the coastal management section being approved by the Minister in January 2018.

Attached is a letter from the Minister Hon Eugenie Sage confirming that the full document has now been approved.

Hon Eugenie Sage

Minister of Conservation

Minister for Land Information

Associate Minister for the Environment

Minita mō Te Papa Atawhai

Minita mō Toitū Te Whenua

Minita Tuarua mō Te Taiao



Ref: 20-A-0122

Owen Pickles
Chief Executive Officer
Chatham Islands Council
PO Box 24
Waitangi
Chatham Islands 8942

Dear Owen

Proposed coastal marine area provisions contained in the Chatham Islands Resource Management Document for the Chatham Islands

Thank you for referring to me the proposed coastal marine area provisions of the Chatham Islands Resource Management Document for the Chatham Islands.

I am satisfied that the proposed plan meets the requirements of the Resource Management Act 1991 and am pleased to be able to approve it in accordance with sub clause 19(4) of the first schedule to the Act. The signed paper is attached.

I am confident that the Chatham Islands Resource Management Document will be an effective tool in achieving sustainable coastal management in the Chatham Islands.

Yours sincerely

Hon. Eugenie Sage

Minister of Conservation

9. Chatham Islands

9.1 Letter of Thanks – Chatham Islands Jockey Club

Date of meeting	9 July 2020
Agenda item number	9.1
Author/s	

Purpose

For Council's information.

Recommendations

THAT the letter from Chatham Islands Jockey Club be received.

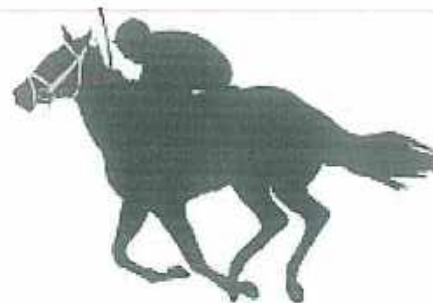
Background

See letter attached.



Chatham Islands Jockey Club

Established 1873



<https://chatham-island-jockey-club.nz/> or

26 May 2020

Dear Chathams Islands Council and Councillors

On behalf of the CI Jockey Club we would like to thank you for your sponsorship for the 2019/2020 race season.

Your continued support is valued, the races are an important event for our Community and Island.

We are now the oldest jockey club in New Zealand, with the closure of Avondale Race Club and with many other small tracks in rural NZ being closed, this is a huge loss to those communities.

As we are all aware 2020 has proven to be a challenging year for all of us and there is still uncertainty in the year ahead and we hope that the 2020-2021 race season will continue.

The Jockey Club is keen to continue to work with owners, trainers, sponsors, officials and the community to keep this special event going over the coming years.

Our 150 year anniversary is due in 2023, we plan to celebrate this racing milestone.

Yours sincerely

Monique Croon

Secretary/Treasurer



Public Excluded Agenda

9 JULY 2020

Mayor to Move

I move that the public be excluded from the following part of the proceedings of the meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No.	Minutes / Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1	Chief Executive Officer	Minutes of In Camera Meeting 28 May 2020	Good reason to withhold exists under Section 7	Section 48(1)(a)
2.	Chief Executive Officer	Letter from MSD	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

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