



# AGENDA | 2023

Notice is hereby given that an Ordinary Meeting of the 10th triennium (2022-2025) Chatham Islands Council will be held on:

**Date:** 23 March 2023  
**Time:** 1.30pm  
**Location:** Council Chambers  
Tuku Road  
Waitangi  
Chatham Islands

## MEMBERSHIP

### CHAIRPERSON

Mayor, Monique Croon

### MEMBERS

Deputy Mayor, Keri Lea Day  
Celine Gregory-Hunt  
Graeme Hoare  
Greg Horler  
Steve Joyce  
Judy Kamo  
Nigel Ryan  
Amanda Seymour

Owen Pickles  
Chief Executive



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 23 March 2023**

**2. Democracy**

- |     |  |          |       |
|-----|--|----------|-------|
| 2.1 | Minutes from Ordinary Meeting 23 February 2023 | (D 2.1d) | P 1-6 |
| 2.2 | CEO Report                                     | (D 2.1d) | P 7-9 |

**3. Finance**

- |     |                               |          |         |
|-----|-------------------------------|----------|---------|
| 3.1 | Financial Report January 2023 | (F 3.5a) | P 10-14 |
| 3.2 | Rates Review                  | (F 3.    | P 15-18 |
| 3.3 | Budget Review                 | (F 3.    | P 19-22 |

**4. Works & Services**

- |     |  |            |         |
|-----|--|------------|---------|
| 4.1 | Stantec Engineering Report February 2023                                 | (WS 4.8)   | P 23-32 |
| 4.2 | Fulton Hogan Road Maintenance Contract<br>Monthly Report February 2023   | (WS 4.1b1) | P 33-48 |
| 4.3 | Fulton Hogan Water & Wastewater Contract<br>Monthly Report February 2023 | (WS 4.1b1) | P 49-56 |
| 4.4 | Fulton Hogan Waste Management Report February 2023                       | (WS 4.     | P 57-62 |

**8. Government**

- |     |                             |       |         |
|-----|-----------------------------|-------|---------|
| 8.1 | Representation Review       | (G 8. | P 63-65 |
| 8.2 | Heartland Services Contract | (G 8. | P 66    |

**Public Excluded Agenda**

**P 67**

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## **2. Democracy**

### **2.1 Minutes of an Ordinary Meeting 23 February 2023**

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<b>Date of meeting</b>	23 March 2023
<b>Agenda item number</b>	2.1
<b>Author/s</b>	Jo Guise – Executive Assistant

#### **Purpose**

For the Council to receive and confirm the minutes of the Ordinary Meeting of Council held on 23 February 2023.

#### **Recommendations**

- 1. THAT the minutes from the Ordinary meeting of the Chatham Islands Council held on 23 February 2023 be a true and accurate record.**

## **CHATHAM ISLANDS COUNCIL**

**Minutes of the Ordinary Meeting of the Chatham Islands Council,  
held in the Council Chambers, Tuku Road, Waitangi, on Thursday 23 February 2023,  
commencing at 1.30pm**

**Present:** Her Worship the Mayor, M Croon  
Deputy Mayor, K Day  
Cr G Horler  
Cr RS Joyce  
Cr C Gregory-Hunt  
Cr J Kamo  
Cr G Hoare  
Cr N Ryan  
Cr A Seymour

**Management & Officers:** Chief Executive, Mr Owen Pickles  
Executive Assistant, Jo Guise  
Financial Lead, Mereraina Hemara

**Attendees:** Ms Tanya Clifford (ECan) via Zoom at 1.30pm to 2.58pm  
Mr Nigel Lister (Stantec) via Zoom at 2.00pm to 2.11pm  
Mr Jase Seymour (ECan)

**Public:** Mr Patrick Smith  
Mr Alfred Johannson

*Mayor Croon opened the meeting and acknowledged the impact of Cyclone Gabrielle on those that have lost homes, loved ones and livelihoods. She also acknowledged the volunteer fire fighters who had lost their lives.*

## **2. DEMOCRACY**

### **2.1 Minutes from Ordinary meeting 26 January 2023**

Cr Horler had requested clarification of why Corporate Services had been over budget by \$166k in the financial report to 31 October 2022. Ms Clifford would clarify later in the meeting.

#### **RESOLVED:**

**THAT the minutes from the Ordinary meeting of the Chatham Islands Council held on Thursday 26 January 2023 be adopted as a true and accurate record.**

**KL DAY / RS JOYCE / CARRIED**

### **2.2 Minutes from PARC Meeting 13 February 2023**

#### **RESOLVED:**

**THAT the minutes from the PARC meeting of the Chatham Islands Council held on 13 February 2023 be received.**

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

### **2.3 CEO Report**

#### **RESOLVED:**

**THAT the Chatham Islands Council receives the report.  
RS JOYCE / J KAMO / CARRIED**

### **3. FINANCE**

#### **3.1 Financial Report**

Ms Tanya Clifford joined the meeting and gave an update on upcoming activities.

- General rates and targeted rates on track
- Annual Plan budget for 2023/24 due
- Setting rates – impact to council
- New rates – roading rate to be doubled over 3 years, waste management targeted rate has been split with rural residential rate
- Grants – more than budgeted (3 Waters grants)

There was a \$176k variance under Corporate Services. Included were staff costs, IT expenditure, travel and insurance. Ms Clifford would give an itemised report to the PARC.

**RESOLVED:**

**THAT the Council receive the verbal update.  
J KAMO / A SEYMOUR / CARRIED**

### **4. Works & Services**

#### **4.1 Stantec Monthly Report**

***Mr Nigel Lister joined the meeting from 2.00pm to 2.11pm***

Mr Lister gave an update on engineering activities which included –

- Continuing the design for the Maipito bridge replacement.
- Owenga Loading ramp for the barge
- Kaingaroa nearly completed except for final check
- Signage work underway – consistent with Tourist group publications
- Car parking at walkways
- Signs for volcanic walks
- Maintenance and update works
- Whangamoe bridge – Consultation with Maori Land Court, would keep negotiating with landowners.

**RESOLVED:**

**THAT the report be received.  
G HOARE / RS JOYCE / CARRIED**

#### **4.2 Fulton Hogan Road Maintenance Reports – January 2023**

**RESOLVED:**

**THAT the Chatham Islands Council receive the report.  
KL DAY / G HOARE / CARRIED**

#### **4.3 Fulton Hogan Water & Wastewater Operation Contract Reports – January 2023**

**RESOLVED:**

**THAT the Chatham Islands Council receives the report.  
J KAMO / NC RYAN / CARRIED**

4.4 Fulton Hogan Waste Management Contract Reports – January 2023

**RESOLVED:**

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

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

**5. COMMUNITY SERVICES**

5.1 LATE ITEM - Council Workshop Inspection

**RESOLVED:**

**THAT the report 'Council Workshop Inspection' be considered as a late item. A**

**SEYMOUR / KL DAY / CARRIED**

*Item 5.1 was deferred to be discussed during the public excluded section.*

**6. REGULATORY**

6.1 ECan Activity Report

Mr Jase Seymour gave a verbal update on biosecurity activities.

**RESOLVED:**

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

**A SEYMOUR / KL DAY / CARRIED**

*The meeting was adjourned at 3.04pm recommenced at 3.31pm*

**8. GOVERNMENT**

8.1 Report to the DIA to December 2022

**RESOLVED:**

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

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

**9. CHATHAM ISLANDS**

9.1 Community Surveillance Cameras

Along with the cameras listed in the report, it was suggested a camera be installed at Pages Corner, and also two camera's which could view both east and west of the Dough and Go.

**RESOLVED:**

**1. THAT Council approves surveillance cameras to be installed as recommended by NZ Police; and**

**2. THAT public notice of this intention be given.**

**A SEYMOUR / G HOARE / CARRIED**

***The Meeting moved in to Public Excluded at 3.45pm and out at 4.21pm.***

**MEETING CLOSURE**

After consideration of the Public Excluded Agenda, and there being no further business, the meeting was declared closed at 4.21pm.

**CONFIRMED THIS 26th DAY OF FEBRUARY 2023**

**MAYOR**



Meeting Date	Meeting Item #	Task	Owner	Status	Date / Updated	Comments
13 May 2021	6.1	Invite SBS Biosecurity to come to discuss biosecurity issues with Council	CE	Active	31 May 2021	Visiting 13 March – meeting 10am.
21 October 2021	2.1a	Rateable value Maori Land – Clarify updated figure	OM	Active		Available after 1 July 2022
15 September 2022	2.3	Discuss with Tourism Manager - the board at the Waitangi West toilet – a gate would be more suitable	CE	Active		In process
15 September 2022	4.7	WMMP – Councils comments be provided before public consultation	OM	Active		In process
10 November 2022	3.1	Financial Report – Reporting changes				In process
15 December 2022	2.1	Installation of speed signs where the bylaw applies on Waitangi beach	OM	Active		Signs awaiting erection
26 January 2023	3.1	Corporate Services over-budget \$176k report to PARC meeting	CE	Active		In process
23 February 2023	2.3	Circulate the date of the CI Investment Strategy				Completed
23 February 2023	2.3	Add 'purpose of meeting' column in CE Report	CE			Completed
23 February 2023	4.2	- Clarify which bridge had planks lifting. - Gorse at Port Hutt Turnoff needs eliminating - Lower Hospital Road entrance needs clearing	CE			- In process - In process - Completed
23 February 2023	8.1	- Provide a breakdown of petrol costs - Have discussion re stock on South Coast (no fencing)	CE			- Provided in PE Agenda - In process

## 2. Democracy

### 2.2 CEO Report

<b>Date of meeting</b>	23 March 2023
<b>Agenda item number</b>	2.2
<b>Author/s</b>	Owen Pickles, Chief Executive

### Purpose

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

### Recommendations

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

### Meetings

<b>Met with</b>	<b>Company / Title</b>	<b>Topic</b>	<b>Date</b>
Michael Fulton / Dylan Fraser	Fulton Hogan	New yard discussions	15 February
Jake Thomas	Maori Land Court	Whangamoe Bridge	16 February
Kirsten Norquay	Stantec	3 waters reforms	16 February
Bryan Peters	Stantec	Wharf projects	17 February
Paul Eagle and Brian Dawson	Local MP	General Island matters	17 & 24 February
Terri Huxtable/ Josh McDonald	E.Can compliance	Debrief of visit	20 February
Emma Parr	E.Can oil spill response	Debrief of visit	20 February
CEG Chairs Meeting with Minister McAnulty	Via zoom	Cyclone Gabrielle responses	20 February
Bryan Peters	Stantec	Wharf projects	20 February
Nicole Rosie Waka Kotahi CEO	zoom	Land transport funding following cyclone	21 February
Jackie Gurden	Tourism Chatham Islands	Island projects	22 February
Jake Thomas/ Caroline Green/ Nigel Lister	Maori Land Court/Stantec	Whangamoe Bridge	22 February
Tony Blackett	Hokotehi Moriori CEO	Monthly catch up	22 February

Regional Leadership Group	Zoom hui	Health updates	22 February
CEG Chairs with Minister McAnulty	zoom	Cyclone Gabrielle response	23 & 27 February
Julian Tan Debbie Bradfield Philip Jones Tanya Clifford	zoom	Audit matters	28 February
Chris Scott	Building compliance Manager WCC	Building compliance Chatham	01 March
Rural/Provincial CEO Forum	In Wellington		02 March
LGNZ Rural and Provincial meeting	In Wellington		02/03 March
Giles Southwell / Lauren Hamilton	E.Can director and manager	E.Can contract	07 March
Giles, Lauren Anthea, Roanna & Jodie	DIA	Crown Funding Support	07 March
E.Can Steering Group		Chatham services reports	07 March
Tanya Clifford	Accountant	Annual report/ Audit	07 March
Nigel Lister / Rebecca Tinga	Stantec	Visit debrief	09 March
National contracts team	MSD	New Heartland contract	09 March
SBS Biota	Chatham Services	Chatham Services	14 March
Teresa Hancock	E.Can comms	Media training	14 March
Colin Crampton	3 Waters entity C	Pending visit	14 March

## Audit

Under the direction of Julian Tan the audits of 20/21 and 21/22 years commenced on 7<sup>th</sup> February with the intention of having final audited reports available for adoption on 27<sup>th</sup> April.

We have found the audit to be very time demanding which can be detrimental to business as usual.

## Road Funding

With the devastation caused by the recent weather events Waka Kotahi have confirmed that the current funding commitments are to be met. The next regional land transport plan is due in 2024 at this stage no commitments can be made.

## 3 Waters

At this stage the 3 waters reforms are on track to being operative by 1 July 2024. We have been responding to many information requests from the 3 waters transition unit. Kirsten and Andrew are responding to most of these on Council's behalf.

I meet with Colin Crampton the recently appointed CEO of Entity 3 and was provided with the comfort around the Chatham's not being neglected. Colin will be visiting mid-March to meet with the Council.

### **3 Waters Better Off Funding Tranche 1 \$2,200,000**

Contractual arrangements for this fund are now finalized with the first deposit payment of \$220,000 having been released for payment. It should be received before the end of February.

All projects are progressing well with Kaingaroa Wharf make safe, and the Waste Management projects nearing completion. These will be claimed in March.

### **Council Building up for an award?**

Apollo has entered the building for an award. Judges from the New Zealand Master Builders Assn. will be on Island on the 16<sup>th</sup> March.

### **Former Council Office/Waitangi Hall**

I have engaged Leith Weitzel to provide an assessment of these buildings with his estimate of costs to repair so that Council will have current information to base its considerations on.

## 3. Finance

### 3.1 Financial Report to January 2023

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<b>Date of meeting</b>	23 March 2023
<b>Agenda item number</b>	3.1
<b>Author/s</b>	Tanya Clifford, Environment Canterbury

#### **Purpose**

To present to Council the financial report to January 2023.

#### **Recommendations**

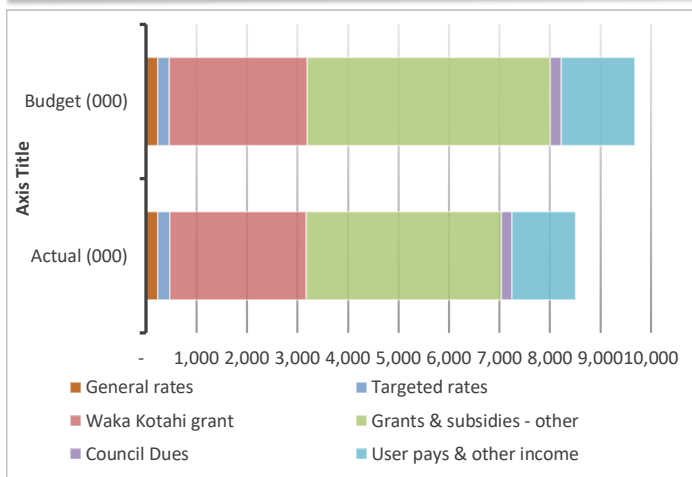
**THAT the Financial Report to January 2023 be received.**

## Graphical Financial Information

as at 28 February 2023



### Revenue

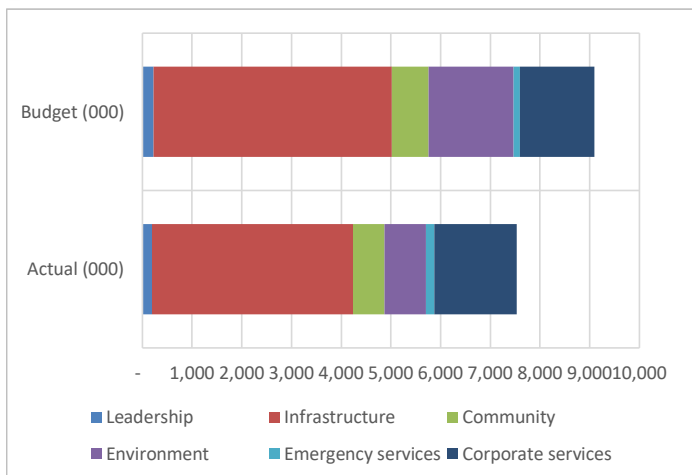


No significant items of concern related to revenue items. However, it is worth noting:

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

\* DIA annual contribution is \$4.37m, which will help cover the NZTA (12%) funding shortfall and cover other expected new operational requirements.

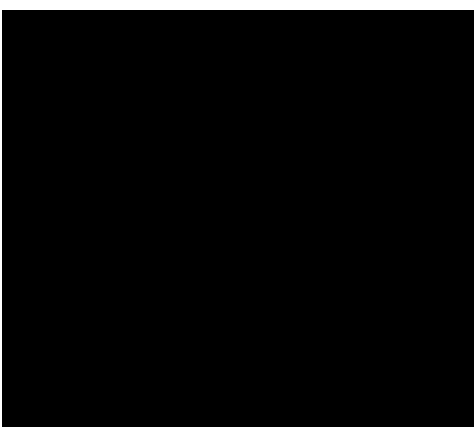
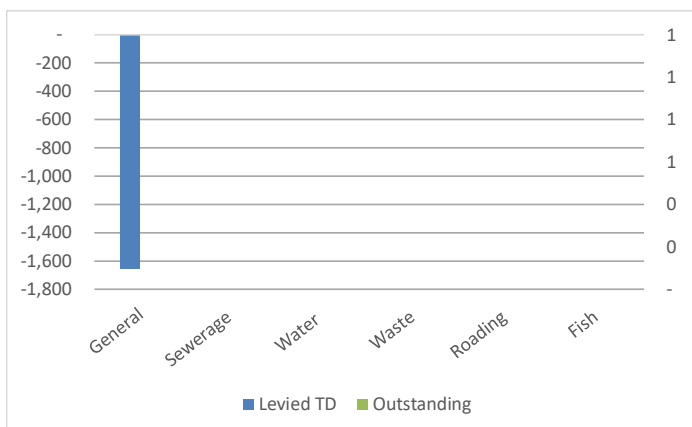
### Operating & Capital Expenditure



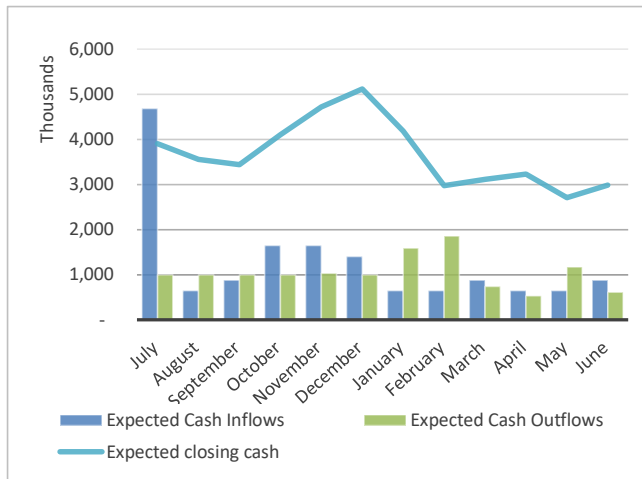
No significant items of variance related to expenditure. There are some differences within classifications and minor allocation (actual to budget) adjustments, refer to the full financial report for further information.

With the exception of roading works, desired capital projects have been deferred, due to lack of funding support.

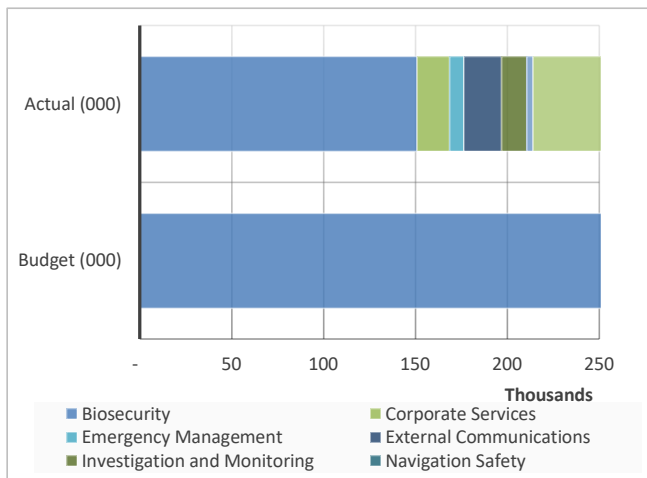
### Revenue rates collectability



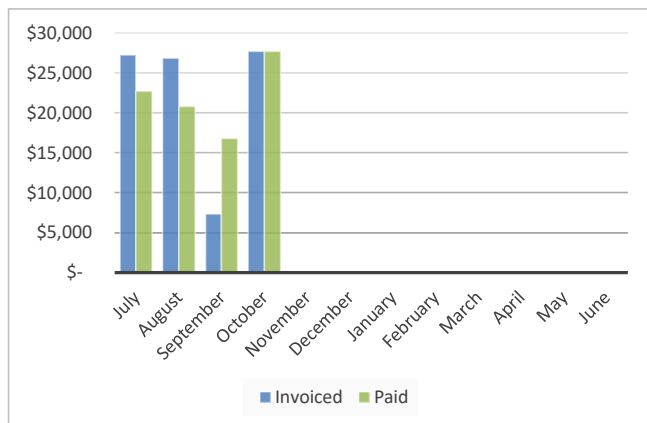
## Cashflow Forecast



## ECan Operational Expenditure



## Revenue Council dues collectability



## Statement of Comprehensive Revenue and Expense

as at 28 January 2023



	Actual (000) \$000	Budget (000) \$000	Variance	Note Ref
<b>Revenue</b>				
General rates	231	231	0	1
Targeted rates	236	227	9	1
Grants & subsidies - Waka Kotahi NZTA	2,704	2,733	(28)	2
Grants & subsidies - other	3,870	4,811	(941)	2
Council Dues	210	224	(14)	
User pays, fees & charges and other income	1,252	1,451	(199)	
<b>Total revenue</b>	<b>8,503</b>	<b>9,678</b>	<b>(1,175)</b>	
<b>Expenditure</b>				
Leadership and community partnerships	195	226	(31)	
Transportation, roading and coastal networks	1,211	1,127	84	3
Three waters - water	193	430	(237)	3
Three waters - wastewater & stormwater	97	100	(3)	3
Waste management and minimisation	532	377	155	3
Environmental management, protection and monitoring	642	739	(97)	
Community services	833	1,711	(878)	4
Emergency management	167	119	47	
Corporate services	1,409	1,329	80	
Depreciation	1,805	1,805	-	
<b>Total expenditure by activity</b>	<b>7,083</b>	<b>7,963</b>	<b>(881)</b>	
<b>Total surplus/(loss)</b>	<b>1,421</b>	<b>1,715</b>	<b>(2,055)</b>	

### Variance explanations:

- 1 Rates are invoiced based on the Council approved rates strike.
- 2 Roading subsidy based on 88% of actual expenditure (operational and capital). The Council has received an unexpected windfall of grants, particularly related to 3 waters.
- 3 Infrastructure projects - primarily relate to the Stantec/Fulton Hogan roading, water, wastewater contracts. Roading works appear to be inline with budget. The waste management budget was an estimation, actual costs are reflect the agreed contract and additional costs to ensure a compliant and operational facility. Water work has primarily focused on responding to RfI requests from the 3 water reforms. No other significant areas of variance to note, with contract for services operating within agreed deliverables.
- 4 Community service expenditure primarily relates to the Council temporarily running the petrol supply on island.

Capital expenditure summary	Actual \$000	Budget \$000	Variance	Note Refere
<b>Sources of capital funding</b>				
Subsidies and grants for capital expenditure	1,763	1,805	(42)	a
<b>Total sources of capital funding</b>	<b>1,763</b>	<b>1,805</b>	<b>(42)</b>	
<b>Application of capital funding</b>				
Roading works	2,004	2,761	(758)	a
Other	247	177	71	
<b>Total application of capital funding</b>	<b>2,251</b>	<b>2,938</b>	<b>(687)</b>	
<b>Movement in reserves</b>	<b>(488)</b>	<b>(1,133)</b>	<b>645</b>	

### Variance explanations:

- a The grant figure primarily relates to the Waka Kotahi budget, which is reflective of 88% of actual costs incurred.

*Note, budget figures are allocated on an equal monthly apportionment*



## 3. Finance

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### 3.2 Rates Review

<b>Date of meeting</b>	33 March 2023
<b>Agenda item number</b>	3.2
<b>Author/s</b>	Tanya Clifford, ECan

#### Purpose

To present the rate increase options to Council. The preferred rate increase option will be incorporated into the 2023/24 Annual Plan for further consideration.

Council must set their rates annually based on expected funding requirements for the period, with the level of Council's rating requirements usually considered as part of an annual budget review.

Whilst the budget, will be considered as part of a separate paper. The high(er) levels of inflation predicted for the 2023/24 financial year have caused Council to seek direction on whether a cost adjustor of 4.95% (being the historic application of forecast CPI plus a Chatham Islands adjustment factor) would cause undue financial hardship to the community, and therefore whether the rates driver should be revised to a more prudent level.

This paper has been presented to PARC. However, due to quorum issues delaying the meeting, feedback has not been able to be incorporated into the paper.

#### Recommendations

- 1. That the Council note the compliance requirements of the Council's Financial Strategy and Rating policies,**
- 2. That the Council consider the various rating increase options (increase of 2.45%, 4.2%, 4.95% or another option),**
- 3. That the Council based on the above consideration, provide a direction on the preferred rate increase for incorporation into the 2023/24 budget.**

#### Background information

The Council's total rates income is nominal in nature and equates to approximately 6% of Council's total funding. With the majority of its income coming from grants, Council is not dependant on rates to support operational requirements, rather rates are a more symbolic contribution to Council's running costs, with the aim that the rates and Council dues paid are comparable with that paid by mainland New Zealand.

Historically, the Council has set rates by increasing rates annually by the forecast Consumer Price Index (CPI) for the period (with an additional adjustment factor of between 0.75% & 1%, reflecting the increased cost of transporting goods and services to the island).

The Council's financial strategy limits annual rates increase to this level. Therefore, the **maximum** annual increase Council can apply as a driver for general rates in 2023/24 is 4.95%. However, Council must balance any increase with maintaining comparable movements to that of mainland New Zealand Councils.

At first glance, an increase of 4.95% appears extremely high, especially given the economic environment, where ratepayers may be struggling financially. It may be prudent for Council to consider a more affordable rating increase to provide some relief to its community. Anecdotally, inflation rates provided by other Councils sits around 3-4% for 2023/24.

Whilst still applying the same annual rating increase approach, the recommended increases options for Council to consider are as follows:

- Option 1; 2.45% inflation rate applied for year 3 of the Long-Term Plan
- Option 2; 4.20% forecast inflation rate for 2023/24 no Chatham Islands adjustment
- Option 3; 4.95% forecast inflation rate for 2023/24 with Chatham Islands adjustment

An **attachment** is included for Council to consider these various options, the overall difference to Council between option 1 and option 3 is less than \$20,000 in rates (as summarised below).

Inflation rate options	Total rates	Difference	
Inflation rate LTP	2.45%	771,211	
Inflation rate BERL	4.20%	783,984	12,773
Inflation rate BERL + CIC adjustmen	4.95%	789,459	5,474

For the options, it is not expected to have a significant impact on the expected surplus or cash movement of the council.

In addition to the annual rates increase, there are other factors that are impacting on Council's total rate take.

- 2021 QV valuation impacts
- Number of applicable targeted rate properties
- Treatment of the roading targeted rate
- There are no fish waste discharge facilities and therefore no targeted rate for 2023/24

### QV valuation impacts

QV completed a capital value valuation in 2021 – effective from 2022. A capital value assessment considers the market value of land, plus the improvements as per the valuation roll of all properties on the island.

The new values have been incorporated into the proposed rates calculation for 2023/24. This means that while the 'total' general rate revenue levied by the Council will increase by the rates driver, the actual increases experienced by individual ratepayers between 2022/23 and 2023/24 financial years may vary (to see financial impacts and percentage movements

for sample rating properties for the various differential categories, refer to the end of the **attached** rates information).

The apportionment of general rates between the various differential categories is set within the Council's rating policy (e.g. infrastructure 5%, industrial 14.5%, commercial 11% and rural & residential 69.5%). Where there has been a significant increase in the overall capital value of a differential category, this will result in the group paying a lower overall portion (and vice versa).

### **Number of applicable targeted rate properties**

After the 2021 Long-Term Plan was completed, the Operations Manager completed a rating 'audit' to identify rateable properties that met targeted rate requirements, but no targeted rate was applied. In addition, there has been minor growth on the island resulting in more rateable units being formed and therefore more targeted rates to be applied to these properties. This 'growth' has been incorporated into the rating model, with a notable increase in the number of targeted rateable units and therefore targeted rate revenue, particularly in relation to roading and sewerage targeted rates.

### **Treatment of the roading targeted rate**

As part of the 2021 Long-Term Plan, after completing an exercise evaluating contributions between comparative rural and small mainland Councils, it was considered appropriate to raise the roading targeted rate – doubling it over three years. This is the third year of this change meaning the increase in the roading targeted rate exceeds the inflationary movement.

### **Other considerations**

There continues to remain a difference between the amount Council has levied in rates, and what has been collected/paid. At the end of the 2022 financial year, \$125k in rates remains unpaid. This level appears excessively high (over 15% of the 2022 rates strike), noting that it is likely that some rates will remain unpaid for more than one year.

A defining cause is unclear, presumably the rates are unaffordable to the ratepayer, or the ratepayer is 'protesting' a portion of the rate. This may be an area of further consideration by the Council, along with considering further rate debt collection action.

FULL GL CODE	MASTER DESCRIPTION	SUB DESCRIPTION	GL DESCRIPTION	AMOUNT	LTP 2024	% Change	AP 2023	% Change	AR 2022	% Change
00200.0110.0073	Roading Inc	Roading Income	Rates Inc - Separate Rate	123,779	81,295	52%	84,597.00	46%	91,709	35%
00250.1710.0072	Sewerage Inc	Sewerage Waitangi Inc	Rates Inc - General Rates	101,359	71,020	43%	70,776.39	43%	89,491	13%
00260.0320.0072	Sanitation Inc	Refuse Charges Income	Rates Inc - General Rates	92,162	82,471	12%	90,664.57	2%	79,931	15%
00260.1840.0072	Sanitation Inc	Owenga Fishdump Inc	Rates Inc - General Rates	-	17,556	-100%	17,495.89	-100%	16,726	-100%
00270.1740.0072	Water Inc	Water Waitangi Inc	Rates Inc - General Rates	64,507	61,712	5%	61,500.21	5%	59,496	8%
00270.1960.0072	Water Inc	Water - Kaingaroa Income	Rates Inc - General Rates	15,752	14,693	7%	14,642.91	8%	14,699	7%
00600.0900.0072	General Revenue	General Rates Received Income	Rates Inc - General Rates	355,729	334,155	6%	347,221.80	2%	356,419	0%
				<b>753,286</b>	<b>662,902</b>	<b>14%</b>	<b>686,898.77</b>	<b>10%</b>	<b>708,470</b>	<b>6%</b>

Inflation rate LTP 2.45%  
Inflation rate BERL 4.20%  
Inflation rate BERL + CIC adjustment 4.95%

2022/23	Inflation rate	2.45%	2023/24	
Land Use	Rate (GST inclusive)	Total Collected	Rate (GST inclusive)	Total Collected
Infrastructure	0.003287557	18,631	0.00324776	\$ 20,454
Industrial	0.006593879	54,030	0.00671395	\$ 59,318
Commercial	0.004240432	47,018	0.00273904	\$ 45,000
Rural Residential	0.001969555	279,626	0.00182978	\$ 284,316
GST Exclusive		399,305		\$ 409,088
		347,222		\$ 355,729
<b>Water</b>				
The estimated rates for the year are:				
841.97 per Waitangi connection, which will		70,725	862.60	74,183
841.97 per Kaingaroa connection, which will		16,839	862.60	18,115
GST Exclusive		76,143		80,259
<b>Sewerage</b>				
The estimated rates for the year are:				
875.19 per pan, which will collect		81,393	896.63	116,562
GST Exclusive		70,776		101,359
<b>Solid Waste</b>				
The estimated rates for the year are:				
271.01 per rural or residential unit, which will		86,181	277.65	87,460
341.19 per infrastructure, industrial or commercial		18,083	349.55	18,526
GST Exclusive		90,665		92,162
<b>Roading</b>				
The estimated rates for the year are:				
210.58 per unit, which will collect		97,287	266.07	142,345
GST Exclusive		84,597		123,779
<b>Fish Rate</b>				
The estimated rates for the year are:				
0.00615 which will collect		20,120	-	-
GST Exclusive		17,496		-

Per System	System \$	System %	2019	% of Gen Rate charged
6,298,000	20,454.40	5.00%	5,667,000	5%
8,835,000	59,317.77	14.50%	8,194,000	15%
16,429,000	44,999.68	11.00%	10,358,000	11%
155,382,850	284,316.19	69.50%	135,247,350	70%
<b>186,944,850</b>	<b>409,088</b>	<b>100%</b>		
\$ 409,088.04	Revenue to be collected			

2022/23 rating figures	2019 System \$
86	84 72,458.01
21	20 17,251.91
	<b>89,709.92</b>

2022/23 rating figures	2019 System \$
130	93 83,386.97

2022/23 rating figures	2019 System \$
315	314 87,182.02
53	50 17,477.46
	<b>104,659.48</b>

2022/23 rating figures	2019 System \$
39,182	443 117,867.27

2022/23 rating figures	2019 System \$
Double, phi	535

2022/23 rating figures	2019 System \$
Previously p	150.99
Increase phi	50.33
	Inflated 2020/21 figure
3,270,000.00	3,270,000

#### Disclosures:

District Capital Value of Property (\$)	2023/24 general rate (\$)	2023/24 targeted rate (\$)	2023/24 total rate (\$)	Movement in total rates from 2022/23 compared with 2023/24	Assessment No.	Name
<b>Sample property</b>						
Infrastructure	1,270,000	4,124.66	615.62	4,740.27	13.31	612 CI Water supply
Industrial	200,000	1,342.79	2,374.84	3,717.64	129.93	320 Waitangi Wharf Owenga Road, Waitangi
Commercial	129,000	353.34	615.62	968.95	- 129.83	163 Air Base road, Waitangi
Rural Residential	310,000	567.23	2,302.95	2,870.18	60.87	369 Highgate Place, Waitangi
	<b>2022/23 general rate (\$)</b>	<b>2022/23 targeted rate (\$)</b>	<b>2022/23 total rate (\$)</b>			
Infrastructure	1,270,000	4,175.20	551.77	4,726.96	0.28%	
Industrial	200,000	1,318.78	2,268.93	3,587.70	3.62%	
Commercial	129,000	547.02	551.77	1,098.78	-11.82%	
Rural Residential	310,000	610.56	2,198.75	2,809.31	2.17%	

Check, difference above should be inflation rate - change due to increase of roading rate

Activity for setting a targeted rate	Category for setting targeted rate	Calculation factor	Factor used	sought (including
Roading	The provision or availability of a roading service.	A per rating unit charge for roading activities.	266.07 Fixed amount per unit	142,345
Potable water supply	The provision or availability of a public water supply service.	The number of connections for water supply activities - for both Kaingaroa and Waitangi connections.	862.60 Fixed amount per connection	92,298
Wastewater	The provision or availability of a sewage disposal service.	A per pan rate for sewage disposal activities.	896.63 Fixed amount per pan	116,562
Waste management	The provision or availability of a waste management service.	A per rating unit charge for waste management activities.	277.65 Fixed amount per rural or residential unit	87,460
			349.55 Fixed amount per infrastructure, industrial or commercial unit	18,526
Fish rate	The provision or availability of fish waste disposal services for fishing businesses.	A rating unit basis to the following rating units 420, 508 and 635	- Fixed amount per tonne	-
				<b>457,191</b>

## 3. Finance

### 3.3 Budget Review

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<b>Date of meeting</b>	23 March 2023
<b>Agenda item number</b>	3.3
<b>Author/s</b>	Tanya Clifford, ECan

#### Purpose

Having regard to the decision-making provisions within the Local Government Act 2002, for the Council to consider whether:

- the assumptions underlying the budget information are reasonable.
- the financial information forming the 2023/24 Annual Plan budget is not significantly different to that in year 3 of the 2021-31 Long-Term Plan.
- Given the above, consider whether formal consultation is necessary.

#### Recommendations

**That the Council:**

1. **considers the appropriateness of the underlying assumptions applied to the 2023/24 Annual Plan.**
2. **considers whether the changes to the draft 2023/24 budget are significantly or materially different to that estimated in the 2021-31 Long-Term Plan for that year.**
3. **considers whether the changes to the 2023/24 budget warrant further community consultation (requiring an audited amendment and consultation document); and**
4. **considers whether an engagement document to outline Council's funding situation be beneficial.**

#### Background information

The Long-Term Plan (LTP) is a planning document required under the Local Government Act 2002 that sets out a Council's priorities in the medium to long term. Whilst the plan is for a 10-year period, the document is revised every three years. Its purpose is to –

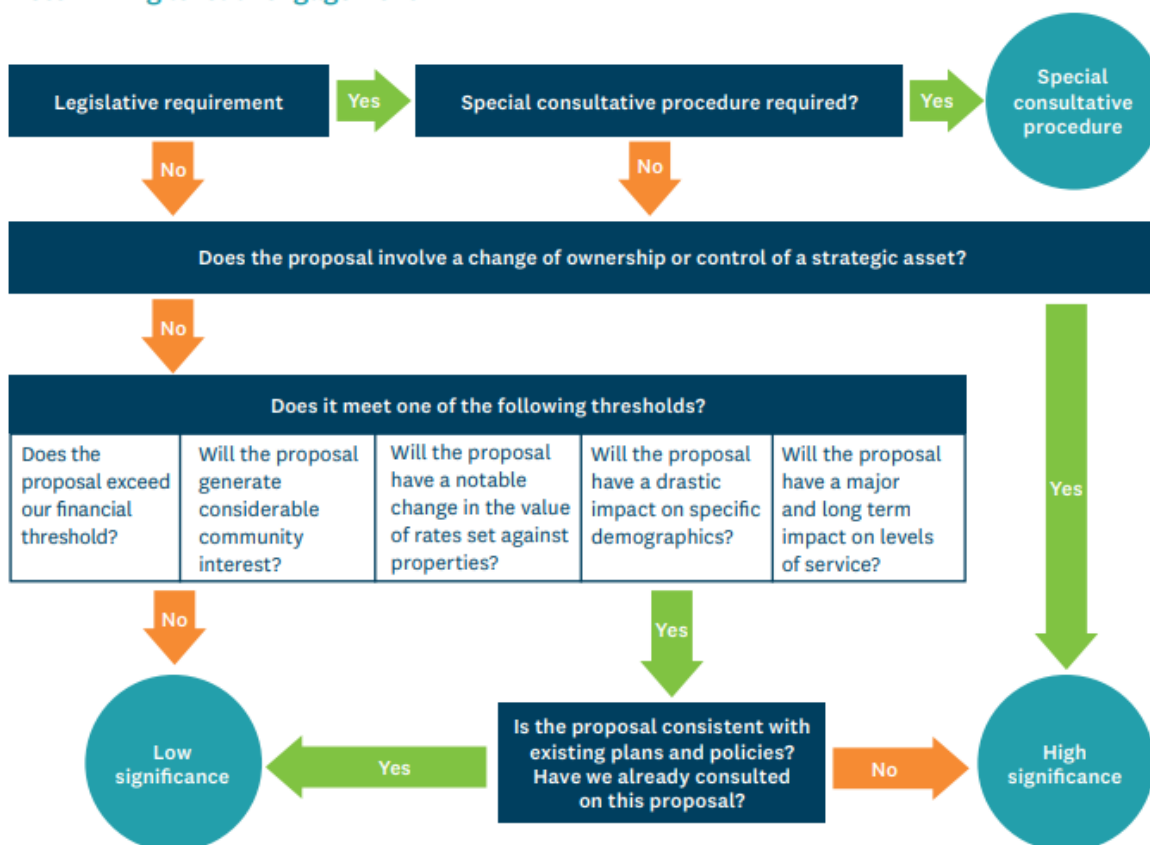
- Describe the council's activities and the [community outcomes](#) it aims to achieve.
- Provide integrated decision-making and coordination of the resources.
- Provide a long-term focus.
- Show accountability to the community.
- Provide an opportunity for participation by the public in council decision-making processes.

An annual plan is completed once a year and focuses on year-to-year budgets. Councils prepare an annual plan in each of the two years between LTP reviews and set out in them what the council plans to do in the next 12 months to move towards achieving its goals.

These plans are adopted before the start of the financial year in July. Whether the Council is required to consult with the public is at the Council's discretion and is dependent on the level of change between the proposed Annual Plan budget and that of the comparative budget in the Long-Term Plan for that year.

In considering whether there is a significant change between year three of the 2021 Long-Term Plan and the proposed 2023/24 Annual Plan budget, consideration can also be given to the flow chart in the Council's significance and engagement policy (below), to determine whether an amendment or further formal community consultation is required:

### Determining level of engagement



### Our underlying assumptions

- Our Annual Plan and Long-Term Plan budgets are based on assumptions with a high risk of uncertainty related to funding support expected to be received.
- Our current annual contribution as part of the Crown appropriation, covers most of our day-to-day operating requirements. However, this package does not allow for an infrastructural investment programme. Currently, we are required to secure separate one-off grants prior to committing to major asset maintenance, renewal or replacement projects. Consequently, key projects are often delayed, resulting in our existing assets being overburdened.
- The level of funding support, including whether any additional funding will be provided, will not be determined until it is announced in May 2023. It is unclear whether Council will be successful and what the level of extra support (if any) will be.

- The budget has been prepared assuming no change to operations as a result of the three waters reform decisions during 2024. The effect that the reforms may have on three waters services provided is currently uncertain. The plan was prepared as if these services will continue to be provided by the Council, and recognises transitional grants and increased expenditure related to the expected conversion in 2023/24. Future budgets (included for information) include three waters transactions, but it is likely a different structure will exist from 1 July 2024 onwards.
- This budget has been prepared assuming lower inflation rates (used to estimate rating increases for the 2023/24 financial year).
- Given these assumptions, the budgeted expectation is that the Council will achieve a financial surplus for the year of \$714k, and a positive cash movement of \$454k, meaning the balanced budget assumption is met for 2023/24.

### **Our budget**

- Our budget for the 2023/24 financial year is based on inflated figures used in the 2021 Long-Term Plan. However, key balances, including: roading (Stantec/Fulton Hogan contract), three waters, ECan contract, salary information and depreciation expenditure estimates have been updated along with the DIA annual appropriation along with other notable expected grants for the 2023/24 financial year.
- The budget is then reviewed for reasonableness, with adjustments made to remove transactions not expected to occur in 2023/24. For example, a one-off grant that is unlikely to be repeated in the future.
- Rates information has also been updated and presented to Council for direction on a recommended rate to include. Explanations on rating movements and financial impacts are provided in a separate paper.
- Council to refer to the attached budget for further detail and explanation of variances (attached).
- Further review and change to the budget is likely to occur as a result of grant and other expenditure arrangements becoming more certain.

### **Community Consultation**

- The Local Government Act requires Council to determine whether individual and cumulative changes to the budget are significant or material. If changes are deemed to be significant and/or material, then Council is required to consult the public on those changes.
- Further guidance provided by the government on whether consultation is required is that *"...the aim is to make the consultation process more efficient and flexible, by minimising 're-consultation' on matters that have already been addressed and decided as part of the long-term plan .... In some circumstances there will be no need for consultation on the proposed plan"*.
- Our consultation document for the 2021-31 Long-Term Plan highlighted our reliance on central government funding, our inability to commence on-island development (unless separate funding is agreed) and our liquidity challenges. These items have previously been identified with our community and consulted on previously. Consequently, it is recommended that further consultation (and audit) is not required.
- However, it is recommended that the community be updated on this decision in the Council Chatham Island newsletter (email) or community focus newsletter to highlight no consultation is being performed. Yet to be drafted.

### **Attachments**

2023/24 Budget for CIC with variance explanations

# Statement of Comprehensive Revenue and Expense

	LTP 2022/23 \$000	LTP 2023/24 \$000	Budget 2023/24 \$000	LTP 2024/25 \$000	LTP 2025/26 \$000	LTP 2026/27 \$000	Variance 2023/24 \$000
<b>Revenue</b>							
General Rates	326	334	356	364	374	384	22 Rates updated based on 2022/23 rates strike, refer separate Council paper
Targeted Rates	321	329	398	407	418	429	69
Grants & Subsidies	8,563	8,088	8,539	8,562	9,081	8,748	451 Includes three water transition grant and slightly higher Wake Kotahi grant (reflective on increased/deferred work)
Council Dues	265	265	275	281	288	296	10
User Pays, Fees & Charges and Other Income	325	329	258	264	274	278	(71) Less building consent work required
Interest	57	58	65	66	67	69	7
Share of surplus of associate	150	150	150	-	-	-	-
<b>Total Revenue</b>	<b>10,007</b>	<b>9,553</b>	<b>10,041</b>	<b>9,944</b>	<b>10,502</b>	<b>10,204</b>	<b>488</b>
<b>Expenditure</b>							
Depreciation and Amortisation	3,081	2,057	2,897	3,262	3,484	3,745	840 Based on information updated in the 2022 valuation
Employment Benefits	1,067	1,091	980	1,003	1,028	1,054	(111) Updated based on 2023 salary information
Financial Costs	4	3	3	1	-	-	-
Other Expenditure	5,478	5,664	5,447	5,452	5,761	5,998	(217) Primarily Stantec/Fulton Hogan and Ecan contracts, updated based on agreed rates
<b>Total Expenditure</b>	<b>9,630</b>	<b>8,815</b>	<b>9,327</b>	<b>9,718</b>	<b>10,273</b>	<b>10,797</b>	<b>512</b>
<b>Total Surplus/Deficit</b>	<b>377</b>	<b>738</b>	<b>714</b>	<b>226</b>	<b>229</b>	<b>(593)</b>	<b>(24)</b>
<b>Comprehensive Income</b>							
Increase/decrease in Revaluation Reserve	10,262	-	-	-	-	-	-
<b>Total Other Comprehensive Income</b>	<b>10,262</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Comprehensive Income</b>	<b>10,639</b>	<b>738</b>	<b>714</b>	<b>226</b>	<b>229</b>	<b>(593)</b>	<b>(24)</b>

# Statement of Changes in Net Assets/Equity

	LTP 2022/23 \$000	LTP 2023/24 \$000	Budget 2023/24 \$000	LTP 2024/25 \$000	LTP 2025/26 \$000	LTP 2026/27 \$000	Variance 2023/24 \$000
<b>Equity at the start of the year</b>	<b>83,737</b>	<b>96,206</b>	<b>94,376</b>	<b>95,090</b>	<b>95,316</b>	<b>95,545</b>	<b>(1,830)</b>
Total comprehensive income	10,639	738	714	226	229	(593)	(24)
<b>Equity at the end of the year</b>	<b>94,376</b>	<b>96,944</b>	<b>95,090</b>	<b>95,316</b>	<b>95,545</b>	<b>94,952</b>	<b>(1,854)</b>

# Statement of Financial Position

	LTP 2022/23 \$000	LTP 2023/24 \$000	Budget 2023/24 \$000	LTP 2024/25 \$000	LTP 2025/26 \$000	LTP 2026/27 \$000	Variance 2023/24 \$000
<b>Current Assets</b>							
Cash & Cash Equivalents	454	879	883	764	499	184	4
Current Trade And Other Receivables	1,160	1,108	1,164	1,153	1,218	1,183	57
<b>Total Current Assets</b>	<b>1,614</b>	<b>1,986</b>	<b>2,047</b>	<b>1,917</b>	<b>1,717</b>	<b>1,367</b>	<b>61</b>
<b>Non-Current Assets</b>							
Investment in associate	350	500	500	500	500	500	-
Loan receivable	432	385	-	-	-	-	(385)
Property, Plant & Equipment	94,459	96,335	94,507	94,917	95,447	95,303	(1,828) Based on information updated in the 2022 valuation
<b>Total Non-Current Assets</b>	<b>95,241</b>	<b>97,220</b>	<b>95,007</b>	<b>95,417</b>	<b>95,947</b>	<b>95,803</b>	<b>(2,213)</b>
<b>Total Assets</b>	<b>96,855</b>	<b>99,206</b>	<b>97,054</b>	<b>97,334</b>	<b>97,664</b>	<b>97,171</b>	<b>(2,152)</b>
<b>Current Liabilities</b>							
Bank Overdraft	-	-	-	-	-	-	-
Trade & Other Payables	1,796	1,644	1,739	1,812	1,916	2,013	95
Employee Entitlements	91	93	84	86	88	90	(9)
Provisions	25	25	25	25	25	25	-
Current Term Liabilities	66	68	21	5	-	-	(47)
<b>Total Current Liabilities</b>	<b>1,978</b>	<b>1,830</b>	<b>1,869</b>	<b>1,928</b>	<b>2,028</b>	<b>2,128</b>	<b>39</b>
<b>Non-Current Liabilities</b>							
Term Liabilities	501	432	95	90	90	90	(337)
<b>Total Non-Current Liabilities</b>	<b>501</b>	<b>432</b>	<b>95</b>	<b>90</b>	<b>90</b>	<b>90</b>	<b>(337)</b>
<b>Total Liabilities</b>	<b>2,479</b>	<b>2,262</b>	<b>1,964</b>	<b>2,018</b>	<b>2,118</b>	<b>2,218</b>	<b>(298)</b>
<b>Net Assets</b>	<b>94,376</b>	<b>96,944</b>	<b>95,090</b>	<b>95,316</b>	<b>95,545</b>	<b>94,952</b>	<b>(1,854)</b>
<b>Public Equity</b>							
Accumulated Funds & Reserves	94,376	96,944	95,090	95,316	95,545	94,952	(1,854)
<b>Total Public Equity</b>	<b>94,376</b>	<b>96,944</b>	<b>95,090</b>	<b>95,316</b>	<b>95,545</b>	<b>94,952</b>	<b>(1,854)</b>

# Statement of Cash Flows

	LTP 2022/23 \$000	LTP 2023/24 \$000	Budget 2023/24 \$000	LTP 2024/25 \$000	LTP 2025/26 \$000	LTP 2026/27 \$000	Variance 2023/24 \$000
<b>Cash Flow from Operating Activities</b>							
Receipts from rates revenue	656	667	754	772	787	816	86
Receipts from grants and subsidies	8,644	8,126	8,536	8,570	9,034	8,773	410
Receipts from Council Dues	269	267	275	281	286	297	8
Interest received	57	58	65	66	67	69	7
Receipts from other revenue	343	337	257	266	264	284	(80)
<b>Cash provided from Operating Activities</b>	<b>9,969</b>	<b>9,456</b>	<b>9,887</b>	<b>9,955</b>	<b>10,437</b>	<b>10,239</b>	<b>431</b>
Payments made to employees	(1,064)	(1,089)	(987)	(1,001)	(1,026)	(1,052)	102
Interest paid	(4)	(3)	(3)	(1)	-	-	-
Other payments to suppliers	(5,372)	(5,814)	(5,501)	(5,378)	(5,657)	(5,900)	314
<b>Cash required for operating activities</b>	<b>(6,440)</b>	<b>(6,906)</b>	<b>(6,491)</b>	<b>(6,380)</b>	<b>(6,683)</b>	<b>(6,952)</b>	<b>415</b>
<b>Net Cash Flow from Operating Activities</b>	<b>3,528</b>	<b>2,549</b>	<b>3,396</b>	<b>3,575</b>	<b>3,754</b>	<b>3,286</b>	<b>847</b>
<b>Cash Flow from Investing Activities</b>							
Purchase of Fixed Assets	(3,081)	(2,582)	(2,945)	(3,672)	(4,014)	(3,601)	(363)
Sale (Purchase) of Other Assets	-	-	-	-	-	-	-
<b>Net Cash Flow from Investing Activities</b>	<b>(3,081)</b>	<b>(2,582)</b>	<b>(2,945)</b>	<b>(3,672)</b>	<b>(4,014)</b>	<b>(3,601)</b>	<b>(363)</b>
<b>Cash Flow from Financial Activities</b>							
Loans Raised	-	-	-	-	-	-	-
Repayment of Loans	(26)	(22)	(22)	(22)	(5)	-	-
<b>Net Cash Flow from Financial Activities</b>	<b>(26)</b>	<b>(22)</b>	<b>(22)</b>	<b>(22)</b>	<b>(5)</b>	<b>-</b>	<b>-</b>
<b>Increase/(Decrease) in Cash Held</b>	<b>422</b>	<b>(55)</b>	<b>430</b>	<b>(119)</b>	<b>(265)</b>	<b>(315)</b>	<b>484</b>
Opening Cash Balance	32	933	454	883	764	499	(480)
<b>Closing Cash Balance</b>	<b>454</b>	<b>879</b>	<b>883</b>	<b>764</b>	<b>499</b>	<b>184</b>	<b>4</b>



## **4. Works & Services**

### **4.1 Stantec Engineering Report – February 2023**

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<b>Date of meeting</b>	23 March 2023
<b>Agenda item number</b>	4.1
<b>Author/s</b>	Shaun Bosher - Stantec New Zealand

#### **Purpose**

To update and inform Council about its Engineering Services contract.

#### **Recommendations**

**THAT the reports be received.**

#### **Background**

Members from the Stantec team will teleconference in to the meeting to give a verbal report on monthly activities.

#### **Attachments**

1. Stantec Monthly Report February 2023

## CIC Engineering Services Contract: Monthly Report

### Financial update – February 2023

#### Financial Position: Roothing

The roading budget allocated for the 2022/23 financial year approved by Waka Kotahi is \$4.67M.

The approved Maintenance, Operations and Renewals (MOR) budget is \$3.52M (including carry-over from 21/22), and \$1.14M of Low Cost, Low Risk (LCLR) funding.

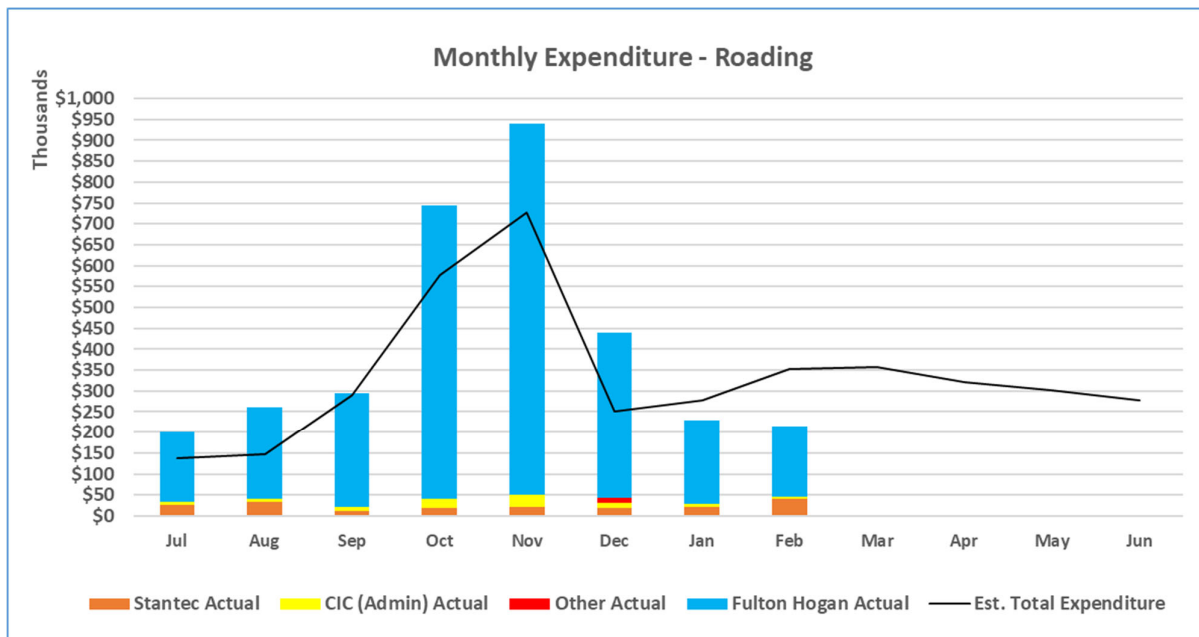
The February claim totalled \$216k. We have now spent approximately 71% of the annual budget and are 67% of the way through the year.

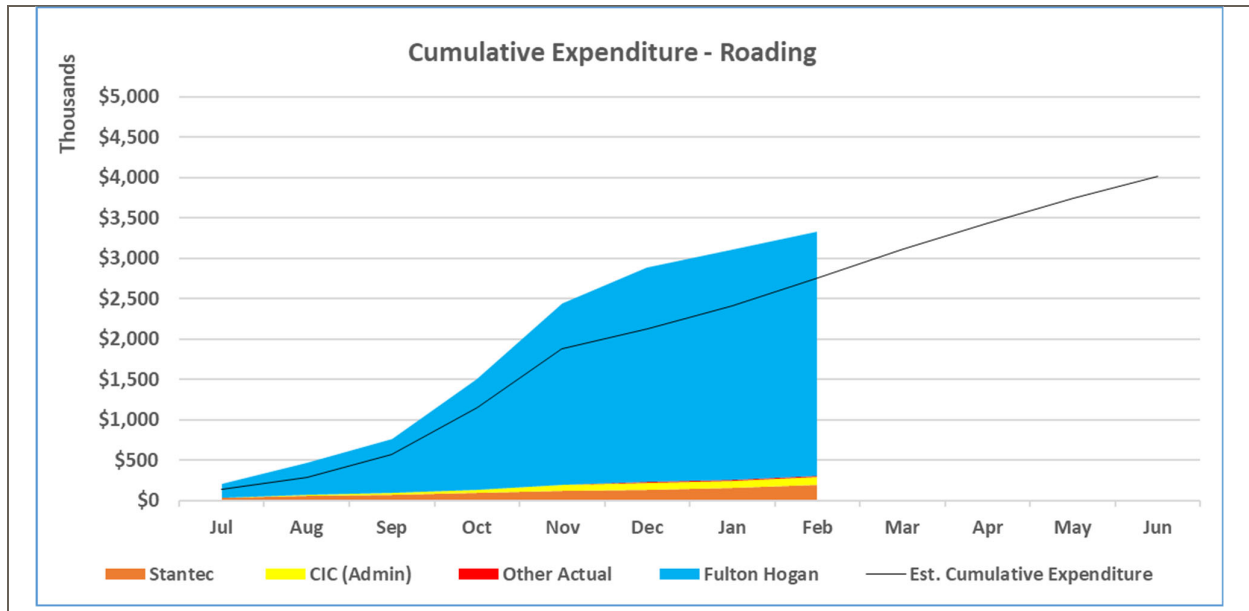
Expenditure of the core Maintenance, Operations, and Renewals (MOR) work has exhausted 93% of the FY 22/23 MOR budget.

The largest individual construction cost was for the assembly of the Whangamoe replacement culvert in preparation for installation. The Largest engineering cost was Bryan Peters' site visit for the Wharf repairs.

#### Expenditure Tracking of Waka Kotahi Funding

Tracking graphs for roading expenditure are presented below.





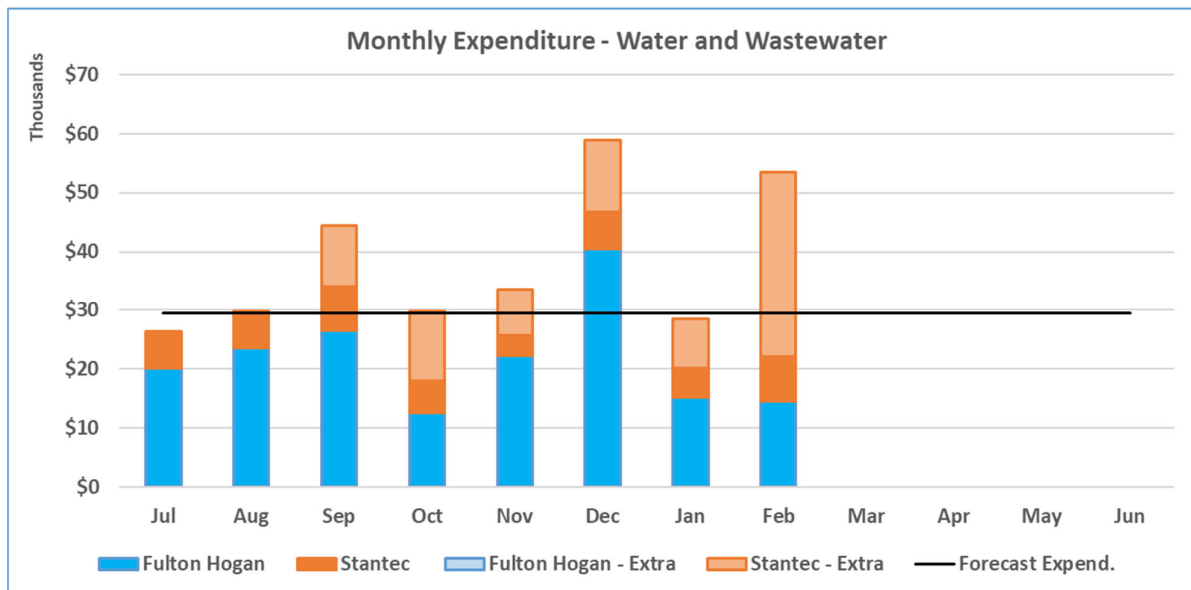
## Financial Position: Water and Wastewater

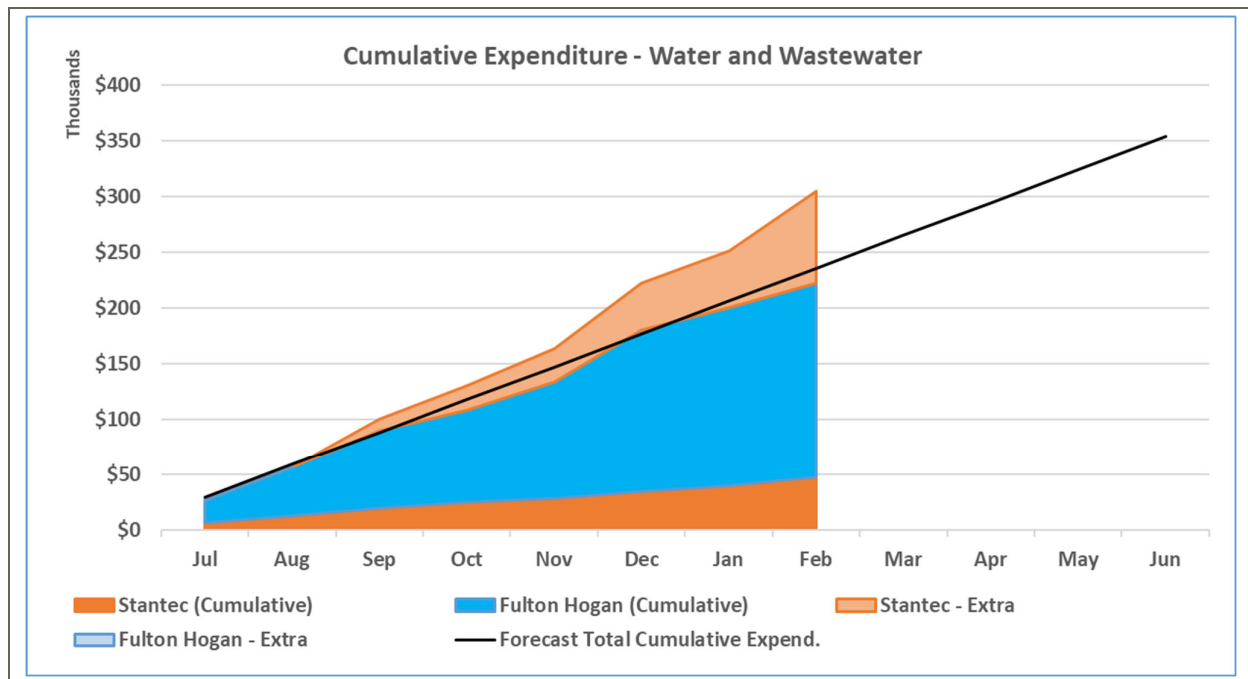
The operational expenditure for W+WW allocated in the 2021-31 LTP for 2022/23 is \$354,000.

The February claim totalled \$53.5k. The main construction costs were for the new wastewater balance tank, and the main engineering costs were from the additional support for the on-going Three Water Reform.

## Expenditure Tracking of Water & Wastewater Funding

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





## Roading Update –February 2023

Short-Term Roothing Forward Work Programme	
<b>Renewals</b>	<ul style="list-style-type: none"> <li>Unsealed pavement strengthening works on North and Airbase Road to progress when funding becomes available now that the airport hauling has finished</li> </ul>
<b>Drainage</b>	<ul style="list-style-type: none"> <li>Drainage renewal works are planned for Tuku Road subject to confirmation of the locations of underground electricity services in the area</li> </ul>
<b>Professional Services</b>	<ul style="list-style-type: none"> <li>Ongoing monitoring for programme adjustments if inflation continues to increase</li> </ul>
<b>Whangamoe Bridge Design (LCLR)</b>	<ul style="list-style-type: none"> <li>Resume consultation with stakeholder groups. Preconstruction works have commenced.</li> </ul>
Mid-Term Roothing Forward Work Programme (approx. 2-6 months)	
<b>Road Safety Inspection</b>	<ul style="list-style-type: none"> <li>Stantec plan to undertake the deferred road safety inspection in April/May 2023 when hours of darkness are longer</li> </ul>
<b>Whangamoe Bridge Design (LCLR)</b>	<ul style="list-style-type: none"> <li>On-going negotiations with affected stakeholders</li> <li>Build the replacement structure and conduct construction monitoring visits during key construction milestones.</li> </ul>
<b>Owenga Loading Facility Design (LCLR)</b>	<ul style="list-style-type: none"> <li>Produce a design based on consultation with the barge society/barge designer and builder to ensure proposed loading facility will work well with the barge operations</li> <li>Undertake a consent needs assessment and archaeological assessment in advance of physical works once design form and dimensions are confirmed</li> </ul>
<b>Network &amp; Asset management</b>	<ul style="list-style-type: none"> <li>Identify quantum of work required in next 3 year NLTP cycle, and begin planning the NLTP / RLTP 24-27 Bid in earnest</li> <li>Progress preliminary design works on Maipito Bridge replacement for inclusion in the next NLTP investment cycle</li> <li>Identify additional possibilities for minor Low Cost / Low Risk projects</li> </ul>
Long Term Roothing Forward Work Programme	
<b>Whangamoe Bridge Construction (LCLR)</b>	<ul style="list-style-type: none"> <li>Fence off roading corridor following culvert construction.</li> <li>Finalise legal boundaries and apply to Māori Land Court to lodge new titles for adjacent parcels and road. Will require a cadastral survey of the road alignment following fence construction.</li> </ul>
<b>Owenga Loading Facility Construction (LCLR)</b>	<ul style="list-style-type: none"> <li>Begin construction of the barge loading facility at Owenga.</li> </ul>

Pavement Maintenance	
<b>Previous Status:</b> <ul style="list-style-type: none"> <li>Fulton Hogan have completed the physical works for the 22/23 season sealed pavement rehabilitation and resealing programme and the claims are all paid.</li> <li></li> </ul>	<b>Updates:</b> <ul style="list-style-type: none"> <li>The unsealed pavement programme will resume with rehab works on North Road in May/June 2023.</li> <li>The amount of work will depend somewhat on the condition that the road is handed back in and the available Waka Kotahi funding.</li> </ul>

Drainage Maintenance	
<b>Previous Status:</b>	<b>Updates:</b> <ul style="list-style-type: none"> <li>Fulton Hogan will approach CIET regarding using their own electricians</li> </ul>

<ul style="list-style-type: none"> <li>Some culvert replacements for Tuku Road are programmed but dependent on the Power Board as they are in the vicinity of the underground 11 kV power cables.</li> </ul>	& linesmen for stand overs for Tuku Road works
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### Bridge Maintenance

<b>Previous Status:</b> <ul style="list-style-type: none"> <li>FH Construction division are working through finalised pricing for access and work under Te Awainanga Bridge</li> <li>Bryan to visit during February and complete an inspection of the Pitt Island Bridges.</li> </ul>	<b>Updates:</b> <ul style="list-style-type: none"> <li>A price has been received for Te Awainanga deck cleat works, and is being refined and finalised.</li> <li>Bryan Peters completed the overdue inspections of the Pitt Island bridges during his visit. An addendum to the 2021 bridge inspection report will be created from his assessments.</li> </ul>
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### Whangamoe Bridge Replacement

<b>Previous Status:</b> <ul style="list-style-type: none"> <li>Stantec understands that a key landowner has recently suffered some health issues which delayed engagement</li> <li>A cursory inspection of the bridge was undertaken during Stantec's December visit, with further deterioration of the main structural timber members being noted.</li> </ul>	<b>Updates:</b> <ul style="list-style-type: none"> <li>Bryan's recent inspection identified further decay to timber members and additional items of concern.</li> <li>Enabling works to assemble the culvert barrel have been completed ahead of installation to minimise construction time</li> </ul>
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### Owenga Loading Ramp Design

<b>Previous Status:</b> <ul style="list-style-type: none"> <li>Stantec have sent some initial questions to the barge society to identify design parameters and ensure the ramp will be fit for purpose and easy to use</li> <li>Stantec made some measurements of the seabed during the December visit to use alongside inputs from the barge society</li> </ul>	<b>Updates:</b> <ul style="list-style-type: none"> <li>Bryan had a more detailed discussion with the Barge Society around form and dimensions for loading ramp.</li> <li>Design has progressed to 30% stage.</li> </ul>
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### Professional Services

<b>Previous Status:</b> <ul style="list-style-type: none"> <li>Stantec is still working to confirm the timing of the Te Matauae intersection minor works.</li> <li>Stantec have submitted a recommendation to council for consideration to open the Tuku Gully Road safely.</li> <li>Stantec have completed the RAPID number and wayfinding review site verifications. Advice to FH will be provided shortly to update the street name and guide sign blades</li> </ul>	<b>Updates:</b> <ul style="list-style-type: none"> <li>Stantec have begun some interim design work on a replacement for the Maipito bridge to be included as a Low Cost/Low Risk project in the NLTP 24-27 bid</li> <li>Responding to Audit NZ queries has been on-going through February, and will continue into March.</li> </ul>
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### Kaingaroa & Owenga Wharf Repairs

<b>Previous Status:</b> <ul style="list-style-type: none"> <li>The Owenga Wharf repairs will be undertaken in early 2023. The proposed interventions for Owenga Wharf have been modified to better protect vital components from Teredo Worm.</li> <li>Hunter Civil have completed the make-safe works on the Kaingaroa wharf</li> <li>They have re-established the handrails, improved the trolley ramp, jacketing and cross-bracing shoreward piles, steel</li> </ul>	<b>Updates:</b> <ul style="list-style-type: none"> <li>Bryan inspected both Wharves during his site visit. Contract management with Hunter Civil ongoing, around snags to be tidied up at Kaingaroa and the scope of works required at Owenga.</li> </ul>
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strapping connections, backfilling foundation and shoreline rock protection	
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#### Stantec Site Visits

##### **Previous Status:**

- Nigel and Rebecca visited February, April and August, December 2022.

##### **Updates:**

- Next Stantec Roding visit was be 7<sup>th</sup> to 10<sup>th</sup> March 2023

#### CIC catch-ups in Christchurch

##### **Previous Status:**

- Owen, Monique, and Bubbles were in Christchurch in June and were joined by the Christchurch and Dunedin teams for an excellent meal

##### **Updates:**

- None

#### Waka Kotahi (NZTA) Correspondence

##### **Previous Status:**

- Waka Kotahi are satisfied with the updated Procurement Strategy.
- Waka Kotahi have requested an update on the Low Cost Low Risk spend forecast. No fundamental changes were made since carrying over the budget for the construction phase of the Whangamoe bridge replacement, so all that was needed was to adjust what was spent in the 21/22 FY.

##### **Updates:**

- None

## Water and Wastewater Update – February 2023

Contract Documentation	
Project:	Current Status:
<b>Water Compliance</b>	<ul style="list-style-type: none"> <li>CIC needs to carry out a catchment risk assessment / Source Water Risk Management Plan for both supplies.</li> <li>CIC needs to revise the Water Safety Plans (WSP) for both supplies <ul style="list-style-type: none"> <li>The revised WSP framework was released in December 2018. The current WSPs need substantial revision to comply with the new framework, by November 2022. CIC has elected to not review its WSPs at this stage. CIC had intended to update the WSPs through the 3Ws Reform Programme, but elected to allocate funds to capital works instead.</li> </ul> </li> <li>Tikitiki bore radiological testing was completed and results were all below detection limits for Radon, alpha activity, and beta activity. <ul style="list-style-type: none"> <li>Radiological testing is to be repeated by October 2026.</li> </ul> </li> </ul>
Water Supply	
Project:	Current Status:
<b>All Supplies – Funding and Site Visit</b>	<ul style="list-style-type: none"> <li><b>Filtec's annual servicing visit of the Water Treatment Plants (WTP) was completed during the week of 16 January 2023.</b></li> <li>Queries from the Entity C NTU regarding CIC's CAPEX and OPEX submissions are ongoing.</li> <li>CIC's Entity C Financial RfI was not submitted by the 21 October deadline. <ul style="list-style-type: none"> <li>CIC has forwarded relevant contact information at ECan to the National Transition Unit, but has noted that a submission of this information will be completed in February / March 2023.</li> </ul> </li> <li>CIC's 3Ws Operational Stocktake workshop with the Entity C NTU was completed on 30 January 2023. Subsequent follow up sessions were completed to address outstanding queries.</li> </ul>
<b>Kaingaroa – Lake Rangitai</b>	<ul style="list-style-type: none"> <li>There are some outstanding documentation deficiencies by FILTEC following the upgrade works at the WTP.</li> <li>Materials for the intake extension are on the island and awaiting installation by FH. <b>Wet weather has prevented the completion of this work, and was not completed under the grant funding budgets. O&amp;M contract funds will be used to cover the outstanding costs to complete the project in March 2023.</b></li> </ul>
<b>Waitangi water supply</b>	<ul style="list-style-type: none"> <li>There are some outstanding documentation deficiencies by FILTEC following the upgrade works at the WTP.</li> <li>The new cloud-based telemetry system was installed and commissioned at both WTPs in April 2022. <ul style="list-style-type: none"> <li>Improvements to the online portal have been noted and a request for modifications was sent to ConnectM2M. Updates are pending.</li> </ul> </li> <li>CIC to consider introducing rules for enforcing private repairs within a certain timeframe to minimise loss of water and ensure the supply network can be maintained. <b>Ongoing.</b></li> <li>CIC to consider whether charges are applied for taking water from the FH yard and/or if water is only able to be taken during hours when the yard is manned (i.e., locked at other times). <b>Ongoing.</b></li> </ul>
<b>Reporting/ Monitoring/ Sampling February 2023</b>	<ul style="list-style-type: none"> <li><b>Waitangi Water Supply</b> <ul style="list-style-type: none"> <li>Complies with WSP for bacteria: E.coli not detected in raw, treated or network samples.</li> <li>Total coliforms not detected in the raw, treated, or network sample.</li> <li>Treated water turbidity was below the operational target of 0.3 NTU.</li> <li>Not complying with DWSNZ for protozoa with UV disinfection system. <ul style="list-style-type: none"> <li>The UV reactor is providing a protozoa barrier.</li> </ul> </li> </ul> </li> </ul>



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

## Solid Waste Update – February 2023

<b>Landfill Operation</b>	
<b>Current Status</b> <ul style="list-style-type: none"> <li>MfE were to conduct an audit of the landfill in November, but this was postponed to early December, and since put off again until the new year.</li> <li>ECan has accepted the Trigger Values Report.</li> </ul>	<b>Actions – Stantec</b> <ul style="list-style-type: none"> <li>Provide operational advice as requested from time to time by CIC staff.</li> </ul> <b>Actions - Council</b> <ul style="list-style-type: none"> <li>Placement of waste in the landfill to be undertaken as advised by Stantec.</li> </ul>
<b>Waste Minimisation Project (MfE Waste Minimisation Fund)</b>	
<b>Current Status:</b> <ul style="list-style-type: none"> <li>Y1M3 report has been completed for the MfE.</li> <li>Turtens have achieved completion.</li> <li>Awaiting the building Inspectors visit.</li> <li>Additional signage and metal frames have been ordered.</li> </ul>	<b>Actions - Stantec</b> <ul style="list-style-type: none"> <li>Stantec to continue work with CIC, suppliers and contractors, as needed.</li> </ul> <b>Actions - Council</b> <ul style="list-style-type: none"> <li>Council to establish insurance needs for taking over the Mitre 12 facility.</li> <li>Council and Stantec to complete milestone reports.</li> </ul>
<b>Weighbridge Project (CRRF Project)</b>	
<b>Current Status:</b> <ul style="list-style-type: none"> <li>Fulton Hogan has completed the foundations for the weighbridge.</li> <li>The weighbridge has been installed at Te One. It is awaiting the electrician to install the electrics with surge protection.</li> </ul>	<b>Actions - Stantec</b> <ul style="list-style-type: none"> <li>Stantec to continue to work with CIC, suppliers and contractors, as needed.</li> </ul> <b>Actions - Council</b> <ul style="list-style-type: none"> <li>Council to provide input on the project, as needed.</li> <li>Council to raise invoice for MfE's payment, as needed.</li> </ul>
<b>Sludge Lagoon Project</b>	
<b>Current Status – no change.</b> <ul style="list-style-type: none"> <li>Stantec has provided a short report on the requirements for installing an overflow to the leachate pond. This has been given to FH.</li> </ul>	<b>Actions - Stantec</b> <ul style="list-style-type: none"> <li>No outstanding actions.</li> </ul> <b>Actions - Council</b> <ul style="list-style-type: none"> <li>FH staff to install the overflow at the leachate pond.</li> <li>Council to work with Stantec to secure funding for the Sludge Facility Project.</li> </ul>
<b>Other Waste Management Matters</b>	
<b>Current Status:</b> <ul style="list-style-type: none"> <li>MfE are keen for CIC to take up the funding for organics collections. This would need to be co-ordinated with Hokotehi Moriori Trust, to ensure that a collection by CIC would fit with the business case.</li> <li>Feedback has been received from one Councillor on the draft WMMP. Stantec has prepared a Statement of Proposal for the draft WMMP.</li> <li>Stantec is still progressing a draft Issues and Options paper on SW Charges.</li> <li>Stantec has issued a report on the SW Bylaw, including an Issues and Options paper.</li> </ul>	<b>Actions - Stantec</b> <ul style="list-style-type: none"> <li>Stantec to be involved in a Council workshop in March to discuss the SW Bylaw.</li> <li>Stantec to finalise a draft Issues and Options paper on SW disposal charges.</li> </ul> <b>Actions - Council</b> <ul style="list-style-type: none"> <li>Council to progress with consultation of the SW Bylaw and draft WMMP.</li> </ul>

## 4. Works & Services

### 4.2 Fulton Hogan Road Maintenance Report February 2023

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<b>Date of meeting</b>	23 March 2023
<b>Agenda item number</b>	4.2
<b>Author/s</b>	Phil Holt – Fulton Hogan Contract Manager

#### **Purpose**

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

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

#### **Recommendation**

**THAT the report be received.**



Donaldson Road Shoulder Removal & Water Tabling

# CHATHAM ISLANDS ROAD MAINTENANCE CONTRACT MONTHLY REPORT FEBRUARY 2023

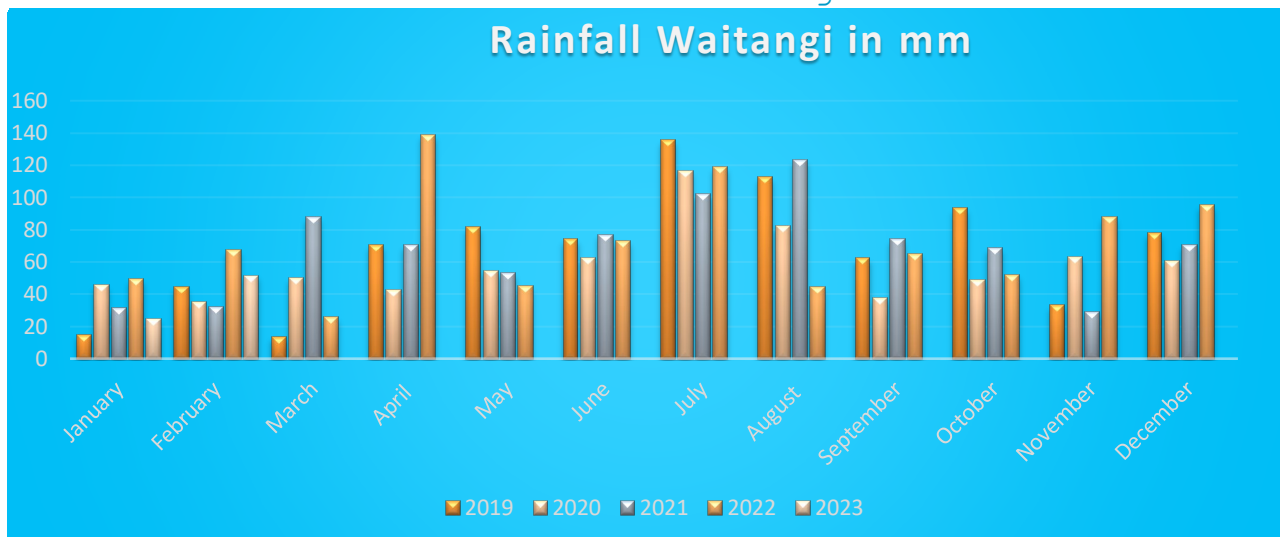


Work Summary  
Outline of work carried out during month  
Routine Maintenance and Operations  
Pavement Renewals  
Sealed Road Resurfacing  
Drainage Renewals  
Bridge and Structure Renewals  
Traffic Services  
Minor Improvements  
Vegetation Control  
Dayworks  
Programmed Work for following month  
Schedule of Work by Road Name  
    1. Maintenance Grading  
    2. Unsealed Maintenance Metaling  
    Next Month's Target  
Crash Damage Report Summary  
Monthly Safety Report and Statistics  
    1. Safety Engagements  
Metal Stockpiles  
CIC Owned Materials  
Signs  
Culvert Pipes  
Environmental Compliance & Feedback  
Environmental Compliance  
Stakeholder Complaints Register  
Public Relations & Community Involvement  
Innovation  
When conditions allow we will continue with the blended  
maintenance material and continue to monitor areas already  
done to gauge how they perform in the wet/dry conditions.  
Summary of Monthly Progress Claim by Work Category  
    1. Miscellaneous  
    2. Traffic Counting  
    3. Pitt Island  
    4. Wind Damage  
Photos

## Work Summary

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### Outline of work carried out during month



51.5mm rainfall recorded for February in the Waitangi yard.

### Routine Maintenance and Operations

Doing a bit of drainage maintenance ahead of the wetter months, clearing ends of culverts and cleaning up our dump sites. Removed the high shoulders and reinstated watertables on Donaldson Road then started on WW-O road towards the Solomon statue.

Once we had a bit of rain we put a layer of maintenance metal on areas where clay was showing and grading.

Grass growth has been slow this month but still having to mow when/where required.

### Pavement Renewals

### Sealed Road Resurfacing

### Drainage Renewals

Still waiting for a CIET sparky to locate 11kv cable on Tuku road so we can renew culverts.

### Bridge and Structure Renewals

Have constructed the culvert to replace Whangamoe Bridge once we have approval.

### Traffic Services

## Minor Improvements

### Vegetation Control

Mowing where required.



## Dayworks

### Programmed Work for following month

Mainly routine works as and where required.

## 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
<b>TUKU ROAD</b>	4932	111	700	10000	4700
<b>TIKI TIKI ROAD</b>	4933	96	0	660	630
<b>NORTH ROAD</b>	4936	21	4589	12506	7120
<b>NORTH ROAD</b>	4952	21	4589	32000	9317
<b>WW-O ROAD</b>	4962	11	4440	20395	15551
<b>PORT HUTT ROAD</b>	4972	51	0	16615	13000
					<b>50318m</b>
				<b>TOTAL</b>	<b>50.318km</b>

### 2. Unsealed Maintenance Metaling

Road ID	Disp	Road ID	Start RP	End RP	Quantity	
<b>WW-O ROAD</b>	4953	11	4440	20395	472	
<b>NORTH ROAD</b>	4969	21	4589	12506	80	
<b>TIKI TIKI ROAD</b>	4970	96	30	130	16	
<b>PORT HUTT ROAD</b>	4974	51	0	16615	328	
		<b>Totals</b>		<b>This Month</b>	<b>896</b>	<b>m3</b>
				<b>Revised Target</b>	<b>44000</b>	<b>m3</b>
				<b>Contract TD</b>	<b>43466</b>	<b>m3</b>

### Next Month's Target

Currently 534m3 behind the revised schedule with the carryover from last year but right on target for the end of this financial year and will be used to strengthen pavement where needed once a bit of moisture arrives.

### Crash Damage Report Summary

#### Crash Damage Report

Date	Event	Action	Repaired Y/N
9/05/22	Police asked us about a vehicle rollover on North Rd = we did hear about it but all cleaned up by the time we got there.	No damage to the road.	N
14/07/22	A car has gone off the road into the end of a culvert on North road by Cliff Whatiri's yards.	No official report of harm or damage.	N
31/10/22	A vehicle rolled on the flat straight section of North road just before the Wharekauri Reserve.	No official report of harm or damage to road. Vehicle not healthy.	N
20/12/22	A vehicle hit the bank by Big Bush and rolled onto its side = driver taken to hospital = blacked out due to being a diabetic	Given insulin at the hospital and recovered. Van righted and towed to a safe area.	N
25/01/23	A vehicle rolled while moving over to miss an approaching truck = hit loose metal on the side of the road, lost control and rolled = write off.	Driver taken to hospital for a checkup & vehicle removed from road.	N Road was graded the day before and this person travels the road regularly at speed.

#### Network Inspections

Month	Inspection Type	Faults Identified	Inspected By
May 23/05/22	Day	Drove the roading network to check after the weekend storm.	All crews
June	Day	6 monthly road survey and report done.	Phil
July	Day	Weekly drive overs to make sure all was good after heavy rain events.	All Crews
August	Day	Drive over the network doing a sign audit = no real problem with network found	Phil
September	Day	All roads checked after rain events for damage.	All Crews
December	Day	Roadroid survey done = no problems found on the network.	Phil
January 2023	Day	Drive around network looking at signs etc	Phil

## Monthly Safety Report and Statistics

Nothing to report.

### 1. Safety Engagements

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
27/10/21	N	N	N	N	Crew meeting to run over risks and methodology to get gear over to Pitt on the barge.
24/11/21	N	N	N	N	Inspection of Tiki Tiki water plant upgrades.
24/01/22	N	N	N	N	Meeting with crew to run through the Covid-19 requirements now we are in the Red.
14/03/22	N	N	N	N	Site visit to WW-O Rd culvert installation.
6/04/22	N	N	N	N	Culvert replacement site visit on WW-O road = all ok
26/05/22	N	N	N	N	Stoney Crossing quarry inspection = all good.
23/06/22	N	N	N	N	Culvert replacement site on WW-o Road = all good.
22/08/22	N	N	N	N	HSQES site audit carried out while crew clearing culvert ends = all ok.
12/09/22	N	N	N	N	Target Hill counterfort drains = making sure correct installation procedure being followed = all ok.
7/12/22	N	N	N	N	Reseal site inspection = all TM in place and sufficient.

## Metal Stockpiles

28/02/2023							
Site	AP40 Schist	AP65	AP32 Basalt	AP100 Schist	AP20	G3 Chip	G5 Chip
Waitaha Schist	1,838	0	0	3,933	0		
Waitaha Basalt	0	0	496	0	371		
Paritu	2,902	0	0	1,593	0		
Stoney Crossing	0	0	0	0	2,502	287	361
Yard	0	0	0	0	0		
Ohinemama	0	0	0	0	0		
Muirsons Schist	0	0	0	1,038	0		
	4,740	0	496	6,564	2,873	287	361

## CIC Owned Materials

### Signs

Item Description	Unit	Purchased	Used Feb 2023	End Measure	Comments
<b><i>Signs</i></b>					
CS85 North Rd	ea.			1	
CS85 Port Hutt Rd	ea.			1	
RG1	ea.			1	
RG2	ea.			0	
RM6 White	ea.			8	
RM6 Yellow	ea.			7	
RM7	ea.			16	
P66X242	ea.			7	
PW11	ea.			1	
PW11.1L	ea.			1	
PW11.1R	ea.			1	
PW12L	ea.			1	900
PW12R	ea.			1	
PW24	ea.			2	
PW25 65KM	ea.			1	
PW28	ea.			1	
PW34.1	ea.			1	900 Y
PW34.2	ea.			2	
PW37	ea.			1	900
PW49 FIRE ENGINE	ea.			2	
PWSX1	ea.			2	
RH-4	ea.			2	
PW54	ea.			2	
<b><i>Marker pegs</i></b>					
EMP	ea.			362	
CULVERT MARKERS	ea.			8	
WHITE RAPID MARKERS	ea.			61	
<b><i>Misc. Items</i></b>					
ACROW PROPS	ea.			6	
ROAD COUNTER	ea.			1	
ROUGHOMETER	ea.			1	

## Culvert Pipes

### ALUFLOW

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

### Civilboss

225mm	m			36
300mm	m			48
375mm	m			54
450mm	m			50
525mm	m			15
600mm	m			30
700mm	m			30
800mm	m			30
1000mm	m			12

### Builders Mix

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

## Environmental Compliance

Date	Site Inspected	Compliant Y/N	Abatement Order Issued	Corrective Action Required	Completed By
20/01/22	Stoney Crossing Quarry	Y	N	N	Phil
14/03/22	WW-O Rd Culvert Installation	Y	N	N	Phil
27/06/22	Stoney Crossing Quarry	Y	N	N	Phil
26/08/22	North Road Strengthening works	Y	N	N	Phil
13/10/22	Target Hill Rehab Site	Y	N	N	Phil
1/12/22	Kaingaroa Rehab Site	Y	N	N	Tomby
21/02/23	Whangamoe Bridge Replacement	Y	N	N	Tomby

## Stakeholder Complaints Register

Month	Council/ Public Complaint	Complaint	Repair Undertaken	Response Time
24/01/22	Public	Complaint about weeds in footpath cracks outside café.	Sprayed when weather allowed.	1 Week
15/02/22	Public	Muddy sections on WW-O Road after all the recent rain.	Metal put on worst areas.	Same Day
20/05/22	Public	Cattle stop on Kaingaroa road had large potholes at each end.	Grader was actually on the road at the time.	Same Day
26/05/22	Public	North Road dusty.	Not a lot can be done for this – it happens in dry weather.	
26/05/22	Public	Rubbish from the Te One transfer site was blowing into neighbouring properties.	Staff picked up what they could considering the very strong winds at the time.	Next Day
04/10/22	Public	Large potholes in metaled dip area in the seal at Kaingaroa.	Potholes filled when crew available and weather allowed.	1 Week
20/01/23	Public	Planks lifting on bridge.	Was a deep pothole in the RH wheel track that made it feel like bridge planks were lifting?	Next Day

## Public Relations & Community Involvement

## Innovation

## Summary of Monthly Progress Claim by Work Category

	February 23	Separable Portion One - Roothing			
<u>Item</u>	<u>Work Category</u>	<u>Value for Month</u>	<u>Value YTD</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
1	P&G Other	\$122,599.65	\$1,280,937.38	\$972,000.00	131.78%
2	Routine Maintenance and Ops	\$59,345.33	\$515,973.56	\$910,000.00	56.70%
3	Pavement Renewals	\$0	\$716,337.04	\$874,000.00	81.96%
4	Sealed Road Resurfacing	\$0	\$305,941.82	\$227,000.00	134.78%
5	Drainage Renewals	\$14,376.61	\$87,475.01	\$233,000.00	37.54%
6	Bridge Renewals	\$11,757.77	\$12,266.49	\$111,000.00	11.05%
7	Traffic Services	\$2,823.98	\$14,509.74	\$20,000.00	72.55%
8	Minor Improvements	\$0	\$0	\$100,000.00	0%
9	Vegetation Control	\$5,408.41	\$43,267.28	\$55,000.00	78.66%
11	Dayworks	\$9,280.57	\$51,779.94	\$251,000.00	20.63%
	<b>Total</b>	<b>\$225,592.32</b>	<b>\$3,028,488.34</b>	<b>\$3,753,000.00</b>	<b>80.7%</b>

Estimated

### 1. Miscellaneous

### 2. Traffic Counting

Counters have arrived but unfortunately I do not have the software to activate them. Waiting on our IT support team to sort.

### 3. Pitt Island

### 4. Wind Damage

No reported or visible signs of damage this month.

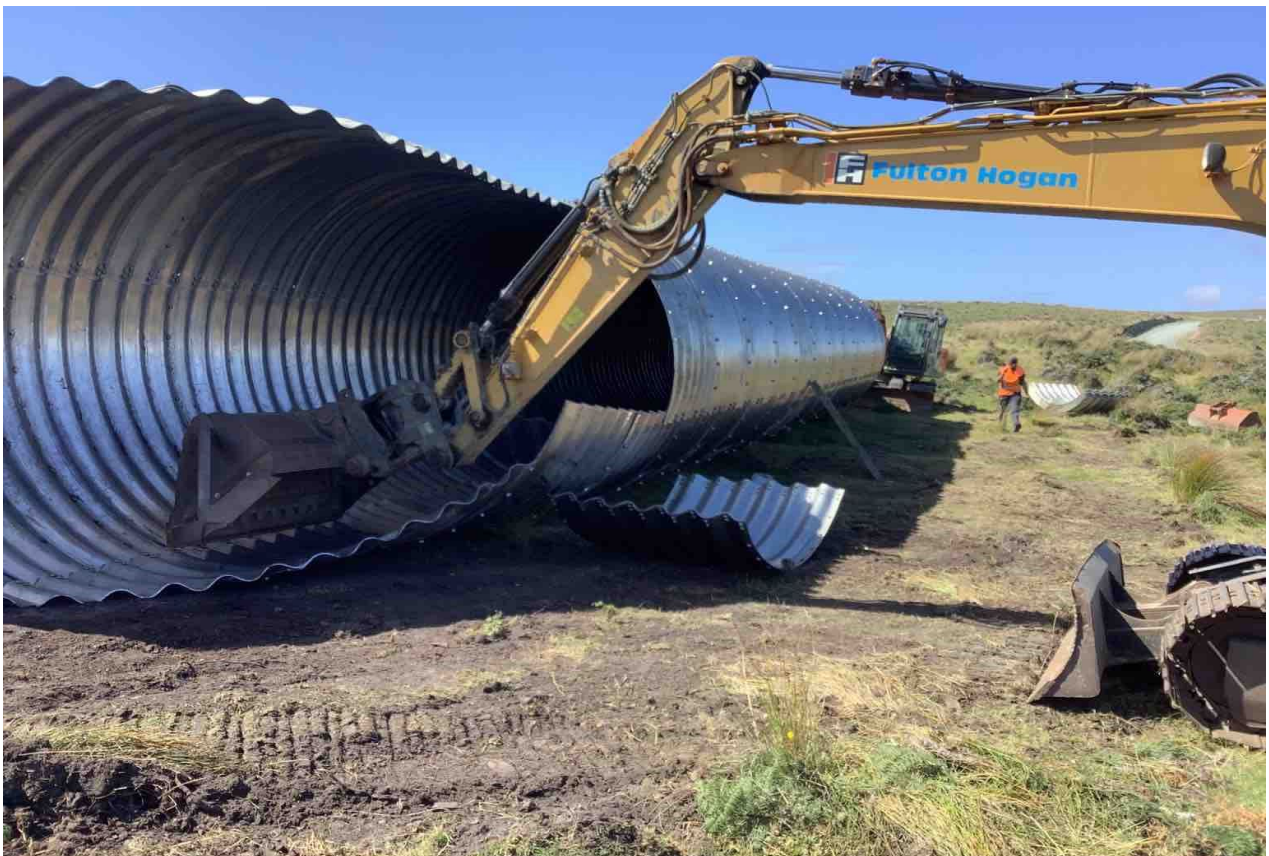


## Photos

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Culvert Construction For Whangamoe Bridge Replacement

## 4. Works & Services

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

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<b>Date of meeting</b>	23 March 2023
<b>Agenda item number</b>	4.3
<b>Author/s</b>	Phil Holt – Fulton Hogan Contracts Manager

#### **Purpose**

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

#### **Recommendations**

**THAT** the report be received.

#### **Background**

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



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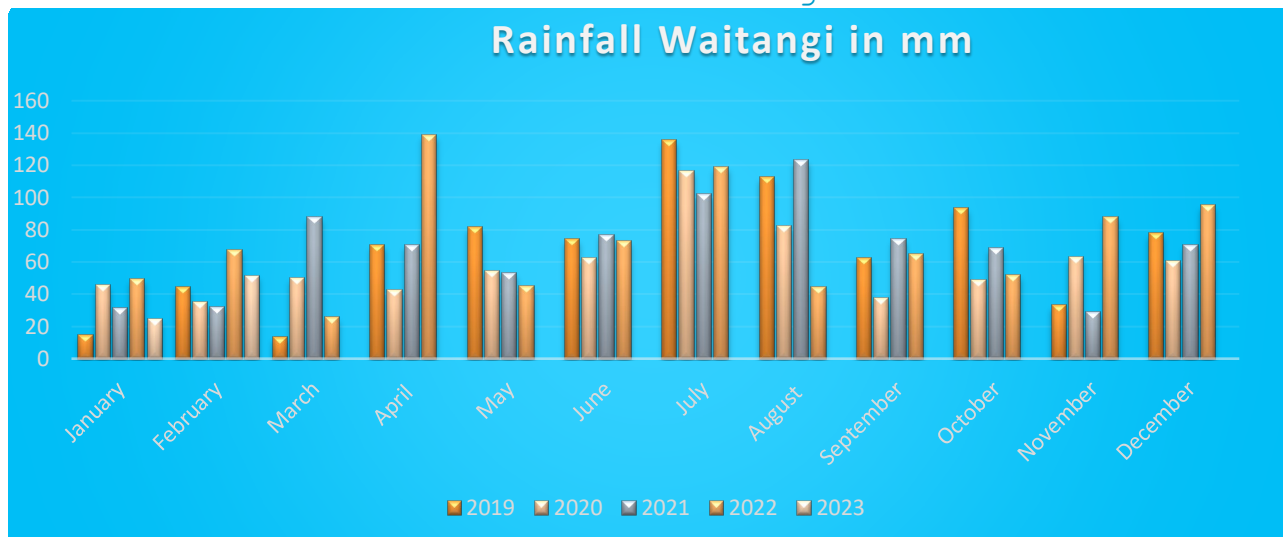
Kaingaroa Water Supply Lake 28 February

CHATHAM ISLANDS  
WATER AND WASTEWATER  
OPERATION CONTRACT  
MONTHLY REPORT  
FEBRUARY 2023



## Work Summary

### Outline of work carried out during month



51.5mm rainfall recorded for February in the Waitangi yard.

### Water Supply Operation & Maintenance

Tikitiki bore working ok at the moment with all tanks being full. Water level in the bore has dropped another 100mm since last month. Still experiencing high raw water turbidity caused by air getting in somewhere between the bore pump and plant. Kaingaroa = Treated water tanks are full and plant operating ok.

### Water Treatment

Tiki Tiki plant = Plant operating good at the moment apart from the raw water turbidity. This is high at times due to air getting into the system from an unknown point at this time. Kaingaroa plant = Operating ok. FAC still spiking when plant is running and water is being drawn for town, but nothing unusual for this type of operation.

### Wastewater Treatment Plant at Waitangi

Had a couple of issues with excessive stormwater ingress during heavy rain events but managed to locate a few and are working at repairing these.

### Dayworks - Water

### Dayworks - Wastewater

### Water and Wastewater Reticulation Network

## Water and Wastewater Treatment Plant: Monitoring

Monthly monitoring all good this month.

**Kaingaroa Lake Monitoring Post** = lake level has finally dropped 125mm up post.

## Summary of Monthly Progress Claim by Work Category

	February 23	Separable Portion Two - Water and Wastewater			
Item	Work Category	Value for Month	Value YTD	Annual Budget	% of Annual Budget
13	Preliminary and General	\$4,340.85	\$59,078.12	\$49,614.04	119.08%
14	Water Supply Ops and Maint	\$922.32	\$7,378.56	\$20,067.84	36.77%
15	Water Treatment	\$2,947.89	\$25,715.64	\$39,801.86	64.61%
16	WWTP Waitangi	\$922.32	\$7,378.56	\$35,580.63	20.74%
17	Dayworks - Water	\$735.97	\$17,751.47	\$9,519.14	186.48%
18	Dayworks - Wastewater	\$3347.23	\$43,951.20	\$7,090.55	619.86%
19	Water and Wastewater Reticulation	\$0	\$461.16	\$461.16	100%
20	Treatment Plant Monitoring	\$1,188.52	\$9,508.16	\$14,262.24	66.66%
	Total	\$14,405.10	\$171,672.87	\$176,397.46	97.32%

Last Financial Year

## Programmed Work for Following Month

Pipework on the new balance tank.

Raw water inlet pipework at Kaingaroa.

## Water Meter Report

### Irrigation Dosing

Fields have dried out this month and we have cleared and sprayed around the sprinklers.

### Quality Assurance

## Site Safety Report

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
29/06/22	N	N	N	N	WWWT plant check to make sure everything ok with new balance tank works.
9/08/22	N	N	N	N	New Balance tank site visit to make sure all is complete before crew leaves.
9/09/22	N	N	N	N	WWWT Plant waste water sprinkler system check = all ok and working as they should.
25/10/22	N	N	N	N	Check safety gear for chlorine use at the Kaingaroa Water Treatment plant = all ok
7/12/22	N	N	N	N	Steve in to do the annual service and inspection = all ok.

## Environmental Non Compliance

## Monthly Stocktake of Supplies

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### General Supplies Stockpile - Month Ending February

2023

	Stock Purchased	Stock End of Previous Month	Stock Used	Stock Remaining End of Month
Salt	100	60 Bags	40	120 bags
Chlorine		140lts	60lts	80lts

PHOTO









Kaingaroa Raw Water Lake

## **4. Works & Services**

### **4.4 Fulton Hogan Waste Management Operation Contract Report February 2023**

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<b>Date of meeting</b>	23 March 2023
<b>Agenda item number</b>	4.4
<b>Author/s</b>	Dylan Fraser – Fulton Hogan Divisional Manager, Maintenance

#### **Purpose**

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

#### **Recommendations**

**THAT** the report be received.

#### **Background**

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



# CHATHAM ISLANDS WASTE MANAGEMENT CONTRACT MONTHLY REPORT FEBRUARY 2023



## Introduction

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This report provides a summary of waste management activities through the months of February 2023.

## Staff

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In February there were no changes to the Waste Management staff.

## Te One Transfer Station

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Discussions are underway with Macaulay Metals to establish whether they have an appetite to assist with removing the large amount of scrap metal on the island and at Te One. We are still waiting on an update regarding this.

The weigh bridge has been put in place and is now only waiting on its induction to become operational. The Mitre 12 building has now had its water connection completed and is fully operational.

A plan still needs to be put in place for dealing with construction waste on the island.

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





## Owenga Landfill

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A large number of trips have been made to the landfill this month, with the additional staff numbers making it much easier to do so. This is allowing a much smoother operation of both Te One and Owenga.

## 8. Government

### 8.1 Representation Review

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<b>Date of meeting</b>	23 March 2023
<b>Agenda item number</b>	8.1
<b>Author/s</b>	Owen Pickles, Chief Executive

#### Purpose

Decision paper for Council to consider representation ahead of the 2025 Election cycle.

#### Recommendations

**THAT Council:**

- 1. consider whether it operates its elections under the First Past the Post (FPP) or Single Transferable Vote System (STV) electoral system;**
- 2. consider the number of Councillors to be elected; and**
- 3. consider the introduction of Maori Wards ahead of the 2025 Election cycle.**

#### Background

The Council is required to review the basis for elections every six years. The review must determine:

- The election process
  - First past the post (FPP)
  - Single Transferable Vote (STV)
- The number of Councillors to be elected
- Elected at Large or by Wards

This was last done in 2017 so is due again now in 2023.

#### Electoral Systems

The Chatham Islands Council for the last few elections has operated under the First Past the Post electoral system. This form of voting is used in parliamentary elections to elect Members of Parliament to constituency seats. Electors vote by indicating their preferred candidate(s) and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that the candidate(s) obtained.

The other option permitted under the Local Electoral Act 2001 is the Single Transferable Vote System (STV). Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill vacancies is achieved first by counting of first preferences then by transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota and then by exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters second preferences.

Under the Local Electoral Act 2001 the Council can resolve to change the electoral system to be used at the next elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least 5 per cent of electors signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections; i.e. we cannot change our electoral system for one election and then change back for the next election.

In 2018 Council resolved to retain First Past the Post (FPP) as its electoral system for the 2022 election. The decision was the subject of a public consultation process (the right of the public to demand a poll to countermand the Council decision), and as no submissions were received the Council decision is upheld. A review of these matters is now due ahead of the 2025 election.

## **Representation Arrangements**

The Chatham Islands Council is represented by:

- 1 Mayor
- 8 Councillors

The Mayor and Councillors are elected by all voters eligible on the Chatham Islands. The alternative is to divide the Islands into wards or constituencies and have a representation arrangement for each ward or constituency.

## **Maori Ward**

The roll for Council elections is provided by the Electoral Office so if a Maori Ward is to be established there will be two rolls -

- One from Rongotai Electorate
- One from Te Tai Tonga Electorate

Ideally, the representation from each should be relative to the community representation on each roll. For the 2020 parliamentary election –

- 65.12% were on Rongotai
- 34.88% were on Te Tai Tonga

This would result in e.g. 3 Maori seats and 5 General seats.



The current Council has 7 General and 1 Maori representatives as a comparison

However, if Maori Wards are to be established it is not as simple as a split along the electoral rolls.

For example Council could have –

- 3 Maori Ward seats – Candidates would need to be on the Maori Roll
- 5 General seats – Candidates would need to be on the General Roll

Maori Ward electors would vote for the Maori seats. General electors would vote for General seats or there will be several variations on this theme.

The future of local government is currently under review and is inclusive of the Chatham Islands.

## 8. Government

### 8.2 Heartland Services Contract

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<b>Date of meeting</b>	23 March 2023
<b>Agenda item number</b>	8.2
<b>Author/s</b>	Owen Pickles, Chief Executive

#### Purpose

Information paper for Council on the Heartlands Services contract.

#### Recommendations

**THAT the information be received.**

#### Background

The Ministry for Social Development (MSD) has offered to renew its contract with the Council for the provision of a Heartland Services office. The funding on offer has increased considerably at \$140,972.25, previously \$138,678.36, though some Covid related enhancements have been paid.

MSD has also invited the Council to apply for funds to purchase a vehicle to help enhance the services provided by the Heartlands office. Up to \$50,000 is available. The task funded is “Improving access to Government Services in provincial and rural New Zealand, and provide more support to local voluntary groups through access to resources available within the Heartland centres. The initiative has two components –

1. A service centre from where Government services can be delivered
2. An outreach service that involves a number of agencies synchronising their visits to remote communities.

We will be working with co-ordinator Barby Joyce on what this will mean.

## **Public Excluded Agenda**

23 March 2023

### **Mayor to Move**

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

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

<b>Item No.</b>	<b>Minutes / Report of:</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
1	Chief Executive Officer	Minutes of Public Excluded Meeting 23 February 2023	Good reason to withhold exists under Section 7	Section 48(1)(a)
2	Chief Executive Officer	Petrol	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:

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

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