



chatham islands council

Chatham Islands Council

BOARD PACK

for

Council Meeting

Thursday, 6 June 2024

9:00 am (+1245)

Held at:

Chatham Islands Council

13 Tuku Road, Chatham Islands

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AGENDA

COUNCIL MEETING



Name:	Chatham Islands Council
Date:	Thursday, 6 June 2024
Time:	9:00 am to 11:00 am (+1245)
Location:	Chatham Islands Council, 13 Tuku Road, Chatham Islands
Board Members:	Cr Amanda Seymour, Cr Celine Gregory-Hunt, Cr Graeme Hoare, Cr Greg Horler, Cr Judy Kamo, Cr Keri Day, Mayor Monique Croon, Cr Nigel Ryan, Cr Steve Joyce
Attendees:	Mr Andrew Wong, Ms Colette Peni, Ms Jo Guise, Ms Kirsten Norquay, Ms Mereraina Hemara, Mr Nigel Lister, Paul Eagle, Mr Phil Holt, Ms Tanya Clifford

1. Opening Meeting

1.1 Meeting Opening

1.2 Apologies

1.3 Interests Register

Review and update the interests register of board members and key executives.

Supporting Documents:

1.3.a Interests Register	6
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1.4 Action List

Review the progress of action items from previous meetings and discuss any pending tasks.

Supporting Documents:

1.4.a Action List	7
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1.5 CE Report

To updated elected members on the Chief Executives activities.

2. Confirmation of Minutes

2.1 Minutes 2 May 2024

Review and confirm the minutes of the previous meeting.

Supporting Documents:

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3. Finance

3.1 Financial Report

Ms Tanya Clifford

Information to be received.

Supporting Documents:

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3.2 Reporting Exemption of a Council Controlled Organisation

Council approval is required to extend the Mayoral Disaster Relief Fund reporting exemptions from the council-controlled organisation (CCO), in accordance with the Local Government Act 2002, section 7(3), for a period of three years.

Supporting Documents:

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4. Works & Services

4.1 Stantec Report

Information to be received.

Supporting Documents:

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4.2 Fulton Hogan Road Maintenance Report

Information to be received.

Supporting Documents:

4.2.a	4.2 Fulton Hogan Road Maintenance Report .pdf	31
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4.3 Fulton Hogan Water & Wastewater Report

Information to be received.

Supporting Documents:

4.3.a	4.3 Fulton Hogan Water & Wastewater Contract .pdf	45
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4.4 Fulton Hogan Waste Management Report

Information to be received.

Supporting Documents:

4.4.a	4.4 FH Waste Management Report.pdf	52
4.4.b	Te One Waste Record - Master 2024.xlsx	
4.4.c	Owenga Landfill Waste Record - Master 24.xlsx	

4.5 CIC RLTP 2024 Update

To update Council on the next stage of applying for Land Transport funding.

Supporting Documents:

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5. Community

6. Regulatory

6.1 ECan Activity Update

Supporting Documents:

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7. Emergency Management

8. Governmennt

9. Chatham Islands

10. Public Excluded

10.1 Move to Public Excluded

Supporting Documents:

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10.2 Public Excluded Minutes 2 May 2024

For Approval

Supporting Documents:

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10.3 Close the meeting

9:00 am

Next meeting: Council Meeting - 4 Jul 2024, 9:00 am

Summarize the key decisions made and officially close the board meeting.

Interests Register

Chatham Islands Council



As of: 30 May 2024

Person	Organisation	Active Interests	Notice Date
Cr Keri Day	Chatham Islands Council	Interested party - Item 7.1 Water Tank Project Update	1 Feb 2024
Cr Steve Joyce	Chatham Islands Council	Director, Chatham islands Electricity Ltd - 6.1 Wind Turbines	14 Mar 2024
Mayor Monique Croon	Chatham Islands Council	Applicant in Item 6.2 - M Croon Subdivision	1 Feb 2024

Action List

Chatham Islands Council



As of: 30 May 2024

Water Tank Project Update - For Info Sharing Workshop

Done

1. Re-look at contract to understand the specifics around dates.
2. Look into items stated as stolen from hall.

Due Date: 24 Apr 2024

Owner: Paul Eagle

Meeting: 1 Feb 2024 Council Meeting 1 February 2024, 6.1 Water Tank Project Update

Cost of Visitor Accommodation - For Info Sharing Workshop

Done

Find out the cost of Visitor Accommodation for Council contractors and visitors

Due Date: 24 Apr 2024

Owner: Paul Eagle

Meeting: 1 Feb 2024 Council Meeting 1 February 2024, 2.2 Chief Executive Report

5.1 Waitangi Hall

In Progress

SEEK legal advice for any liabilities in terms of handing over the Hall in its current condition.

Due Date: 2 May 2024

Owner: Paul Eagle

Meeting: 14 Mar 2024 14 March Council Meeting, 5.1 Waitangi Hall Decision

5.1 Waitangi Hall

On Hold

Subject to favourable legal advice -

SEEK expressions of interest for the following by 30 June 2024 – subject to favourable legal advice:

- Legal structure for transferring the ownership of the Hall (building, not land)
- Business Plan
- Plan to upgrade the Hall to a fully compliant standard
- Financial plan to enable the upgrade, one off set-up costs, day to day management, and maintenance (including depreciation)
- Timeline for implementation

Due Date: 2 May 2024

Owner: Paul Eagle

Meeting: 14 Mar 2024 14 March Council Meeting, 5.1 Waitangi Hall Decision

Owenga Landfill Annual Monitoring Summary

Not Started

Arrange a Council visit to the Owenga Landfill, Te One Transfer Station and Kaingaroa.

Due Date: 6 Jun 2024
Owner: Ms Jo Guise
Meeting: 2 May 2024 2 May 2024 Council Meeting, 4.5 Owenga Landfill Annual Monitoring Report

CIHPT Information

Not Started

When CIHPT information is available, circulate to full Council.

Due Date: 1 Aug 2024
Owner: Paul Eagle
Meeting: 2 May 2024 2 May 2024 Council Meeting, 10.4 Chatham Islands Housing Partnership Trust Update



2. Democracy

2.1 Minutes of an Ordinary Meeting 2 May 2024

Date of meeting	6 June 2024
Agenda item number	2.1
Author/s	Jo Guise, Executive Assistant

Purpose

For the Council to receive and confirm the minutes of the Ordinary Meeting of Council held on 2 May 2024.

Recommendations

1. **THAT the minutes from the Special meeting of the Chatham Islands Council held on 2 May 2024 be a true and accurate record.**

MINUTES (in Review)

2 MAY 2024 COUNCIL MEETING



Name:	Chatham Islands Council
Date:	Thursday, 2 May 2024
Time:	9:00 am to 11:30 am (+1245)
Location:	Chatham Islands Council, 13 Tuku Road, Chatham Islands
Board Members:	Cr Amanda Seymour, Cr Celine Gregory-Hunt, Cr Greg Horler, Cr Judy Kamo, Mayor Monique Croon, Cr Nigel Ryan, Cr Steve Joyce
Attendees:	Ms Jo Guise, Ms Kirsten Norquay, Mr Nigel Lister, Paul Eagle, Ms Tanya Clifford, Mr Alex McKinnon, Mr Erin Von Elders, Mr Jase Seymour, Ms Rebecca Tinga, Mr Jack Boyd
Apologies:	Cr Keri Day, Cr Graeme Hoare

1. Opening Meeting

1.1 Meeting Opening

The meeting opened with a Karakia, and moved directly in to Public Excluded for item PE.2 at 9.01am and out at 9.46am



Move to Public Excluded

THAT the meeting move to Public Excluded.

Decision Date:	2 May 2024
Mover:	Cr Nigel Ryan
Seconders:	Cr Celine Gregory-Hunt
Outcome:	Approved

1.2 Apologies



Apologies

THAT the apologies be received.

Decision Date:	2 May 2024
Mover:	Cr Celine Gregory-Hunt
Seconders:	Cr Amanda Seymour
Outcome:	Approved

1.3 Interests Register

1.4 Action List

Due Date	Action Title	Owner
24 Apr 2024	Water Tank Project Update - For Info Sharing Workshop Status: Completed on 2 May 2024	Paul Eagle
24 Apr 2024	Cost of Visitor Accommodation - For Info Sharing Workshop Status: Completed on 2 May 2024	Paul Eagle

Due Date	Action Title	Owner
2 May 2024	5.1 Waitangi Hall Status: In Progress	Paul Eagle
2 May 2024	5.1 Waitangi Hall Status: On Hold	Paul Eagle

1. Mr Paul Eagle gave an update on the water tank project. He had been in discussion with Fulton Hogan to help cart the tanks to get the project completed.
2. The cost of accommodation for Council contractors is approximately \$100k.

1.5 CE Report

N/A

2. Confirmation of Minutes

2.1 Minutes 14 March 2024



Minutes 14 March 2024

THAT the minutes from the meeting held on 14 March 2024 be a true and accurate record.

Decision Date: 2 May 2024
Mover: Cr Celine Gregory-Hunt
Seconders: Cr Amanda Seymour
Outcome: Approved

2.2 Representation Review



Representation Review

THAT Chatham Islands Council:

1. Retain the First Past the Post (FPP) electoral system for the 2025 election.
2. Is represented by:
 - 1 Mayor
 - 8 Councillors
3. Members are Elected at Large.
4. Does not establish community boards.

Decision Date: 2 May 2024
Mover: Cr Judy Kamo
Seconders: Cr Celine Gregory-Hunt

2.3 Kahui Manu Tāiko Minutes



Kāhui Manu Tāiko Meeting Minutes

THAT information be received.

Decision Date: 2 May 2024
Mover: Cr Greg Horler
Seconders: Cr Amanda Seymour

3. Finance

3.1 Financial Report



Financial Report to March 2024

THAT the Financial Report to March 2024 be received.

Decision Date: 2 May 2024

Mover: Cr Judy Kamo

Second: Cr Celine Gregory-Hunt

Ms Tanya Clifford spoke to the Financial Report.

3.2 LTP 2024-34 Consultation Document



LTP 2024-34 Consultation Document

THAT the Council:

1. Adopt the supporting information as information that is relied upon by the content of the Consultation Document in accordance with section 95A (4) of the Local Government Act 2002, including the:
 - a. Proposed 10-year combined financial and infrastructure strategy, which includes our 30 year projections for infrastructural capex and opex work.
 - b. proposed significant forecasting assumptions, including those related to climate change.
 - c. forecast financial statements, including accounting policies
 - d. statement concerning the balanced budget
 - e. forecast reserve funds
 - f. forecast funding impact statements (whole of Council and activity)
 - g. proposed revenue and financing policy
 - h. proposed rating and rates remission and postponement policies
 - i. proposed funding impact statement (rates)
 - j. proposed liability and investment management policy
 - k. proposed development or financial contributions
 - l. proposed significance and engagement policy
 - m. proposed working in partnership with Moriori and Māori policy
 - n. proposed fees and charges and Council dues for 2024/25.
2. Adopt the audited Consultation Document for the Long-Term Plan 2024-34;
3. Delegate authority to the Chief Executive Officer to approve any final edits and design changes required to the Consultation Document and/or supporting information to finalise documents for printing and distribution.

Decision Date: 2 May 2024

Mover: Cr Celine Gregory-Hunt

Second: Cr Amanda Seymour

Ms Tanya Clifford noted changes in the levels of service in regards to resource consents and compliance.

4. Works & Services

4.1 Stantec Report



Stantec Report

THAT the reports be received.

Decision Date: 2 May 2024

Mover: Cr Steve Joyce

Second: Cr Amanda Seymour

Mr Nigel Lister and Ms Kirsten Norquay gave verbal updates to the report. Also present was Mr Jack Boyd.

4.2 Fulton Hogan Road Maintenance Report



Fulton Hogan Road Maintenance Report March 2024

THAT the reports be received.

Decision Date: 2 May 2024

Mover: Cr Nigel Ryan

Second: Cr Celine Gregory-Hunt

Mr Erin von Elders gave a verbal update to the report.

4.3 Fulton Hogan Water & Wastewater Report



Fulton Hogan Water & Wastewater Report March 2024

THAT the reports be received.

Decision Date: 2 May 2024

Mover: Cr Amanda Seymour

Second: Cr Celine Gregory-Hunt

4.4 Fulton Hogan Waste Management Report



THAT the information be received.

THAT the information be received.

Decision Date: 2 May 2024

Mover: Cr Greg Horler

Second: Cr Judy Kamo

4.5 Owenga Landfill Annual Monitoring Report



Owenga Landfill Annual Monitoring Report Summary

THAT the report be received.

Decision Date: 2 May 2024

Mover: Cr Judy Kamo

Second: Cr Amanda Seymour



Owenga Landfill Annual Monitoring Summary

Arrange a Council visit to the Owenga Landfill, Te One Transfer Station and Kaingaroa.

Due Date: 6 Jun 2024
Owner: Ms Jo Guise

4.6 Bridge Inspection Report



CIC 2023-24 Bridge Inspection Report

THAT the report be received.

Decision Date: 2 May 2024
Mover: Cr Steve Joyce
Second: Cr Celine Gregory-Hunt

Mr Nigel Lister gave an update to the report.

5. Community

6. Regulatory

6.1 Decision Resource Consent CIC/2024/001 Chatham Islands Council



Decision RC CIC/2024/001

THAT the decision be received.

Decision Date: 2 May 2024
Mover: Cr Nigel Ryan
Second: Cr Celine Gregory-Hunt

6.2 Biosecurity Report



Late Item - Biosecurity Report

THAT the Biosecurity Report be considered as a late item.

Decision Date: 2 May 2024
Mover: Cr Judy Kamo
Second: Cr Celine Gregory-Hunt



Biosecurity Report

THAT the information be received.

Decision Date: 2 May 2024
Mover: Cr Amanda Seymour
Second: Cr Celine Gregory-Hunt

Mr Jase Seymour gave a verbal report on recent bio-security activities.

Next meeting: Council Meeting - 6 Jun 2024, 9:00 am

Signature: _____ **Date:** _____



3. Finance

3.1 Financial Report to April 2024

Date of meeting	6 June 2024
Agenda item number	3.1
Author/s	Tanya Clifford, Environment Canterbury

Purpose

For Council to receive the financial report to April 2024.

Recommendations

THAT the Financial Report to April 2024 be received.

Background

The April financial report is attached.

Chatham Islands Council - Council cash financial report year-to-date transactions

Report as at 30 April 2024

Year to date 'cash' transactions for eight months	Revenue	Expenditure	Net surplus/ (loss)	Capital	Cash surplus/ (loss)
Leadership & community partnerships	-	288,057	(288,057)	-	(288,057)
Transportation, roading & coastal networks	3,256,889	1,907,212	1,349,677	1,297,707	51,970
Roothing	3,194,083	1,834,471	1,359,612	1,297,707	61,904
Coasts	62,807	72,741	(9,935)	-	(9,935)
Three waters supply & treatment - potable water	1,008,857	417,094	591,763	-	591,763
Three waters supply & treatment - wastewater	101,903	189,287	(87,384)	-	(87,384)
Waste management & minimisation	203,522	687,289	(483,767)	-	(483,767)
Community development & emergency response	913,143	1,474,117	(560,974)	381,880	(942,854)
Community services	407,833	730,599	(322,766)	381,880	(704,646)
Petrol	470,433	375,572	94,861	-	94,861
Emergency services	34,878	367,946	(333,069)	-	(333,069)
Environmental protection, compliance & planning	319,657	1,027,504	(707,847)	-	(707,847)
Biosecurity and animal control	240,504	679,001	(438,496)	-	(438,496)
Resource management and regulatory	79,152	348,503	(269,351)	-	(269,351)
Corporate services and other overheads	5,072,833	2,219,805	2,853,028	219,769	2,633,259
Corporate services	869,833	2,219,805	(1,349,972)	219,769	(1,569,741)
Annual appropriation	4,203,000	-	4,203,000	-	4,203,000
Totals	10,876,803	8,210,365	2,666,438	1,899,356	767,082

All figures are 'cash' based and exclude year-to-date depreciation of \$1,879,283 (budgeted at \$2,483,000 for the year)

Notes:

Leadership & community partnerships	Predominately includes costs related to Councillor honorarium. No issues of note to report.
Transportation, roading & coastal networks	Roothing projects primarily on track, with the exception of the Owenga Loading Ramp, which has primarily been deferred to 2024/25. NZTA subsidy rate remains at 88%.
Three waters supply & treatment - potable water	The three waters - better off funding grants of \$1,051k has been received, with project costs ongoing. These transactions were excluded from the budget, some timing 'matching' issues may eventuate over year end.
Three waters supply & treatment - wastewater	No issues of note to report.
Waste management & minimisation	No issues of note to report.
Community development & emergency response	A large amount of works was expected in this area, funded through TIF. Work also ongoing related to 3 waters better off funding.
Environmental protection, compliance & planning	No issues of note to report, primarily related to works performed by ECan.
Corporate services and other overheads	Predominately includes the costs relating to staff wages, ECan contract, IT support and insurance costs.

Chatham Islands Council - Council cash financial report year-end forecast (continued)

Report as at 30 April 2024

Remaining 'cash' difference to budget for four months	Revenue	Expenditure	Net Surplus/ (loss)	Capital	Cash surplus/ (loss)
Leadership & community partnerships	-	57,611	(57,611)	-	(57,611)
Transportation, roading & coastal networks	638,817	381,442	257,374	259,541	(2,167)
Roothing	638,817	366,894	271,922	259,541	12,381
Coasts	-	14,548	(14,548)	-	(14,548)
Three waters supply & treatment - potable water	-	83,419	(83,419)	-	(83,419)
Three waters supply & treatment - wastewater	-	37,857	(37,857)	-	(37,857)
Waste management & minimisation	-	137,458	(137,458)	-	(137,458)
Community development & emergency response	94,087	419,823	(325,737)	76,376	(402,113)
Community services	-	146,120	(146,120)	76,376	(222,496)
Petrol	94,087	75,114	18,972	-	18,972
Emergency services	-	198,589	(198,589)	-	(198,589)
Environmental protection, compliance & planning	-	205,501	(205,501)	-	(205,501)
Biosecurity and animal control	-	135,800	(135,800)	-	(135,800)
Resource management and regulatory	-	69,701	(69,701)	-	(69,701)
Corporate services and other overheads	-	283,333	(283,333)	73,256	(356,590)
Corporate services	-	283,333	(283,333)	73,256	(356,590)
Annual appropriation	-	-	-	-	-
Totals	732,903	1,606,445	- 873,542	409,174	- 1,282,716
Expected annual transactions	11,609,706	9,816,810	1,792,896	2,308,530	(515,634)
Annual Plan/Budget	11,369,107	7,546,526	3,822,581	4,242,000	(419,419)

Values estimated as 2/12 of the actual transactions during the year. Highlighted cells indicate a best estimate recalculation, as explained in the notes, below.

Notes:

Transportation, roading & coastal networks	Owenga Loading ramp deferred to 2024/25; \$600k transferred to next year (includes 88% NZTA funding contribution)
Three waters supply & treatment - wastewater	Three water "better off" funding terms appear to be under review, with some uncertainty over future repayment of spent/committed funds.
Waste management & minimisation	Unexpected events outside of contract scope have occurred, increasing expenditure, likely to exceed budget by year end.
Community development & emergency response	Increased expenditure in emergency services, with the expectation of water tank installation costs being recognised in the last two months.
Corporate services and other overheads	Significant costs spent in the beginning of the year, meaning an apportionment calculation is not appropriate. Annual budget was \$1.815 million.

Chatham Islands Council - Council financial report benchmarks (continued)

Report as at 30 April 2024

Ratio or measure of sustainability	Achieved?	Target	April	March	December
<i>Cash management:</i>					
Available cash			(138,745)	Not disclosed	Not disclosed
Total cash (overdraft)	Yes	> -\$300k	373,393	576,214	1,246,701
Working capital ratio (ability to pay our bills)	Yes	> 1	1.57	6.34	7.85
<i>Operating cash performance:</i>					
Net cash movement for period (2023/24)	Yes	> \$0	242,278	445,100	1,115,587
Operating performance (cash flow) ratio	No	> 10%	3%	6%	15%
Adjusted balanced budget (cash) ratio	Yes	> 100%	108%	131%	141%
<i>Asset replacement:</i>					
Asset sustainability ratio	Yes	> 85%	102%	71%	86%

Notes:

Key sustainability ratios remain positive, although there remains a general indication of declining over time. Cash figures have been favourably influenced from the advanced receipt of the 3 waters better off funding. Asset sustainability ratio, has increased from housing and other capital investment.

Formulas:

Working capital ratio (ability to pay our bills)	$=\frac{\text{SUM}(\text{cash and debtor assets, excluding JV})}{\text{SUM}(\text{creditors, excluding loan balances})}$
Net cash movement for period (2023/24)	$=\text{Total current bank balance} - \text{Total bank balance 2022/23}$
Operating performance (cash flow) ratio	$=\frac{\text{Total current bank balance}}{\text{Total operating revenue for the period}}$
Adjusted balanced budget (cash) ratio	$=\frac{\text{Total operating revenue for the period}}{\text{Total operating expenditure \& capital for the period}}$
Asset sustainability ratio	$=\frac{\text{Total capital expenditure for the period}}{\text{Total depreciation for the period}}$

Highlighting rules:

Ratio within benchmarked expectation	Yes	Ratio not within benchmarked expectation	No
Ratio within +/- 2% of benchmarked expectation	Acceptable		

Finance

3.2 Reporting exemption of a Council Controlled Organisation

Date of meeting	Thursday, 6 June 2024
Agenda item number	3.2
Author/s	Tanya Clifford, Corporate Reporting Accountant, Environment Canterbury

Purpose

Council approval is required to extend the Mayoral Disaster Relief Fund reporting exemptions from the council-controlled organisation (CCO, in accordance with the Local Government Act 2002, section 7(3), for a period of three years.

Recommendations

1. **That the Council exempt the Chatham Islands Mayoral Disaster Relief Fund Trust from the requirements of being a Council Controlled Organisation (CCO) in accordance with s7(3) Local Government Act 2002.**
2. **That the exemption to be for a period of three years (covering the financial years 2024/25, 2025/26 and 2026/27).**

Background

The Local Government Act, 2002 ("the Act") Section 7 provides for Council, by resolution, to exempt small organisations, that are not council-controlled trading organisations, from the requirements of council-controlled organisations, where the organisation is a small organisation and certain conditions are met.

Council has granted an exemption from the council-controlled organisation requirements for the Mayoral Disaster Relief Fund since its inception, with the last exception being for the 2021-22 – 2023/24 financial years.

The exemption must be reviewed within three years after it is granted and an exemption may be revoked at any time.

The requirements for the governance and accountability of council-controlled organisations fall within Part 5 of the Local Government Act, 2002. Certain requirements are also expanded within Schedule 8 'Statement of intent' and Schedule 9 'Council-controlled organisations and transfer of undertakings' of the Act. However, these requirements are not required if the organisation is exempt (extract from the Local Government Act, 2002 on what the Act requires for a local authority to exempt an organisation as a council-controlled organisation) and must meet the following circumstances:

7 Exempted organisations

- (3) A local authority may, after having taken account of the matters specified in subsection (5), exempt a small organisation that is not a council-controlled trading organisation, for the purposes of section 6(4)(i).*
- (4) An exemption must be granted by resolution of the local authority.*
- (5) The matters are—*
 - (a) the nature and scope of the activities provided by the organisation; and*
 - (b) the costs and benefits, if an exemption is granted, to the local authority, the council-controlled organisation, and the community.*
- (6) A local authority must review an exemption it has granted—*
 - (a) within 3 years after it is granted; and*
 - (b) after the first review, not more than 3 years following the last review under this section.*
- (7) A local authority may, at any time, revoke an exemption it has granted.*

The Chatham Islands Mayoral Disaster Relief Fund Trust was established to act as an entity to collect or apply for any grants in response to an on-island emergency. Whilst it is expected that the entity will have a small balance of cash available, it is not expected to be actively operating (unless an emergency event arises).

Given the organisation is dormant, there is no obvious benefit from not exempting the organisation. Exempting the organisation will also reduce administrative requirements, including the need for a separate audit of the organisation.



4. Works & Services

4.1 Stantec Engineering Report – March 2024

Date of meeting	6 June 2024
Agenda item number	4.1
Author/s	Stantec New Zealand

Purpose

To update and inform Council about its Engineering Services contract.

Recommendations

THAT the reports be received.

Background

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

Attachments

1. Stantec Monthly Report April 2024

CIC Engineering Services Contract: Monthly Report

Financial update – April 2024

Financial Position: Roothing

The total roading budget allocated for the 2023/24 financial year is now \$6.5M

The total Waka Kotahi subsidised programme budget is \$5.6M, of which the approved Maintenance, Operations and Renewals (MOR) budget is \$3.9M, including a small amount of carry-over from the 22/23 financial year, and the additional funding recently offered and confirmed by NZTA. \$1.7M of approved Low Cost/Low Risk (LCLR) funding has been carried over into this year.

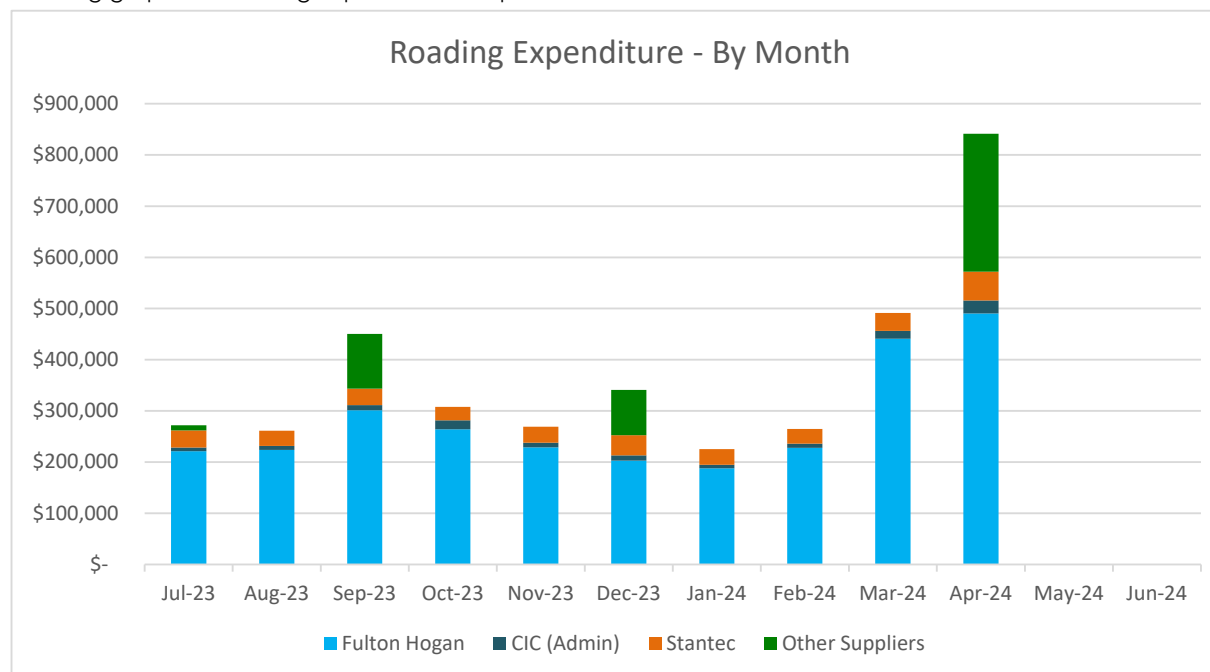
The April claim totalled \$841k.

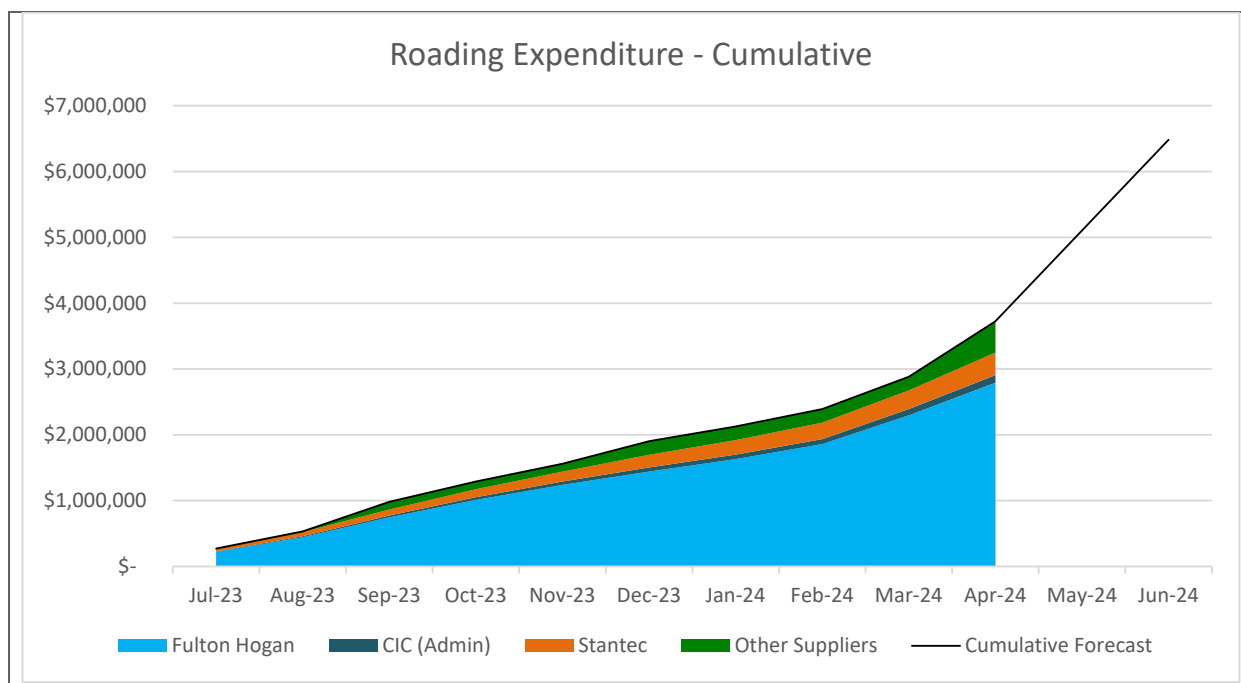
Expenditure of the Maintenance, Operations, and Renewals work programme has exhausted 77% of the approved funding for FY 23/24, and we are 83% of the way through the financial year.

The largest roading construction cost in April was for the next 2km of the pavement strengthening and additional cover on North Road. The largest engineering cost was for the detailed design of the Owenga Barge Loading Ramp. The April claim also includes the first material supply claim for the Owenga Barge Loading Ramp

Expenditure Tracking of Waka Kotahi Funding

Tracking graphs for roading expenditure are presented below.





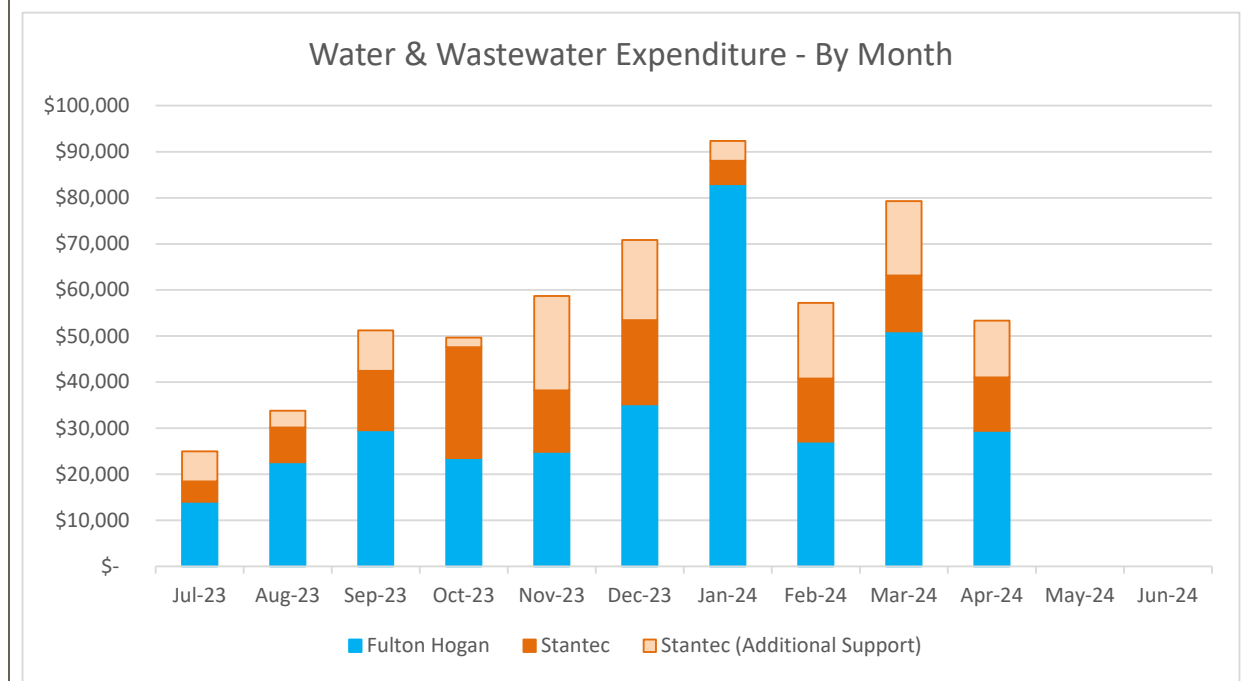
Financial Position: Water and Wastewater

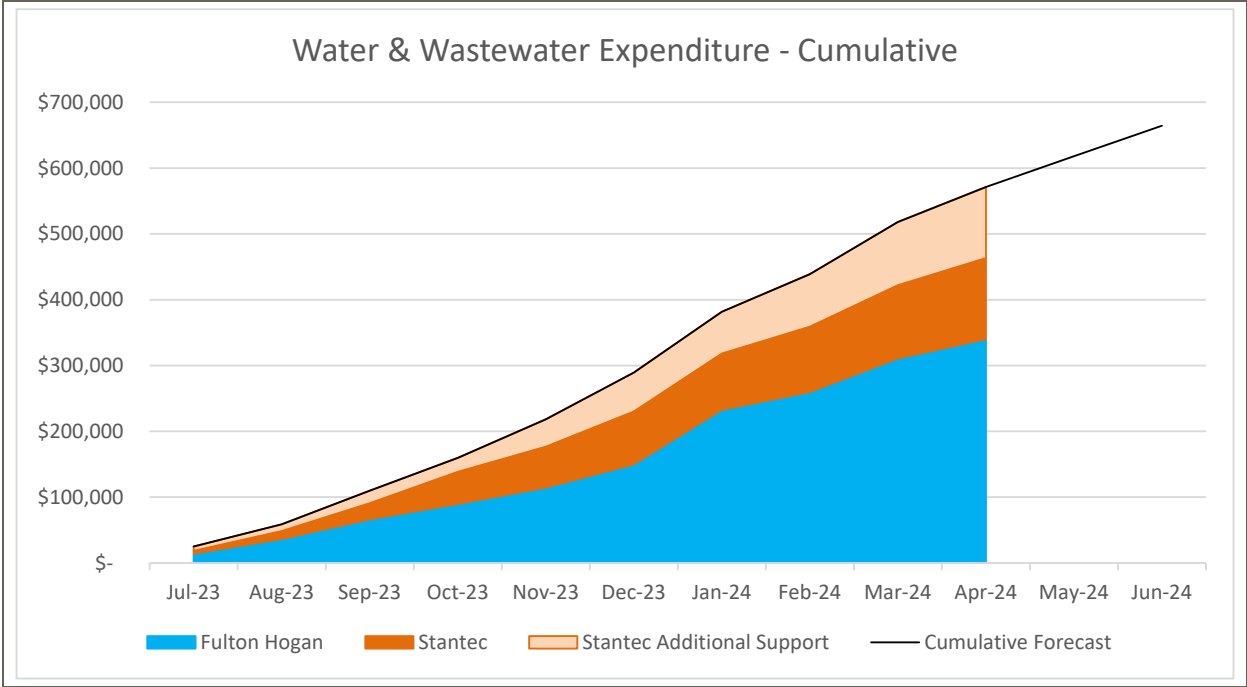
The operational expenditure for W+WW allocated in the 2021-31 LTP for 2023/24 is \$292,000, with additional funding available previously under the 3-water reform and now to support the transition to Local Water Done Well.

The April claim totalled \$53k. The main construction cost was for the annual service of the water treatment plants at Waitangi and Kaingaroa, and the main engineering costs were from the Long Term plan updates, water safety plans, and WaterOutlook reporting work for Local Water Done Well.

Expenditure Tracking of Water & Wastewater Funding

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





Roading Update – March 2024

Short- & Mid-Term Roding Forward Work Programme	
Renewals	- Continue unsealed pavement strengthening works on North Road - Installation of updated street name, wayfinding, and guide signage, and bridge & waterway signage
Drainage	- Drainage improvements on WW – O Road below CIET to avoid repeated scouring - Waikawa culvert headwall improvements
Whangamoe Bridge Replacement (LCLR)	- Establishment of boundary fencing and remaining signage. - Arrange for a cadastral survey of the road alignment following fence construction. - Finalise legal boundaries and apply to Māori Land Court to lodge new titles.
Owenga Loading Facility (LCLR)	- Complete project startup phase with review of plans and programme in consultation with Hunter Civil. - Start shipping plant and structural materials to island,
Kaingaroa MakeSafe Works	Undertake repair work on the Southern Fender of the Wharf and replace weak and damaged decking planks
Professional Services	- Complete RLTP documents for Council review and approval in May 2024. - Finalise RLTP submission for NLTP funding in June 2024
Network & Asset management	- Finalise design works for Maipito Bridge replacement. - Identify next section of Unsealed Rehabs once current sections are complete.
Long Term Roding Forward Work Programme	
Owenga Loading Facility (LCLR)	Begin construction of the barge loading facility at Owenga.
Kaingaroa MakeSafe Works	Ongoing monitoring of condition

Pavement Maintenance	
Previous Status: The first 500m of additional cover and strengthening work on North Road has been undertaken	Updates: - Works on North Road strengthening East of Taupeka are progressing, - Some localised failures closer to Waitaha quarry have been prioritised for repair.

Drainage Maintenance	
Previous Status: - The stormwater scour downhill of the trust building on WW-O Road has had an interim repair completed and the shoulder has been widened - The excessively high shoulders on North Road at Matarakau have also been cleared to help the pavement surface drain and improve the surface condition	Updates: - FH are securing additional resource to assist with installing the Waikawa Gabions - Some drainage improvements will be made on the bend below the CIET buildings on WW-O Road where the scoring has narrowed the road, to ensure the full carriageway width is maintained in future rain events

Bridge & Structures Maintenance

Previous Status:

- Loose planks on Te Awainanga and Hawaiki Bridges have been repaired

Updates:

- Bryan Peter's bridge maintenance works list from the December inspections has been forwarded to FH for review and prioritisation.
- Bryan is also speaking with GoldSeal regarding the costs and logistics to re-coat the Nairn Bridge for on-going protection, as the current application is nearing the end of its expected life.

Whangamoe Bridge Replacement

Previous Status:

- A cadastral surveyor will be engaged in the next few months to legalise the new road parcel boundaries.
- Fencelines have been cleared on site and fencing materials have been delivered for installation in the coming weeks.

Updates:

- Fenceline installs are on-going.
- A cadastral survey will be undertaken off the fence lines to establish the new land parcel for the road corridor, and new land boundaries for the adjacent titles.
- The previous contact at the Māori Land Court has changed jobs, and a new contact is needed to provide assistance with legalisation of the road and neighbouring properties.

Owenga Loading Ramp Design

Previous Status:

- The consent has been reviewed by an Independent Commissioner who decided the outcome, as CIC was the applicant.
- The consent conditions are being developed by Stantec specialists.
- Hunter Civil has been instructed to begin procuring materials in advance of the consent being granted.

Updates:

- The Resource Consent for physical works has been granted.
- Hunter Civil have submitted a claim for materials which is included in the April claim.

Professional Services

Previous Status:

- AMP and LTP updates for the 24-27 cycle are ongoing
- Minor queries from Audit New Zealand have been received, but it has not been onerous so far.

Updates:

- We are optimistic that we won't have to undertake a revaluation of the roading assets this year, but are awaiting confirmation.

Kaingaroa & Owenga Wharf Repairs

Previous Status:

- Budget remains available for the MakeSafe works package so an assessment will be made of the scope for additional repairs to the fenders at Kaingaroa
- Confirmation that Southern Fender Piles and deck planks will be repaired this financial year

Updates:

- Hunter Civil have completed the repairs to the southern fender and the deck board replacements at Kaingaroa.

Stantec Site Visits	
Previous Status: - Rebecca and Nigel attended the Partnering Meeting lead by Fulton Hogan in March. - The next Rooding site visit will be during the week of the 2nd to the 5th of July.	Updates: None
CIC catch-ups in Christchurch	
Previous Status: Owen, Monique, and Paul met with most of the Stantec team in Christchurch to introduce Paul on the 1st December	Updates: None
NZTA Waka Kotahi Updates	
Previous Status: - The new government have released the revised Government Policy Statement on Land Transportation, and this has again changed the timelines for the funding applications for the 2024-27 investment period - The continuous programme funding submission must be finalised on the 5th of April, and the RLTP does not need to be finalised until May. - CIC have still not had any feedback on the Local Road Improvement (Low Cost Low Risk) application, NZTA have suggested it has not been reviewed as the Investment Prioritisation Method has not been released to NZTA yet. - NZTA expects to advise indicative 2024-27 allocations at the end of May, but the final funding levels will not be confirmed until September	Updates: - The continuous programme bid was finalised on the 5th of April. - The updated Activity Management Plan was submitted to the NZTA in support of the bid. - RLTP to be presented to Council for approval at June Council Meeting

Water and Wastewater Update – April 2024

Contract Documentation	
Project:	Current Status:
Water Compliance	- Stantec to revise/prepare a Water Safety Plan (WSP) and Source Water Risk Management Plan (SWRMP) in a combined document for each CIC water supply. - Stantec to propose "practicable" monitoring approach and advise Taumata Arowai. - Stantec/FH to determine "practicable" approach to operations and compliance monitoring – maximising use of existing on-line systems (M2M and WaterOutlook)
Water Supply	
Project:	Current Status:
All Supplies – Funding and Site Visit	- CIC is currently considered out-of-scope of the 3Ws Reform. An updated delivery plan is being developed for the remaining transitional funding from Central Government. - Drone survey data has been processed and uploaded to Pix4D (cloud based software). 3Ws infrastructure data (e.g., water meters, pipes, valves) from as-built details and on-island knowledge is being added to the portal. - Kirsten visiting the Chathams with DIA next month.
Kaingaroa – Lake Rangitai	- There are some outstanding documentation deficiencies by FILTEC following the upgrade works at the WTP. - Materials for the intake extension are on the island and awaiting installation by FH. Wet weather has prevented the completion of this work and was not completed under the grant funding budgets. O&M contract funds will be used to cover the outstanding costs to complete the project when lake levels allow. An interim plan is being developed by FH to complete the intake extension while there is water in the lake.
Waitangi water supply	- There are some outstanding documentation deficiencies by FILTEC following the upgrade works at the WTP. - CIC to consider introducing rules for enforcing private repairs within a certain timeframe to minimise loss of water and ensure the supply network can be maintained. Ongoing. - CIC to consider introducing rules to enable the disconnection of stormwater connections to the sewage network. Ongoing. - CIC to consider whether charges are applied for taking water from the FH yard and/or if water is only able to be taken during hours when the yard is manned (i.e., locked at other times). Ongoing.
Reporting/ Monitoring/ Sampling April 2024	Waitangi Water Supply E. coli and total coliforms not detected in the raw, treated, or network sample. - Treated water turbidity was above the operational target of 0.3 NTU measured by the lab. However, a review of online data indicates treated water was and currently is within the acceptable limit. - Complying with DWSNZ for protozoa with UV disinfection system. - The UV reactor is providing a protozoa barrier. - Non-compliance is related to monitoring: Turbidity, UV dose, flow, FAC and pH (2 per week, at least 2 days between samples). UVT is monitored adequately. Kaingaroa Water Supply E. coli and Total Coliforms were not detected in the network or treated sample. - E.coli and total coliforms detected in the raw sample, as expected with lake source. Still in compliance. Total coliforms were higher than usual. - Treated water turbidity was below the operational target of 0.3 NTU. - Not complying with DWSNZ for protozoa with UV disinfection system. - The UV reactor may not have provided a protozoa barrier due to a low UVT reading. - UVT has not been consistently above 70%, but was measured at 79%.

	▪ The multiple barriers in place (e.g., fencing, ceramic media filter, carbon filter media, oversized UV reactor) reduces the risk of protozoa in the treated water. ○ Chlorate was measured at the Kaingaroa WTP to be 0.95 mg/L, and greater than the Maximum Acceptable Value of 0.8 mg/L. The response plan has been actioned and issued to Taumata Arowai. ○ The water at Lake Rangitai is still coloured with some being removed at the plant. But the treated and network water still has some colour. • Council Office – Rain Water Supply (not a Council owned supply) ○ No E.coli or Total Coliforms detected in the treated water sample. ○ UVT was high and a protozoa barrier was being provided. ○ UV lamp and filters are overdue for replacement. • Te One Transfer Station ○ No E.coli or Total Coliforms detected in the treated water sample. • MPA Batching Bore (Potential Future Water Supply) ○ MPA bore no longer in operation (or sampled). See June 2018 monthly update for results and conclusions. ○ Water level data has been received from ECan for analysis.
Wastewater Treatment	
Project:	Current Status:
WWTP maintenance	• Discharge consent review on-going. • 70% of plantings have been planted in the land application area. Remaining 30% of plants due to be planted in 2024. • A new control panel for the UV reactor has been delivered and installed. Issues with the UV reactor were uncovered while commissioning the new control panel (e.g., quartz sleeves, UV sensor glass) that will require repair.
Reporting/ Monitoring/ Sampling April 2024	• Waitangi Treated Wastewater Discharge ○ All parameters were below the annual median except for Total Nitrogen and E.coli which were 19 mg/L and 0.2-log higher. The land application system will further reduce nitrogen and micro-organisms prior to reaching groundwater. ○ Stantec to reviewed and proposed algae treatment mitigation options to FH. ○ Regular maintenance of the land application areas (i.e., tall grass / weeds) required.
General	
	• N/A



Solid Waste Update – April 2024

Landfill Operation	
Current Status - Fulton Hogan has contacted Viking Containment, and the liner repair is set to happen in week of 6 May. - Fulton Hogan are to pick up on several matters at the landfill, including identifying sampling location G2, checking the level of peat in the treatment plant, and topping it up, if needed, mulching the treated leachate disposal area, and actioning the regular checklists. - With landfill almost full across the base, the next lift needs to be implemented with care to ensure stormwater falling on waste is contained within the cell and directed to the leachate pond. - The bridge to the leachate pond needs replacing. Fulton Hogan will provide a design proposal for this. Stantec has provided a copy of the original Downer design.	Actions – Stantec - No outstanding actions. Actions - Council - Council to work with Fulton Hogan to action report recommendations. - Confirmation of repair to liner required.
Sludge Lagoon Project	
Current Status – no change. Stantec has provided a short report on the requirements for installing an overflow to the leachate pond. This has been given to FH.	Actions - Stantec - No outstanding actions. Actions - Council - FH staff to install the overflow at the leachate pond. - Council to work with Stantec to secure funding for the Sludge Facility Project.
Other Waste Management Matters	
Current Status: - Stantec, CIC and FH have held monthly meetings to discuss Solid Waste matters at a management and operational level. - Stantec has completed estimates of operation and capital costs for inclusion in the LTP. - Dealing with scrap metal is a significant solid waste management issue. Stantec has obtained quotations for purchasing or hiring a metal shredder, to help inform options for dealing with the scrap metal. - Fulton Hogan has recovered material for use as a shelter for the waste oil IBCs. Once in place a bund will be built to prevent spillages. - Fulton Hogan has obtained a discounted rate for shipping containers with recyclables to Timaru. The cost will be about \$1,500 per container, which will take about 46 bales at some 14 tonnes in total. - The baler at Te One has been repaired.	Actions - Stantec - Stantec to prepare agendas for directing monthly Solid Waste meetings. - Stantec to assist Council, as needs be, with decisions on introducing SW charges. Actions - Council - Council to determine further action regarding Solid Waste Charging - Council to decide on a course of action for dealing with most pressing solid waste issues, including organic wastes and scrap steel.



4. Works & Services

4.2 Fulton Hogan Road Maintenance Report April 2024

Date of meeting	6 June 2024
Agenda item number	4.2
Author/s	Fulton Hogan Contract Manager

Purpose

To inform and update the Council on the Chatham Islands Road Maintenance programme. Attached is the April 2024 monthly report from Fulton Hogan.

Recommendation

THAT the report be received.



Overlays continuing on North Road.

CHATHAM ISLANDS ROAD MAINTENANCE CONTRACT MONTHLY REPORT APRIL 2024

Work Summary

Outline of work carried out during month

Routine Maintenance and Operations

Pavement Renewals

Sealed Road Resurfacing

Drainage Renewals

Bridge and Structure Renewals

Traffic Services

Minor Improvements

Vegetation Control

Dayworks

Programmed Work for following month

Schedule of Work by Road Name

1. Maintenance Grading
2. Unsealed Maintenance Metaling

Next Month's Target

Crash Damage Report Summary

Monthly Safety Report and Statistics

1. Safety Engagements

Metal Stockpiles

CIC Owned Materials

Signs

Culvert Pipes

Environmental Compliance & Feedback

Environmental Compliance

Stakeholder Complaints Register

Public Relations & Community Involvement

Innovation

When conditions allow we will continue with the blended maintenance material and continue to monitor areas already done to gauge how they perform in the wet/dry conditions.

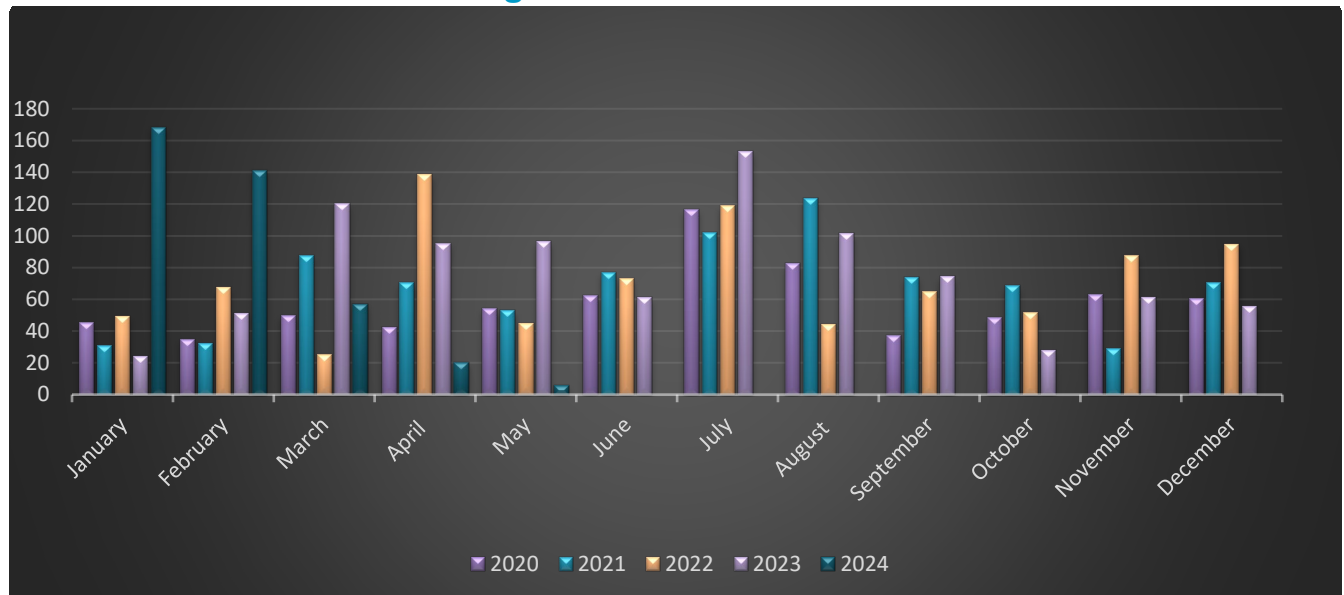
Summary of Monthly Progress Claim by Work Category

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

Photos

Work Summary

Outline of work carried out during the month.



20.5mm rainfall recorded for 1st – 30th April in the Waitangi yard.

Routine Maintenance and Operations

Weather has settled down this month allowing us to catch up with any required maintenance works, especially maintenance grading and metaling where required.

Pavement Renewals

Well underway with the pavement renewals on North Road. The first section has been completed with the section 60% done. A couple of wet days hampering progress but nothing major. We are endeavouring to have everything completed before the end of May.

Sealed Road Resurfacing

Drainage Renewals

Bridge and Structure Renewals

Traffic Services

Continued putting up the new road name blades. Trying to get assistance for Bruce from off island to speed this up.

Minor Improvements

Vegetation Control

Grass growing and requiring a lot of attention still to keep it in check.

Dayworks

Programmed Work for following month

Complete the strengthening works on sections of North Road.

Install gabion basket headwalls on Waikawa culvert so pavement can be raised & widened so bridge weight restrictions can be removed.

Schedule of Work by Road Name

1. Maintenance Grading

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

Road ID	Disp	Road ID	Start RP	End RP	Quantity M
NORTH ROAD	5403	21	4589	13000	8411
NORTH ROAD	5403	21	15600	23500	7900
NORTH ROAD	5403	21	37200	46000	8800
				Total	27910m
					27.91km

2. Unsealed Maintenance Metaling

Road ID	Disp	Road ID	Start RP	End RP	Quantity	
NORTH ROAD	5405	21	4590	40500	540	
PORT HUTT RD	5420	51	0	15691	48	
WW-O ROAD	5414	11	4440	15000	32	
WHAREKAURI RD	5419	121	0	4724	40	
		Totals		This Month	660	m3
				Revised Target	51000	m3
				Contract TD	50534	m3

Next Month's Target

Currently 466m3 behind at this stage. This will be progressively caught up over the next few months with the wetter weather.

Crash Damage Report Summary

Crash Damage Report

Date	Event	Action	Repaired Y/N
19/05/23	A vehicle ran over the islands and through the gardens on Page's corner.	No official report of harm or damage to road. Vehicle not healthy.	Yes Garden edging needs to be replaced.
20/05/23	A vehicle failed to take the corner at the bottom of Target Hill and rolled in the drain between George Day's and Cameron's access.	1 person was trapped and upon removal was air lifted to NZ for treatment.	Y Slight shoulder and pavement damage.
28/07/23	A vehicle went through both sets of railings on Nairn bridge and landed on the beach.	Damage not found till the next morning and made safe.	Y New post & railings installed.
12/08/23	Vehicle v's beast on North Road just past Murphy's causing extensive damage to the front end of the vehicle. Beast got up and ran away!	Vehicle moved off to the side to be recovered later.	N

Network Inspections

Month	Inspection Type	Faults Identified	Inspected By
June 2023	Day	All roads checked after heavy rain event for damage.	All Crews
July 2023	Day	All roads check regularly through the month due to the extreme wet weather.	All Crews
August 2023	Day	All roads checked regularly through the month due to the extremely wet conditions.	All Crews
October 2023	Day	No problems found throughout the network while undertaking the Roadroid survey apart from grass getting long on verges.	Phil

December 2023	Day	Roadroid survey done in conjunction with a pre xmas audit of the network.	Phil
February 2024	Day	No problems found throughout the network while undertaking the summer Roadroid survey.	Tomby
March 2024	Day	Drive around the network to access and work out a 3-month program of works required.	Phil
April 2024	Day	Drive around the network. Some damage occurring due to the works on North Road.	Tomby

Monthly Safety Report and Statistics

Nothing to report.

1. Safety Engagements

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
22/08/22	N	N	N	N	HSQES site audit carried out while crew clearing culvert ends = all ok.
12/09/22	N	N	N	N	Target Hill counterfort drains = making sure correct installation procedure being followed = all ok.
7/12/22	N	N	N	N	Reseal site inspection = all TM in place and sufficient.
29/3/23	N	N	N	N	Tiki Tiki water plant check with Kirsten.
12/05/23	N	N	N	N	Te Awainanga Bridge cleat replacements.
17/05/23	N	N	N	N	Whangamoe Bridge Replacement
16/08/23	N	N	N	N	Audit done on the workshop by Andy Allen.
19/10/23	N	N	N	N	New workshop washdown area checked while slab being poured to make sure everyone observing FH SOP's
20/12/23	N	N	N	N	Workshop inspected to see the changes made by the new mechanic = all good so far.

Metal Stockpiles

30/04/2024							
Site	AP40 Schist	AP65	AP32 Basalt	AP100 Schist	AP20	G3 Chip	G5 Chip
Waitaha Schist	5,799	0	0	4,068	0		
Waitaha Basalt	0	3,554	4,825	0	60	301	255
Paritu	1,805	0	0	0	0		
Stoney Crossing	0	1,578	9,312	0	2,565	311	111
Yard	0	0	0	0	0	51	262
Ohinemama	0	0	0	0	0	0	0
Muirsons Schist	4,032	0	0	725	0	0	0
Total	11,636	5,132	14,137	4,793	2,625	663	628

CIC Owned Materials

Signs

Item Description	Unit	Purchased	Used Apr 2024	End Measure	Comments
Signs					
CS85 North Rd	ea.			1	
CS85 Port Hutt Rd	ea.			1	
RG1	ea.		1	0	
RG2	ea.			0	
RM6 White	ea.			6	
RM6 Yellow	ea.			5	
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	

Item Description	Unit	Purchased	Used Apr 2024	End Measure	Comments
PW54	ea.			2	
Marker pegs					
EMP	ea.			370	
CULVERT MARKERS	ea.			45	
WHITE RAPID MARKERS	ea.			60	
Misc. Items					
ACROW PROPS	ea.			6	
ROAD COUNTER	ea.			1	
ROUGHOMETER	ea.			1	

Culvert Pipes

ALUFLOW

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

Civilboss

225mm	m			24
300mm	m			18
375mm	m			54
450mm	m			12
525mm	m			15
600mm	m			30
700mm	m			30
800mm	m			24
1000mm	m			12

Builders Mix

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

Environmental Compliance

Date	Site Inspected	Compliant Y/N	Abatement Order Issued	Corrective Action Required	Completed By
14/03/22	WW-O Rd Culvert Installation	Y	N	N	Phil
27/06/22	Stoney Crossing Quarry	Y	N	N	Phil
26/08/22	North Road Strengthening works	Y	N	N	Phil
13/10/22	Target Hill Rehab Site	Y	N	N	Phil
1/12/22	Kaingaroa Rehab Site	Y	N	N	Tomby
21/02/23	Whangamoe Bridge Replacement	Y	N	N	Tomby
18/05/23	Whangamoe Bridge Replacement	Y	N	N	Tomby
27/06/23	FH Workshop Wash Down Pad	Y	N	N	Phil

Stakeholder Complaints Register

Month	Council/ Public Complaint	Complaint	Repair Undertaken	Response Time
16/06/23	Public	Dead Cattle on the side of the road.	All were more than 5m away from the edge so were left to decompose.	No Action Taken
July 23	Public	A few complaints through the month about water on roads and isolated potholes.	No action taken till weather and conditions allowed.	Ongoing
1/08/23	Public	Large soft area on Owenga side of Te Awainanga bridge and a large pothole off the end of the seal on Target Hill.	Pothole and soft area repaired when weather allowed.	2 Weeks
19/10/23	Public	2 x big potholes Port Hutt side of Paritu quarry.	Filled when next out that way	1 Week
24/10/23	Public	Blocked culvert at the top of the Awatotara cutting.	Already know about it and it is in the programme to be replaced.	Non-Urgent
18/12/23	Public	Size of metal on the road between Matarakau and Kaingaroa seems to be very large.	Metal size has not changed. There is a lot more loose material due to the dry conditions at the moment and the grader just been over the road.	No Action Taken

Month	Council/ Public Complaint	Complaint	Repair Undertaken	Response Time
18/12/23	Public	Grader has turned around on the new seal at Kaingaroa and scuffed it.	Inspected and no repairs required.	Have spoken to the grader operator.

Public Relations & Community Involvement

Innovation

Summary of Monthly Progress Claim by Work Category

Apr-24	Seperable Portion One - Roothing				
CIC Account Code	Value Month	Value to Mar 24	Value YTD	Budget 23/24	% Budget Spend
202.9511.0214 - Unsealed Road Metalling	\$ 187,678.23	\$ 959,548.28	\$ 1,147,226.51	\$ 1,489,500.00	77%
202.9513.0214 - Drainage Renewals	\$ -	\$ 61,324.12	\$ 61,324.12	\$ 338,400.00	18%
201.2112.0144 - Unsealed Pavement Maintenance	\$ 246,048.17	\$ 609,865.04	\$ 855,913.21	\$ 702,000.00	122%
201.2121.0144 - Environmental Maintenance	\$ 19,497.41	\$ 160,780.05	\$ 180,277.46	\$ 195,300.00	92%
201.2111.0144 - Sealed Pavement Maintenance	\$ 15,572.56	\$ 124,387.31	\$ 139,959.87	\$ 153,900.00	91%
201.2113.0144 - Routine Drainage Maintenance	\$ 5,412.79	\$ 60,542.99	\$ 65,955.78	\$ 74,700.00	88%
201.2114.0144 - Structures Maintenance	\$ 8,416.88	\$ 79,765.12	\$ 88,182.00	\$ 95,400.00	92%
201.2181.0144 - Council Facilities Maintenance	\$ 675.39	\$ 33,679.37	\$ 34,354.77	?	0%
201.2122.0144 - Traffic Services	\$ 6,064.81	\$ 55,981.66	\$ 62,046.47	\$ 77,400.00	80%
202.9485.0214 - Traffic Services Renewal	\$ 1,086.73	\$ 53,184.54	\$ 54,271.27	\$ 39,600.00	137%
202.9516.0214 - Structural Component Replacement	\$ 60.89	\$ 27,847.75	\$ 27,908.64	\$ 102,600.00	27%
Footpath maintenance	\$ -	\$ -	\$ -	\$ 2,700.00	0%
202.9512.0214 - Sealed Road Resurfacing	\$ -	\$ -	\$ -	\$ 7,200.00	0%
202.9514.0214 - Sealed Pavement Rehab	\$ -	\$ -	\$ -	\$ 18,000.00	0%
Footpath renewals	\$ -	\$ -	\$ -	\$ 4,500.00	0%
202.9541.0214 - Low Cost/Low Risk	\$ -	\$ 32,435.23	\$ 32,435.23	\$ 27,000.00	120%
Total	\$ 490,513.85	\$ 2,259,341.46	\$ 2,749,855.31	\$ 3,328,200.00	83%

Apologies for the change in tracking. It was almost impossible to maintain the same method as Phil was using as I couldn't figure out the logic.

1. Miscellaneous

2. Traffic Counting

Dylan to assist Tomby in setting software up on his computer.

3. Pitt Island

4. Wind Damage

No reported or visible signs of damage this month.

Photos





North road strengthening.



4. Works & Services

4.3 Fulton Hogan Water and Wastewater Operation Contract Report April 2024

Date of meeting	6 June 2024
Agenda item number	4.3
Author/s	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 April 2024 Water & Wastewater report from Fulton Hogan.



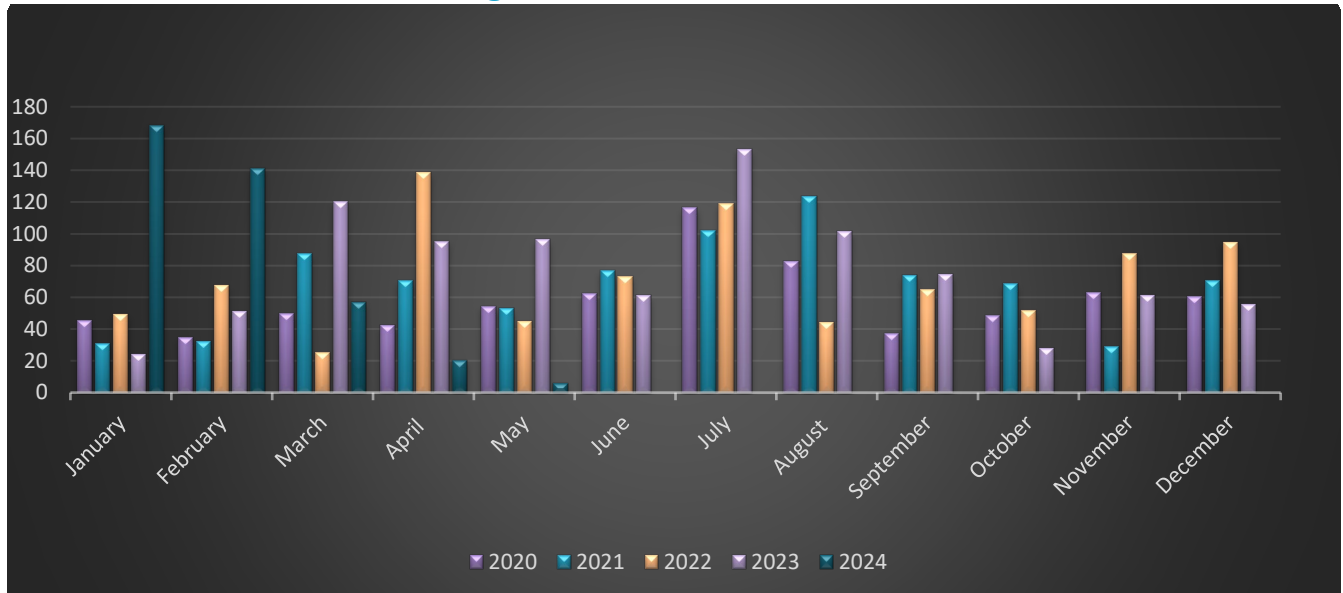
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**WWWT Plant**

CHATHAM ISLANDS WATER AND WASTEWATER OPERATION CONTRACT MONTHLY REPORT APRIL 2024

Work Summary

Outline of work carried out during the month.



20.5mm rainfall recorded for 1st – 30th April in the Waitangi yard.

Water Supply Operation & Maintenance

Leak at Kaingaroa required some fault finding determine location of the leak. This was finally found on a resident property and addressed.

Water Treatment

Tiki Tiki plant = Plant has been behaving ok with consistent readings throughout the month.

Kaingaroa plant = Elevated chlorate levels requiring some immediate and long term action to ensure this doesn't become a problem again.

Wastewater Treatment Plant at Waitangi

Paddles on site to complete work on the gantry as required. Russ assisted with this.

Dayworks – Water

Dayworks – Wastewater

Water and Wastewater Reticulation Network

As above in terms of Kaingaroa leak.

Water and Wastewater Treatment Plant: Monitoring

WWWT plant samples all good. Water sample issues as above regarding Kaingaroa issue.

Kaingaroa Lake Monitoring Post = lake level is still very high preventing us from installing the new intake filter.

Summary of Monthly Progress Claim by Work Category

	Apr-24		<u>Separable Portion Two - Water and Wastewater</u>			
<u>Item</u>	<u>Work Category</u>	<u>Value for month</u>	<u>Value Mar YTD</u>	<u>Value YTD</u>	<u>Annual Budget</u>	<u>% of Annual Budget</u>
13	Preliminary and General	\$1,384.76	\$80,070.02	\$81,454.78	65,215.87	124.90%
14	Water Supply Ops and Maint	\$1,017.62	\$9,817.50	\$10,835.12	11,067.84	97.90%
15	Water Treatment	\$3,252.48	\$30,035.86	\$33,288.34	35,374.68	94.10%
16	WWTP Waitangi	\$1,017.62	\$13,057.28	\$14,074.90	11,087.84	126.94%
17	Dayworks - Water	21423.15	\$31,742.71	\$53,165.86	55,024.41	96.62%
18	Dayworks - Wastewater		\$129,721.21	\$129,721.21	94,060.40	137.91%
19	Water and Wastewater Reticulation		\$2,152.96	\$2,152.96		
20	Treatment Plant Monitoring	\$1,311.33	\$10,684.68	\$11,996.01	14,262.24	84.11%
	Total	\$29,406.96	\$307,282.22	\$336,689.18	\$286,073.28	117.69%

Programmed Work for Following Month

Water Meter Report

Done at the start of the month, had 3 properties identified with leaks which were delt with.

Irrigation Dosing

Evaporation process has been good due to the regular mowing with no excess runoff.

Quality Assurance

Site Safety Report

Chatham Islands Monthly Report

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
7/12/22	N	N	N	N	Steve in to do the annual service and inspection = all ok.
29/03/23	N	N	N	N	Crew working with FH sparky on the new balance tank.
23/05/23	N	N	N	N	Lake Rangitai pump shed new motor installation.
23/08/23	N	N	N	N	WWWT Plant check once service had been completed.
19/03/24	N	N	N	N	Water & WWWT plant checks after services.

Environmental Non Compliance

Monthly Stocktake of Supplies

General Supplies Stockpile – Month Ending March 2024

	Stock Purchased	Stock End of Previous Month	Stock Used	Stock Remaining End of Month
Salt		170 Bags	10	170bags
Chlorine	0	140lts	40L	140lts

PHOTO





4. Works & Services

4.4 Fulton Hogan Waste Management Operation Contract Report April 2024

Date of meeting	6 June 2024
Agenda item number	4.4
Author/s	Dylan Fraser – Fulton Hogan Divisional Manager, Maintenance

Purpose

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

Recommendations

THAT the reports be received.

Background

Attached to this report is the April 2024 Waste Management report from Fulton Hogan.



Mitre 12 having had a good tidy up.

CHATHAM ISLANDS WASTE MANAGEMENT CONTRACT MONTHLY REPORT APRIL 2024

Introduction
 Te One Transfer Station
 Owenga Landfill
 Appendix 1

Introduction

This report provides a summary of waste management activities through the month of April 2024.

Staff

No changes to staff this month.

Te One Transfer Station

Our ERL Compactor machine is back up and running!! Mid April welcomed to the Island, Matt Hunt and Nathan Gray from Engineering repairs Ashburton who had come in to do a well overdue service on ERL. The main cause for the slowing operation was the pressure switch connection. This was replaced with a new one and the lads adjusted it accordingly.

We also replaced the Hydraulic filter and the Piston wear pad (looks like a big chopping board) from underneath the plunger (ram), the old one was well worn and the new one has helped realign the plunger inside the main cavity that pushes the products to the end of the machine. We have a spare piston bolt as well as a key bolt that attaches the plunger to the piston ram, over time this can bend. Matt is happy with how the service went and is more than happy to continue good communications and send in any parts and filters we may require. It was a great experience for our team as we learned a lot about the Erl and how to maintain it.

Matt was also going to forward some information about different types of strapping we could use in the future. There are strong plastic strapping options with clips that we could use, we discussed this idea because when baling different products mostly cardboard, aluminium cans and tins when they go into the hopper sometimes as they are being pressed the volume at the bottom of the cavity can be more and decreases at the top. When we go to strap the bale the metal strap at the bottom is tight and the top straps can be loose making for an uneven bale. With plastic strapping we can tighten each strap securely to suit. However, for now we have plenty of steel strapping and will do our best to even out the products in the cavity when baling.

We have baled x1 Aluminium, x1 plastics number 1s and x2 cardboard bales, we have set up to do a plastics number 2 bale and a tin bale. This has helped to relieve the congestion within our open sheds of where we stored the sorted woolpacks of product.

We have utilised an old 700litre freezer unit as our makeshift washing machine for the woolpacks. Here we scrub and soak the woolpacks for a day or 2 and then rinse and hang to dry for reuse 😊.

Our general open days and intake of waste have been steady but not excessive. We have had only 1 unscheduled closure to the public due to extreme winds. And only one planned delay in opening when we needed to use the loader in our service area and inside the shed for servicing the compactor.



Kaingaroa Transfer Station:

We have been doing once a week pick ups from Kaingaroa. Waste collection volume from this site is still minimal, however the village is slowly filling up again as the local fishing community return from their break. We expect a small increase of waste and recycling over the next few months. On a real positive Kaingaroa continue to make great effort with sorting and recycling their plastics, aluminium cans and tins 😊

Owenga Landfill

Over the last weeks of April we had a small “blow out” mainly of paper and Styrofoam pieces. The good thing is, is that they are easy to spot amongst the grasses and we are already onto picking it up. Arlette did do a small net design out of coiled rope at 1mtr by 3 metres, but the net is very heavy. Instead, we will use this net for covering bins. As an alternative we have collected long lengths of timber off cuts that we can cable tie to the existing waratahs, about 3cm in thickness. This will add height to the existing fence and then we can connect our salvaged windbreak too. Creating a higher catchment fence. The treatment pond has a large amount of floating pond weed. We can pull this out from the jetty as the northwest wind blows it down that end, but we are converting an old

whitebait scoop net to scoop it out as there are some floating “possum casualties”. The water levels are good and there is a good water mark on the black liner which gives an indication that the syphon system is working well. I have also started to have a cleanup along the edges of the cell, creating a clearer “V” shape between the liner – soil and then the compacted waste. This helps with the drainage to ensure that the storm water falling within the landfill cell cannot flow outside of the landfill. We have nearly filled the floor of the landfill at roughly a metre in height. This will drop more with compaction. Works are continuous.



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

Appendix 1

Te One Waste Record

Owenga Waste Record

4. WORKS & SERVICES

4.5 CIC RLTP 2024 Update

Date of meeting	6 June 2024
Agenda item number	4.5
Author/s	Rebecca Tinga, Nigel Lister, Stantec

Purpose

To update Council on the next stage of applying for Land Transport funding.

Recommendation

THAT the attached draft Regional Land Transport Plan (RLTP) 2024-34 is approved for submission to NZTA by the 14th June 2024, for investment from the National Land Transport Fund (NLTF), subject to confirmation of final approval of NLTF funding levels.

The final document will be published with the approved funding levels.

Background

As a Unitary Authority, CIC is required to prepare a RLTP as part of the process to request funding from the NLTF. Activities can only secure funding from the NLTF if they are included in an approved RLTP.

This follows on from the previously approved draft National Land Transport Plan (NLTP) discussed at a workshop with CIC on the 31st August 2024, and approved at the Council meeting of the same day.

Attachment

1. CIC RLTP 2024 Update



CIC 2024-34 RLTP Update – Request for Approval

Rev. No.	Date	Description	Prepared By	Checked By	Reviewed By	Approved By
1	23/05/2024	For Council	R Tinga	H Lallu	N Lister	H Lallu

1 Summary

Council, as a unitary authority, is required to prepare a Regional Land Transport Plan (RLTP) as part of the request for funding from National Land Transport Fund (NLTF). Activities can only secure funding from the NLTF if they are included in an RLTP.

The RLTP sets the priorities for the region and prioritises activities according to how well they align with the region's transportation priorities. As CIC is the only authority in the Chatham Islands region, the entire Chatham Islands Roding programme has been included in the RLTP.

The RLTP document is appended to this memo for Council's approval.

2 Content and Consultation

RLTPs are required to undergo community consultation at least once every six years. The 2021-31 RLTP was publicly consulted on, so the 2024-34 RLTP update only requires consultation if a large change has been made since the 2021 version was adopted.

The 2024 update has been made to address changes in alignment to meet the priorities of the new government, but the fundamental investment levels and included activities have not changed since the 2021-31 RLTP was adopted, and therefore public consultation is not required.

The attached RLTP document includes the provisional funding levels requested in April 2024. Due to timing, it is likely that the approved funding levels may not exactly match the request.

3 Recommendations

The recommendation is to approve the attached draft Regional Land Transport Plan for investment from the National Land Transport Fund, subject to confirmation of final approval of NLTF funding levels.

The final document will be published with the approved funding levels.



Appendix A Chatham Islands 2024-34 Regional Land Transport Plan

Chatham Islands Regional Land Transport Programme 2024 – 2034

Date: May 2024
Status: FOR COUNCIL



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Overview

This is the 2024-34 Regional Land Transport Programme (RLTP) for the Chatham Islands region. The RLTP provides a statement of transport priorities for the Chatham Islands region.

The Land Transport Management Act 2003 requires Regional Transport Committees (RTC) to develop an RLTP in consultation with their community and stakeholders at least every six years. An RLTP sets out the Region's ten-year transport plan and is reviewed every three years, or when there are significant changes to the transport priorities in the region.

This RLTP contains the bids for activities from the Chatham Islands Council (CIC), which is the approved road controlling organisation for the Islands. For the purposes of this document, the CIC is the RTC as they are a Unitary Authority.

Consultation

The process of consultation provides the main way for the community and stakeholders to comment on the activities proposed for inclusion in the RLTP and how they are prioritised for implementation.

The consultation is focused on the strategic aspects of transport activities and the Regional Transport Committee seeks feedback on:

- The transport issues, problems and opportunities to be addressed by this programme;
- The priorities given to transport activities in this programme; and
- The emphasis given to one type of activity compared to another.

If there are no significant changes to the RLTP after its three-year review has been performed, the RTC does not need to undertake public consultation.

The draft RLTP document was posted on the Council website and notified to the community through the weekly local newsletter in early June 2021. Council informs that no responses or queries to the document were received.

This 2024 update includes no material changes that would trigger the requirement for public consultation.

1. Introduction

This RLTP for the Chatham Islands is prepared in accordance with the Land Transport Management Act 2003 (LTMA). The RLTP:

- identifies key transport issues in the region and how the transport activities proposed in this programme address these; and
- lists proposed transport activities that will be undertaken during 2024 – 2034.

The ten-year forecast of anticipated revenue and expenditure on transport activities is provided separately and can be obtained from the Council.

Responsibility for preparing this RLTP lies with CIC for the purpose of seeking funding for the listed activities from the National Land Transport Fund (NLTF). The NLTF is administered by the New Zealand Transport Agency Waka Kotahi (NZTA) on behalf of the New Zealand Government. NZTA can only allocate funds to activities listed in a RLTP or to national activities.

The lists of activities in this programme were identified by the Council (and other agencies with transport interests) in the region. There are two categories of activities:

- The routine maintenance, renewals, and minor improvement activities of Council.
- Other activities, including larger Council projects, are individually identified and prioritised within this programme. These priorities are used to identify what activities can be implemented within the funding available and when they are to be implemented.

Unless a significant variation occurs, this RLTP will be reconsidered and reprioritised every six years.

2. Strategic Context and Transport Priorities

2.1. Legislative context

The Land Transport Management Act 2003 (LTMA) is the principal statute that guides land transport planning and funding in New Zealand. This Act sets out the requirements for creating the plans and programmes which go on to inform investment in the transportation activity.

Under the LTMA, Regional Transport Committees (RTC) have greater functions and responsibilities than individual district councils. The RTC needs to propose which projects are to be prioritised for funding from national funds within a region. As the Chatham Islands is a Unitary Authority, the Chatham Islands Council is the sole representative of the Chatham Islands Regional Transportation Committee.

Section 7A of the Land Transport Management Act 2003 was inserted in 2008 and updated in 2013 and specifies the Application of the Act to the Chatham Islands:

7A Application of Act to Chatham Islands

(1) Except as expressly provided in this Act, this Act applies to the Chatham Islands as if the Chatham Islands Council were a unitary authority.

(2) Sections 13 to 18H (which relate to regional land transport plans) apply with the necessary modifications to the Chatham Islands Council as if that council were a unitary authority to which paragraph (b)(i) of the definition of regional council in section 5(1) applies, except that the Chatham Islands Council, rather than a regional transport committee, prepares and consults on a regional land transport plan for the Chatham Islands.

(3) [Repealed]

(4) Nothing in sections 105 to 107 (which relate to regional transport committees) applies to the Chatham Islands Council.

2.2. National context

Through the 2024 Government Policy Statement (GPS), the Government has set out its priorities, funding forecasts and the short to medium-term outcomes it wishes to achieve through the allocation of land transport funding. NZTA uses this framework when allocating funding from the NLTF.

With no state highways and no requirement for a network of cycleways, the main category of interest to this RLTP is the increased funding for local road maintenance and pothole prevention.

2.3. Transport Priorities

CIC's goal is to maintain and renew the existing roading network to the standard typically found on mainland New Zealand, with improvements implemented as identified and when affordable.

2.4. CIC Strategic Case

The following are extracts from the Strategic Case documentation put forward by CIC with their 2024-27 National Land Transport Programme (NLTP) funding application.

2.4.1. Problems, Benefits and Investment Objectives

The NLTP Problem Statements and associated weightings are the result of a consultation document written by Council in early 2020, which assessed performance of the 2018-21 NLTP Problem Statements and debated the merits of their continued use for 2021-24. Potential new Problem Statements were also presented for consideration, along with recommendations on a draft set of statements for 2021-24. From this process, the Overarching Problem Statements were developed alongside the following NLTP Problem Statements. The 2024-27 NLTP Problem Statements are outlined below.

Problem 1:	Shallow unsealed pavements are at increased risk of isolated failures and subsequently increased cost of reactive maintenance.	40%
Problem 2:	Ineffective drainage structures on unsealed roads contribute to poor ride quality and can increase costs of vehicle maintenance for road users.	30%
Problem 3:	Bridge structures rated below Class 1 are a critical threat to resilience and a barrier to movement for heavy vehicles.	20%
Problem 4:	Complacent attitudes towards road safety lead to an increased risk of death or serious injuries and associated damage to road infrastructure.	10%

The following benefits, and their associated weightings, were used to develop Investment Objectives:

Benefit 1:	Reduced road maintenance costs on unsealed roads.	30%
Benefit 2:	Reduce the cost of living and doing business for residents.	15%
Benefit 3:	Increased customer level of service.	25%
Benefit 4:	Reduced likelihood of death or serious injuries to residents.	25%

Figure 1 presents the investment logic map for the Chatham Islands.

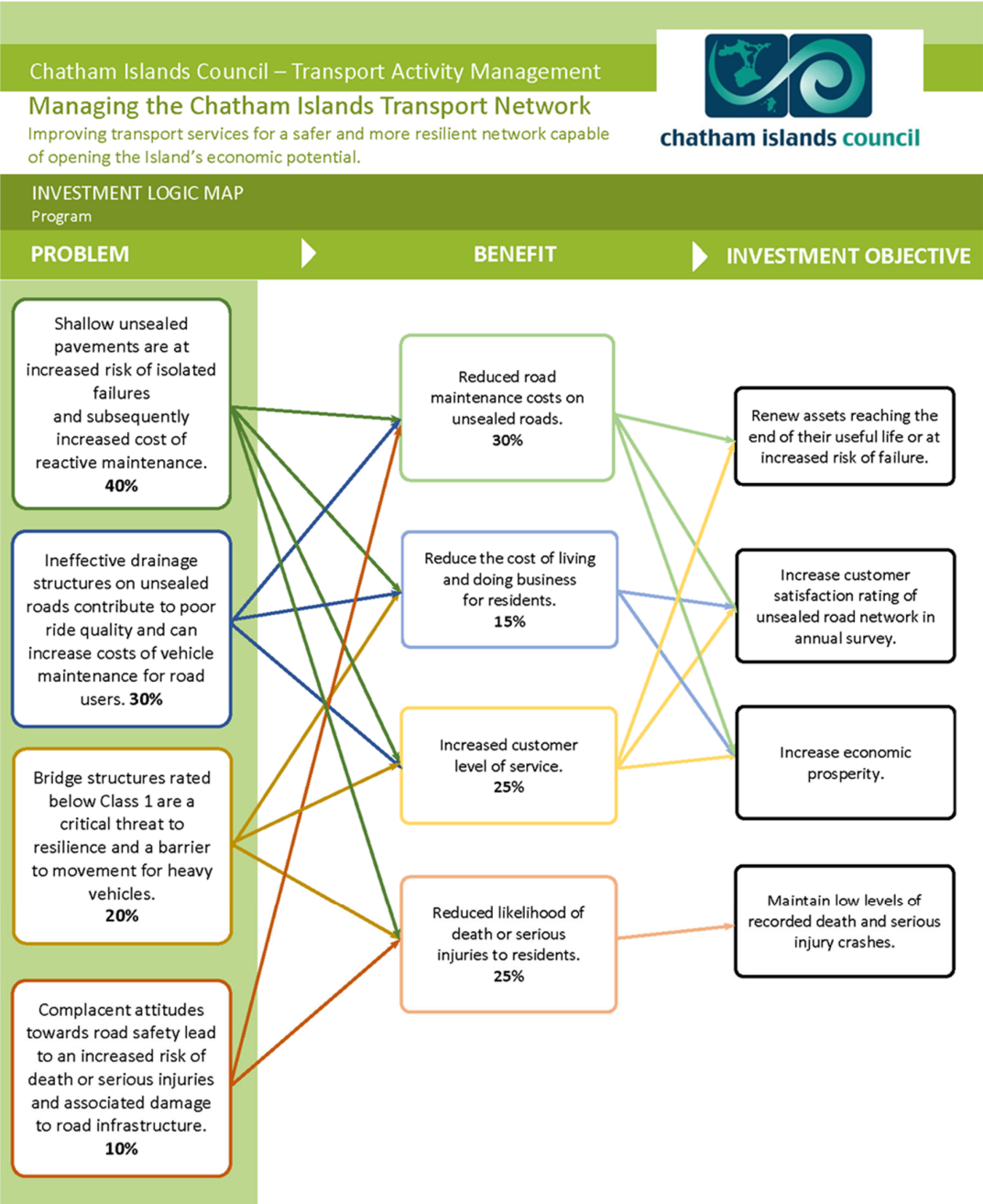


Figure 1: CIC Investment Logic Map (ILM)

2.4.2. Overarching Challenges

To continue to highlight the importance of the main long-term problems that persist on the Islands, the following Overarching Challenges were identified. These challenges have significant effects on the Islands, but cannot be directly improved through the application of NLTP funding. No weighting is applied to these, and they are included to expand on the understanding of some of the wider contextual challenges which the Islands face through their remoteness.

CHALLENGE 1:

The current aircraft and airport infrastructure are limiting the potential economic growth of the Islands.

CHALLENGE 2:

The Islands' remote location means a higher cost of doing business and limited resiliency to respond to a major environmental event.

CHALLENGE 3:

With all quarries located in the north of Chatham Island, it inhibits unsealed pavement rehabilitations occurring on southern roads.

3. Development of the RLTP

3.1. Assessment of how the programme meets core legislative requirements

Section 14 of the Land Transport Management Act 2003 sets out the core requirements for the RLTP. These are as follows:

Before a regional transport committee submits a regional land transport plan to a regional council or Auckland Transport (as the case may be) for approval, the regional transport committee must—

(a) be satisfied that the regional land transport plan—

- (i) contributes to the purpose of this Act; and*
- (ii) is consistent with the GPS on land transport; and*
- (iii) [Repealed]*

(b) have considered—

- (i) alternative regional land transport objectives that would contribute to the purpose of this Act; and*
- (ii) the feasibility and affordability of those alternative objectives; and*

(c) have taken into account any—

- (i) national energy efficiency and conservation strategy; and*
- (ii) relevant national policy statements and any relevant regional policy statements or plans that are for the time being in force under the Resource Management Act 1991; and*
- (iii) likely funding from any source.*

Section 16 of the Act sets out the form and content requirements of regional land transport plans. The activities in this RLTP were informed by the CIC roading Activity Management Plan (AMP) updated in April 2024.

The RTC is satisfied that the activities included in this RLTP meet the requirements of Sections 14 and 16 of the Land Transport Management Act 2003.

4. Assessment of the RLTP

4.1. Statement of regional transport issues, problems and opportunities

The Chatham Islands land transport infrastructure consists largely of unsealed roads which connect the communities to each other and to key external transportation links at the Airport and Waitangi Wharf. The region aims to continue to maintain its transportation network at an adequate standard while improving the accessibility, safety and customer levels of service to all areas of the Chatham Islands. The future programmes allow for one major bridge replacement/renewal in each three-year NLTP investment period as part of ensuring the robustness and continuity of connection of the bridge network on the island.

There are no state highways, rail or public transport systems on the Chatham Islands.

4.2. Statement of how the activities in the RLTP address the transport priorities for the region

This RLTP has been developed to take into account the transport issues, problems and opportunities on the Chatham Islands as identified in the Strategic Case created for the 2024-27 NLTP funding application. The RLTP then identifies transport projects and activities to address these priorities. All activities identified in the RLTP have been considered to meet one or more of the regional transport priorities. When determining project priority, activities that did not address the transport priorities were disregarded or deferred.

5. Overview of three-year NLTP programme

5.1. Activities included in programme

The RLTP comprises of the activities proposed by the Approved Organisation and NZTA within the Chatham Islands region. The activities proposed are shown in full in Appendix A. The activities listed in Appendix A contain the total bid for funding support from the NLTF for the Chatham Islands region.

5.2. Prioritised activities

The Council is required to determine the order of priority for those activities proposed that it decides to include in the RLTP. This includes:

- Activities or combinations of activities proposed by approved organisations in the region, other than local road maintenance, local road renewals, and local road minor capital works, and existing public transport services; and
- Activities or combinations of activities that NZTA may propose for the region and that NZTA wishes to see included in the RLTP.

The processes by which these activities have been prioritised are described in Appendix B. The result of the evaluation has led to the activities being listed in the following regional priority order.

Table 1: Regional priority order of activities

Activity	Priority	Description/Comments	Organisation
Regional transport administration	1	Administration of RLTP, and monitoring requirements. Fundamental planning platform for the region's activities.	CIC
Maintenance, Operations and Renewals Programme 2024-34	1	The main priority for transport spending during 2024-34.	CIC
Transport Planning	1	Detailed planning for current and future projects that meet required national and community outcomes.	CIC
Community Safety Programmes	1	Road safety programmes and marketing.	CIC
Low Cost / Low Risk 2024-27 Programmes	2	Owenga Wharf Loading Ramp: Design, Consenting, and Construction of a barge loading facility to provide better reliability and resilience to the connection between Chatham Island and Pitt Island and improve economic outcomes for the Pitt Island community.	CIC
	2	Geometric Improvements & Minor Safety Works: A programme of continuous minor geometric safety improvements around the network such as sight benching or superelevation corrections to improve network safety and amenity, and ensure that the roading system stays current with design and technology standards.	
	3	Seal Extensions: A small programme of seal extensions to bolster the sealed network coverage in townships and improve the sealed/unsealed pavement transitions carried out in the middle year of each three-year funding period.	

6. Forecast of anticipated revenue and expenditure on activities for the 10 financial years 2024 to 2034

6.1. Expenditure profiles

CIC has prepared a ten-year forecast of expenditure, which is collated by activity class and is presented in the AMP. The forecast uses escalation figures based on inflationary pressures from the previous three-year investment period for the first three years, and then settling back to the usual 2.4 – 2.7% range used in previous forecasts.

6.2. Description of funding sources available to CIC

The following funding sources for the 10-year forecast of revenue are available to CIC:

National Land Transport Fund (NLTF)

The NLTF is the funding source which the region is bidding for through this RLTP. The NLTF is distributed as a nationally contestable fund across the country. It is not possible to predict the level of funding that the region is likely to receive, as the activities on the Chatham Islands have yet to be assessed against all the activities in the other RTC RLTPs.

Local Funding

Local funding is sourced by the Council to partially fund all activities. The proportion of local funding required for an activity is based on a Financial Assistance Rate (FAR). The FAR varies depending on the organisation applying for funding and the type of activity that is being proposed. CIC has a confirmed FAR of 88% for the 2024-27 NLTP.

6.3. Affordability of the 10-year forecast expenditure

The total forecast expenditure, and funding sources presented, demonstrate that the programme is deemed to be affordable. The total amount requested for the first six years of this RLTP have been set at levels that have been historically affordable to the Council. There has been no cause to apply for an enhanced funding programme.

7. Significant expenditure on land transport activities to be funded from other sources

The activities identified in Table 2 are expected to be funded in part or without assistance from the NLTF.

Table 2: Land transport activities to be funded from other sources

Activity	Funding source
Nil	Nil

CIC does not have the funding reserves or ability to raise capital to construct projects without funding assistance.

8. Approved activities not yet completed

In the Chatham Islands region, the following funded activities will not be fully completed prior to the commencement of this RLTP.

Table 3: Approved activities not yet completed

Activity	Delivery Agency	Reason
Owenga Loading Ramp	CIC	Constructability limitations changed the design and therefore consenting requirements for the structure, delaying the start of works.

The structure is intended to be completed before 30 June 2025.

9. Activities of inter-regional significance

As part of the preparatory work for this RLTP, the RTC has considered whether:

- activities included in the Chatham Islands Council NLTP for 2024 – 2034 are considered to have significance to another region; and
- activities in the RLTP of a neighbouring region may be considered as being of significance to the Chatham Islands.

Due to the Chatham Island's isolation, there are no activities identified of inter-regional significance. Tuuta Airport and Waitangi Port are the only connections to mainland NZ.

10. Nationally or regionally significant activities likely to be recommended for inclusion in the next programme

The following regionally significant activities are expected to commence in the three years following the next investment period.

Table 4: Regionally significant activities recommended for 2028-31

Activity	Delivery Agency
Thistle Clear Bridge Replacement	Chatham Islands Council

11. Assessment of the relationship of police activities to the programme

The Police on the Chatham Islands are a core member of the Road Safety Coordinating Committee. The Committee oversees the annual development of the Road Safety Action Plan, considering the types of accidents and the engineering, enforcement, and education actions required to be undertaken to reduce accident numbers, as well as targeting the 'at-risk' user groups. Due to the low numbers of reported crashes on the Chatham Islands, there is no need to annually review the Road Safety Action Plan, and crashes can be reviewed on a case-by-case basis.

The New Zealand Police receive annual government funding for road safety work. The Police undertake enforcement of:

- Speed limits;
- Alcohol limits;
- Driving laws; and
- Commercial vehicle investigation and highway patrols.

The Chatham Islands Police follow the New Zealand Police Strategic Plan that recognises road trauma as a challenge faced by the police. The Government's Road to Zero strategy aims to reduce the number of annual road injuries and deaths. The Chatham Islands Police are also bound by the New Zealand Police Statement of Intent (updated annually). The Statement of Intent establishes that the police will work to achieve the shared transport sector outcome of a transport system that is safer and more secure.

12. Monitoring implementation of the programme

This RLTP sets out how the transportation priorities of the region will be delivered over the next ten years. The RLTP essentially outlines "how much" of certain activities will be undertaken and "when" this will be undertaken. A key reason underpinning the shift to a three yearly planning cycle was to allow a greater degree of flexibility in the delivery of a programme of works within a region.

It is therefore proposed that monitoring is designed to ensure that the overall programme of activities contained in the RLTP is delivered in the manner envisaged, but not focus in detail on individual projects within it.

CIC will perform this monitoring function annually for the duration of the RLTP at the end of each financial year.

13. Policy relating to significance of changes

Section 82 of the Local Government Act 2002 sets out the consultation requirements for Local Government agencies in relation to decisions or any other matters that must be undertaken. Section 18D(5) of the Land Transport Management Act 2003 allows for exemptions to consultation if updates to the regional land transport plans are minor.

As this version of the RLTP updates some wording to align with updates in the Activity Management Plan document and updates to completed projects included in previous versions of the RLTP, but includes no significant changes in agreed and funded future capital projects, it is deemed the update does not meet the significance requirement for consultation.

Appendix A: Activities included in the Chatham Islands Regional Land Transport Programme

Table 5: Funded 2024-27 activities included in the Chatham Islands RLTP

Activity or combination of activities	Objectives to be achieved	Expected duration	Cost
Administration support - Roading	-	2024 - 2027	\$527,341
Local Road Maintenance – Pothole Prevention			
Sealed pavement maintenance	Access and safety	2024 - 2027	\$678,300
Unsealed pavement maintenance	Access and safety	2024 - 2027	\$2,660,874
Routine drainage maintenance	Access and safety	2024 - 2027	\$284,886
Unsealed road metalling	Access and safety	2024 - 2027	\$5,053,335
Sealed road resurfacing	Access and safety	2024 - 2027	\$285,855
Drainage renewals	Access and safety	2024 - 2027	\$1,396,329
Sealed Road Pavement Rehabilitation	Access and safety	2024 - 2027	\$1,243,227
Local Road Maintenance - Operation			
Structures maintenance	Access and safety	2024 - 2027	\$363,375
Environmental maintenance	Access and safety	2024 - 2027	\$744,192
Network services maintenance	Access and safety	2024 - 2027	\$294,576
Network and asset management	Access and safety	2024 - 2027	\$364,344
Structures component replacements	Access and safety	2024 - 2027	\$1,120,164
Traffic services renewals	Access and safety	2024 - 2027	\$154,071
Walking & Cycling			
Footpath Maintenance	Access and safety	2024 - 2027	\$14,535
Footpath renewals	Access and safety	2024 - 2027	\$20,349
Improvements			
Owenga Loading Ramp	Access and security	2024 - 2027	\$930,240
Geometry & Safety Improvements	Safety and security	2024 - 2027	\$172,482
Sealbacks	Safety and security	2025 - 2026	\$339,150

Table 6: All activities included in the Chatham Islands RLTP 2024-34

Activity or combination of activities	Objectives to be achieved	Expected duration	Cost
Local Road Maintenance – Pothole Prevention	Access and safety	2024 - 2034	\$44,083,000
Local Road Maintenance - Operation	Access and safety	2024 - 2034	\$11,299,000
Road To Zero	Safety	2024 - 2034	\$73,000
Walking & Cycling	Access and safety	2024 - 2034	\$142,000
Improvements	Access, safety, security	2024 - 2034	\$3,891,000

Appendix B: Process for prioritisation of activities

The following section outlines activities requiring prioritisation and the process used to determine the priority of activities in this RLTP.

Prioritisation of activities for the RLTP

Section 16(3) of the LTMA sets out the requirements for inclusion of any activities for which a local or regional council is seeking payment from the national land transport fund, including the priorities for investment considered in terms of the activities regional significance.

In this Plan we have listed and prioritised all activities that the regional transport committee resolves as being regionally significant.

Several activities that require prioritisation in the RLTP are automatically given a priority rating of 1 due to their importance in the continued provision of transport activities on the Chatham Islands. These activities are:

- **Transport Administration & Planning**

This is the funding to service the work of Council Staff for the Roding activity. It includes the administration of the Road Safety Promotion programme, any work to meet the statutory requirements of developing the Regional Land Transport Programme, and any transportation planning including the development of strategies and plans relating to the transportation activity.

As the RLTP and Activity Management Plan are high level documents, and the RLTP is the statutory document that sets direction for the transport sector within the Chatham Islands, this activity has been given a priority rating of 1.

- **Local Road Operations and Pothole Prevention Continuous Programme**

The maintenance of the network cannot be evaluated appropriately in the prioritisation process. However, it is essential that the roading infrastructure already in place is maintained and therefore this activity has been given a priority rating of 1.

RTC Prioritisation Process

A 1 to 5 prioritisation process has been utilised for the Chatham Islands and the above activities within the Chatham Islands RLTP have a priority of 1. Improvement Programmes have a priority of 2 or 3.

NZTA RLTP Prioritisation Process

Following the RTC approval, the RLTP is submitted to NZTA for national prioritisation and approval. NZTA will consider the top priority activities and may accept these with some minor adjustments. For the Chatham Islands it is expected the RLTP will be accepted for maintenance, renewals and minor improvements, with Low Cost / Low Risk projects being evaluated separately.



6. Regulatory

6.1 Activity Report from Environment Canterbury

Date of meeting	6 June 2024
Agenda item number	6.1
Author/s	Environment Canterbury Staff

Purpose

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

Recommendations

THAT Chatham Islands Council

- 1. Receives the report.**

Background

The following reports are for your information only. All resolutions included in these reports were considered at the Steering Group meeting on 21 May 2024.

Agenda 2024

Chatham Islands Council Steering Group

Date: Tuesday, 21 May 2024
Time: 9.30 AM
Venue: Whare Kotuia
Environment Canterbury
200 Tuam Street, Christchurch



Chatham Islands Council

Steering Group

Membership

Chair	Wendy Pyne
Members	Sue Allen Tanya Clifford Paul Eagle Brian Elliot Lauren Hamilton Teresa Hancock Terri Huxtable Tina Jackson Leanne Lye Adrian Meredith Dr Elaine Moriarty Connie Nicholson-Port Emma Parr Jo Simkiss Mark Smith Zella Smith Kerryn Tangney Jamin Thomas James Thompson Rachel Tutty

Chatham Islands Council Steering Group

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1. Karakia/Mihi Whakatau - Opening

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

2. Apologies

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

3. Minutes

3.1. Unconfirmed Minutes - Chatham Islands Council Steering Group - 27 February 2024

Chatham Islands Council Steering Group

Date of meeting	Tuesday, 21 May 2024
Author	Oliver Neal, Committee Advisor
Endorsed by	Petrea Downey, Team Leader Governance

Purpose

1. The previously circulated minutes from the Chatham Islands Council Steering Group held on 27 February 2024 are to be confirmed.

Recommendations

That the Chatham Islands Council Steering Group:

1. **Confirms the minutes from the Chatham Islands Council Steering Group meeting held on 27 February 2024.**

Attachments

1. 2024 02 27 UNCONFIRMED Chatham Islands Council Steering Group Minutes 27 February 2024 [3.1.1 - 4 pages]

Minutes of the Chatham Islands Council Steering Group, held at Environment Canterbury, Otematata, 200 Tuam Street, Christchurch on Tuesday, 27 February 2024 at 9.38am.

Present

Committee Chair Wendy Pyne (Environment Canterbury), Paul Eagle (Chatham Islands Council Chief Executive), Colette Peni (Chatham Islands Council Operations Manager), Tanya Clifford*, Lauren Hamilton, Teresa Hancock, Adrian Meredith, Dr Elaine Moriarty, Emma Parr, and Rachel Tutty.

*via audio/visual link

1. Karakia/Mihi Whakatau - Opening

Paul Eagle opened the meeting with a karakia, followed by Wendy Pyne with a mihi whakatau.

2. Apologies

Apologies for absence were received from Terri Huxtable, Tina Jackson, Leanne Lye, Joanne Mitten, Jo Simkiss, Mark Smith, Kerryn Tangney, and James Thompson.

3. Minutes

Refer to pages 5 to 11 of the agenda.

3.1 Unconfirmed Minutes - Chatham Islands Council Steering Group - 28 November 2023

Refer to pages 5 to 11 of the agenda.

Staff recommendations adopted without change.

Resolved CICS/2024/01

That the Chatham Islands Council Steering Group:

1. Confirms the minutes from the Chatham Islands Council Steering Group meeting held on 28 November 2023.

4. Report Items

Refer to pages 12 to 31 of the agenda.

4.1 Verbal Update on Island Matters

Refer to pages 12 of the agenda.

Paul provided an update on island matters:

- Owen Pickles officially finished up in the role of Chief Executive on 21 January 2024.
- The focus is currently on a 30-year plan, which has not yet been scoped. The intent is to pull together reports on a number of topics around the island and set the strategic direction for the island and identify the investment priorities.
- Council has signed off on a city/regional deal and the Canterbury Mayors/CEs have discussed a regional approach to government funding as well as specific funding for the island.
- Meetings have been had with various ministers to advocate for the Chatham Islands and build relationships with government decision-makers. The 30-year plan and city/regional deal are expected to inform ongoing discussions.
- Council has completed a Climate Change Strategy, and a Cultural Strategy. The intent of the Cultural Strategy is to integrate Moriori and Māori into all aspects of Council Life. There are discussions around utilising the Ngāi Tahu Representation Act 2022 as a model for representation on the Chatham Islands.
- Continued work with teams is underway – James Thompson (Canterbury CDEM Group) and Rochelle Faimalo (NEMA) visited the island last week, and Paul and Colette have met with the Harbourmasters team and the Biosecurity team during their visit to Christchurch.
- Work is continuing on the plan for the Emergency Precinct Building.
- The Chief Ombudsman visited the Islands and was well received. He can act as a mediator/facilitator between parties on the Islands and is a neutral party with separate authority to Parliament, which can be of use.

Staff recommendations adopted without change.

Resolved CICS/2024/02

That the Chatham Islands Council Steering Group:

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

4.2 Travel Schedule

Refer to pages 13 to 14 of the agenda.

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

Staff recommendations adopted without change.

Resolved CICS/2024/03

That the Chatham Islands Council Steering Group:

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

4.3 Financial Health Report

Refer to pages 15 to 19 of the agenda.

Staff provided a financial update on the service agreement between the Chatham Islands Council and the Canterbury Regional Council for the period ended 31 January 2024.

Resolved CICS/2024/04

Staff recommendations adopted without change.

That the Chatham Islands Council Steering Group:

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

4.4 Work Programme Q2 Performance Report & Update

Refer to pages 15 to 19 of the agenda.

Staff provided the Committee with an update on the work programme relating to the Contract for Services with Environment Canterbury for Q2 2023/24 (1 October 2023 – 31 December 2023)

Resolved CICS/2024/05

That the Chatham Islands Council Steering Group:

1. Notes the Action List carried forward from the meeting in November 2023.
2. Receives the Q2 Work Programme Performance Report to 31 December 2023.
3. Note the matters identified in the report for future awareness across the work programme.
4. Recommends this report to be presented to Chatham Islands Council to be received at a future meeting.

5. Next Meeting

The next meeting will be held on Tuesday, 21 May 2024.

6. Karakia Whakakapi - Closing

Paul Eagle closed the meeting with a karakia.

The meeting concluded at 10.31am.

CONFIRMED 21 MAY 2024

Chair Wendy Pyne
General Manager Corporate Services, Environment Canterbury

4. Report Items

4.1. Verbal Update on Island Matters

Chatham Islands Council Steering Group Report

Date of meeting	Tuesday, 21 May 2024
Author	Gillian Stone, Committee Advisor
Responsible Director	Giles Southwell, Director Corporate and Public Transport Services

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

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

Attachments

4.2. Travel Schedule

Chatham Islands Council Steering Group Report

Date of meeting	Tuesday, 21 May 2024
Author	Gillian Stone, Committee Advisor
Responsible Director	Giles Southwell, Director Corporate and Public Transport Services

Purpose

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

Recommendations

That the Chatham Islands Council Steering Group:

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

Attachments

1. CorpClientLocation Air Chathams 1 Apr 30 Sep 24 [4.2.1 - 1 page]
2. CorpClientLocation Air Chathams 1 Mar 31 Aug 24 [4.2.2 - 1 page]

Legal review	Report not sent for legal review.
Peer reviewers	

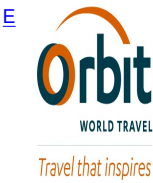
Client Location Report - Environment Canterbury



Selection Criteria
Departures between 01Apr24 - 30Sep24 Outlet - ASHY Branch - All
Destination/Transit - All Countries Travel Type - Corporate
17934

New Zealand																			
Folder No	Folder Dep Date	Company Name		Travel Type	Outlet	Lead Name			Cell Phone	Pax List	VI P	PO Number	Project Number	Booked By	Co st	Employee Number	Travel Purpose	Itinerary Email	EmailTo
1126853	8Apr24	Environment Canterbury		CORPORATE	ASHY	Mr Andrew Howe			+64 274328758	Mr Andrew		SERV	P055300	Rebecca Eddy	CIV	JAMES.THOMPSON@CDEMC	P055300/-111043	REBECCA.EDDY@ECAN.GOV.T.N	andrew.howe@cdemca
	From	To	Dep Date / Date In	Arr Date / Date Out	Flight No	Supplier Reference		Vendor											
	AKL - Auckland	CHT - Chatham Island	08/04/24 02:00 p.m.	08/04/24 05:00 p.m.	3C0591	006KA1		Air Chathams											
	CHT - Chatham Island	AKL - Auckland	19/04/24 08:30 a.m.	19/04/24 10:30 a.m.	3C0590	006KA1		Air Chathams											
1127132	8Apr24	Environment Canterbury		CORPORATE	ASHY	Mr Phill Mackay			64 21 836 623	Mr Phill Mackay		SERV	CDEM TRAINING	Rebecca Eddy	CIV	JAMES.THOMPSON@CDEMC	P055300/-111043	REBECCA.EDDY@ECAN.GOV.T.N	phill.mackay@ecan.govt
	From	To	Dep Date / Date In	Arr Date / Date Out	Flight No	Supplier Reference		Vendor											
	AKL - Auckland	CHT - Chatham Island	08/04/24 02:00 p.m.	08/04/24 05:00 p.m.	3C0591	006KEW		Air Chathams											
	CHT - Chatham Island	AKL - Auckland	12/04/24 08:30 a.m.	12/04/24 10:30 a.m.	3C0590	006KEW		Air Chathams											
1127109	15Apr24	Environment Canterbury		CORPORATE	ASHY	Mrs Bronwyn Maree Sutton			+6421563078	Mrs Bronwy		SERV	CDEM TRAINING	Rebecca Eddy	CIV	JAMES.THOMPSON@CDEMC	P055300/-111043	REBECCA.EDDY@ECAN.GOV.T.N	Bronwyn.Sutton@cdem
	From	To	Dep Date / Date In	Arr Date / Date Out	Flight No	Supplier Reference		Vendor											
	AKL - Auckland	CHT - Chatham Island	15/04/24 02:00 p.m.	15/04/24 05:00 p.m.	3C0591	006KEK		Air Chathams											
	CHT - Chatham Island	AKL - Auckland	19/04/24 08:30 a.m.	19/04/24 10:30 a.m.	3C0590	006KEK		Air Chathams											

Client Location Report - Environment Canterbury



Selection Criteria
Departures between 01Mar24 - 31Aug24
Destination/Transit - All Countries
17934

Outlet - ASHY Branch - All
Travel Type - Corporate

New Zealand																		
Folder No	Folder Dep Date	Company Name	Travel Type	Outlet	Lead Name			Cell Phone	Pax List	V	PO Numbe	Project Number	Booked By	Cost Centre	Employee Number	Travel Purpose	Itinerary Email	EmailTo
1E+06	12Mar24	Environment Canterbury	CORPORATE	ASHY	Mr Robin Seymour			+64 273050	Mr Robin Sevmour		OPER	TRAVEL TO CHCH FOR	Alice Wills	RES	CARL.DIAMOND@ECAN.G	P027112/-	ALICE.WILLS@ECAN.GOV	robin.seymour
	From CHT - Christchurch	To CHC - Christchurch	Dep Date / Date In 12/03/24 08:30 a.m.		Arr Date / 12/03/24 12:00		Flight No 3C0514	Supplier Reference 006H1W	Vendor Air Chathams									
1E+06	12Mar24	Environment Canterbury	CORPORATE	ASHY	Mr Alexander John Meikle				Mr Alexander John Meikle		OPER	TRAVEL TO CHCH FOR	Alice Wills	OPM	CARL.DIAMOND@ECAN.G	P027112/-	ALICE.WILLS@ECAN.GOV	alex.meikle7
	From CHT - Christchurch	To CHC - Christchurch	Dep Date / Date In 12/03/24 08:30 a.m.		Arr Date / 12/03/24 12:00		Flight No 3C0514	Supplier Reference 006H1U	Vendor Air Chathams									
1E+06	12Mar24	Environment Canterbury	CORPORATE	ASHY	Mr Jason Seymour				Mr Jason Sevmour		OPER	TRAVEL TO CHCH FOR	Alice Wills	OPM	CARL.DIAMOND@ECAN.G	P027112/-	ALICE.WILLS@ECAN.GOV	jase.seymour
	From CHT - Christchurch	To CHC - Christchurch	Dep Date / Date In 12/03/24 08:30 a.m.		Arr Date / 12/03/24 12:00		Flight No 3C0514	Supplier Reference 006H1V	Vendor Air Chathams									
1E+06	16Mar24	Environment Canterbury	CORPORATE	ASHY	Mr Jason Seymour				Mr Jason Seymour		OPER	HUET TRAINING IN	Alice Wills	OPM	CARL.DIAMOND@ECAN.G	P027112/-	ALICE.WILLS@ECAN.GOV	jase.seymour
	From AKL - Auckland	To CHT - Chatham Island	Dep Date / Date In 16/03/24 01:00 p.m.		Arr Date / 16/03/24 12:00		Flight No 3C0591	Supplier Reference 006H24	Vendor Air Chathams									
1E+06	16Mar24	Environment Canterbury	CORPORATE	ASHY	Mr Alexander John Meikle				Mr Alexander John Meikle		OPER	HUET TRAINING IN	Alice Wills	OPM	CARL.DIAMOND@ECAN.G	P027112/-	ALICE.WILLS@ECAN.GOV	alex.meikle7
	From AKL - Auckland	To CHT - Chatham Island	Dep Date / Date In 16/03/24 01:00 p.m.		Arr Date / 16/03/24 12:00		Flight No 3C0591	Supplier Reference 006H25	Vendor Air Chathams									
1E+06	16Mar24	Environment Canterbury	CORPORATE	ASHY	Mr Robin Seymour			+64 273050 353	Mr Robin Seymour		OPER	TRAVELING BACK TO CHRISTCHUR	Alice Wills	RES	CARL.DIAMOND@ECAN.G	P027112/-	ALICE.WILLS@ECAN.GOV	robin.seymour@ecan
	From CHC - Christchurch	To CHT - Chatham Island	Dep Date / Date In 26/03/24 01:00 p.m.		Arr Date / 26/03/24 12:00		Flight No 3C0541	Supplier Reference 006H27	Vendor Air Chathams									
1E+06	16Mar24	Environment Canterbury	CORPORATE	ASHY	Mr Brian Shields			+64212 297511	Mr Brian Shields		OPER	ANT & SKINK DOGS AND HANDLERS	Alice Wills	FDS	CARL.DIAMOND@ECAN.G	P027112/-	ALICE.WILLS@ECAN.GOV	brian.shields@auckland
	From AKL - Auckland	To CHT - Chatham Island	Dep Date / Date In 16/03/24 01:00 p.m.		Arr Date / 16/03/24 12:00		Flight No 3C0591	Supplier Reference 006HE7	Vendor Air Chathams									
	From CHT - Christchurch	To AKL - Auckland	Dep Date / Date In 21/03/24 08:00 a.m.		Arr Date / 21/03/24 12:00		Flight No 3C0519	Supplier Reference 006HE7	Vendor Air Chathams									
1E+06	16Mar24	Environment Canterbury	CORPORATE	ASHY	Ms Laura Meyer			+64272 018746	Ms Laura Meyer		OPER	ANT & SKINK DOGS AND HANDLERS	Alice Wills	FDS	CARL.DIAMOND@ECAN.G	P027112/-	ALICE.WILLS@ECAN.GOV	lmeyer@doc.govt.nz
	From AKL - Auckland	To CHT - Chatham Island	Dep Date / Date In 16/03/24 01:00 p.m.		Arr Date / 16/03/24 12:00		Flight No 3C0591	Supplier Reference 006HE6	Vendor Air Chathams									
	From CHT - Christchurch	To AKL - Auckland	Dep Date / Date In 21/03/24 08:00 a.m.		Arr Date / 21/03/24 12:00		Flight No 3C0519	Supplier Reference 006HE6	Vendor Air Chathams									
1E+06	16Mar24	Environment Canterbury	CORPORATE	ASHY	Mr Brian Shields			+64212 297511	Mr Brian Shields		OPER	ANT & SKINK DOGS AND HANDLERS	Alice Wills	FDS	CARL.DIAMOND@ECAN.G	P027112/-	Alice.Wills@ecan.govt.nz	brian.shields@auckland
	From AKL - Auckland	To CHT - Chatham Island	Dep Date / Date In 16/03/24 01:00 p.m.		Arr Date / 16/03/24 12:00		Flight No 3C591	Supplier Reference	Vendor Air Chathams									
	From CHT - Christchurch	To AKL - Auckland	Dep Date / Date In 21/03/24 08:00 a.m.		Arr Date / 21/03/24 12:00		Flight No 3C519	Supplier Reference	Vendor Air Chathams									
1E+06	16Mar24	Environment Canterbury	CORPORATE	ASHY	Ms Laura Meyer			+64272 018746	Ms Laura Meyer		OPER	ANT & SKINK DOGS AND HANDLERS	Alice Wills	FDS	CARL.DIAMOND@ECAN.G	P027112/-	Alice.Wills@ecan.govt.nz	lmeyer@doc.govt.nz
	From AKL - Auckland	To CHT - Chatham Island	Dep Date / Date In 16/03/24 01:00 p.m.		Arr Date / 16/03/24 12:00		Flight No 3C591	Supplier Reference	Vendor Air Chathams									
	From CHT - Christchurch	To AKL - Auckland	Dep Date / Date In 21/03/24 08:00 a.m.		Arr Date / 21/03/24 12:00		Flight No 3C519	Supplier Reference	Vendor Air Chathams									

4.3. Work Programme Update

Chatham Islands Council Steering Group Report

Date of meeting	Tuesday, 21 May 2024
Author	Kerryn Tangney, Senior Advisor
Responsible Director	Giles Southwell, Director Corporate and Public Transport Services

Purpose

1. To provide the Chief Executive of the Chatham Islands Council an update on the work programme relating to the Contract for Services with Environment Canterbury for Quarter 3 2023/24 (1 January 2024-31 March 2024).
2. To highlight any areas for future awareness across the work programme.

Recommendations

That the Chatham Islands Council Steering Group:

1. **Notes the Action List carried forward from the meeting in February 2024.**
2. **Receives the Q3 Work Programme Performance Report to 31 March 2024.**
3. **Note the matters identified in the report for future awareness across the work programme.**
4. **Recommends this report to be presented to Chatham Islands Council to be received at a future meeting.**

Action List

3. The attached Action List includes actions carried forward from previous meetings.

Q3 Work Programme Performance Report

4. Understanding the Council's priorities (both financially and non-financially) are pivotal to ensure our work is focused in the appropriate area.
5. Significant work has been put into assisting Chatham Islands Council with the Draft Long-Term Plan 2024-34 and Consultation document throughout Q3 and into Q4. This will continue through until after the consultation period has been completed in May 2024.

Further Comments & Looking to Q4 (and beyond)

Navigation Safety

6. The Point Weeding light has been repaired. LINZ notified and warnings will be removed.

7. An external audit of the SMS system is being investigated with Paul Barrett, who can attend during the scheduled Environment Canterbury HMO–Coastal Team (HMO-CT) audit. Dates for this are to be confirmed.
8. The annual Port & Harbour Marine Safety Code (PHMSC) Self-Assessments have been sent out for completion by 30 June 2024. Environment Canterbury HMO-CT are assisting.
9. Although communication between the Harbourmaster and Port Manager has improved, it is a key element to compliance with the Code and regular meeting attendance could be improved. A reminder has been sent to the Port Manager advising that queries must go through CIC Harbourmaster or CIC Chief Executive as Environment Canterbury HMO-CT supplies support services to them not to Chatham Islands Shipping Ltd (CISL).
10. A vehicle mounted VHF has been purchased and making arrangements for it to be delivered to Harbourmaster during the next Environment Canterbury visit.
11. Replacement of Southern Tiare, CIC Chief Executive and Major now on the Shipping Project Committee. Environment Canterbury HMO-CT have personnel with expertise in this area should the committee need any assistance.

Biosecurity

12. Onsite meeting in Napier occurred with Chatham Island Shipping Limited (CISL) and SPS Biota Ecosystem Services in late February to check a proposed new site and discuss what biosecurity measures need to be in place while the boat is out of commission (drydocked in Auckland).
13. Detector dogs and their dog handlers arrived on the Island in March. They were checking high risk pathway sites on the main Chatham Island for Plague (rainbow) skinks and both Argentine and Darwin's ants. Both pests are in our exclusion programme and efforts are being made to prevent them establishing on the Island. It was pleasing to note that nothing was found, and it is hoped that this exercise will become a regular activity that occurs on the Island.
14. The Chatham Islands Biosecurity staff were off the Island in March to complete Helicopter Underwater Escape Training (HUET), a H&S requirement for our staff who fly over water. This training is valid for 2 years.
15. Work has continued trying to get the helicopter over to the Island. However, the unreliability with the boat and the stop work notice for firearms has caused a lot of uncertainty. At the time of writing this report a decision has now been made to cancel the helicopter for this financial year and relook at it again next year.
16. March saw the first two articles, of what is aimed to be regular pieces of biosecurity communication in the CIC e-newsletter. An important part of the Biosecurity role is to educate and increase the awareness of biosecurity matters across the community. Articles will include information about pests already on the Island, what the team have been doing and how the community can help to protect the Islands border.
17. Environment Canterbury's firearms stop work notice is impacting biosecurity work on the island.

18. Dive operations in February were undertaken to check a vessel hull which nothing was found and to complete work removing Undaria from Waitangi Port. The dive team then dumped kina into this area as it is understood that kina is a natural control option for Undaria. The dive team will continue to monitor the Waitangi port site.

Civil Defence Emergency Management (CDEM)

19. In April three Canterbury CDEM Group Office staff delivered training over a two-week period. All the CIMS Functions were covered off during the training. The trainers also had the opportunity to cover of some welfare processes at Kōpinga Marae. The cost of delivering this training will be recovered from the NEMA Training Fund.
20. The Group Office has been providing advice on completing the Chatham Island risk profile as a part of the CDEM Group Plan review. The Office has also begun to look at supporting on-island evacuation planning.

Marine Oil Spill Response & Readiness

21. Delegation for the alternate Regional On Scene Commander (aROSC) to sign off Tier 1 transfer sites is in final stages. This will allow the completion of approvals for non-compliant (Maritime Protection Rules) oil transfer sites across the island (x3)
22. Waitangi Wharf has an approved plan, will need to complete an exercise annually and be audited every three years to be fully compliant.
23. Funding reduction for training and exercising of responders may have some impact to response and readiness capability. Maritime NZ will work through these changes and the impacts.

Environmental Monitoring

24. Monitoring of the hydrology, water levels, rainfall and water quality continues in the regular standardised manner to maintain the past almost 20-year record of environmental monitoring. However, as recommended at the workshop on the island in November 2023, we are working towards recommending and implementing significant changes in the monitoring programmes for the next financial year (2024/25) to address our recommended Chatham Islands specific environmental priorities.
25. We are currently completing a review and revision of the 2022/23 monitoring report to complete the report and forward to Council shortly. This report will be updated with the additional information and discussion with Council, Imi and Iwi and the November 2023 workshop. This will then allow the completion and presentation of a recommended revision of the environmental monitoring program to Council. This will allow enough time for the revision and implementation for the beginning of the 2024/25 year (1 July 2024).
26. The revision is currently proposed within the current Environmental monitoring funding envelope, by reducing some monitoring elements (extent of hydrology and rainfall sites) to enable expansion or development of new elements (monitoring of potentially potable waters including groundwater and dune takes; and increased focus on priority degraded or higher risk water environments). The almost 20-year record of monitoring is sufficient to clearly illustrate the need for this revision.

27. The current year's environmental monitoring costs have exceeded the current budget because of non-routine activities, such as the November Council workshop, completing the reporting requirements, and the monitoring program revision and recommendations to Council.

Compliance Monitoring & Enforcement

28. There have been no compliance monitoring activities over the last quarter.
29. A meeting with the CIC Chief Executive on 26 February 2024 was held to discuss the compliance programme. The CE requested the Annual Compliance Monitoring Report 2023 is finalised and published. The document has been sent to the Comms team for publishing. A summary document is being drafted for presentation to the CIC, to include recommended next steps.
30. A request has been received from the CIC Chief Executive to draft an outline for a long-term compliance strategy. Need to confirm funding is available to cover time for this.
31. There have been no requests from CIC to monitor any upcoming activities/consents on the island.

Resource Management Planning

32. Discussions have begun on working towards a 30-year plan for the Chatham Islands. This will be primarily developed by consultants, but Environment Canterbury planning and strategy staff are also likely to be involved in its development.
33. The new coalition government is changing the RMA and other national direction (including the Essential Freshwater Package). Currently there is uncertainty about what will need to be implemented on the Islands, and when it will need to be done. As such, little work in this area has been carried out this quarter. This has meant that the budget for this activity is underspent to date.
34. It will be important over the short term to ensure that such changes are appropriate for the Islands, so there will be a need for Environment Canterbury planning staff to prepare submissions, in consultation with Council, whenever the opportunity arises.

Communications

35. We are working closely with Finance on the development of the Long-Term Plan and associated documents, including the consultation document. Consultation with the community will occur in May, with a variety of engagement methods planned. Work on this will continue through to the end of Q4.
36. Development of the regular communication channels continues, including the Council newsletter, social media posts and maintaining the website.

Corporate Services

37. Chatham Islands Council and the Chatham Islands Enterprise Trust have jointly initiated a review of the services being provided to the island and by whom. This

review includes the annual work programme and agreement with Environment Canterbury.

38. Environment Canterbury subject matter experts have been requested to provide a list of “Top 3” minimum viables (ie - minimum requirements to meet legislative requirements) within our key areas of support are and why. This list has been provided to Chatham Islands Council for them to seek independent advice on their priorities for 2024/25. This will then form the agreed annual work programme for the coming financial year.

Finance

39. Key area of focus relates to the compilation of the Long-Term Plan Consultation Document and “supporting information” in collaboration with CIC staff, communications team and finance. This document is expected to be approved for consultation on 3 May 2024.
40. A qualified opinion is expected to be issued on the Consultation Document related to high level of uncertainty of receiving inflation on the annual appropriation grant and achievability of cost savings to meet operating constraints. The audit opinion will also draw attention to the Council’s inability to invest in critical infrastructure and comply with key areas of legislation and the implications of such an approach.
41. With the pause in the Long-Term Plan process for consultation, attention will now be directed to addressing any outstanding matters raised from the 2023 Audit New Zealand Management Report, along with reviewing the financial reporting information in preparation for the 2024 Annual Report. Specifically focusing on addressing legacy issues related to the completeness and accuracy of information in the Council’s Fixed Asset Register (FAR).
42. Assistance has continued to be provided with the on-boarding process of the new Chief Executive, including providing additional financial reports or summaries as requested and meeting to discuss the provided information along with any other relevant financial implications.
43. Key internal financial reports for Council/DIA and the Performance, Audit & Risk Committee (PARC) have been reviewed, these will be further refined based on feedback received. The reports are also expected to be updated to incorporate more visual elements (graphs) with a focus on cash management.
44. Key risks for finance relate to ensuring compliance with the Local Government Act 2002 in relation to process and disclosures within the Consultation Document and Long-Term Plan and meeting our statutory and audit delivery obligations associated with these documents.
45. These risks are mitigated with the team involved in the delivery of this document being extremely experienced and a legislative checklist has been compiled to ensure key sections of the Local Government Act 2002 are complied with.
46. Note that a separate financial reporting paper is included in this agenda.

Next Meeting

47. Tuesday 20 August 2024 – Environment Canterbury Offices – 200 Tuam Street

Attachments

1. CISG Action List MAY2024 [4.3.1 - 1 page]
2. Q 3 Performance Report 2023 24 - Service Agreement ECAN CIC [4.3.2 - 4 pages]

Chatham Islands Steering Group Action List – May 2024

Task number	Status	Person responsible	Action	Due By
19-09-2023-E	In Progress	Carl Diamond	An Operational Plan in relation to the Regional Pest Management Plan is required	
19-09-2023-F	In Progress	Carl Diamond, Terri Huxtable	The warranting and training of both biosecurity and compliance officers is needed to ensure any enforcement action can be undertaken	
19-09-2023-G	In Progress	Carl Diamond	A review of health and safety systems in the area of biosecurity is necessary	
19-09-2023-H	In Progress	Emma Parr	Work with Tier 1 Operators is underway to ensure Marine Contingency Plans are in place for Marine Oil Spills	
19-09-2023-K	In Progress	All	All Steering Group members are to provide Finance with an expected timeframe for their annual spend to be incurred to assist with financial modelling if possible.	
31-10-2023-A	In Progress	Tanya Clifford	Draft performance targets (as part of Long-Term Plan 2024-34) are to be circulated to staff for feedback and comment.	

Q3 report - Environment Canterbury Work Programme with Chatham Islands Council
2023 - 2024
**To be read in conjunction with agreed work programme

Portfolio	Chatham Island Council Level of Service	Chatham Islands Council Measure	Work Programme Service Provided	Result Q3	Result Q2	Result Q1	Commentary Q3
Navigation Safety	Enable safe navigation for vessels in the coastal area	Manage navigation safety in accordance with leading practice ----- Ensure Owenga wharf is available for safe and efficient movement of people, stock, and goods	Risk Assessment and management				No additional risks identified
			Navigation Safety Bylaws, HM Directions, and supporting documents				No changes
			Port and Harbour Marine Safety Code (PHMSC)				Joint Self Assessment will be sent out by PHMSC Port Manager and CIC HM require more regular meetings. ECan HM is facilitating a meeting every 2 months
			SMS maintenance and administration				Monthly checks of the system completed - identified that the Saftey Management System (SMS) required a hydrographic policy which has been reviewed by CIC HM and added to the SMS
			General navigation safety support and advice				As requested by the CIC and CIC HM
BioSecurity	Work in partnership with the community to protect the Islands from environmental and economic damage from pest species	Prevent incursions and establishment of new terrestrial pest species ----- Monitor for invasive marine pests that are present in mainland New Zealand or are likely to arrive from other destinations ----- Ensure landowners, occupiers and other residents are aware of and follow pest management practices, including the requirements that recognised pest species are not to be introduced, sold, propagated or distributed ----- Work in partnership with others including imi, iwi and Department of Conservation to undertake pest management as an integral part of enhancing biodiversity ----- Ensure landowners, occupiers and other residents are aware of and follow pest management practices, including the requirements that recognised pest species are not to be introduced, sold, propagated or distributed -----	Border Control				Border control checks continue with a focus on machinery, vehicles and equipment coming in via the boat. Theses checks happen at both the mainland NZ border as well as when equipment arrives on the island. Voyages to Chatham Island in this quarter was eight (8) and 97 inspections of risk cargo were completed. 2 inspections were completed for Air freight. Three unscheduled sailing vessels have arrived in Chathams in recent months. Diving to ascertain the condition of their hulls has been undertaken. Initial dive work has been undertaken at Waitangi to control Asian Seaweed (Undaria pinnatifida). Control work involves the removal of as much Undaria as possible and covering area with kina. Agreed risk assessment and Supplier checks for Q3 have been completed.
			Low incidence pest surveillance and control				Islanders have a basic understanding of pest management and the importance of preventing new incursions. There have been a few reports to biosecurity officers when anything new or unusual has been found. Ant and Skink detector dogs and their handlers have been on island this quarter to ensure that our high-risk areas remain free from Argentine & Darwin Ants as well as Plague (rainbow) skinks. This work would not have occurred without the support of DOCs detector dog programme.
		Communication and Community Engagement				To raise the profile of biosecurity on the Island there has been an increase in the communication and awareness programme. This has included 2 recent articles on the detector dogs and ragwort (Jacobaea vulgaris). Increased and regular comms is being planned as part of our ongoing work.	

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		Work in partnership with others including imi, iwi and Department of Conservation to undertake pest management as an integral part of enhancing biodiversity ---- Reduce animal and plant pest populations in identified sites and/ or geographic areas to minimise impacts on primary industry, human health and indigenous biodiversity ---- Maintain biosecurity of internal borders between Chatham Island, Pitt Island, and mainland New Zealand or are likely to arrive from other destinations	Community initiatives investigated, planned and carried out				Shared knowledge/expertise continues between DOC and ECan staff. The pilot programme for culling feral animals has slowed, in part due to our stop work notice preventing the use of firearms by Ecan staff. Work is currently underway to get a contract in place to ensure regular searching at the main border points to prevent rats moving between main Chatham Island and Pitt Island. This will ensure quarterly checks by experienced rat trained dog and handler. Including ongoing human checks and bait stations being in place.
CDEM	Provide information and advisory services to enable people to understand risks and make informed decisions and enable emergency management as required	Ensure residents feel prepared and know what to do in an emergency ---- Ensure residents are aware of emergency management procedures ---- Ensure the Emergency Management Operations Centre can respond in the event of an emergency, including deployment of staff and volunteers, availability of emergency management equipment, control facilities, and communication systems	Work Programme Development				While work has continued to support CDEM on the Chatham Islands we do not have a long term work programme. The Chatham Island Emergency Manager does have a work programme and this is contributed to as requested.
			Training & Exercises				Three Canterbury CDEM Group Office staff have provided EOC and Welfare training over a two week period. Included was CIMS Function training which is the first time that this has been provided to the Chatham Island Council. This cost of this training, including flights and accommodation will be recovered from the National Emergency Management Agency (NEMA)
			Policy & Planning support				The Canterbury CDEM Group office has been having conversations with the Chatham Island Emergency Manager on supporting risk assessment, evacuation planning and tsunami response. Work is still required to determine what support will be provided.
			Welfare & Civil Defence Centre				See Community Resilience below
			Community Resilience				With the Chatham Island Community Resilience coordinator being appointed the Canterbury CDEM Group office will provide support on both Welfare (above) and engagement, in particular, with the Chatham Island CDEM Community Advisors. This will happen in Q4 or Q1(24/25)
Marine Oil Spill Response & Readiness	Provide information and advisory services to enable people to understand risks and make informed decisions and enable emergency management as required	Maintain current marine oil spill response preparedness and response capability, which is compliant with the Maritime Transport Act 1994	Compliance				Draft instrument of delegation for the Alternate Regional On Scene Commander to approve Tier 1 site marine oil spill response contingency plans is currently in process with Maritime NZ.
			Readiness				Tier 2 (Regional) marine oil spill response contingency plan is up to date. All MNZ required training and exercising completed.

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Portfolio	Chatham Island Council Level of Service	Chatham Islands Council Measure	Work Programme Service Provided	Result Q3	Result Q2	Result Q1	Commentary Q3
Resource Management (Environmental Monitoring)	Monitor and provide accurate and timely water quality and quantity data, for use by the community and decision makers	Sample and analyse water quality and quantity	Air Quality, Soil Quality, Contaminated sites and hazardous substances	N/A			No work has been carried out in this space due to it not being a priority and due to financial limitations
		----	Groundwater resource evaluation and monitoring	N/A			No further work has been carried out in this space due to financial limitations
		----	Hydrology and climate stations				The annual report on water quality and quantity is currently being peer reviewed. It will be available to CIC in the next month. Monitoring is underway at all agreed locations
		Ensure water quality and hydrology data is available to the public	Water quality				The annual report on water quality and quantity is currently being peer reviewed. It will be available to CIC in the next month. Monitoring is underway at all agreed locations
Compliance Monitoring & Enforcement	Ensure the efficient and effective delivery of consenting and compliance services to achieve the sustainable management of natural resources and provision of compliant community services ---- Provide efficient and effective waste minimisation activities and services	Respond in a timely manner to breaches of the Resource Management Act 1991 and breaches of resource consent conditions, including initiation of investigations when required ---- Ensure all landfill activities, facilities and services comply with resource consent conditions, landfill management plans (developed in partnership with imi and iwi), and appropriate legislative requirements	Biennial Compliance Audit				Summary of findings from the Compliance Audit has been provided to CIC Chief Executive
			Consent Monitoring				No consents were requested to be monitored during this reporting period
			CME Strategy	N/A	N/A	N/A	As before
			HAIL Sites	N/A	N/A	N/A	As before
Resource Management Planning	Partner with imi, iwi and engage with the community to consult on amendments to the regulatory framework (giving effect to central government's Essential Freshwater package, achieving Te Mana o te Wai)	Notify changes to the resource management document providing for imi, iwi and community feedback when giving effect to Central Government's Essential Freshwater package across the region.	Changes to Chatham Islands Council Act				Changes to the Chatham Islands Resource Management Document have been made to give effect to the National Policy Statement for Greenhouse Gas Emissions from Industrial Process Heat 2023.
			Development and administration of Freshwater Farm Plans-and compliance with National Policy Statement				Discussions are underway with the Chatham Islands Council Chief Executive regarding work to completed in the remainder of this financial year. Originally the work was to have focused on making preparations for Freshwater Farm Plans, and the implementation of the National Policy Statement for Freshwater Management. With both of these pieces of work subject to significant change due to new Central Government priorities, it is likely that the budget for this work would be better used on other planning work.

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Portfolio	Chatham Island Council Level of Service	Chatham Islands Council Measure	Work Programme Service Provided	Result Q3	Result Q2	Result Q1	Commentary Q3
Communications	Ensure Council decision-making is informed by community participation	Various Annual Survey components	Communications BAU				Continue to provide timely and helpful support as needed.
			E-newsletter				E-newsletter has continued to be delivered on time. Last edition involved a new template and no issues were reported. Feburary edition has 66% readership and the March edition had 53%.
			Website Maintenance				Website maintainence continues with no issues.
			Annual Report Annual Plan Long-Term Plan				A lot of work has been done on the LTP to date. The Consultation Document has been thouroughly reviewed and is currently with Audit NZ. A consultation plan has been drafted and we are working through the details - anticipating consulting in May.
Corporate Services	N/A - Over-arching Support to Council	N/A	People & Capability				Advice and guidance has been provided when requested by the Chief Executive and/or Operations Manager.
			Governance Services				Steering group meeting frequency has moved to quarterly. Agendas are prepared ahead of the meetings.
			Health, Safety & Wellbeing	N/A			No work has been undertaken this quarter relating to health, safety & wellbeing .
			Payroll				Payroll has been processed fortnightly and on time as required.
Financial Services	N/A - Over-arching support to Council	N/A	Annual Report Annual Plan Long-Term Plan				Audit underway in relation to the Long-Term Plan 2024-34 and Consultation Document, all deliverables expected to be met. Marked as not on track as audit opinion likely to be a qualified opinion, due to DIA funding assumption (that funds will be provided in line with last year and inflated) and achievability of further cost cuts applied in budget (due to lack of certainty). Annual Report 2022/23 adopted by Council within statutory reporting deadlines, unmodified opinion issued.
			Financial Reporting				All internal financial reporting documents including reports to Council, the Performance Audit and Risk Committee and the Department of Internal Affairs have been completed and provided to Council based on agreed templates and delivery timeframes. In Q2, new financial reports were provided to Council/DIA & PARC for feedback, these reports have been integrated into the reporting suite to Council and replaced previous versions, further minor adjustments expected to occur based on user feedback and other review.
			Financial Management support for CE				Financial updates provided to the CE and Corporate Services manager on request.
			Financial & Business Partner				Financial updates provided for each steering group meeting. Other reports provided as required.

5. Next Meeting

The next meeting of the Chatham Islands Council Steering Group is scheduled to be held on Tuesday 20 August 2024. Any changes to this time will be updated via email.

6. Karakia Whakakapi - Closing

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

Public Excluded Agenda

6 June 2024

Mayor to Move

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

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

Item No.	Minutes / Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Chief Executive	Public Excluded Minutes 2 May 2024	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

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

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