



**chatham islands council**

# Chatham Islands Council

## BOARD PACK

for

### Council Meeting

Wednesday, 19 November 2025

9:00 am (+1345)

Held at:

Chatham Islands Council

13 Tuku Road, Chatham Islands

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# AGENDA

## COUNCIL MEETING



|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name:</b>          | Chatham Islands Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Date:</b>          | Wednesday, 19 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Time:</b>          | 9:00 am to 11:00 am (+1345)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Location:</b>      | Chatham Islands Council, 13 Tuku Road, Chatham Islands<br><a href="https://teams.microsoft.com/join/19%3ameeting_OWEwNjRjMDItNWl1My00Mzg5LTlhNDEtYjlyMDA4ZjAzZmEx%40thread.v2/0?context=%7b%22Tid%22%3a%2297fe9e71-ae23-445e-8c38-f2ad55476cec%22%2c%22Oid%22%3a%2238923941-e481-4887-903d-9c4f924faac0%22%7d">https://teams.microsoft.com/join/19%3ameeting_OWEwNjRjMDItNWl1My00Mzg5LTlhNDEtYjlyMDA4ZjAzZmEx%40thread.v2/0?context=%7b%22Tid%22%3a%2297fe9e71-ae23-445e-8c38-f2ad55476cec%22%2c%22Oid%22%3a%2238923941-e481-4887-903d-9c4f924faac0%22%7d</a> |
| <b>Board Members:</b> | Mayor Greg Horler, Cr Celine Gregory-Hunt, Cr Graeme Hoare, Cr Keri Day, Cr Nathaniel Whaitiri, Cr Jenna Hoverd, Cr Bridget Gibb, Cr Pita Thomas, Cr Jacqui Southcombe                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Attendees:</b>     | Mr Paul Eagle, Ms Colette Peni, Ms Jo Guise                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## 1. Opening Meeting

### 1.1 Meeting Opening

9:00 am (5 min)

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

### 1.2 Apologies

9:05 am (2 min)

### 1.3 Interests Register

9:07 am (2 min)

#### For Information

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

Supporting Documents:

|                          |   |
|--------------------------|---|
| 1.3.a Interests Register | 6 |
|--------------------------|---|

### 1.4 Action List

9:09 am (5 min)

#### For Noting

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

## 2. Democracy

### 2.1 Ordinary Meeting Minutes 11 September 2025 & 5 November 2025

9:14 am (10 min)

#### For Decision

Review and confirm the minutes of the previous meeting.

Supporting Documents:

|       |                                                |    |
|-------|------------------------------------------------|----|
| 2.1.a | 2.1 Minutes 11 September & 5 November 2025.pdf | 7  |
| 2.1.b | Public 11 Sept 2025 Minutes.pdf                | 8  |
| 2.1.c | Inaugural Meeting Minutes 5nov25.pdf           | 14 |

## 2.2 Schedule of Meeting Dates for 2026

9:24 am (5 min)

Mr Paul Eagle

### For Decision

To inform elected members of the dates for council meetings in 2026.

Supporting Documents:

|       |                                                               |    |
|-------|---------------------------------------------------------------|----|
| 2.2.a | 2.2 CIC Schedule of meeting dates for 2026 REPORT_19Nov25.pdf | 18 |
|-------|---------------------------------------------------------------|----|

## 2.3 Establishment of Performance, Audit and Risk Committee

9:29 am (20 min)

Mr Paul Eagle

### For Decision

To seek a decision from the Council regarding the establishment of the Performance, Audit and Risk Committee and the appointment of both an Independent Committee Chair and elected members to that Committee.

Supporting Documents:

|       |                                                                                  |    |
|-------|----------------------------------------------------------------------------------|----|
| 2.3.a | 2.3 CIC Establishment of Performance Audit and Risk Committee REPORT_19Nov25.pdf | 20 |
| 2.3.b | 2.3 CIC Performance Audit and Risk Committee TOR_19Nov25.pdf                     | 24 |

## 2.4 Establishment of Chief Executive Review Committee

9:49 am (20 min)

Mr Paul Eagle

### For Decision

To seek a decision from Council on establishing the Chief Executive's Review Committee and appointing Councillors to that committee. Such a committee will assist Council to meet its employment obligations to the Chief Executive and undertake effective and efficient decision-making in relation to their day-to-day employment and performance.

Supporting Documents:

|       |                                                                              |    |
|-------|------------------------------------------------------------------------------|----|
| 2.4.a | 2.4 CIC Establishment of Chief Executive Review Committee REPORT_19Nov25.pdf | 27 |
| 2.4.b | 2.4 CIC Chief Executive Review Committee TOR_19Nov25.pdf                     | 29 |

## 3. Finance

### 3.1 Financial Report

10:09 am (10 min)

Mr Paul Eagle

### For Information

Supporting Documents:

|       |                                     |    |
|-------|-------------------------------------|----|
| 3.1.a | 3.1 Financial Report.pdf            | 31 |
| 3.1.b | CIC Finance report October 2025.pdf | 32 |

4. Works & Services
5. Community
6. Regulatory
7. Emergency Management
8. Governmennt
9. Chatham Islands
10. Bylaws & Policies
11. Move to Public Excluded

**11.1 Move to Public Excluded**

Supporting Documents:

|        |                                    |    |
|--------|------------------------------------|----|
| 11.1.a | PE Cover Page 19 November 2025.pdf | 35 |
|--------|------------------------------------|----|

12. Public Excluded

**12.1 Public Excluded Minutes 11 September 2025**

10:19 am (2 min)

Mr Paul Eagle

**For Decision**

To receive the Public Excluded minutes from the meeting on 11 September 2025.

Supporting Documents:

|        |                              |    |
|--------|------------------------------|----|
| 12.1.a | PE Minutes 11 Sept 2025 .pdf | 36 |
|--------|------------------------------|----|

**12.2 Close the meeting**

10:21 am

**Next meeting:** Council Meeting - 4 Dec 2025, 9:00 am

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

# Interests Register

## Chatham Islands Council



*As of: 19 Nov 2025*

| Person                        | Organisation            | Active Interests                                      | Notice Date  |
|-------------------------------|-------------------------|-------------------------------------------------------|--------------|
| <b>Cr Celine Gregory-Hunt</b> | CIC                     | 6.4 Applicant                                         | 27 Sept 2024 |
| <b>Cr Keri Day</b>            | Chatham Islands Council | Interested party - Item 7.1 Water Tank Project Update | 1 Feb 2024   |
| <b>Mayor Greg Horler</b>      | CIC                     | 6.8 Whanau member of applicant                        | 27 Sept 2024 |

| Person                   | Organisation            | Recently Closed Interests                                     | Closing Date |
|--------------------------|-------------------------|---------------------------------------------------------------|--------------|
| <b>Cr Amanda Seymour</b> | CIC                     | 6.8 - Whanau member of applicant                              | 27 Oct 2025  |
| <b>Cr Judy Kamo</b>      | CIC Councillor          | 5.1 Surf Boat Report - Project Lead                           | 14 Oct 2025  |
| <b>Cr Steve Joyce</b>    | Chatham Islands Council | Director, Chatham islands Electricity Ltd - 6.1 Wind Turbines | 14 Oct 2025  |
| <b>Monique Croon</b>     | Chatham Islands Council | Applicant in Item 6.2 - M Croon Subdivision                   | 14 Oct 2025  |



## 2. Democracy

### 2.1 Minutes of Ordinary Meeting 11 September 2025 and 5 November 2025 (Inaugural Meeting)

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|                           |                               |
|---------------------------|-------------------------------|
| <b>Date of meeting</b>    | 19 November 2025              |
| <b>Agenda item number</b> | 2.1                           |
| <b>Author/s</b>           | Jo Guise, Executive Assistant |

#### Purpose

For the Council to receive and confirm the minutes of the Ordinary Meeting held on 11 September 2025 and 5 November 2025 (Inaugural Meeting).

#### Recommendations

1. **THAT the minutes from the Ordinary meeting held on 11 September 2025 and 5 November 2025 be a true and accurate record.**

# MINUTES (in Review)

## COUNCIL MEETING



|                       |                                                                                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name:</b>          | Chatham Islands Council                                                                                                                                |
| <b>Date:</b>          | Thursday, 11 September 2025                                                                                                                            |
| <b>Time:</b>          | 9:00 am to 10:31 am (+1245)                                                                                                                            |
| <b>Location:</b>      | Chatham Islands Council, 13 Tuku Road, Chatham Islands                                                                                                 |
| <b>Board Members:</b> | Cr Amanda Seymour, Cr Celine Gregory-Hunt, Cr Graeme Hoare, Mayor Greg Horler, Cr Judy Kamo, Cr Keri Day, Monique Croon, Cr Nigel Ryan, Cr Steve Joyce |
| <b>Attendees:</b>     | Ms Colette Peni, Ms Jo Guise, Mr Paul Eagle, Mr Erin Von Elders, Mr Jack Boyd, Mr Nigel Lister, Ms Rebecca Tinga, Ms Tanya Clifford                    |
| <b>Guests/Notes:</b>  | Asheesh Chand (Fulton Hogan), Mike Scott (Fulton Hogan), Denise Thomas (CIC Finance Lead)                                                              |

## 1. Opening Meeting

### 1.1 Meeting Opening

The Mayor opened the meeting acknowledging the passing of Rochelle Faimalo (NEMA) and John Preece (Pitt Island).

Mayor Croon noted this was the last meeting of the 11th triennium before the the Local Government Elections in October, and the final meeting for Cr Nigel Ryan and Cr Steve Joyce who were not seeking re-election. She acknowledged their significant contribution to Council during their long tenure.

### 1.2 Apologies

Apologies for lateness - Cr Greg Horler and Cr Amanda Seymour arrived at 9.15am.

### 1.3 Interests Register

### 1.4 Action List

## 2. Confirmation of Minutes

### 2.1 Ordinary Meeting Minutes 31 July 2025



#### Minutes 31 July 2025

THAT the minutes from 31 July 2025 be a true and accurate record.

**Decision Date:** 11 Sept 2025  
**Mover:** Cr Graeme Hoare  
**Second:** Cr Celine Gregory-Hunt  
**Outcome:** Approved



## 2.2 Special Meeting Minutes 27 August 2025



### Special Meeting minutes 27 August 2025

THAT the minutes from the Special meeting held on 27 August 2025 be a true and accurate record.

**Decision Date:** 11 Sept 2025  
**Mover:** Cr Keri Day  
**Seconders:** Cr Judy Kamo  
**Outcome:** Approved

Mayor Croon noted that the Water Services Delivery Plan had been submitted prior to the 3 September 2025 deadline.

## 3. Finance

### 3.1 Financial Report



#### Financial Report

THAT the Financial Report be received.

**Decision Date:** 11 Sept 2025  
**Mover:** Cr Steve Joyce  
**Seconders:** Cr Graeme Hoare  
**Outcome:** Approved

Tanya Clifford noted the financial report was the same report which went to the PARC meeting the prior week. She advised that July's results were still being finalised with year-end adjustments, so no clear trends were available. DIA funding had been received, leaving finances in a strong position for the month.

Cr Gregory-Hunt queried the projected 2025/26 cash loss of \$598,000, seeking confirmation that it aligned with the LTP. Tanya confirmed this reflected the adopted Annual Plan, noting high expenditure with savings measures expected to reduce the loss over the year. Paul Eagle added the DIA had raised concerns about historic overspending, and an upcoming workshop with them would focus on the cost reduction programme and provide clarity on priorities for use of the Crown grant.

## 4. Works & Services

### 4.1 Stantec Report



#### Stantec Report

THAT the report from Stantec for July and August 2025 be received.

**Decision Date:** 11 Sept 2025  
**Mover:** Cr Nigel Ryan  
**Seconders:** Cr Judy Kamo  
**Outcome:** Approved

Nigel Lister presented the July report, noting expenditure was slightly behind profile, but expected to catch up with upcoming sealing and rehabilitation works. Key costs were related to procurement processes and tender documentation. August included unsealed road strengthening on North Road and general maintenance. Planning was underway for bitumen plant mobilisation, with sealing works scheduled to commence in September.

Preparations were in place for component replacement of Maipito Bridge (replacing corroded steel beams with timber) and culvert replacement at Target Hill.

Options for Better Off funding have been provided, potentially for wharf structures or wastewater works. Routine maintenance continues, with the sealing programme being the main focus.

Jack Boyd reported there were no major faults this month, with budgets on track. Fulton Hogan were digitising daily ONM checklists, now feeding directly to a cloud server to support reporting. Chlorite levels at Kaingaroa remain consistently below maximum allowable values, with steady water demand at both Kaingaroa and Waitangi following repairs at council houses.

Wastewater sampling showed usual high E. coli and nitrogen, but UV chamber testing confirmed it was functioning effectively with good kill rates.

Steve Riley would service the wastewater plant in October.

## 4.2 Fulton Hogan Road Maintenance Report



### Fulton Hogan Road Maintenance Report

THAT the Fulton Hogan Road Maintenance Report be received.

**Decision Date:** 11 Sept 2025  
**Mover:** Cr Graeme Hoare  
**Seconder:** Cr Steve Joyce  
**Outcome:** Approved

Mr Erin von Elders gave an update to the Fulton Hogan activities, noting equipment and materials were arriving, with sealing and rehabilitation works to begin at Target Hill on 23 September. Screenworks crews were undertaking crushing and drainage aggregate preparation, with sealing crews to return for further works over the coming months. Subsoil drainage was also being installed in key areas prone to water issues.

## 4.3 Fulton Hogan Water & Wastewater Report



### Fulton Hogan Water & Wastewater Report

THAT the Fulton Hogan Water & Wastewater Report be received.

**Decision Date:** 11 Sept 2025  
**Mover:** Cr Graeme Hoare  
**Seconder:** Cr Nigel Ryan  
**Outcome:** Approved

Mr Erin von Elders gave an update to the report noting four staff were completing block courses to gain water certification, with an assessor due shortly. Wastewater pipe issues continue, with suspected sagging in sections.

Stormwater private connections remain unresolved.

## 4.4 Fulton Hogan Waste Management Report



### Fulton Hogan Waste Management Report

THAT the Fulton Hogan Waste Management Report be received.

**Decision Date:** 11 Sept 2025  
**Mover:** Cr Graeme Hoare  
**Second:** Cr Amanda Seymour  
**Outcome:** Approved

Mr Asheesh Chand reported on waste management operations, noting the recovery centre was tidy and well-organised despite staff challenges.

Improvements underway include upgrading landfill equipment (including a 20-tonne unit), installing safety measures, enhancing lighting, and procuring thicker, more durable steel bins.

Covers were being sourced to secure waste during transport.

Recruitment delays were being addressed through improved onboarding processes. A gantry truck had been requested to safely handle skip bins, and the compacting truck remained in operation following workshop maintenance.

## 4.5 Water and Wastewater Schemes Summary Report January to June 2025



### Stantec Water & Wastewater Six Month Report - January

THAT the report be received.

**Decision Date:** 11 Sept 2025  
**Mover:** Cr Graeme Hoare  
**Second:** Cr Nigel Ryan  
**Outcome:** Approved

Jack Boyd provided an overview of the six-monthly water and wastewater report (1 January – 30 June 2025) highlighting:

- Waitangi Water - Non-compliant due to inadequate monitoring (mainly daily grab samples rather than continuous online monitoring). No E. coli detected. Recommended actions: complete plant commissioning including telemetry, and seek funding for critical upgrades.
- Kaiangaroa Water - Non-compliant due to monitoring and treatment issues. No do-not-drink notices issued; chloride levels stabilized but further treatment (additional GRC filtration unit) needed for compliance. Recommended actions: extend intake, identify best practical compliance approaches, and seek funding for upgrades.
- Minor schemes - Includes small supplies (e.g. transfer station and Council offices) primarily for staff; not regulated or formally reported.
- Waitangi Wastewater - Non-compliant with resource consent due to inadequate monitoring, high nitrogen, and E. coli readings. Samples immediately downstream of the UV unit showed effective E. coli reduction, indicating treatment is functioning.

Recommendations focused on completing commissioning, improving monitoring, and securing funding for critical infrastructure upgrades.

## 4.6 CIC Road Maintenance Contract Procurement Update



### CIC Road Maintenance Contract Procurement Update

THAT the Chatham Islands Council:

1. Receive the report.
2. Approves the advertisement of the works contract Request for Tender competitively (at the value of the Engineers Estimate in section three).

3. Approves the Request for Tender advertisement be deferred if approval from NZ Transport Agency is received for the 18-month contract extension (prior to the 10 October 2025).

**Decision Date:** 11 Sept 2025  
**Mover:** Cr Graeme Hoare  
**Seconder:** Cr Celine Gregory-Hunt  
**Outcome:** Approved

Nigel Lister provided an update on the roading contract process. Nigel outlined the tender programme, with tenders to close late November, evaluation in December, and contract award before Christmas — unless an 18-month extension was approved by NZTA. The extension would align DIA funding with NZTA's 10-year contract limit, potentially lift funding from 88% to 100%, and provide time to transition procurement to Auckland Council. Confirmation from NZTA was expected by 10 October. Council approved proceeding to tender at the engineer's estimate, with advertisement deferred if the extension was granted.

## 5. Community

## 6. Regulatory

### 6.1 CIC Service Delivery transitioning arrangements update

#### Service Delivery Transitioning Arrangements Update

THAT the Chatham Islands Council:



1. Receive the report.
2. Notes that the Performance, Audit & Risk Committee have reviewed and endorsed the approach.
3. Notes that the Chief Executive is engaging with the Public Services Commissioner and the Department of Internal Affairs (DIA) on the long-term viability and sustainability of the Chatham Islands Council.
4. Notes the work that is underway to ensure the Chatham Islands Council receives support in fulfilling its critical services from another local authority.

**Decision Date:** 11 Sept 2025  
**Mover:** Cr Celine Gregory-Hunt  
**Seconder:** Cr Amanda Seymour  
**Outcome:** Approved

Council received an update on service delivery transition following notice of contract termination from ECan effective 30 June 2026.

Council discussed lessons from past service contracts, noting the need for clearer specifications, stronger contract management, and tighter controls around major costs (approx. \$1m ring-fenced for delivery and transition).

Discussions highlighted Auckland Council as the future provider, given its relevant experience with island communities and Pacific work, as well as its capacity and resources. An agreement in principle with Auckland Council was being progressed to ensure continuity beyond June 2026, with a transition plan to be brought back to Council.

Auckland's capacity and relevant island/biosecurity experience were highlighted as advantages, while risks of over-reliance on a single provider were acknowledged, with contingency discussions underway with DIA and other councils. Urgent priorities identified included procurement, corporate services, and technical/regulatory functions.

7. Emergency Management
8. Governmennt
9. Chatham Islands
10. Bylaws & Policies
11. Move to Public Excluded

### 11.1 Move to Public Excluded



#### Move to Public Excluded

THAT the meeting move to public excluded.

**Decision Date:** 11 Sept 2025  
**Mover:** Cr Judy Kamo  
**Seconders:** Cr Celine Gregory-Hunt  
**Outcome:** Approved

Minutes : Council Meeting - 11 Sept 2025

### 12.2 Close the meeting

**Next meeting:** Council Meeting (Inaugural Meeting) - 5 Nov 2025, 9:00 am

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# MINUTES (in Review)

## COUNCIL MEETING (INAUGURAL MEETING)



|                       |                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name:</b>          | Chatham Islands Council                                                                                                                                                                                                                                                                                                                                                     |
| <b>Date:</b>          | Wednesday, 5 November 2025                                                                                                                                                                                                                                                                                                                                                  |
| <b>Time:</b>          | 9:00 am to 9:53 am (+1345)                                                                                                                                                                                                                                                                                                                                                  |
| <b>Location:</b>      | Chatham Islands Council, 13 Tuku Road, Chatham Islands                                                                                                                                                                                                                                                                                                                      |
| <b>Board Members:</b> | Mayor Greg Horler, Cr Keri Day, Cr Bridget Gibb, Cr Graeme Hoare, Cr Jenna Hoverd, Cr Jacqui Southcombe, Cr Pita Thomas, Cr Nathaniel Whaitiri                                                                                                                                                                                                                              |
| <b>Attendees:</b>     | Mr Paul Eagle, Ms Colette Peni, Ms Jo Guise                                                                                                                                                                                                                                                                                                                                 |
| <b>Apologies:</b>     | Cr Celine Gregory-Hunt                                                                                                                                                                                                                                                                                                                                                      |
| <b>Guests/Notes:</b>  | Denise Thomas (CIC), Abby Biltcliff (CIC), Bob Penter (CE, CIET), Toni Gregory-Hunt (CIET), Mereraina Hemara (CIET), Mike Hoverd, Cam Gregory-Hunt, Phillipa Morrison, Pippa Cameron, Selena Murphy, Claude Ryan, Matai Ryan, Wiremu Day Jones, Imogen Edwards (Wynn Williams), Tim McGuigan (Wynn Williams), Kathryn Evans (Wynn Williams), Father Chris (Catholic Priest) |

## 1. Opening Meeting

### 1.1 Welcome & introductions

The Chief Executive opened the meeting, noting the significance of the centenary of local government on the Chatham Islands and acknowledging the community's resilience and shared stewardship. He welcomed Mayor Greg Horler and congratulated all councillors, both returning and newly elected. The Chief Executive emphasised the responsibility entrusted to councillors to act with integrity, courage, and unity, and reflected on past achievements and future priorities. He noted that the declarations to be made were commitments to lawful, accountable governance and reaffirm the Council's collective purpose.

## 2. Agenda Items

### 2.1 Amended Final Declaration of Election Results

The Chief Executive reported on the judicial recount conducted under the Local Electoral Act, which resulted in a tie for the final councillor position. In accordance with the Act, the result was determined by lot under Police supervision and independently verified by a District Court Judge. The process was administered fairly and accurately by the Electoral Officer and staff. Councillor Jenna Hoverd was formally declared elected, with the Chief Executive noting the outcome highlights the importance of every vote in local elections.

### 2.2 Declarations by Mayor and Councillors



#### Declarations by Mayor and Councillors

THAT the Chatham Islands Council:

1. Approves the Mayor and Chief Executive witnessing Councillor Celine Gregory-Hunt's declaration at a mutually agreed time.

**Decision Date:** 5 Nov 2025  
**Seconded:** Mayor Greg Horler  
**Outcome:** Approved

The Chief Executive advised that under the Local Government Act, no member may act until they have made their statutory declaration. Mayor Greg Horler and councillors Bridget Gibb, Nathaniel Whaitiri, Keri Day, Pita Thomas, Jenna Hoverd, Graeme Hoare, and Jacqui Southcombe made their declarations before the Chief Executive. Councillor Celine Gregory-Hunt was absent, and Council approved that her declaration be witnessed at a later date. All declarations were duly completed, and members were confirmed as officially appointed councillors.

## 2.3 Appointment of Deputy Mayor



### Appointment of Deputy Mayor

The Chatham Islands Council:  
 Notes the Mayor's decision to appoint Councillor Celine Gregory-Hunt as Deputy Mayor of the Chatham Islands for the 2025-2028 triennium.

**Decision Date:** 5 Nov 2025  
**Seconded:** Cr Keri Day  
**Outcome:** Approved

The Chief Executive advised that under Section 41A of the Local Government Act, the Mayor has the authority to appoint a Deputy Mayor. Mayor Greg Horler announced the appointment of Councillor Celine Gregory-Hunt as Deputy Mayor for the 2025–28 triennium. Councillor Gregory-Hunt would make her declaration upon return to formally assume her role as Deputy Mayor.

## 2.4 Explanation of Legislation



### Explanation of Legislation

That the Chatham Islands Council:

1. Receives this report and the explanation of the Local Government Official Information and Meetings Act 1987 and other statutes affecting elected members.
2. Notes the Chief Executive's briefing on the Local Government Official Information and Meetings Act 1987 and other statutes affecting elected members.
3. Notes the requirement for all members to comply with the legislative obligations outlined in this report.

**Decision Date:** 5 Nov 2025  
**Seconded:** Mayor Greg Horler  
**Outcome:** Approved

Council received a presentation outlining key legislation relevant to elected members, including the Crimes Act, Secret Commissions Act, Financial Markets Conduct Act, and Health and Safety at Work Act 2015. Members were reminded of their obligations to act with integrity, avoid conflicts of interest or undue influence, and uphold transparency and due diligence in decision-making and workplace safety. It was noted that further training on these legislative responsibilities would be provided at the governance induction later in the month.

## 2.5 Explanation of Employer Obligations



### Explanation of Employer Obligations

The Chatham Islands Council:



1. Receives this report and the explanation of the employment obligations of Council.
2. Notes the briefing on the obligations of Council in accordance with the Employment Relations Act 2000, the Local Government Act 2002, the Privacy Act 2020 and the Health and Safety at Work Act 2015.
3. Notes the requirement for all members to comply with the legislative obligations and best practice requirements outlined in this report and briefing.

**Decision Date:** 5 Nov 2025  
**Mover:** Mayor Greg Horler  
**Seconders:** Cr Bridget Gibb  
**Outcome:** Approved

Council received a presentation from employment law specialist Kathryn Evans of Wynn Williams, who provided an overview of councillors' obligations as the employer of the Chief Executive. Ms Evans outlined the requirements under the Local Government Act, Privacy Act, and Health and Safety at Work Act 2015, noting the importance of confidentiality, professionalism, and adherence to proper employment and performance review processes.

She advised that many councils establish a dedicated committee to manage the Chief Executive's employment, including quarterly performance reviews and end-of-term assessments. Ms Evans also reminded members of their responsibility to protect employee privacy and avoid public comment on staff performance, as breaches could result in liability for Council.

The presentation concluded with guidance on councillors' duties as "officers" under health and safety legislation, including ensuring both physical and mental wellbeing in the workplace.

## 2.6 Fixing the Date and Time of the First Council Meeting



### Fixing the Date and Time of the Next Meeting

That the Chatham Islands Council:

1. Agrees that the next meeting of the Chatham Islands Council will be held on Wednesday 19 November 2025 at 9.00am.

**Decision Date:** 5 Nov 2025  
**Mover:** Mayor Greg Horler  
**Seconders:** Cr Graeme Hoare  
**Outcome:** Approved

The Chief Executive outlined the legislative requirement under Schedule 7 of the Local Government Act to fix the date of the first Council meeting, which cannot be held within 14 days of the inaugural meeting. Council resolved that the first meeting be held on Wednesday, 19 November.

## 2.7 Adoption of Standing Orders



### Adoption of Standing Orders

That the Chatham Islands Council:

1. Receives the report.
2. Adopts the Chatham Islands Council Standing Orders 2025 – 2028, appended to this report, by resolution, noting the 75% majority vote.

**Decision Date:** 5 Nov 2025  
**Mover:** Mayor Greg Horler  
**Seconders:** Cr Jenna Hoverd  
**Outcome:** Approved



The Chief Executive introduced the adoption of Standing Orders, noting they outline the rules for how Council and committee meetings are conducted to ensure consistency, transparency, and fairness. It was confirmed that the Standing Orders align with the updated LGNZ template for this triennium and will remain in effect until any future updates are issued by the Local Government Commission.

## 2.8 Code of Conduct



### Code of Conduct

That the Chatham Islands Council:

1. Receives the report.
2. Notes that clause 15 of Schedule 7 of the Local Government Act 2002 requires the Chatham Islands Council to have a Code of Conduct and requires members to comply with the Code of Conduct.
3. Notes that the Code of Conduct will be reviewed within the 2025-2028 triennium.

|                       |                       |
|-----------------------|-----------------------|
| <b>Decision Date:</b> | 5 Nov 2025            |
| <b>Mover:</b>         | Mayor Greg Horler     |
| <b>Seconded:</b>      | Cr Nathaniel Whaitiri |
| <b>Outcome:</b>       | Approved              |

## 3. Closure

### 3.1 Close Meeting

**Next meeting:** Council Meeting - 19 Nov 2025, 9:00 am  
Paul Eagle closed the meeting with a karakia.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Council

## 2.2 Schedule of meeting dates for 2026

|                        |                             |
|------------------------|-----------------------------|
| <b>Date of meeting</b> | 19 November 2025            |
| <b>Author</b>          | Paul Eagle, Chief Executive |

### Purpose

Inform elected members of the dates for council meetings in 2026.

### Recommendations

The Chatham Islands Council:

1. **Approve** the schedule of dates for council meetings in 2026.

### Background

The following schedule of dates and times are being proposed for meetings in 2026:

|                                                         |                       |
|---------------------------------------------------------|-----------------------|
| <b>Council</b>                                          | Thursdays, at 9.00am  |
| <b>Workshops</b>                                        | Thursdays, at 9.00am  |
| <b>Performance, Audit and Risk Committee</b>            | Mondays, at 11.00am   |
| <b>Civil Defence and Emergency Management Committee</b> | Thursdays, at 11.00am |
| <b>Chief Executive's Review Committee</b>               | As required           |
| <b>Grants Committee</b>                                 | As required           |

| <b>Council</b>       |                            |                        |
|----------------------|----------------------------|------------------------|
| <b>Meeting date</b>  | <b>Agenda closing date</b> | <b>Agenda out date</b> |
| Thursday 19 February | Monday 09 February         | Wednesday 11 February  |
| Thursday 30 April    | Monday 20 March            | Wednesday 22 March     |
| Thursday 25 June     | Monday 15 June             | Wednesday 17 June      |
| Thursday 27 August   | Monday 17 August           | Wednesday 19 August    |
| Thursday 29 October  | Monday 19 October          | Wednesday 21 October   |
| Thursday 03 December | Monday 23 November         | Wednesday 25 November  |

### Workshops

#### Meeting date

Thursday 26 March

Thursday 28 May

Thursday 23 July

Thursday 01 October

### Performance, Audit and Risk Committee

| Meeting date       | Agenda closing date | Agenda out date       |
|--------------------|---------------------|-----------------------|
| Monday 09 February | Monday 02 February  | Wednesday 04 February |
| Monday 16 March    | Monday 09 March     | Wednesday 11 March    |
| Monday 15 June     | Monday 08 June      | Wednesday 10 June     |
| Monday 17 August   | Monday 10 August    | Wednesday 12 August   |
| Monday 19 October  | Monday 12 October   | Wednesday 14 October  |
| Monday 30 November | Monday 23 November  | Wednesday 25 November |

### Civil Defence and Emergency Management Committee

| Meeting date         | Agenda closing date | Agenda out date       |
|----------------------|---------------------|-----------------------|
| Thursday 30 April    | Monday 20 April     | Wednesday 22 April    |
| Thursday 27 August   | Monday 17 August    | Wednesday 19 August   |
| Thursday 03 December | Monday 23 November  | Wednesday 25 November |



# Council

## 2.3 Establishment of Performance, Audit and Risk Committee

|                        |                             |
|------------------------|-----------------------------|
| <b>Date of meeting</b> | 19 November 2025            |
| <b>Author/Reviewer</b> | Paul Eagle, Chief Executive |

### Purpose

To seek a decision from the Council regarding the establishment of the Performance, Audit and Risk Committee and the appointment of both an Independent Committee Chair and elected members to that Committee.

### Recommendations

That the Chatham Islands Council:

1. **Receives** this report.
2. **Establishes** pursuant to clause 30(1) of Schedule 7 of the Local Government Act 2002, the Performance, Audit and Risk Committee, and adopts the Terms of Reference (as per Attachment).
3. **Notes** that the Terms of Reference provide for the appointment of an Independent Committee Chair.
4. **Appoints** Philip Jones as the Independent Committee Chair of the Performance, Audit and Risk Committee.
5. **Appoints** the Mayor, Greg Horler, Deputy Mayor, Celine Gregory-Hunt, and two other Councillors as members of the Performance, Audit and Risk Committee.
6. **Appoints** the Mayor, Greg Horler, as Deputy Chair of the Performance, Audit and Risk Committee.
7. **Agrees** that the Performance, Audit and Risk Committee will meet on the dates as approved by Council.

### Key points

- The purpose of this paper is to facilitate the establishment of the Performance, Audit and Risk Committee (**Committee**).
- The Committee will support the Council's good governance by overseeing performance, audit, and risk management functions. It will help make sure the



Council's finances, risks, and overall performance are well managed and transparent.

- It is important that the Committee maintains a level of independence. Therefore, it is recommended that an independent chair be appointed: Philip Jones.
- The Committee will report directly to the Council.

## Background

Following the finalisation of the triennium local election results and holding of the Council's inaugural meeting, the Council needs to establish a Performance, Audit and Risk Committee.

This Committee is established by the Council, in accordance with Schedule 7 of the Local Government Act 2002, drawing on the advice of the Chief Executive. The Committee will provide the Council's governing body – the elected councillors – and the community with confidence that the Council is managing its risks. The Committee provides an important “check and balance” in the Council's systems of governance and internal control. An effective Committee will help foster trust and confidence in the Council's decision making.

Members of these committees are increasingly a mix of councillors and independent members. Maintaining a level of independence will allow the Committee to provide the best objective advice for Council decision making. It is therefore recommended that an independent Chair of the Committee be appointed.

## Purpose of Committee

The Committee has the core function for the formulation and monitoring of performance audit and risk frameworks, and the development and review of funding and financial policies and Council's performance monitoring.

The Committee can make recommendations to the governing body and/or the Chief Executive, and request information and advice through the Chief Executive when necessary.

The Committee does not make decisions. It has no other powers nor responsibility other than those related to its risk and assurance mandate, such as making recommendations to the governing body, or reviewing and approving key documents (for example, the Annual Report, Annual Plans and Long-Term Plan and the Council's risk register).



## **Composition**

It is recommended that the Committee be appointed as follows:

- Independent Committee Chair: Philip Jones.
- Members of the Committee: Mayor Greg Horler, Deputy Mayor Celine Gregory-Hunt, and two other Councillors.
- Deputy Chair: Mayor Greg Horler.

## **Frequency of meetings**

The Committee will meet according to schedule of meeting dates for 2026. The first meeting of the Committee will be Wednesday 3 December 2025.

## **Reporting and accountability**

The Committee will report directly to the full Council through its meeting minutes and recommendations.

## **Cost, Compliance, and Communication**

### **Financial implications**

There are no financial implications associated with the establishment of the Committee. However, as noted above, the Committee will be involved in the development and review of funding and financial policies and Council's performance monitoring.

### **Risk assessment and legal compliance**

Establishing the Committee provides an important "check and balance" in the Council's systems of governance and internal control.

### **Engagement, significance, and Moriori and Māori participation**

The Committee will play an important role in instilling trust and confidence in Council decision-making processes on behalf of all ratepayers, including Moriori and Māori.

### **Consistency with Council policy**

The establishment of the Committee is consistent with the approach undertaken by the Council in previous years.

**Communication**

No additional communication with the Community is required at this time.

**Next Steps**

As signalled earlier in this report, it is recommended that the Committee meet for the first time on Wednesday 3 December 2025.

**Attachments**

Terms of Reference for the Performance Audit and Risk Committee.



# Performance Audit and Risk Committee

## Terms of Reference

### Purpose

The Performance Audit and Risk Committee has the core function for the formulation and monitoring of performance audit and risk frameworks, providing oversight of the Council's approach to risk management and compliance, while also assisting in the development and review of funding and financial policies and Council's performance monitoring.

### Membership, tenure, and quorum

The Mayor, Deputy Mayor, two Councillors and one independent member as Chair. The independent member must not be a Councillor or a staff member and is appointed to the role by the Council.

Members will be appointed to the Performance Audit and Risk Committee for an initial period not exceeding three years. The maximum period of membership of the Performance Audit and Risk Committee is two terms.

The quorum shall be three members.

### Competencies

Committee members must demonstrate the following competencies:

- Risk management expertise;
- Strong financial literacy and understanding of council finances;
- Legal and regulatory compliance awareness (LGA, LGFA, Audit New Zealand expectations);
- Governance and assurance capability – able to provide independent oversight;
- High integrity, sound judgement and impartiality;
- Strategic thinking – able to link risks to long-term community outcomes;
- Audit literacy – able to interpret internal/external audit findings;
- Clear analytical and questioning skills;
- Business continuity and resilience awareness;
- Understanding of small, remote-area operating realities – limited systems, high-risk contracts, supply-chain vulnerabilities;
- Sensitivity to small-community conflicts of interest and reputational risk;
- Awareness of Crown–Island relationships and unique funding arrangements;
- Cultural competence and understanding of Te Tiriti.

### Responsibilities

The Performance Audit and Risk Committee's responsibilities are to:





## **1. Financial and performance**

- a. develop and review Council's funding and financial policies and frameworks and make recommendations to Council;
- b. develop and review Council's performance monitoring framework (financial and non-financial) and make recommendations to Council;
- c. review Council's draft Annual Report, Annuals Plans and Long Term Plan prior to Council's adoption and make recommendations to Council;

## **2. Audit**

- a. receive and review external audit letters and management reports;
- b. approve and review the internal audit plan and review the annual programme report, and monitor implementation of the internal audit plan;

## **3. Risk management**

- a. approve, review and monitor Council's risk framework and policy;
- b. review the Council's risk appetite and risk tolerance and make recommendations to Council;
- c. monitor the effectiveness of Council's risk management and internal control systems, and risks arising from litigation;
- d. monitor the implementation of recommendations and findings made in relation to:
  - i. Internal Control Framework
  - ii. Internal Reporting
  - iii. External Reporting and Accountability
- e. review the risk register;

## **4. Compliance**

- a. ensure compliance with legal and regulatory requirements on Council;
- b. oversee the Council's policies and procedures on matters such as fraud, misconduct and whistleblowing;
- c. monitor health and safety compliance by the Council.

## **5. Review and make recommendations** on relevant Council policies before Council's approval in the context of the Council's risk management and compliance framework.

## **Delegated powers**

All powers necessary to perform the Performance Audit and Risk Committee's responsibilities under the terms of reference, including the authority to:

1. seek information that it requires, within its terms of reference, from any employee of the Council;
2. conduct or authorise investigations into matters within the responsibilities set out in the terms of reference;
3. access outside legal or independent professional advice it considers necessary;
4. approve and review Council's audit and risk policies and frameworks;
5. make recommendations to the Council on matters within the Committee's terms of reference; and



6. establish the informal working groups or steering groups necessary for the purpose of progressing audit and risk-related matters.

### **Reporting arrangements**

The Performance Audit and Risk Committee reports directly to the full Council.

#### **Note:**

*The Performance Audit and Risk Committee is not delegated the power of authority to:*

- *Develop, approve or review strategic policy and strategy*
- *Develop, approve or review non-financial operational policies and plans*
- *Approve funding and financial policies.*

*The Performance Audit and Risk Committee shall review the Terms of Reference periodically or as circumstances require.*



## Council

### 2.4 Establishment of Chief Executive's Review Committee

|                        |                                                                      |
|------------------------|----------------------------------------------------------------------|
| <b>Date of meeting</b> | 19 November 2025                                                     |
| <b>Author/Reviewer</b> | Kathryn Evans, Partner, Wynn Williams<br>Paul Eagle, Chief Executive |

### Purpose

To seek a decision from Council on establishing the Chief Executive's Review Committee and appointing Councillors to that committee. Such a committee will assist Council to meet its employment obligations to the Chief Executive and undertake effective and efficient decision-making in relation to their day-to-day employment and performance.

### Recommendations

The Chatham Islands Council:

1. **Establishes** the Chief Executive's Review Committee pursuant to clause 30(1) of Schedule 7 of the Local Government Act 2002 and adopts the Terms of Reference (as per Attachment).
2. **Dissolves** the Chief Executive Recruitment Committee.
3. **Appoints** the Mayor, Mayor Horler, as a member and Committee Chair of the Chief Executive Review Committee.
4. **Appoints** to the Chief Executive's Review Committee, as members, Deputy Mayor Gregory-Hunt and up to three other Councillors.
5. **Agrees** the Chief Executive's Review Committee will meet on Wednesday 3 December 2025.

### Background

The employment of the Chief Executive in local government is a unique arrangement, governed by legislation. Pursuant to the Local Government Act (**LGA**), the Chief Executive is employed and appointed by Council (ie. elected members).

As the Chief Executive is appointed by Council, it means that many decisions relating to the Chief Executive will need to be considered by Council or any



relevant committee. This requires planning and structure to enable such decisions while meeting Council's employment obligations.

## **Establishment of Chief Executive Review Committee**

It is proposed that Council establishes the Chief Executive's Review Committee (**Committee**) to delegate and manage tasks related to the Chief Executive's employment and performance.

A Terms of Reference (TOR) is attached setting out the proposed delegations for this Committee.

Some of the key work that the Committee would undertake would include:

- a. working with the Chief Executive on preparing the Performance Agreement and providing it to Council for its consideration.
- b. carrying out annual review(s) for the Chief Executive, including remuneration reviews and providing recommendations to Council for approval.
- c. carrying out regular reviews eg. quarterly and providing reporting to Council following each review.
- d. carrying out the end-of-term review process for the Chief Executive's term expiry and providing recommendations to Council for approval.
- e. managing day to day employment matters and any employment relationship issues with the Chief Executive.

The Chief Executive's Review Committee will absorb the delegations of the Chief Executive Recruitment Committee, and therefore that will be dissolved; and any related delegations currently held by the Performance, Audit and Risk Committee.

## **Membership of Committee**

It is proposed that the Committee would be comprised of five members, including the Mayor, Deputy Mayor and three councillors. Smaller committees ensure that there is clearer accountability, confidentiality and that cohesiveness and trust can be built and maintained between Council and the Chief Executive.

The Committee can engage a legal advisor and/or an external consultant to provide guidance and support in undertaking its functions if required.

## **Attachments**

Terms of Reference for the Chief Executive's Review Committee.



# Chief Executive's Review Committee

## Terms of Reference

### 1. Membership

- a) The Chief Executive's Review Committee (**Committee**) will ordinarily be made up of those individuals who at the time are serving as:

- i) The Mayor
- ii) Deputy Mayor

as well as three other members to be agreed and appointed by Council.

- b) The Mayor will be the Chair of the Committee with the Deputy Mayor to act as Deputy Chair of the Committee.
- c) A quorum is three, of whom one must be the Mayor, unless that person is on leave of absence.

### 2. Purpose

To assist Council to meet its employment obligations to the Chief Executive and to advise Council on all matters relating to the employment of the Council's Chief Executive, including recruitment, performance and relationship management.

### 3. Responsibilities and Delegations

- a) Recommend to Council for approval, when required, a recruitment, selection and appointment process for a Chief Executive.
- b) Oversee, within any Council agreed process, Chief Executive recruitment and selection, and recommend candidates and proposed remuneration to Council for approval.
- c) Negotiate an initial performance agreement, subsequent agreements and any variations with the Chief Executive.
- d) Conduct quarterly review meetings with the Chief Executive to assess progress against the performance targets (KPIs) and report the outcome to Council.
- e) Conduct an annual review of the Chief Executive's performance and remuneration in accordance with the agreed processes or at such time as agreed with the Chief Executive.
- f) Report the outcome of the annual review of the Chief Executive's performance and make recommendations to Council for approval.
- g) Review the Chief Executive's remuneration and package in accordance with the employment agreement and performance and make recommendations to Council for approval.
- h) Develop and agree with the Chief Executive an annual development plan or targets to address any training needs, professional development opportunities or preferences.



- i) Develop and carry out the end-of-term review process in accordance with the Local Government Act 2002, Sch7, cl 35.
- j) Provide updates on issues and progress to Council when required or requested.
- k) Manage day to day employment matters or employment relationship issues with the Chief Executive.
- l) Engage relevant external advice including independent legal advice and / or a consultant to assist the committee at any time.

#### **4. Limitations**

- a) The following matters are prohibited from being subdelegated in accordance with the Local Government Act 2002 Sch 7 cl 32(1):
  - i) the power to appoint a chief executive; or
  - ii) the power to adopt a remuneration and employment policy.



## 3. Finance

### 3.1 Financial Report

|                           |                                                    |
|---------------------------|----------------------------------------------------|
| <b>Date of meeting</b>    | 19 November 2025                                   |
| <b>Agenda item number</b> | 3.1                                                |
| <b>Author/s</b>           | Paul Eagle, Chief Executive / Tanya Clifford, ECan |

#### Purpose

To present to the Performance, Audit & Risk Committee the financial report as at ?? 2025.

#### Recommendations

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

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

### Report to 31 October 2025

| Year to date 'cash' transactions for four months | Revenue          | Expenditure      | Net surplus/<br>(loss) | Capital          | Cash surplus/<br>(loss) |
|--------------------------------------------------|------------------|------------------|------------------------|------------------|-------------------------|
| Leadership & community partnerships              | 2,783            | 89,581           | (86,799)               | -                | (86,799)                |
| Transportation, roading & coastal networks       | 1,145,579        | 634,832          | 510,747                | 1,074,925        | (564,178)               |
| Roading                                          | 1,130,822        | 612,644          | 518,178                | 1,074,925        | (556,747)               |
| Coasts                                           | 14,757           | 22,188           | (7,430)                | -                | (7,430)                 |
| Three waters supply & treatment - potable water  | 175,053          | 105,454          | 69,598                 | -                | 69,598                  |
| Three waters supply & treatment - wastewater     | 112,973          | 69,513           | 43,460                 | -                | 43,460                  |
| Waste management & minimisation                  | 114,101          | 252,097          | (137,995)              | -                | (137,995)               |
| Community development & emergency response       | 295,333          | 476,719          | (181,387)              | -                | (181,387)               |
| Community services                               | 137,028          | 293,504          | (156,476)              | -                | (156,476)               |
| Petrol                                           | 158,304          | 128,947          | 29,357                 | -                | 29,357                  |
| Emergency services                               | -                | 54,268           | (54,268)               | -                | (54,268)                |
| Environmental protection, compliance & planning  | 43,077           | 319,126          | (276,049)              | -                | (276,049)               |
| Biosecurity and animal control                   | 16,015           | 254,295          | (238,279)              | -                | (238,279)               |
| Resource management and regulatory               | 27,062           | 64,831           | (37,770)               | -                | (37,770)                |
| Corporate services and other overheads           | 5,655,417        | 793,628          | 4,861,788              | 10,665           | 4,851,124               |
| Corporate services                               | 1,452,417        | 793,628          | 658,788                | 10,665           | 648,124                 |
| Annual appropriation                             | 4,203,000        | -                | 4,203,000              | -                | 4,203,000               |
| <b>Totals</b>                                    | <b>7,544,315</b> | <b>2,740,951</b> | <b>4,803,364</b>       | <b>1,085,590</b> | <b>3,717,774</b>        |

*All figures are 'cash' based and exclude year-to-date depreciation budgeted at \$2,300,000 for the year.*

*Budget figures reflect those adopted as part of the 2025/26 Annual Plan process, and have not been adjusted for cost savings. The Annual Plan budget expected a cash loss of \$320k, which excludes the timing impact of year-end account balances.*

#### Notes:

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Leadership & community partnerships             | Predominately includes costs related to Councillor honorarium. No issues of note.                                                                                                                                                                                                                                                                                                                                                                     |
| Transportation, roading & coastal networks      | Roading projects primarily on track. NZTA subsidy rate remains at 88%.                                                                                                                                                                                                                                                                                                                                                                                |
| Three waters supply & treatment - potable water | Three waters - income primary rates, with grant funding received in the prior financial year to meet LWDW plan requirements.                                                                                                                                                                                                                                                                                                                          |
| Three waters supply & treatment - wastewater    | Expenditure on three water operational and capital costs is low reflective of Council's funding restrictions, this may have further impacts on the levels of service Council is able to provide. Lack of investment in critical asset maintenance increases the risk of asset failure. There remains a significant level of uncertainty related to how the Local Water Done Well plan will apply to Council and how the expected work will be funded. |
| Waste management & minimisation                 | Waste management expenditure tracking well, but Council would benefit from reviewing for additional cost efficiencies that could be achieved as part of the cost reduction plan.                                                                                                                                                                                                                                                                      |
| Community development & emergency response      | Larger transactions for this activity includes payment of grants to community organisations, which are one-off in nature and payment of rent expense.                                                                                                                                                                                                                                                                                                 |
| Environmental protection, compliance & planning | No issues of note to report, primarily related to works performed by ECan.                                                                                                                                                                                                                                                                                                                                                                            |
| Corporate services and other overheads          | Annual budget was \$1.9 million, some overhead expenses have increased significantly,                                                                                                                                                                                                                                                                                                                                                                 |



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

**Report to 31 October 2025**

| Remaining 'cash' difference to budget for eight months | Revenue           | Expenditure      | Net Surplus/ (loss) | Capital          | Cash surplus/ (loss) |
|--------------------------------------------------------|-------------------|------------------|---------------------|------------------|----------------------|
| Leadership & community partnerships                    | 4,837             | 200,965          | (196,127)           | -                | (196,127)            |
| Transportation, roading & coastal networks             | 4,367,033         | 1,414,621        | 2,952,412           | 3,000,075        | (47,663)             |
| Roading                                                | 4,311,312         | 1,320,576        | 2,990,736           | 3,000,075        | (9,339)              |
| Coasts                                                 | 55,721            | 94,045           | (38,325)            | -                | (38,325)             |
| Three waters supply & treatment - potable water        | -                 | 406,144          | (406,144)           | -                | (406,144)            |
| Three waters supply & treatment - wastewater           | -                 | 162,112          | (162,112)           | -                | (162,112)            |
| Waste management & minimisation                        | 11,275            | 625,931          | (614,657)           | -                | (614,657)            |
| Community development & emergency response             | 510,817           | 1,206,141        | (695,323)           | -                | (695,323)            |
| Community services                                     | 78,038            | 650,084          | (572,046)           | -                | (572,046)            |
| Petrol                                                 | 395,165           | 398,167          | (3,002)             | -                | (3,002)              |
| Emergency services                                     | 37,615            | 157,890          | (120,275)           | -                | (120,275)            |
| Environmental protection, compliance & planning        | 98,034            | 673,273          | (575,239)           | -                | (575,239)            |
| Biosecurity and animal control                         | 432               | 388,808          | (388,377)           | -                | (388,377)            |
| Resource management and regulatory                     | 97,602            | 284,465          | (186,862)           | -                | (186,862)            |
| Corporate services and other overheads                 | -                 | 1,159,655        | (1,159,655)         | -                | (1,159,655)          |
| Corporate services                                     | -                 | 1,159,655        | (1,159,655)         | -                | (1,159,655)          |
| Annual appropriation                                   | -                 | -                | -                   | -                | -                    |
| <b>Totals</b>                                          | <b>4,991,997</b>  | <b>5,848,841</b> | <b>(856,845)</b>    | <b>3,000,075</b> | <b>(3,856,920)</b>   |
| <b>Expected annual transactions</b>                    | <b>12,536,311</b> | <b>8,589,792</b> | <b>3,946,519</b>    | <b>4,085,665</b> | <b>(139,146)</b>     |
| <b>Annual Plan/Budget</b>                              | <b>11,891,073</b> | <b>8,139,792</b> | <b>3,751,281</b>    | <b>4,075,000</b> | <b>(323,719)</b>     |

The above tab takes the difference between amounts in the Annual Plan Budget and year-to-date transactions (above), to estimate remaining transactions to year end, with the exception of adjustments made below.

### Adjustments made:

|                                                 |  |                                                            |
|-------------------------------------------------|--|------------------------------------------------------------|
| Actual exceeds annual budget                    |  | Standard formula removed, no further transactions expected |
| Transactions re-estimated, subsequent to budget |  | Increase compliance costs from LWDW plan - \$150k          |
|                                                 |  | Transfer of seed funding to NKMR - \$300k                  |

### Key points:

|                                                  |             |                                          |
|--------------------------------------------------|-------------|------------------------------------------|
| Expected remaining cash movement to 30 June 2026 | (3,856,920) | Council will spend more than it receives |
| Estimated overall cash movement to 30 June 2026  | (139,146)   | Council will spend more than it receives |
| Change to originally estimated movement          | (184,573)   | Favourable impact                        |

### Notes:

|                                        |                                                                                                                                        |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Corporate services and other overheads | Annual budget was \$1.9 million. Some overhead expenses have recently increased significantly, such as audit fees and insurance costs. |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|

## Chatham Islands Council - Council financial report benchmarks (continued)

**Report to 31 October 2025**

| Ratio or measure of sustainability               | Achieved? | Target    | October   | June    | March   |
|--------------------------------------------------|-----------|-----------|-----------|---------|---------|
| <i>Cash management:</i>                          |           |           |           |         |         |
| Available cash (overdraft)                       | Yes       | > -\$150k | 1,449,851 | 198,761 | 432,528 |
| Total cash (overdraft)                           | Yes       | > \$200k  | 1,838,087 | 586,997 | 853,220 |
| Working capital ratio (ability to pay our bills) | Yes       | > 1       | 2.60      | 0.85    | 2       |
| <i>Operating cash performance:</i>               |           |           |           |         |         |
| Net cash movement for period (2024/25)           | Yes       | > \$0     | 1,639,326 | 698,241 | 964,464 |
| Operating performance (cash flow) ratio          | Yes       | > 5%      | 24%       | 4.9%    | 8%      |
| Adjusted balanced budget (cash) ratio            | Yes       | > 100%    | 197%      | 110%    | 124%    |
| <i>Asset replacement:</i>                        |           |           |           |         |         |
| Asset sustainability ratio                       | Yes       | > 85%     | 141%      | 167%    | 173%    |

### Notes:

In the initial part of the year, the Council experiences high cash liquidity and positive reporting targets. This is a reflection of the Council

### 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            | $= \frac{\text{Total operating revenue for the period}}{\text{Total operating expenditure \& capital for}}$               |
| 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 |                                          |    |

## **Public Excluded Agenda**

19 November 2025

### **Mayor to Move**

THAT the public be excluded from the following part of the proceedings of the meeting.

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

| <b>Item No.</b> | <b>General subject of each matter to be considered</b> | <b>Reason for passing this resolution in relation to each matter</b> | <b>Ground(s) under Section 48(1) for the passing of this resolution</b> |
|-----------------|--------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------|
| PE.1            | PE Minutes 19 November 2025                            | Good reason to withhold exists under Section 7                       | Section 48(1)(a)                                                        |

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

| <b>ITEM NO.</b> | <b>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</b> | <b>SECTION</b>                    | <b>SUBCLAUSE AND REASON</b>                                                                                                                                                                                                                                                                |
|-----------------|--------------------------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PE.1.           | PE Minutes 19 November 2025                            | 7(2)(b)(ii)<br>7(2)(h)<br>7(2)(i) | Would be likely to prejudice the commercial position of the person or persons who are the subject of the information<br>To maintain legal professional privilege.<br>To enable the Council holding the information to carry out, without prejudice or disadvantage, commercial activities. |

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



|                       |                                                                                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name:</b>          | Chatham Islands Council                                                                                                                                |
| <b>Date:</b>          | Thursday, 11 September 2025                                                                                                                            |
| <b>Time:</b>          | 9:00 am to 10:31 am (+1245)                                                                                                                            |
| <b>Location:</b>      | Chatham Islands Council, 13 Tuku Road, Chatham Islands                                                                                                 |
| <b>Board Members:</b> | Cr Amanda Seymour, Cr Celine Gregory-Hunt, Cr Graeme Hoare, Mayor Greg Horler, Cr Judy Kamo, Cr Keri Day, Monique Croon, Cr Nigel Ryan, Cr Steve Joyce |
| <b>Attendees:</b>     | Ms Colette Peni, Ms Jo Guise, Mr Paul Eagle                                                                                                            |
| <b>Guests/Notes:</b>  | N/A                                                                                                                                                    |

Mayor to 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. | 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 |
|----------|-------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------|
| PE.1     | PE Minutes 31 July 2025                         | 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 NO. | GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED | SECTION                                   | SUBCLAUSE AND REASON                                                                                                                                                                                                                                                                               | WHEN CAN REPORTS BE RELEASED |
|----------|-------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| PE.1.    | PE Minutes 31 July 2025                         | 7(2)(b)(ii)<br><br>7(2)(h)<br><br>7(2)(i) | Would be likely to prejudice the commercial position of the person or persons who are the subject of the information<br><br>To maintain legal professional privilege.<br><br>To enable the Council holding the information to carry out, without prejudice or disadvantage, commercial activities. |                              |

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

## 12. Public Excluded

### 12.1 Public Excluded Minutes 31 July 2025



#### Public Excluded Minutes 31 July 2025

THAT the minutes from the Public Excluded meeting on 31 July 2025 be a true and accurate record.

**Decision Date:** 11 Sept 2025  
**Mover:** Cr Keri Day  
**Seconders:** Cr Graeme Hoare  
**Outcome:** Approved



#### Move out of Public Excluded

THAT the meeting move out of public excluded.

**Decision Date:** 11 Sept 2025  
**Mover:** Cr Nigel Ryan  
**Seconders:** Cr Graeme Hoare  
**Outcome:** Approved

The meeting moved out of Public Excluded and the meeting closed at 10.31am.

**Next meeting:** Council Meeting (Inaugural Meeting) - 5 Nov 2025, 9:00 am

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_