



chatham islands council

Performance Audit & Risk Committee

MEETING PACK

for

PARC Meeting

Monday, 19 October 2026

11:00 am (+1345)

Held at:

Chatham Islands Council

13 Tuku Road, Chatham Islands

INDEX

Cover Page

Index

Agenda

Attached Documents:

1.2 a	Interests Register.....	6
1.3 a	Action List.....	7
2.1 a	2.1 Minutes of PARC Meeting .pdf.....	8
2.1 b	Public Minutes 21 Aug 2026 PARC Meeting.pdf.....	9
3.1 a	3.2 Chief Executive Report.pdf.....	13
3.1 b	Moorings Report - 30 September 2026.pdf.....	19
3.2 a	3.1 Financial Report.pdf.....	32
3.2 b	PARC report - September 2026.pdf.....	33
3.3 a	3.3 ANZ Credit Card Summary - PARC .pdf.....	36
3.3 b	PARC Credit Card Agenda Item Template 2026.pdf.....	37
3.4 a	3.4 Sensitive Expenditure Summary - PARC .pdf.....	40
3.4 b	Sensitive Spend March 2026-August 2026.pdf.....	41
3.5 a	3.5 ECan Q4 Report - PARC .pdf.....	44
3.5 b	CRC_CIC Q4 Performance Report 1APR26-30JUN26.pdf.....	46
4.1 a	PE Cover Page .pdf.....	64
4.2 a	PE 4.2 Minutes 21 August 2026.pdf.....	65
4.2 b	PE Minutes 21 Aug 2026 PARC Meeting.pdf.....	66

AGENDA

PARC MEETING



Name:	Performance Audit & Risk Committee
Date:	Monday, 19 October 2026
Time:	11:00 am to 1:00 pm (+1345)
Location:	Chatham Islands Council, 13 Tuku Road, Chatham Islands
Committee Members:	Mr Philip Jones (Committee Chair), Cr Celine Gregory-Hunt, Cr Graeme Hoare, Mayor Greg Horler, Cr Jenna Hoverd
Attendees:	Mr Bob Penter, Ms Mereraina Hemara, Ms Jo Guise

1. Opening Meeting

1.1 Apologies

N/A

1.2 Interests Register

Supporting Documents:

1.2.a Interests Register	6
--------------------------	---

1.3 Action List

Supporting Documents:

1.3.a Action List	7
-------------------	---

2. Confirm Minutes

2.1 PARC meeting minutes - 21 August 2026

11:00 am (2 min)

For Decision

For the PARC to confirm the minutes from the previous meeting.

Supporting Documents:

2.1.a 2.1 Minutes of PARC Meeting .pdf	8
2.1.b Public Minutes 21 Aug 2026 PARC Meeting.pdf	9

3. PARC Reports

3.1 Chief Executive Report

11:02 am (10 min)

Mr Bob Penter

For Noting

This report provides the Committee with an update on key organisational matters, including the Joint Chief Executive appointment, audit and financial reporting, transition of financial services, preparation of the 2027-2037 Long-Term Plan (LTP), infrastructure funding opportunities, and outstanding governance and risk matters.

Supporting Documents:

3.1.a	3.2 Chief Executive Report.pdf	13
3.1.b	Moorings Report - 30 September 2026.pdf	19

3.2 Financial Report

11:12 am (10 min)

For Information

For the PARC to receive the financial report to xx

Supporting Documents:

3.2.a	3.1 Financial Report.pdf	32
3.2.b	PARC report - September 2026.pdf	33

3.3 Credit Card Summary

11:22 am (10 min)

For Noting

Supporting Documents:

3.3.a	3.3 ANZ Credit Card Summary - PARC .pdf	36
3.3.b	PARC Credit Card Agenda Item Template 2026.pdf	37

3.4 Sensitive Expenditure Summary

Supporting Documents:

3.4.a	3.4 Sensitive Expenditure Summary - PARC .pdf	40
3.4.b	Sensitive Spend March 2026-August 2026.pdf	41

3.5 ECan Q4 Performance Report to 30 June 2026

Supporting Documents:

3.5.a	3.5 ECan Q4 Report - PARC .pdf	44
3.5.b	CRC_CIC Q4 Performance Report 1APR26-30JUN26.pdf	46

4. Public Excluded

4.1 Move to Public Excluded

Supporting Documents:

4.1.a	PE Cover Page .pdf	64
-------	--------------------	----

4.2 Public Excluded Minutes 21 August 2026

11:32 am (2 min)

For Decision

Supporting Documents:

4.2.a	PE 4.2 Minutes 21 August 2026.pdf	65
4.2.b	PE Minutes 21 Aug 2026 PARC Meeting.pdf	66

4.3 Move out of Public Excluded

5. Close Meeting

5.1 Close the meeting

Next meeting: PARC Meeting - 30 Nov 2026, 11:00 am

As there was no further business the meeting closed at 12.58pm.

Interests Register

Performance Audit & Risk Committee



As of: 19 Oct 2026

Person	Organisation	Active Interests	Notice Date
Mayor Greg Horler	Awarakau Homestay	3.3 Sensitive Expenditure - Owner of Awarakau Homestay	9 Feb 2026
Mr Bob Penter	CI Enterprise Trust	Group CE	15 Jun 2026

Action List

Performance Audit & Risk Committee



As of: 16 Oct 2026

Write formally

In Progress

Formally write to DIA requesting:

- Clear feedback from their assurance review; and
- The formal report outlining activities where DIA considers reduced levels of service could be acceptable.

Philip Jones noted this report is essential to inform the annual plan and support the auditors' going-concern assessment. The committee agreed to follow up with DIA to obtain the documentation they had indicated would be provided.

Due Date: 31 Dec 2025
Owners: Mayor Greg Horler, Mr Philip Jones
Meeting: 3 Dec 2025 PARC Meeting, 1.3 Action List

Latest Update:

Mayor and CE to schedule meeting

Ms Jo Guise | 15 Jun 2026



Performance, Audit and Risk

2.1 Minutes of PARC Meeting 21 August 2026

Date of meeting	19 October 2026
Agenda item number	2.1
Author/s	Jo Guise, Executive Assistant

Purpose

To present the minutes from the Performance, Audit & Risk meeting held on 21 August 2026.

Recommendations

THAT the minutes of the Performance, Audit & Risk meeting held on 21 August 2026 be received.

MINUTES (in Review)

PARC MEETING



Name:	Performance Audit & Risk Committee
Date:	Friday, 21 August 2026
Time:	9:00 am to 10:14 am (+1245)
Location:	Chatham Islands Council, 13 Tuku Road, Chatham Islands
Committee Members:	Mr Philip Jones (Committee Chair), Mayor Greg Horler, Cr Celine Gregory-Hunt, Cr Jenna Hoverd
Attendees:	Mr Bob Penter, Ms Jo Guise
Apologies:	Cr Graeme Hoare

1. Opening Meeting

1.1 Apologies



Apologies

THAT the apology be received.

Decision Date:	21 Aug 2026
Mover:	Cr Celine Gregory-Hunt
Second:	Cr Jenna Hoverd
Outcome:	Approved

1.2 Interests Register

1.3 Action List

Due Date	Action Title	Owner(s)
31 Dec 2025	Write formally Status: In Progress	Mayor Greg Horler, Mr Philip Jones



Action List

THAT the updates be noted.

Decision Date:	21 Aug 2026
Mover:	Mr Philip Jones
Second:	Cr Jenna Hoverd
Outcome:	Approved

2. Confirm Minutes

2.1 PARC meeting minutes - 15 June 2026



Minutes 15 June 2026

THAT the minutes from the meeting on 15 June 2026 be a true and accurate record.

Decision Date: 21 Aug 2026
Mover: Mayor Greg Horler
Second: Cr Celine Gregory-Hunt
Outcome: Approved

3. PARC Reports

3.1 Financial Summary for the Year



Financial Summary for the Year

That PARC:

1. Receives the draft Financial Statements for the year ended 30 June 2026.
2. Notes that the financial information presented is draft and unaudited and remains subject to further financial review and potential audit adjustments prior to adoption of the final audited financial statements.

Decision Date: 21 Aug 2026
Mover: Mr Bob Penter
Second: Mayor Greg Horler
Outcome: Approved

The Committee discussed the financial information presented, noting that the grant figures were estimates and would be subject to further reconciliation and adjustment as part of the final Annual Report process. It was noted that Council currently has sufficient cash reserves and has not needed to utilise its overdraft. However, some funds are being held for future grants and, where grant funding is not spent in accordance with the relevant requirements, may need to be returned.

The Committee also discussed rates debtors and noted that the debtor movement report, previously provided to the Committee and to the Department of Internal Affairs (DIA), is no longer included in the regular reporting. It was noted that rates outstanding may include both current and prior-year arrears.

The Committee agreed it would be useful to discuss the Annual Report audit timeline with Audit NZ, including the timing of the audit process. It was also suggested that the Long Term Plan audit process and any updated Auditor-General requirements be discussed with Audit NZ..

3.2 Going Concern Assessment



Going Concern Assessment

That PARC:

1. Receives the report titled "Chatham Islands Council Going Concern Assessment".
2. Notes that the Going Concern Assessment has been prepared in accordance with ISA (NZ) 570 – Going Concern and PBE IPSAS 1 – Presentation of Financial Statements.
3. Endorses the Going Concern Assessment and confirms that, having considered the information presented, PARC is satisfied that the Chatham

Islands Council remains a going concern for a period of at least twelve months from the expected signing date of the 2025/26 Annual Report.

4. Confirms that the going concern basis of accounting is appropriate for the preparation of the 2025/26 Annual Report.

Decision Date: 21 Aug 2026
Mover: Mayor Greg Horler
Seconded: Cr Celine Gregory-Hunt
Outcome: Approved

The Committee considered the annual Going Concern Assessment and noted that the assessment is undertaken each year as part of the Annual Report process. It was noted that the assessment confirms Council meets the going concern requirements, subject to the matters and assumptions outlined in the report.

Also discussed was Council's financial position and the importance of ongoing Government support for Council to maintain its operations. It was noted that the matters considered in the Going Concern Assessment are relevant to the wider financial position of Council and may be further discussed in public excluded session.

The Committee noted that the Mayor would be required to sign off the Annual Report and confirmed confidence in the assessment and the work undertaken by the finance team.

3.3 2026 Audit Management Report

Ms Yvonne Yang (Audit NZ) joined the meeting at 10.00am and left at 10.12am.

The Committee discussed water infrastructure funding and asset condition, noting that further condition assessment work is required. It was advised that Stantec has committed to undertake further work in this area, with additional detail expected in due course.

Yvonne Yang advised that the LTP audit engagement letter has been drafted and will be discussed with management at a meeting scheduled for the following Monday. The engagement letter will subsequently be presented to the Committee.

The Committee discussed the importance of additional scrutiny of the Long-Term Plan (LTP) given its significance to the Council. It was suggested that an extraordinary PARC meeting may be required to allow sufficient time for consideration.

The Committee also discussed the importance of developing a robust financial strategy as part of the LTP, particularly to clearly articulate the funding required to provide sustainable and appropriate local government services for the Chatham Islands.

The Committee thanked Yvonne Yang for attending and providing an update.



2026 Audit Management Report

That the Performance, Audit and Risk Committee:

1. Receives the Audit Management Report for information.

Decision Date: 21 Aug 2026
Mover: Mr Philip Jones
Seconded: Cr Jenna Hoverd
Outcome: Approved

PARC Public Excluded Agenda

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
PE 4.2	Chief Executive Officer	PE PARC Minutes 15 June 2026	Good reason to withhold exists under Section 7	Section 48(1)(a)
PE 4.3	Chief Executive Officer	CE Update	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	SUBCLAUSE AND REASON
PE 5.2	PE PARC Minutes 15 June 2026	Would be likely to prejudice the commercial position of the person or persons who are the subject of the information. To maintain legal professional privilege. To enable the Council holding the information to carry out, without prejudice or disadvantage, commercial activities.
PE 5.3	CE Update	s7(2)(b)(ii) – protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. 7(2)(i) – enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.

and that appropriate officers remain in the meeting to assist members.

5.1 Close the meeting

Next meeting: PARC Meeting - 19 Oct 2026, 11:00 am

As there was no further business the meeting closed at 12.58pm.

Signature: _____

Date: _____



Performance, Audit & Risk Committee

3.2 Chief Executive Report

Date of meeting	19 October 2026
Agenda item number	3.2
Author/s	Bob Penter, Joint Chief Executive

1. Purpose

This report provides the Committee with an update on key organisational matters, including the Joint Chief Executive appointment, audit and financial reporting, transition of financial services, preparation of the 2027-2037 Long-Term Plan (LTP), infrastructure funding opportunities, and outstanding governance and risk matters.

2. Recommendations

That the Performance, Audit and Risk Committee receives and notes the Chief Executive's report.

3. Joint Chief Executive Appointment

The Council confirmed my appointment as Joint Chief Executive of Chatham Islands Council and Chatham Islands Enterprise Trust, effective from 10 September 2026.

The joint arrangement provides an opportunity to strengthen coordination between the two organisations, improve operational efficiency and achieve ongoing financial savings. It also provides continuity of leadership during a period of significant organisational transition and increasing infrastructure demands.

The two organisations retain their separate statutory, governance and financial responsibilities. Appropriate reporting and accountability arrangements remain important to the successful operation of the joint role.

4. Audit Office Engagement and Financial Reporting

Management continues to work closely with the Audit Office to respond to outstanding audit queries and progress the Council's financial reporting and assurance requirements.

Weekly meetings have been established with the Audit Office to maintain momentum, address outstanding matters and ensure information requests are dealt with promptly.

This regular engagement is providing a constructive mechanism for identifying and resolving issues.

The focus remains on completing outstanding audit requirements, strengthening financial controls and ensuring the Council's financial reporting is accurate, timely and supported by appropriate evidence.

The improvement in the Council's financial position during 2025/26 provides a stronger starting point for the current financial year. Management is continuing to focus on cost control, financial sustainability and ensuring the financial information provided to elected members supports effective decision-making.

5. Completion of Financial Services Transition

The transition of the Council's financial services from Environment Canterbury (ECan) to PwC has progressed well, with the formal handover phase now completed.

This included the transfer of financial information, working papers, templates, reporting requirements and other material necessary to support continuity of services.

Both PwC and ECan have recorded that the handover process was completed successfully and in a constructive manner. This is a positive outcome given the scale of the change and the importance of maintaining continuity of financial services.

The immediate priority is now ensuring that the new arrangements operate effectively, particularly in relation to financial reporting, audit responses, budget management and preparation of the LTP.

The Council's wider transition away from ECan services remains ongoing, with the current service agreement extending to 30 June 2027.

6. Long-Term Plan 2027-2037

Work has commenced on the Council's 2027-2037 Long-Term Plan.

An initial hui has been held with the Audit Office to discuss the proposed programme, expectations and key issues likely to arise during the LTP process. Following this engagement, management met with PwC to confirm the delivery arrangements and responsibilities for the LTP programme.

PwC has confirmed its agreement to take the lead role in coordinating and preparing the LTP, including working directly with the Audit Office and managing the key deliverables and programme requirements. The discussions were constructive, with PwC indicating that the additional work is not expected to involve significant additional hours. PwC is currently considering whether any variation to its agreed fees is required.

Management is also working with PwC to develop a detailed programme and timetable, working backwards from 26 February 2027, when the LTP audit process is scheduled to commence. This will establish the key milestones, responsibilities and deliverables required to ensure Council is appropriately prepared for the audit.

These arrangements provide a sound basis for progressing the LTP, with clear responsibility for programme delivery, appropriate oversight of costs and the necessary professional support for Council.

7. MCERT Visit and Infrastructure Funding Opportunities

The Council recently hosted Kate Barnes and Dave Foster from MCERT, who facilitated an introductory LTP workshop with elected members.

The workshop provided a useful opportunity to consider the purpose of the LTP, the Council's financial and infrastructure challenges, and the wider support potentially available from central government.

An important matter raised was the possibility of seeking approximately **\$2 million per annum in additional capital funding** to support the improvement and renewal of water and wastewater infrastructure.

This remains an opportunity to be explored rather than an agreed funding commitment. Further work is required with MCERT to develop the proposal, establish the infrastructure priorities and demonstrate the level of investment required.

This work will be aligned with the Crown appropriation review in 2027 and the development of the 2027-2037 LTP.

Given the scale of the Council's infrastructure responsibilities and its limited rating base, establishing a sustainable capital funding arrangement with the Crown is particularly important.

8. Norman Kirk Memorial Reserve Funding

Management has obtained the support of the relevant local committee for a proposal to redirect **\$300,000 currently allocated to the Norman Kirk Memorial Reserve** into a capital programme for water and wastewater upgrades.

This would enable the Council to progress infrastructure improvements that would otherwise remain unfunded.

The proposal is subject to formal approval at the next Council meeting and the approval of the original funder.

If approved, the funding will be directed towards eligible water and wastewater capital works, with the necessary financial and reporting arrangements established to

ensure the funds are applied appropriately. With a successful reallocation, the critical works list for water infrastructure will be addressed in its entirety, a feat that Stantec cannot recall ever being achieved during its relationship with CIC.

This is a positive opportunity to make better use of available funding to address essential infrastructure needs.

9. Council Long-Term Lease - Governance and Authority

A review of the Council's long-term property lease executed in 2025 has identified that the former Mayor and Deputy Mayor signed the agreement without the necessary Council approval or delegated authority.

Management is taking steps to regularise the agreement through appropriate Council authorisation and execution of properly authorised documentation. The commercial terms do not presently appear to raise material concerns, although the ground lease component requires further examination.

This matter will be progressed with the landlord's agent, AHC, following their return from overseas travel.

10. Financial Sustainability and Organisational Risk

The Council continues to operate within a challenging financial environment, reflecting its small rating base, substantial infrastructure responsibilities and the high cost of delivering essential services to a remote community.

Several developments are assisting the Council to improve its position, including the joint Chief Executive arrangement, the transition to a new financial services provider, improved budget management and the development of potential additional Crown infrastructure funding arrangements

A key priority is ensuring that these improvements are reflected in credible financial forecasts and a deliverable LTP.

Management is also continuing to strengthen internal controls, procurement and contract management practices, delegations and governance reporting in response to matters previously raised by the Office of the Auditor-General.

These improvements remain important to rebuilding and maintaining confidence in the Council's financial management and decision-making.

11. Remaining Environment Canterbury Service Transitions

While the financial services transition has been completed, further work is required on functions currently supported by Environment Canterbury.

Planning is continuing for the transition of remaining services ahead of 30 June 2027, including consideration of suitable alternative delivery arrangements and the capability required within Council.

This includes reviewing how emergency management functions can be delivered sustainably and proportionately for the Chatham Islands, with appropriate external specialist support.

At Council's request, Environment Canterbury undertook a review of moorings last month. The resulting report is attached for Council's information and consideration.

The emphasis remains on maintaining service continuity, meeting statutory obligations and establishing arrangements that are affordable and practical for the Islands.

12. Key Priorities for the Coming Period

Management's immediate priorities are:

1. Progress outstanding audit matters through the established weekly Audit Office meetings.
2. Consolidate the financial services transition and strengthen the Council's financial reporting arrangements.
3. Finalise the LTP delivery programme with PwC, including key milestones, responsibilities and any agreed fee variation.
4. Work with MCERT to develop the potential additional Crown capital funding proposal for water and wastewater infrastructure.
5. Seek the necessary Council and funder approvals for the proposed \$300,000 reallocation.
6. Progress the regularisation of the Council's long-term lease and associated authority and governance matters.
7. Continue planning the remaining ECan service transitions and associated risk management.

13. Conclusion

The Council has made encouraging progress over recent months in strengthening its financial management, improving engagement with audit and central government agencies, and establishing more sustainable operating arrangements.

The successful financial services handover, strengthened LTP delivery arrangements and potential additional infrastructure funding represent important steps forward.

There remains substantial work to complete, particularly around audit requirements, the LTP, infrastructure investment and the remaining service transitions. Management's focus is on maintaining progress while ensuring the Council's governance, financial controls and statutory responsibilities are properly supported.

Attachments

Attachment 1: Moorings Report

.

Moorings Report

Chatham Islands



Report prepared by Tina Jackson – Harbourmaster (ECan)
Reviewed by Ian Fox – Technical Specialist, Harbourmaster Commercial (ECan)

30 September 2026

Table of contents

EXECUTIVE SUMMARY 3

MOORINGS – BYLAW & HISTORY 4

MOORINGS – NUMBERS 4

INCIDENT DATA 5

OBSERVATION FROM THE PORT AND HARBOUR MARINE SAFETY CODE (PHMSC) PANEL REVIEW 5

SUGGESTIONS, IMPROVEMENTS, AND CONSIDERATIONS..... 6

ANNEX 1: MOORING MAPS..... 7

ANNEX 2: INCIDENT LOG.....11

ANNEX 3: MOORING OWNERS 12

EXECUTIVE SUMMARY

The Bylaw provides a regulatory framework for the installation, use, maintenance, and management of swing moorings. Its primary purpose is to ensure that moorings are safely located and properly maintained, and that they do not create navigation hazards.

A formal specification and inspection regime has long been considered the most effective means of managing navigation safety risks associated with moorings. However, resources have not been available to implement and maintain such a system. Those involved in the Chatham Islands have also considered the local circumstances to differ from those in most other regions of New Zealand: the mooring fleet is used entirely by commercial vessels, and owners' livelihoods depend on both the vessels and the continued integrity of their moorings.

The reported number of breakaways—none of which resulted in damage to vessels, property, or the environment—was considered not unreasonable given the extreme conditions experienced in the Chatham Islands.

The introduction of a standard mooring specification has been debated, and views differ. The majority view is that it may be difficult to identify a naval architect with extensive knowledge and understanding of Chatham Islands conditions. There is also concern that a standard specification could be over-engineered and therefore prohibitively expensive.

Establishing a simple database of mooring details, specifications, owners, and inspection dates could be a useful first step towards more robust oversight. However, key issues would need to be resolved, including the response to overdue inspections; who on the islands would be responsible for inspections, repairs, or removal; the applicable timeframes; and how associated costs would be recovered.

MOORINGS – BYLAW & HISTORY

Section 5 of the [Chatham Islands Navigation Safety Bylaws 2013](#) includes the following relevant provisions:

- 5.5 Entitlement to Lay and Use a Swing Mooring
- 5.6 Maintenance of Moorings
- 5.7 Relocation of a Mooring
- 5.8 Anchoring of a Vessel within or adjacent to a Swing Mooring Area or close to an Occupied Swing Mooring
- 5.9 Recovery of a Vessel that has Broken Adrift from a Mooring

Without reproducing the Bylaw in full, these provisions establish approval requirements. They require the mooring location to be allocated by the Harbourmaster; a unique identification number to be assigned; the mooring and all fittings to meet any specifications and conditions set by the Harbourmaster; and any consents required under the Resource Management Act to be obtained. They also address vessel use and restrictions, ownership and transfer controls, and, under clause 5.5.6, payment of all relevant fees determined by the Council through the Long-Term Plan/Annual Plan process.

The Bylaw also requires every swing mooring to be inspected by a competent person at least once every 12 months. The inspection must include components such as ropes, chains, sacrificial anodes, shackles, swivels, and other mooring equipment. Written confirmation must be provided to the Council within 21 days of the inspection. A failure to inspect or maintain a mooring for three years may result in the mooring being declared abandoned.

Although the Council has been advised to establish this type of regime, implementation has not been supported because resources are insufficient to maintain the database, follow up outstanding inspection reports, and recover any fees due. The local view has been that the Chatham Islands context is distinct because the moorings are used entirely by commercial vessels and owners' livelihoods depend on the vessels and, in turn, on the condition of their moorings. Owners currently inspect their own moorings, and there is no standard mooring specification of the kind commonly used in other regions of New Zealand, where moorings predominantly serve small recreational vessels and yachts. At the time of this report, it is unclear how CIC applies the annual fees identified in the Annual Plan.

The Bylaw also addresses vessels that break adrift. Where a vessel breaks free from a mooring, sinks or partially sinks, and creates or is likely to create a navigation hazard, the Harbourmaster may secure, recover, or refloat it. The costs incurred may be recovered from the person in charge of the vessel.

MOORINGS – NUMBERS

Current reporting indicates that there are 41 moorings in the Chatham Islands. This total should be verified by the Chatham Islands Harbourmaster.

Kaingaroa – 8
 Owenga – 10 (a new mooring was established in 2024; confirm whether it is included)
 Port Hutt – 5
 Waitangi – 18

By comparison, Canterbury has approximately 630 moorings and requires one full-time staff member to administer them.

INCIDENT DATA

Since reporting records began in 2018, the following incidents involving vessels breaking free from moorings have been recorded. No damage to vessels or property, and no environmental effects, were recorded for any of these incidents. Three incidents were reported by Maritime New Zealand (MNZ).

Kaingaroa - 1 in 2019

Owenga - 1 in 2019

Waitangi - 1 in 2019, 2 in 2020, 2 in 2022, 1 in 2026 (Stella Rose)

As none of the incidents resulted in damage or environmental effects, and the most recent incident before the Stella Rose event occurred in 2022, the latest risk assessment applied a lower frequency rating and a minor reduction in the overall risk rating.

These incident frequencies support the view that the predominantly commercial fleet of well-maintained vessels provides a strong incentive for mooring owners to undertake due diligence inspections of their equipment.

By comparison, Canterbury has a swing-mooring area exposed to some of the region's most severe weather conditions. Approximately 60 moorings are occupied in this area. Over the past five years, there have been 9 incidents involving vessels breaking free or sinking at their moorings; most escalated to Tier II marine oil spill incidents because they involved environmental effects. The nature of this fleet differs significantly, as most vessels are older, recreational, and poorly maintained. Nevertheless, a formal maintenance and inspection-reporting system is in place.

OBSERVATION FROM THE PORT AND HARBOUR MARINE SAFETY CODE (PHMSC) PANEL REVIEW

Although moorings and the area in which they are located were outside the scope of the PHMSC panel review, the panel reported that 'the incident data identifies that there have been a number of occasions where vessels have broken free and caused a potential navigation safety issue. The mooring management activities include a requirement for the mooring owners to check their own moorings annually, the CIC has the documentation regarding the moorings, and the checks are subject to self-declaration forms. The records of reporting on inspections of moorings were not viewed during this review' (Code, 2026).

The review generated the following observation: 'OBS: The CIC and Harbourmaster management of moorings in the Chatham's could be improved by producing a mooring design specification and tracking the owners' inspection and declaration forms to ensure the appropriate checks are being performed on moorings and that the risk of broken moorings is managed' (Code, 2026).

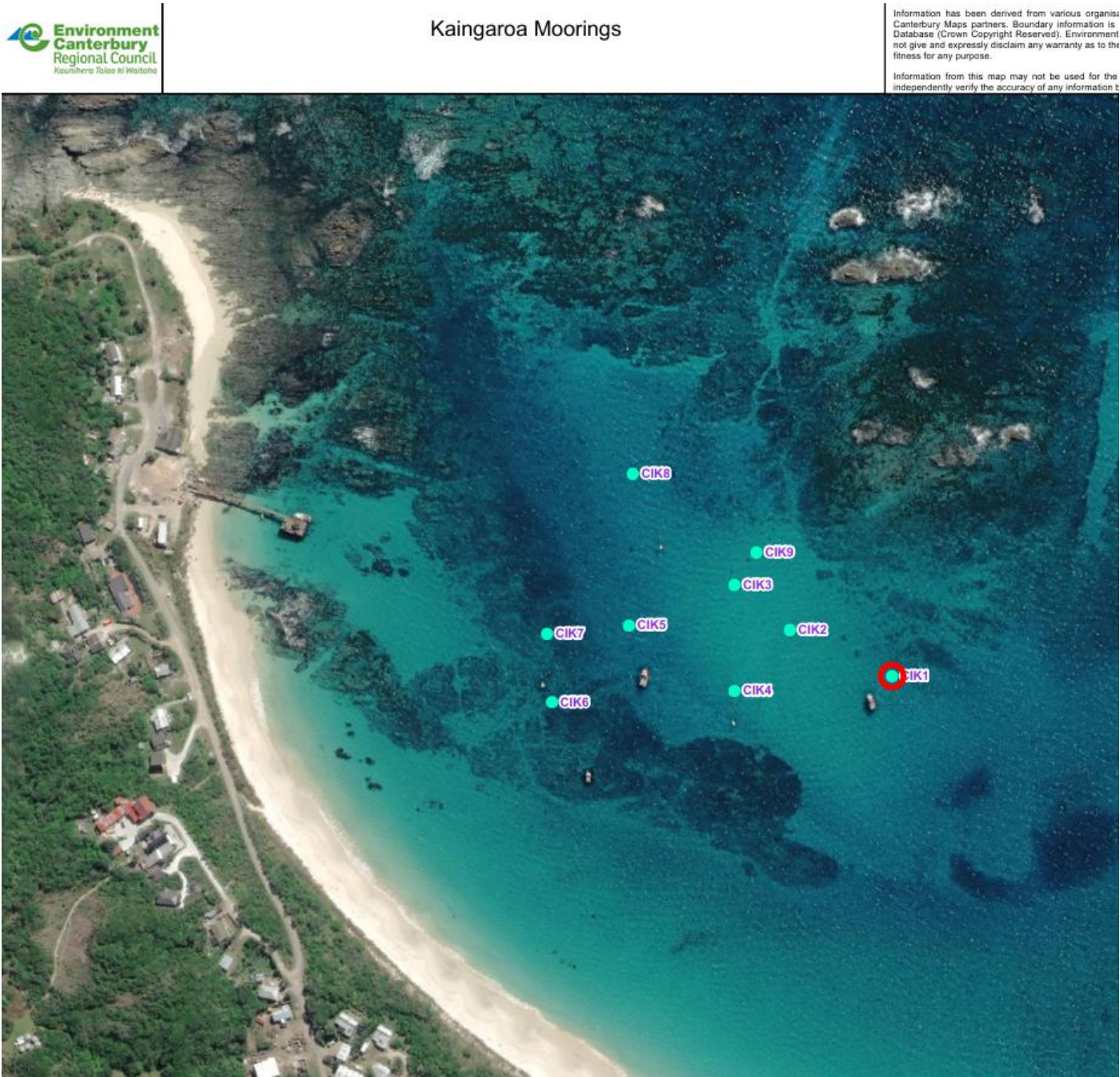
The observation was reviewed by the ECan and CIC Harbourmasters, and comments were provided to the then CIC Chief Executive, Paul Eagle: '29Sep25 - Passed to CIC for comments on monitoring. The suggestion of a mooring specification has again been discussed, however it is felt a standardised specification will be hard to agree on and to have it approved by a suitable professional. Although it is recognised as a risk with 4 breakaways in the last 5 years, there has been no damage to either vessels or environment. It is recognised that there could be better inspection and declaration monitoring, however, resourcing can be challenging.

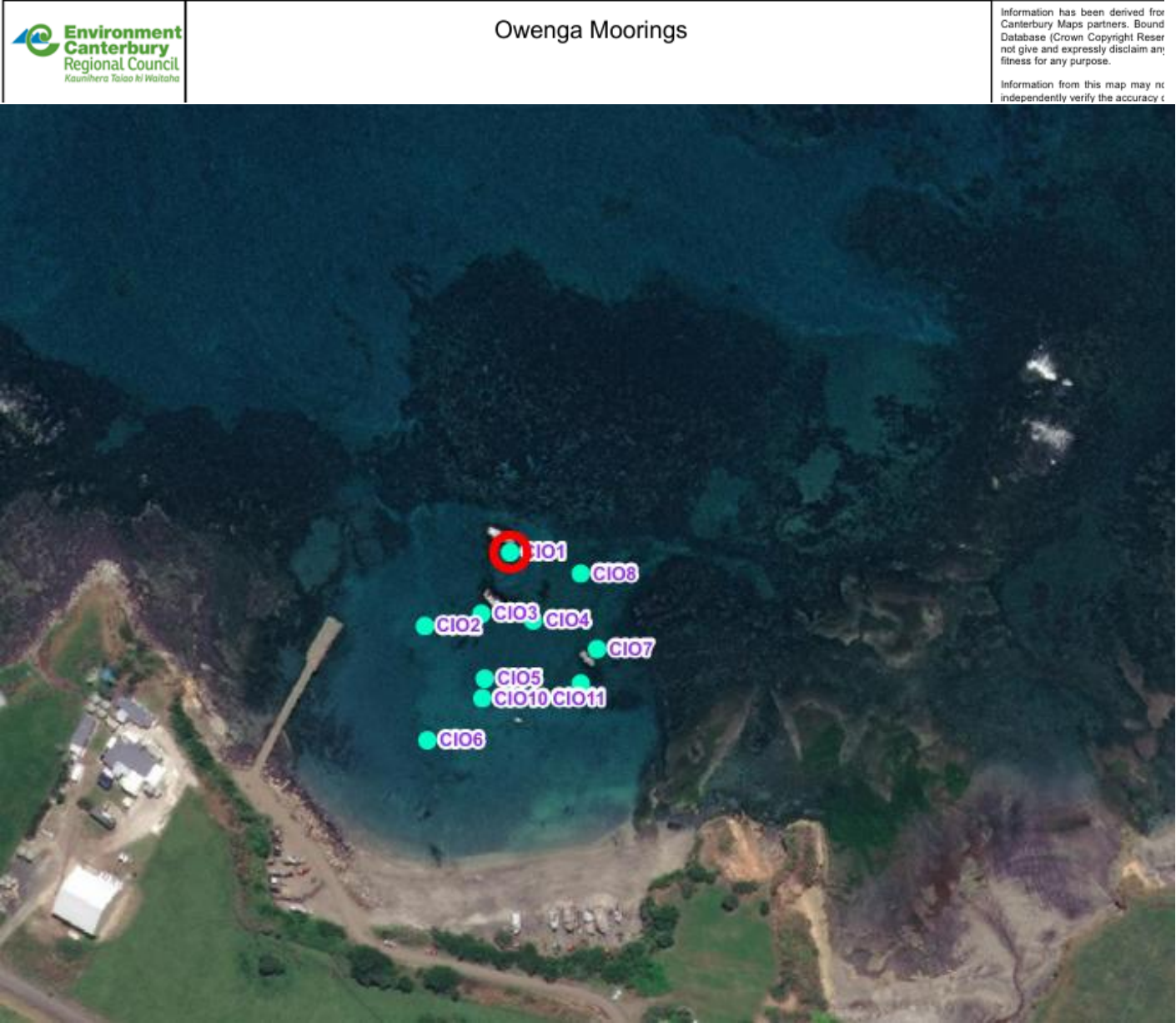
NOTE: *Unlike the rest of New Zealand the moored fleet in Chatham Islands are commercial vessels and the moorings are maintained by the owners whose livelihoods depend on the vessels' operations'* (Chatham Islands PHMSC Panel Review Observations and follow up, 2025).

SUGGESTIONS, IMPROVEMENTS, AND CONSIDERATIONS

Suggestion	Improvement	Considerations
Introduce a standardised mooring specification	Ensure that every mooring meets the appropriate specification for the vessel type.	- Identifying a suitably qualified naval architect - Risk that the standard may be over-engineered and therefore prohibitively expensive
Introduce a database recording mooring specifications and inspection timeframes.	Provide assurance that moorings continue to operate within the parameters of the applicable specifications.	- Who will administer the system? - Who will be authorised to inspect the moorings—a single contractor or the owners through self-inspection? - What action will be taken when an inspection is overdue? If components require repair or replacement: - How will it be enforced? If a mooring remains uninspected or unrepaired as required by the Bylaw: - Where will vessel go? - Who will remove the mooring? - Who will pay for removal? - How will costs be recovered?
If not already applied, charge the fees listed in the Long-Term Plan.	Revenue could contribute to the cost of administering the system.	This assumes that the fees are not currently being charged. - How will this be received by the community? - If fees are not paid, how will the Council recover the outstanding amounts?

ANNEX 1: MOORING MAPS







Waitangi Moorings



ANNEX 2: INCIDENT LOG

21/07/2019	Kaingaroa Harbour	Other fishing vessel		Grounding	*Extreme weather caused the vessel to break its mooring and ground on the beach
15/08/2019	Owenga Wharf	Other fishing vessel		Grounding	*Boat came off its mooring and drifted onto the rocks
16/08/2019	Waitangi Wharf	Other fishing vessel		Grounding	*The vessel slipped its mooring and grounded nearby.
20/08/2020	Waitangi rocks	Fishing vessel	Shanco	Grounding	Broke off mooring - grounded, got recovered. Owner Robin Page
1/06/2020	Waitangi beach	Fishing vessel	Flinders Bay	Grounding	Broke off mooring - grounded, got recovered. Owner Steve Page
15/07/2022	Waitangi harbour	Fishing vessel		Fv broke away from swing mooring	Drifted up on to the slipway, then out in to the harbour until some other fishers came and rescued it and put it back on its mooring.
24/11/2022	Waitangi harbour	Fishing vessel		Fv broke away from swing mooring	Drifted around, then out in to the harbour until some other fishers came and put it back on its mooring.
00/08/2026	Waitangi Harbour	Fishing vessel	Stella Rose	Mooring failure	Vessel broke free of mooring during 50kt winds. Laid comfortably on the beach until recovered and returned to mooring. Mooring had reportedly been inspected prior to the vessel occupying the mooring.

Incidents shown *in blue* were reported by Maritime New Zealand; all other incidents were reported by the CIC Harbourmaster.

ANNEX 3: MOORING OWNERS

Customer Type	EC Number	Name	Care Of	Mooring Number (Invoice)	
Owner	EC295787	Mark Taylor	C/- Chatham Islands Regional Harbourmaster	CIK1	Kaingaroa
Owner	EC295788	Muirson Fisheries	C/- Chatham Islands Regional Harbourmaster	CIK2	
Owner	EC295789	Stephen Butterfield	C/- Chatham Islands Regional Harbourmaster	CIK3	
Owner	EC295790	Chris Morrison	C/- Chatham Islands Regional Harbourmaster	CIK4	
Owner	EC295791	Valentine Croon Junior	C/- Chatham Islands Regional Harbourmaster	CIK5	
Owner	EC295792	Zinzan Lidgard	C/- Chatham Islands Regional Harbourmaster	CIK6	
Owner	EC295793	Nathaniel Whaitiri	C/- Chatham Islands Regional Harbourmaster	CIK7	
Owner	EC295794	Southern Tide Fishing	C/- Chatham Islands Regional Harbourmaster	CIK8	
Owner	EC295803	Claude Ryan	C/- Chatham Islands Regional Harbourmaster	CIO1	Owenga
Owner	EC295069	Cameron Gregory-Hunt	Chatham Islands Regional Harbourmaster	CIO10	
Owner	EC295777	Ian King	C/- Chatham Islands Regional Harbourmaster	CIO11	
Owner	EC295782	Phillip Christiansen	C/- Chatham Islands Regional Harbourmaster	CIO3	
Owner	EC295804	Paul Meo	C/- Chatham Islands Regional Harbourmaster	CIO4	
Owner	EC295805	Owenga Seafoods Ltd	C/- Chatham Islands Regional Harbourmaster	CIO5	
Owner	EC295783	Robin Page	C/- Chatham Islands Regional Harbourmaster	CIO6	
Owner	EC295806	Jason Ryan	C/- Chatham Islands Regional Harbourmaster	CIO7	
Owner	EC317814	T & T Fishing		CIO8	Port Hutt
Owner	EC295811	Vincent Dix	C/- Chatham Islands Regional Harbourmaster	CIO9	
Owner	EC295798	Kevan Clarke	C/- Chatham Islands Regional Harbourmaster	CIP1	

Owner	EC295798	Kevan Clarke	C/- Chatham Islands Regional Harbourmaster	CIP2	Waitangi
Owner	EC295798	Kevan Clarke	C/- Chatham Islands Regional Harbourmaster	CIP3	
Owner	EC295800	Ken Pasco	C/- Chatham Islands Regional Harbourmaster	CIP4	
Owner	EC295802	Chatham Islands Regional Harbourmaster		CIP6	
Owner	EC357127	Robert Lanauze	Chatham Islands Regional Harbourmaster	CIW1	
Owner	EC295779	Stephen Page	C/- Chatham Islands Regional Harbourmaster	CIW10	
Owner	EC295781	John Preece	C/- Chatham Islands Regional Harbourmaster	CIW11	
Owner	EC295779	Stephen Page	C/- Chatham Islands Regional Harbourmaster	CIW12	
Owner	EC295782	Phillip Christiansen	C/- Chatham Islands Regional Harbourmaster	CIW13	
Owner	EC295783	Robin Page	C/- Chatham Islands Regional Harbourmaster	CIW14	
Owner	EC295784	Jeffrey Clarke	C/- Chatham Islands Regional Harbourmaster	CIW15	
Owner	EC295786	Ian Maxwell	C/- Chatham Islands Regional Harbourmaster	CIW16	
Owner	EC295779	Stephen Page	C/- Chatham Islands Regional Harbourmaster	CIW19	
Owner	EC295068	Rick Tuanui	Chatham Islands Regional Harbourmaster	CIW2	
Owner	EC307031	Darrell Fraser		CIW20	
Owner	EC357128	Greg Horler	C/- Chatham Islands Regional Harbourmaster	CIW21	
Owner	EC295069	Cameron Gregory-Hunt		CIW3	
Owner	EC295277	Thomas Tuanui	Chatham Islands Regional Harbourmaster	CIW4	
Owner	EC295781	John Preece	C/- Chatham Islands Regional Harbourmaster	CIW6	
Owner	EC295775	Neville Day	C/- Chatham Islands Regional Harbourmaster	CIW7	
Owner	EC295777	Ian King	C/- Chatham Islands Regional Harbourmaster	CIW8	
Owner	EC295778	Conrad Day	C/- Chatham Islands Regional Harbourmaster	CIW9	



3. Finance

3.1 Financial Report

Date of meeting	19 October 2026
Agenda item number	3.1
Author/s	Jack Coaxley (PWC)

Purpose

To present to the financial report as at September 2026.

Recommendations

That the Chatham Islands Council receives the report.

Summary revenue and expenditure for the three months ended 30 September 2026

	Budget to September \$000	Actual to September \$000	Forecast Oct-Jun \$000	Year end Forecast \$000	Year end Budget \$000
Revenue					
General rates	437	439	-	439	437
Targeted rates	497	500	-	500	497
Rate penalties	-	22	-	22	-
Total rates	933	962	-	962	933
Operating subsidies and grants	4,693	4,581	1,134	5,715	6,164
Capital subsidies and grants	661	426	1,278	1,703	2,642
Total subsidies and grants	5,354	5,007	2,412	7,419	8,806
Fees and charges	33	21	62	82	132
Council dues	70	3	10	13	281
Petrol income	-	12	-	12	-
Interest on investments	10	-	-	-	40
Other income	80	110	331	441	320
Total revenue	6,480	6,116	2,814	8,930	10,512
Expenditure					
Employment benefits (including elected members)	377	244	732	976	1,508
Contractors, roading (FH, Stantec)	443	550	1,649	2,198	1,773
Contractors, water & wastewater (FH, Stantec)	129	68	205	273	518
Contractors, waste management (FH, Stantec)	217	100	299	398	869
Other key contractors, regional council and corporate support	196	155	465	620	785
Other contractors	51	2	5	7	204
Petrol expense	-	11	-	11	-
Audit fees	31	-	126	126	126
Legal fees	13	10	29	39	50
Insurance	55	158	-	158	221
Rent	89	64	193	257	358
Depreciation and amortisation	643	644	1,930	2,573	2,573
Other expenditure	281	310	812	1,122	1,122
Total expenditure	2,527	2,315	6,445	8,760	10,106
Total surplus/deficit	3,954	3,800	(3,630)	170	405
Capital expenditure	751	484	1,453	1,937	3,003
Loan repayments	-	-	-	-	-

Revenue and expenditure overview:

Rates revenue: Rates of \$962k recorded to September against the \$933k annual budget. \$702k of rates are still outstanding including GST (\$610k excluding GST), equal to 65.0% of the levy; this includes \$135k of brought-forward arrears excluding GST.

Grants: The full annual DIA appropriation of \$4.2m was recognised in July and contributes significantly to the September surplus. NZTA subsidies are linked to eligible roading expenditure at the 88% funding rate. The timing of claims and receipts follows progress on the roading programme.

Other revenue: Petrol revenue of \$12k and related costs of \$11k have been recorded during the transfer of this activity.

Infrastructure projects: This includes roading, water, wastewater, and waste management. Limited funding continues to restrict three waters work, reducing the level of service Council can provide. Insufficient investment in asset maintenance increases the risk of asset failure. Water and wastewater contractor costs of \$68k and waste management costs of \$100k are below budget.

Regional council and corporate support: Expenditure totals \$155k to September against a phased budget of \$196k. ECan financial support arrangements transitioned at the end of September, with revised service arrangements applying for the remainder of the financial year. Future costs will reflect these arrangements and the level of support required.

Insurance and audit fees: Insurance costs of \$158k have been recorded against the \$221k annual budget, with premiums largely falling early in the year. No audit fees have yet been recorded against the \$126k annual allowance with future costs to be incurred as part of the 2027-37 Long-Term Plan.

Other expenditure: \$310k has been recorded to September, including \$92k of grants distributed for community initiatives.

Council is still holding funds from several earlier grants (NKMR, LWDW, NKMR feasibility & water tanks) where final allocations are pending. These transactions have not been reflected in the 2025/26 budget, and with the exception of LWDW work not included in the forecast, as it is expected this work will be deferred to the 2026/27 financial year.

Overall comment: The September accounting surplus of \$3.8m primarily reflects annual rates and DIA funding recognised early in the year. The current full-year forecast shows a surplus of approximately \$170k against the \$405k budget. Roothing works, contractor costs and the timing of revenue collections will influence the final position, with cashflow management remaining important.

Summary statement of cash flows for the three months ended 30 September 2026

	Budget to September \$000	Actual to September \$000	Forecast Oct–Jun \$000	Year end Forecast \$000	Year end Budget \$000
Cash inflow from operating activities					
Receipts from rates revenue	933	548	-	548	933
Receipts from grants and subsidies	5,354	5,007	2,412	7,419	8,806
Receipts from fees & charges	33	21	62	82	132
Receipts from Council Dues	70	3	10	13	281
Interest received	10	-	-	-	40
Receipts from other revenue	80	118	331	448	320
Cash inflow from operating activities	6,480	5,697	2,814	8,511	10,512
Cash outflow from operating activities					
Payments made to employees (including elected members)	(377)	(244)	(732)	(976)	(1,508)
Payments made to key contractors, FH & Stantec	(790)	(718)	(2,153)	(2,870)	(3,159)
Payments made to key contractors, ECan	(196)	(155)	(465)	(620)	(785)
Interest paid	-	-	-	-	-
Other payments made to suppliers	(520)	(555)	(1,165)	(1,720)	(2,080)
Cash outflow from operating activities	(1,883)	(1,672)	(4,515)	(6,187)	(7,533)
Net cash flow from operating activities	4,597	4,025	(1,701)	2,324	2,979
Cash flow from investing activities					
Capital additions included in cashflow	(751)	(484)	(1,453)	(1,937)	(3,003)
Sale/(purchase) of other assets	-	-	-	-	-
Net cash flow from investing activities	(751)	(484)	(1,453)	(1,937)	(3,003)
Increase/(decrease) in cash held	3,846	3,541	(3,153)	387	(24)
Opening cash and deposits	1,087	1,087	4,628	1,087	1,087
Closing cash and deposits	4,933	4,628	1,474	1,474	1,063

Cash and deposits total \$4.628m at 30 September, an increase of \$3.541m since June. This includes approximately \$2.7m held in term deposits. The current year-end cash forecast is \$1.474m, with remaining roading and other planned expenditure expected to reduce cash during the year.

Rates receipts: No issues to highlight.

Contractor expenditure: No issues to highlight.

Other expenditure: Insurance costs were incurred early in the year. Audit costs and expenditure on grant-funded projects may arise later in the year.

Cashflow reconciliation to net surplus/deficit for the three months ended 30 September 2026

	Budget to September \$000	Actual to September \$000	Forecast Oct–Jun \$000	Year end Forecast \$000	Year end Budget \$000
Total surplus/deficit	3,954	3,800	(3,630)	170	405
<i>Adjust for:</i>					
Remove only depreciation added as management adjustment	643	643	1,930	2,573	2,573
capital expenditure adjustments	(751)	(484)	(1,453)	(1,937)	(3,003)
Net non-bank balance-sheet movements	-	(419)	-	(419)	-
Calculated total	3,846	3,541	(3,153)	387	(24)
Cash increase/(decrease) for the period	3,846	3,541	(3,153)	387	(24)

Grants summary for the month ended 30 September 2026

	Budget to September \$000	Actual to September \$000	Forecast Oct–Jun \$000	Year end Forecast \$000	Year end Budget \$000
Grants received					
Department of internal affairs (annual appropriation)	4,203	4,203	-	4,203	4,203
NZ Transport Agency Waka Kotahi	1,051	796	2,412	3,208	4,202
Better off funding	-	-	-	-	-
Other	100	8	-	8	401
Total grants	5,354	5,007	2,412	7,419	8,806



Performance, Audit & Risk Committee

3.2 ANZ Credit Card Summary

Date of meeting	19 October 2026
Agenda item number	3.2
Author/s	Mereraina Hemara (Operations Manager)/ Sue-Ellen Vaatuitui (Finance Lead)

Purpose

The purpose of this report is to provide the Performance, Audit and Risk Committee with a summary of Council credit card expenditure for the reporting period, for oversight and transparency of expenditure.

Recommendations

That the Performance, Audit and Risk Committee:

- 1. Receives the Credit Card Summary report and associated credit card expenditure summary for the reporting period.**

Background

Council credit cards are used for authorised Council-related expenditure where payment by credit card is necessary or appropriate.

Regular reporting of credit card expenditure to the Committee supports financial oversight, accountability and transparency in the use of Council funds.

Discussion

A summary of Council credit card transactions for the reporting period is attached for the Committee's information.

The summary provides the Committee with an opportunity to review expenditure and raise any questions regarding individual transactions or the use of Council credit cards.

Attachments

Attachment 1: Credit Card Summary

Credit Card Expenditure 2025-26		
Month: March 2026		
Total: \$1,019.45		
	Amount	Reason for Expenditure
Recurring Monthly		
OM IT Subscriptions	\$ 156.44	CS Microsoft, Adobe, Mailchimp
OM, EM Starlink	\$ 863.01	For CIC, EM, EM Home connection as per contract

Credit Card Expenditure 2025-26		
Month: April 2026		
Total: \$4,906.14		
	Amount	Reason for Expenditure
NZTA	\$ 151.92	AN Licence Exemption LLR476 PO5745
NZTA	\$ 3,280.44	AN RUC Purchase LLR476 PO5746
New World	\$ 711.38	CS ANZAC Catering
Orbit World Travel	\$ 402.90	EM Conference Travel
ANZ Bank Fee	\$ 35.00	OM New Credit Card Fee
Recurring Monthly		
OM IT Subscriptions	\$ 6.50	Microsoft
OM, EM Starlink	\$ 318.00	For CIC, EM, EM Home connection as per contract

Credit Card Expenditure 2025-26		
Month: May 2026		
Total: \$8,258.57		
	Amount	Reason for Expenditure
CI Management	\$ 351.26	EM Fuel for HYW96 (Fuel Card Issues)
D4H Technologies	\$ 3,225.23	EM Annual Subscription for Emergency Dashboard
NZTA	\$ 172.97	CS Registration LYS130 PO5767
NZTA	\$ 410.88	WM Registration NCK593 PO5769
NZTA	\$ 69.04	EM Registration 81G65 Trailer PO5770
NZTA	\$ 276.46	EM Registration HYW96 PO5789
NZTA	\$ 772.44	AN RUC Purchase LLR476 PO5777
NZTA	\$ 772.44	EM RUC Purchase HYW96 PO5778
NZTA	\$ 772.44	CS RUC Purchase PKL112 PO5779
ANZ	\$ 35.00	Account Fee
Recurring Monthly		
OM IT Subscriptions	\$ 67.40	Adobe (Previous month charge as well due to change of visa from CP to MH)

OM, EM Starlink	\$ 1,333.01	For CIC, EM, EM Home connection as per contract (Previous months charges as well due to change of visa from CP to MH)

Credit Card Expenditure 2025-26		
Month: June 2026		
Total: \$3,032.34		
	Amount	Reason for Expenditure
NZTA	\$ 1,912.44	RUC Purchase HEART PZL465 PO5803
Recurring Monthly		
OM IT Subscriptions	\$ 161.90	Adobe, Microsoft, Mailchimp
OM, EM Starlink	\$ 958.00	For CIC, EM, EM Home connection as per contract

Credit Card Expenditure 2025-26		
Month: July 2026		
Total: \$3,047.32		
	Amount	Reason for Expenditure
NZTA		
Tenancy Services	\$ 520.00	HS G Curtis Bond
NZTA	\$ 285.71	CS Registration PKL112 PO5810
NZTA	\$ 285.71	AN Registration LLR476 PO5809
Vacancy Advert	\$ 488.75	CS CE Advertisement
NZ Safety Blackwoods	\$ 664.34	EM Bird flu Supplies PO5826
Recurring Monthly		
OM IT Subscriptions	\$ 162.81	Adobe, Microsoft, Mailchimp
OM, EM Starlink	\$ 640.00	For CIC, EM, Monthly Internet Provider

Credit Card Expenditure 2025-26		
Month: August 2026		
Total: \$798.78		
	Amount	Reason for Expenditure
Recurring Monthly		
OM IT Subscriptions	\$ 158.78	Adobe, Microsoft, Mailchimp

OM, EM Starlink	\$ 640.00	For CIC, EM, Monthly Internet Provider



Performance, Audit & Risk Committee

3.4 Sensitive Expenditure Summary

Date of meeting	19 October 2026
Agenda item number	3.4
Author/s	Mereraina Hemara (Operations Manager)/ Sue-Ellen Vaatuitui (Finance Lead)

Purpose

The purpose of this report is to provide the Performance, Audit and Risk Committee with a summary of Council's sensitive expenditure for the reporting period, supporting financial oversight, accountability and transparency in the use of public funds.

Recommendations

That the Performance, Audit and Risk Committee:

1. Receives the Sensitive Expenditure Summary report and associated expenditure summary for the reporting period.

Background

Sensitive expenditure refers to expenditure that may be perceived as providing a private benefit to individuals or could be subject to heightened public scrutiny. This may include travel, accommodation, meals, hospitality, gifts and other discretionary expenditure.

Regular reporting of sensitive expenditure supports good financial management practices and enables the Committee to exercise oversight of Council expenditure in accordance with its governance responsibilities.

Discussion

A summary of sensitive expenditure incurred during the reporting period is attached for the Committee's information.

The summary provides the Committee with an opportunity to review expenditure, consider its appropriateness and raise any questions regarding individual transactions or compliance with Council's policies and procedures.

Attachments

Attachment 1: Sensitive Expenditure Summary

2107 Greg Horler			Gross	Net
2011	Total		\$ 10,190.00	\$ 8,860.87
Awarakau Farmstays				
Date	Invoice			
11/07/2026	455		\$ 10,190.00	
			Contractor - M Warin	
			2 x Airport Transfers	\$ 60.00
			20 x Nights Accommodation	\$ 5,600.00
			40 x Dinner	\$ 1,600.00
			19 days Rental	\$ 2,850.00
			Drop off Rental Airport	\$ 70.00

2589 Graeme Hoare**2195**

Total

Gross

\$ 15,512.76

Net

\$ 13,489.36

Chatham s Automotive & Marine

Date**Invoice**

30.03.2026	30128	\$ 9.09	WM Gas
31.03.2026	30257	\$ 92.00	LLR476 AN
31.03.2026	30245	\$ 11,111.33	LLR476 AN - Ongoing vehicle repairs
30.04.2026	30521	\$ 9.09	WM Gas
30.04.2026	30545	\$ 163.88	OP Fit new tyres
20.05.2026	30843	\$ 92.00	OM WOF
30.05.2026	30738	\$ 9.09	WM Gas
21.06.2026	30874	\$ 3,481.51	AN LLR476 WOF Repairs
25.06.2026	30975	\$ 230.00	OM Tyre Fittings x 4
25.06.2026	30977	\$ 207.00	HEART Fit new tyres x 2
30.06.2026	31051	\$ 9.09	WM Gas
31.07.2026	31273	\$ 9.09	WM Gas
19.08.2026	31376	\$ 40.25	OM Puncture Repair
19.08.2026	31380	\$ 40.25	OM Tyre Fitting
31.08.2026	31500	\$ 9.09	WM Gas

Bridget Gibb			Gross	Net
2702		Total	\$ 2,082.50	\$ 1,810.87
Oil Spill				
Date	Invoice			
16..03.2026	J292935		\$ 510.00 9th March 11am-5pm	
			\$ 595.00 10th March 8.30am-3.30pm	
			\$ 552.50 11th March 8.30am-3.00pm	
			\$ 425.00 12th March 8.30am-1.30pm	



Performance, Audit & Risk Committee

3.5 ECan Q4 Report

Date of meeting	19 October 2026
Agenda item number	3.4
Author/s	Giles Southwell (ECan)

Purpose

To present the Environment Canterbury (ECan) Quarter 4 (Q4) report for the 2025/26 financial year, providing an overview of services delivered, key activities, financial performance and transition arrangements.

Recommendations

That the Performance, Audit & Risk Committee:

- 1. Receives the Environment Canterbury Quarter 4 Report for the period ending 30 June 2026.**
- 2. Notes the financial performance and progress towards transitioning services ahead of 30 June 2027.**

Background

At its meeting on 22 April 2026, Canterbury Regional Council (ECan) resolved to continue providing regional council functions and limited corporate support to Chatham Islands Council through to 30 June 2027.

Work has continued between ECan, Council and central government representatives to develop a right-sized, Council-led work programme for 2026/27, including alternative service delivery arrangements for functions ECan will no longer provide.

Key Highlights

The Q4 report identifies the following key matters:

- **Service Transition:** Development of the 2026/27 work programme and procurement support for Financial Services and Resource Management Planning.

- **Environmental Management:** Continued support for the Tier 2 marine oil spill declaration associated with the damaged fuel transfer pipeline, alongside community biosecurity awareness initiatives.
- **Financial Reporting:** Council adopted its 2026/27 Annual Plan on 25 June 2026, forecasting a balanced budget and positive cash flow movement.
- **Annual Report:** Preparation of the 2025/26 Annual Report continued, with Audit New Zealand review scheduled for September 2026 and Council adoption planned for 29 October 2026.
- **Legislative Changes:** The potential implications of proposed government reforms to resource management and local government remain uncertain.

Financial Summary

Total expenditure under the 2025/26 Contract for Services was \$580,632, against an approved budget of \$595,100, representing an underspend of \$14,468.

Additional charges relating to procurement support for Financial Services and Resource Management Planning will be invoiced in Q1 of 2026/27.

Conclusion

The Q4 report reflects continued delivery of essential regional council functions and progress towards establishing sustainable service delivery arrangements for Chatham Islands Council.

ECan's continued support through to June 2027 provides an opportunity to complete the transition of remaining services while maintaining operational continuity.

Attachments

Attachment 1: ECan Q4 Report

Canterbury Regional Council | Chatham Islands Council

Work Programme 2025-26 – Q4 Performance Report 1APR26-30JUN26

Overall Q4 Summary:

At its Council meeting on 22 April 2026, Canterbury Regional Council resolved to continue providing regional council functions and limited corporate support to Chatham Islands Council, through to 30 June 2027.

During April 2026, Canterbury Regional Council, Chatham Islands Council and a representative from the Department of Internal Affairs (now MCERT) met to workshop all elements of the existing Work programme with an aim to support a right-sized Chatham Islands Council led 2026/27 Work Programme. Following confirmation that Canterbury Regional Council will continue providing, focus shifted to developing a work programme for 2026/27, and supporting procurement of services CRC is no longer able to provide, such as Financial Services and Resource Management Planning.

Operationally, a Tier 2 regional marine oil spill declaration is in place to ensure the damaged fuel transfer pipeline is not used. This is being supported by CRC.

Community awareness continues around biosecurity matters, particularly in relation to Avian Bird Flu, reminders of the importance of cleanliness of vehicles and machinery coming from Mainland New Zealand and controlling of pest flora.

The Annual Plan was adopted by Council on 25 June 2026 and rates struck. The Annual Plan forecasts the achievement of a balanced budget and positive cash flow movement for the year. The Annual Report 2025/26 process is on-going. Audit review requirements have been updated as required, with further Audit New Zealand review scheduled for September 2026. Ongoing support with this will be provided in Q1 of 2027, coordinating responses for Audit New Zealand consideration through to sign-off, with Council adoption planned for 29 October 2026.

Impacts of Government announcements in relation to changes in Resource Management and simplifying Local Government remain unclear.

Following agreement from Chatham Islands Council to view the Contract for Services 2025/26 budget in a holistic manner and authority to utilise contingency funding, final expenditure for 2025/26 was \$580,632 against a budget of \$595,100. Please note, charges associated with procurement support in relation to RM Planning and Financial Services will be invoiced in Q1 2026/27.

NAVIGATION SAFETY

2025-26 Environment Canterbury – Work Programme			
Navigation Safety – 2025-26 Schedule of Services work programme and costs:			
	Budget estimate 2025-26 total = \$20,000 Budget contingency 2025-26 total = \$15,000 (subject to CIC request) Charge Out Rate per hour for additional work = \$200 per hour + GST	Status	Commentary
Risk Assessment and management	Support the CIC Harbourmaster by assessing and reviewing risks and maintaining a risk register. Providing advice on implementing and reviewing appropriate controls.		Final report for the Risk Register has been completed but noted that some items have yet to be received.
Navigation Safety Bylaws, HM Directions, and supporting documents	Support the CIC Harbourmaster to review and maintain appropriate Navigation Safety Bylaws and Harbourmaster's Direction by providing advice, technical input and drafting of bylaws and Directions for consideration and approval.		Bylaw and Direction remain fit for purpose. Further engagement required with CIC regarding suggested change to Bylaw wording recommended by PHSMC Review for consideration. The Direction may need review for the new vessel.
Port and Harbour Marine Safety Code (PHMSC)	Support the CIC Harbourmaster to remain consistent with the code and to implement the requirements of the code. To cooperate and provide feedback with the code. To participate in panels and reviews where possible. Yearly meeting with PHMSC wider group, weekly comms, yearly self-assessment, panel visit every 4 years.		Despite several follow ups no final report has been received from MNZ for PHMSC. CIC will no longer be a party to the Code, but it is recommended that they should remain consistent with it, as it is viewed as best practice.
SMS maintenance and administration	Support the Harbourmaster to review and maintain a Safety Management System appropriate to Navigation Safety and being consistent with the PHMSC.		Full review of the SMS and associated documents against the new Code has been completed.

Our ref: CORP/MGT/2/5/15
 Contact: Giles Southwell

	Environment Canterbury holds & maintains the system documentation for CIC currently.		The SMS has been amended and requires engagement with CIC to be completed but still remains fit for purpose. Process documents to be updated but will wait to see what the transition looks like as would be beneficial to update with person taking over the system.
General navigation safety support and advice	Provide the Harbourmaster and CIC Chief Executive with navigation safety support and advice. This will include input into the Replacement Shipping Solution project.		Staff continue to provide advice on request. There has been no contact regarding the new vessel despite it being oversize according to the Direction and that skippers will likely not meet the Local Knowledge requirements of the Bylaw. This information has been passed to the vessel contract holders.

BIOSECURITY

2025-26 Environment Canterbury – Work Programme			
Biosecurity 2025-26 Schedule of Services work programme and costs:			
	Budget estimate 2025-26 total = \$280,100 Budget contingency 2025-26 total = \$30,000 (subject to CIC request) Charge Out Rate per hour for additional work = \$125 per hour + GST Charge out rate for 3rd Party engagement will be quoted as required	Status	Commentary
Border Control	Risk pathways via Borders are appropriately managed, with the intent that no new pests arrive and establish on the Chatham Islands If new pests are found to have arrived, to work with CIC, in the first instance, to inform MPI in accordance with accepted best practice of both central government and regional sector. Look for opportunities to increase engagement with Air Chathams to provide stronger border measures with air freight. Building ongoing education, awareness and advocacy for Chatham Islands border biosecurity risks. Ship freight routine inspections Reactive airfreight inspections		The border continues to be a risk to the Chatham Islands. Q4 has seen ongoing inspections of high-risk goods, machinery and equipment both pre-border prior to departure from mainland New Zealand and post border, on arrival at Waitangi Port. No notable concerns raised although our contractor managing the mainland border has commented that Napier continues to be a challenge regarding being notified in time to organise a staff member to be onsite to check vehicles and equipment.
Implementation of the CIPMP	Rodent surveillance at ports (six monthly) Rodent surveillance at Flowerpot Bay (Wharf at Pitt Island) Maintenance of Port bait stations Cat desexing programme Crab potting (six-monthly) CIPMP – active control list		Routine bait station checks continued across various ports on a fortnightly basis.

Our ref: CORP/MGT/2/5/15
Contact: Giles Southwell

	Reactive CIPMP plant work (plants not on active control list but considered worthwhile (not priority task		Aorangi Vets visited the island in Q4 and had an extremely successful result with 33 cats desexed. Outside of normal Biosecurity activities, Water sampling was also completed in Q4.
Community awareness and engagement	Support the CIC to communicate information about biosecurity risks and services to Chatham's communities through established Chatham Islands channels. Biosecurity articles provided for monthly CIC e-newsletter. Support community events (e.g. the pig hunt and cat desexing programme) that promote biosecurity outcomes. Provide opportunities to engage the community in biosecurity activities which in turn raises awareness.		Regular contributions were made to the CIC e-newsletter, covering topical items including the cat desexing programme, HPAI bird flu, community support identifying old man's beard and cleaning of vehicles, machinery and equipment for items coming across from the mainland.

*Note: Priority of pest management species and agreed levels of pest control is required from Chatham Island Council to help direct the work to be undertaken.

CIVIL DEFENCE & EMERGENCY MANAGEMENT

2025-26 Environment Canterbury – Work Programme			
Civil Defence & Emergency Management 2025-26 Schedule of Services work programme and costs:			
	Budget estimate 2025-26 total = \$0 Budget contingency 2025-26 total = \$5,000 (subject to CIC request) Charge Out Rate per hour for additional work = \$155 per hour + GST	Status	Commentary
Work Programme development	Assist CIC in partnership with NEMA and other government agencies, to develop, maintain and implement the Chatham Islands CDEM Group Plan	N/A	The CIC CDEM Group Plan expired 3-4 years ago. The revised plan submitted by CIC in 2025 did not meet the standard for review. No further revised plan has been submitted. CIC have not requested any support from Canterbury CDEM to assist with plan revision. No support provided in Q4.
Training and Exercises	Work with CIC and NEMA to determine the best mix of support, including preparation and training in advance of an event.	N/A	No support provided in Q4
Welfare and Civil Defence Centre	Assisting CIC to provide welfare services to the community during an emergency. <u>Noting this support could be provided remotely.</u>	N/A	No Support has been provided for Welfare in Q4

Our ref: CORP/MGT/2/5/15
 Contact: Giles Southwell

Community Resilience	Provide advice on Community Resilience Initiatives	N/A	No support provided in Q4
Policy and Planning Support	Provide advice and support for CDEM and CEG meetings, Legislative changes, and to re-focus the CDEM on-Island activity	N/A	No support provided in Q4

Our ref: CORP/MGT/2/5/15
Contact: Giles Southwell

MARINE OIL SPILL RESPONSE & READINESS

2025-26 Environment Canterbury – Work Programme			
Marine Oil Spill Response & Readiness 2025-26 Schedule of Services work programme and costs:			
	Budget estimate 2025-26 total = \$4,000 Budget contingency 2025-26 total = \$2,000 (subject to CIC request) Charge Out Rate per hour for additional work = \$200 per hour + GST	Status	Commentary
Compliance	Support Tier 1 Oil Transfer Sites to gain and maintain compliance with the Marine Protection Rule 130B Support CIC to maintain and improve marine oil spill response and readiness capabilities including compliance with the Maritime Transport Act 1994.		Tier 2 regional marine oil spill declaration is in place to ensure the damaged fuel transfer pipeline is not used. Awaiting confirmation that the transfer line repairs have been completed successfully and that no leaks or other defects are identified before formally terminating the response. Tier 1 site plans are compliant.
Readiness	Build and maintain strong and enduring relationships with the Regional On-Scene Commander. Providing support and guidance while influencing the understanding of the importance of readiness and risks related to oil spills. This includes providing advice and guidance to the on-island ROSC during readiness exercises. Assist with Tier 2 contingency planning. <u>Noting regional contingency plan is due for review in 2026.</u>		Regional Contingency Plan will expire on 14/12/2026.

Our ref: CORP/MGT/2/5/15
 Contact: Giles Southwell

ENVIRONMENTAL DATA COLLECTION

2025-26 Environment Canterbury – Work Programme			
Environmental Data Collection 2025-26 Schedule of Services work programme and costs:			
	Budget estimate 2025-26 total = \$30,000 Budget contingency 2025-26 total = \$30,000 (subject to CIC request) Charge Out Rate per hour for additional work = \$150 per hour + GST	Status	Commentary
Air quality, soil quality, contaminated sites and hazardous substances	Support CIC by continuing to identify and assess the risks associated with the current lack of air quality, soil quality and contaminated sites and hazardous substances monitoring on the Islands.	N/A	The further development of the Environmental Monitoring programme has been subsequently paused at the request of the previous Chatham Islands Council Chief Executive. No further identification and risk assessment of monitoring program omissions scheduled or undertaken.
Water quality/ quantity monitoring, Groundwater resource evaluation and monitoring	Complete the implementation of the monitoring regime reductions for water quality/quantity. This will include: - Maintaining quarterly monitoring of an agreed core of surface water quality sites and reporting developed for LAWA national website. - Addition of Mangatukurewa Creek (Nairn River) site to network. - Leaving hydrometric and climate infrastructure in place but ceasing regular maintenance and calibration (so a new provider could easily independently reconsider relevance). Scope a plan for additional monitoring of groundwater and dune lakes, to ensure the risk of seawater intrusion and bacteria, nutrients, and toxic contaminants is avoided or minimised, including providing advice	N/A	The development and implementation of new elements of the Environmental Monitoring programme was paused at the request of the previous Chatham Islands Council Chief Executive. Hydrometric and climate recording equipment has deliberately not been decommissioned/ removed and continues to be operable but in need of recalibration. Decommissioning and ongoing calibration would have generated considerable costs and may not be in the best interests of CIC.

Our ref: CORP/MGT/2/5/15
Contact: Giles Southwell

	to CIC to consider responses if risk or degradation issues arise. <u>This will include a site visit by professional Council groundwater staff.</u> Advise in association with planning and regulatory staff on scope of both planning and response tools that CIC may consider implementing to enable management of potential potable water sources (groundwater and dune lakes). These could include features such as a groundwater bylaw for notification of bore development and limits on use; separation distances for bores from onsite wastewater treatment systems (OWTS); and land use controls around sensitive potable quality lakes. Prepare a plan for CIC agreement including to define the sites to be monitored and implement the new regime. A new timeframe will need to be agreed by both parties. Ongoing advice on activities, regulatory activities, and national requirements as required.		There are still ongoing data [satellite] communication costs that are being incurred for this equipment. Mangatukurewa Creek (Nairn River) site has been added and is now routinely part of the monitoring network. Quarterly water quality at lake and river monitoring sites has occurred and the results are live on LAWA Land, Air, Water Aotearoa (LAWA) - Chatham Islands
Training	Seek to upskill local CIC employees to minimise or reduce the number of fieldtrips to the Island for monitoring purposes where possible. While ensuring training, audit and quality control and quality assurance systems are in place to ensure quality of data and advice.	N/A	Further monitoring program refinement including upskilling CIC employees has been paused at the request of the previous Chatham Islands Council Chief Executive.
Priority will need to be provided by Chatham Islands Council taking account of priorities, time and budget.			

COMPLIANCE MONITORING

2025-26 Environment Canterbury – Work Programme			
Compliance Monitoring 2025-26 Schedule of Services work programme and costs:			
	Budget estimate 2025-26 total = \$0 Budget contingency 2025-26 total = \$2,000 (subject to CIC request) Charge Out Rate per hour for additional work = \$130 per hour + GST	Status	Commentary
Biennial compliance audit	On-site Audit completed in March 2025. Next audit due early 2027. A solutions focused report on actions required for the Chatham Islands Council to achieve compliance under the RMA.	N/A	No budget has been allocated for the Compliance Monitoring work programme.
Consent monitoring	Ongoing compliance monitoring and advice as required.	N/A	No advice has been sought during Q4. No budget has been allocated for the Compliance Monitoring work programme.

RESOURCE MANAGEMENT PLANNING

2025-26 Environment Canterbury – Work Programme			
Resource Management Planning 2025-26 Schedule of Services work programme and costs:			
	Budget estimate 2025-26 total = \$0 Budget contingency 2025-26 total = \$8,000 (subject to CIC request) Charge Out Rate per hour for additional work = \$140 per hour + GST	Status	Commentary
National legislation reforms	Anticipating providing support in relation to new national direction and changes to Resource Management Act. Notify and inform CIC on specific and relevant consultation processes with Government so CIC can determine whether submissions need to be made or not. When required, prepare a submission for CIC consideration and approval	N/A	There have been no central government consultation response requirements in Q4.
Responding to national direction and regulations	Support CIC to ensure that the Chatham Islands Resource Management Document is amended as required to give effect to national direction	N/A	No changes have been made to the CIRMD in this quarter. No budget has been allocated for the RM Planning work programme. Any work will require pre-approval from Chatham Islands Interim Chief Executive.

COMMUNICATIONS

2025-26 Environment Canterbury – Work Programme			
Communications 2025-26 Schedule of Services work programme and costs:			
	Budget estimate 2025-26 total = \$10,000 Budget contingency 2025-26 total = \$4,000 (subject to CIC request) Charge Out Rate per hour for additional work = \$120 per hour + GST	Status	Commentary
Communications BAU	Support CIC with social media key updates when appropriate, including those which celebrate the Chatham Islands through storytelling and imagery in digital/social media.		Support has been provided with social media, posting as required.
E-newsletter	Publishing a monthly e-newsletter to share key council business with residents and interested stakeholders.		The newsletter has been published each month as planned.
Website maintenance	Keep the website up to date and relevant to be a go-to source for council information.		The website has been updated as needed. Staff have recommended a new independent website is created.
Annual Report/ Annual Plan	Communications and design to support preparation and publication of the Annual Plan and Annual Report.		Work on the Annual Plan has been adopted by Council following design and communications input. It will be put on the website within the month.
Emergency Events	Provide Public Information Management (PIM) support to CIC during emergencies? * charge out rates will apply	N/A	No PIM support required during Q4

Our ref: CORP/MGT/2/5/15
 Contact: Giles Southwell

PAYROLL

2025-26 Environment Canterbury – Work Programme			
Payroll 2025-26 Schedule of Services work programme and costs:			
	Budget estimate 2025-26 total = \$40,000 Budget contingency 2025-26 total = \$5,000 (subject to CIC request) Charge Out Rate per hour for additional work = \$110 per hour + GST	Status	Commentary
Payroll	Provide Payroll Services on fortnightly basis so that CIC Councillors and staff are paid on time, accurately, with clear reporting of leave balances, liabilities, and other benefits.		Continue to provide the standard Payroll services as required.

FINANCIAL SERVICES

2025-26 Environment Canterbury – Work Programme			
Financial Services 2025-26 Schedule of Services work programme and costs:			
	Budget estimate 2025-26 total = \$110,000 Budget contingency 2025-26 total = \$0 Charge Out Rate per hour for additional work = \$135 per hour + GST	Status	Commentary
Annual Plan/Long-Term Plan and Annual Report	Assist in the coordination of (following clear direction from CIC) the delivery of the Annual Plan/Long Term Plan and Annual Report. Assist in the coordination of all responses required by Audit New Zealand for sign-off by CIC CEO, PARC and Council.		Annual Plan 2026/27: The Annual Plan was adopted by Council on 25 June 2026 and rates struck. All reporting documentation and agenda items have been prepared and reviewed in consultation with Council staff, ensuring alignment with Council direction and legislative requirements. The Annual Plan forecasts the achievement of a balanced budget and positive cash flow movement for the year. The approved budget is being prepared for upload to the financial management system. 2025/26 Annual Report: The financial system has been updated to reflect asset revaluation movements and audit liaison related to this. A revised work programme is being agreed and will support the coordinated delivery of Council's 2025/26 Annual Report, including assistance with document

Our ref: CORP/MGT/2/5/15
 Contact: Giles Southwell

			preparation, audit liaison, and the coordination of information requests. Audit review requirements have been updated as required, with further Audit New Zealand review scheduled for September 2026. Ongoing support with this will be provided in Q1 of 2027, coordinating responses for Audit New Zealand consideration through to sign-off, with Council adoption planned for 29 October 2026.
Financial Reporting	Draft financial reports for CIC, ensuring they meet the CIC deadlines (every six weeks) for Council, PARC and other appropriate meetings as needed. Where appropriate, attend PARC and Council meetings to assist with responding to questions raised. Liaise with ECan and any other appropriate stakeholders to draft a quarterly financial report for Council and for the Department of Internal Affairs.		Financial reports for Council and PARC were drafted for CIC and delivered in accordance with agreed templates and deadlines. Meetings were attended to present results and assist with responding to questions. Additional financial support was provided on an as-requested basis, including assistance with system reporting improvements. <i>PARC and Council may wish to consider whether current reporting is suitable for their understanding and communicate any changes required to current reporting templates.</i>
Financial Management support to	Support the CIC CEO, CIC Operations Manager and CIC Financial Technical Lead with financial requests as needed.		Weekly meetings with CIC are scheduled and attended.

Our ref: CORP/MGT/2/5/15
Contact: Giles Southwell

Chief Executive	Support the co-ordination of any finance related requests directed by the CIC CEO, including recommendations from Audit New Zealand and other CIC contractors and stakeholders. Meet weekly with the CIC CEO and attend agenda run-throughs for all Council and PARC meetings		Ongoing financial support continues to be provided on an as required basis.
------------------------	---	--	---

*Notes: The best sources of information at a granular level are CIC staff, particularly the financial lead and the Operations Manager. They are observing day to day operations, viewing individual receipts, payments and the impact these have directly on Council's cash balance.

Financial support and advice is primarily provided by the Corporate Reporting Accountant. If significant strategic financial advice is required, this, and the associated cost, will be agreed by the Environment Canterbury Director and CIC Chief Executive.

WORK PROGRAMME FINANCIAL SUMMARY – Budget agreed to be viewed holistically for Q3 & Q4

	Q1	Q2	Q3	Q4	TOTAL	APPROVED BUDGET + CONTINGENCY
Biosecurity incl Border Security	92,676	94,472	98,884	86,769	372,801	310,100
Communications	5,977	3,930	1,784	3,161	14,852	14,000
Compliance	1,699	0	0	1,031	2,730	2,000
Emergency Management	5,309	0	0	0	5,309	5,000
Environmental Data	2,365	11,175***	14,018	5,959	35,558	60,000
Finance Services	25,713	26,944	21,977	19,745	94,379	110,000

Our ref: CORP/MGT/2/5/15
Contact: Giles Southwell

Navigation Safety	3,443	4,692	1,294	14,449	23,878		35,000
Marine Oil Spill	0	0	0	0	0		6,000
RM Planning	0	0	0	254	254		8,000
Payroll	7,955	7,112	6,533	9,269	30,870		45,000
TOTAL	145,136	148,325	144,491	140,638	580,632		595,100

ADDITIONAL AGREED CHARGES

Owinga Landfill Compliance Sampling	0	0	2,042	0	2,042		additional
-------------------------------------	---	---	-------	---	-------	--	------------

Notes:

* relates to finalising the Compliance Audit Report March 2025 following the on-island visit in late Q3/Q4 2024-25.

** staff time related to on-island training preparation. Training paid for by NEMA, however some staff time involved in preparation.

*** includes consultant charges related to CIC environment data going live on LAWA website. Work was completed in Q1 however billing occurred in Q2.

*** includes sampling in relation to monitoring the landfill for compliance.

Our ref: CORP/MGT/2/5/15
Contact: Giles Southwell

PARC Public Excluded Agenda

19 October 2026

Chair 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.	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
PE 4.2	Chief Executive Officer	PE PARC Minutes 21 August 2026	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	SUBCLAUSE AND REASON
PE 4.2	PE PARC Minutes 21 August 2026	Would be likely to prejudice the commercial position of the person or persons who are the subject of the information. To maintain legal professional privilege. To enable the Council holding the information to carry out, without prejudice or disadvantage, commercial activities.

and that appropriate officers remain in the meeting to assist members.