



chatham islands council

Chatham Islands Council

BOARD PACK

for

Council Meeting

Wednesday, 10 December 2025

9:00 am (+1345)

Held at:

Chatham Islands Council

13 Tuku Road, Chatham Islands

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AGENDA

COUNCIL MEETING



Name:	Chatham Islands Council
Date:	Wednesday, 10 December 2025
Time:	9:00 am to 11:00 am (+1345)
Location:	Chatham Islands Council, 13 Tuku Road, Chatham Islands
Board Members:	Mayor Greg Horler, Cr Celine Gregory-Hunt, Cr Keri Day, Cr Graeme Hoare, Cr Nathaniel Whaitiri, Cr Jacqui Southcombe, Cr Pita Thomas, Cr Jenna Hoverd, Cr Bridget Gibb
Attendees:	Mr Paul Eagle, Ms Colette Peni

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	9
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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 19 November 2025

9:14 am (3 min)

For Decision

Review and confirm the minutes of the previous meeting.

Supporting Documents:

2.1.a	2.1 Minutes 19 November 2025.pdf	10
2.1.b	Public 19 Nov 2025 Minutes in Review Council Meeting .pdf	11

2.2 Chief Executive's Review Committee Membership

For Decision

1. To seek Council's approval to appoint a fifth member to the Chief Executive's Review Committee.

Supporting Documents:

2.2.a	2.2 CIC Council Paper - CE Review Committee Membership.pdf	16
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2.3 Establishment of Grants Committee

For Decision

To seek a decision from the Council regarding:

- a. the establishment of the Grants Committee and the appointment of both a Chair and elected members to that Committee.

Supporting Documents:

2.3.a	2.3 COUNCIL_Establishment of Grants Committee REPORT_10Dec25.pdf	18
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2.4 Civil Defence and Emergency Management Group - Terms of Reference Update

9:17 am (10 min)

Mr Paul Eagle

For Decision

To seek a decision from the Council regarding:

- a. updates to the Terms of Reference for the Civil Defence Emergency Management Group in relation to membership requirements (no other changes are proposed); and
- b. the appointment of both a Chair and elected members to that Committee as a result of the update to membership requirements.

Supporting Documents:

2.4.a	2.4 COUNCIL_Civil Defence and Emergency Management Group update to Terms of Reference in relation to membership requirements REPORT_10Dec25.pdf	22
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3. Finance

3.1 Financial Report

9:27 am (10 min)

For Information

Placeholder - Financial Report to follow

Supporting Documents:

3.1.a	3.1 Financial Report.pdf	28
3.1.b	Council Nov 2025.pdf	29

4. Works & Services

4.1 Stantec Report

9:37 am (5 min)

For Information

Information to be received.

Supporting Documents:

4.1.a	4.1 Stantec Report1.pdf	32
4.1.b	Stantec Report Sept 2025.pdf	33
4.1.c	Stantec Report 108_oct25.pdf	45
4.1.d	Stantec report Nov 2025.pdf	56

4.2 Fulton Hogan Road Maintenance Report

9:42 am (5 min)

For Information

Information to be received.

Supporting Documents:

4.2.a	4.2 Fulton Hogan Road Maintenance Report .pdf	68
4.2.b	2025 SP1 September 2025.pdf	69
4.2.c	2025 SP1 October 2025.pdf	81

4.3 Fulton Hogan Water & Wastewater Report

9:47 am (5 min)

For Information

Information to be received.

Supporting Documents:

4.3.a	4.3 Fulton Hogan Water & Wastewater Contract .pdf	94
4.3.b	Sep 2025 SP2.pdf	95
4.3.c	October 2025 SP2.pdf	100

4.4 Fulton Hogan Waste Management Report

9:52 am (5 min)

For Information

An update for Council on Waste Management activities for June 2025.

Supporting Documents:

4.4.a	4.4 FH Waste Management Report.pdf	105
4.4.b	CIC Waste Management August 2025.pdf	106
4.4.c	CIC Waste Management September 2025.pdf	110
4.4.d	CIC Waste Management October 2025.pdf	117
4.4.e	Te One Waste Record - Master.xlsx	
4.4.f	Owenga Landfill Waste Record - Master.xlsx	

4.5 Physical Works Maintenance Contract - Procurement

Supporting Documents:

4.5.a	CIC COUNCIL_Physical Works Maintenance Contract – Procurement REPORT_10Dec25.pdf	120
4.5.b	Technical Memorandum - CIC 26_01 PWMC - Procurement.pdf	123

5. Community

5.1 Fuel Security - Petrol Service Transition

Mr Paul Eagle

For Decision

To seek Council approval for progressing the necessary actions to exit the petrol distribution function on the Chatham Islands, following the termination of the casual agreement with Chatham Hardware Limited, and to endorse a collaborative approach with the Crown and Island stakeholders to determine and implement the most appropriate long-term solution for fuel storage and distribution.

Supporting Documents:

5.1.a	5.1 CIC COUNCIL_Fuel Security Petrol service transition REPORT_10Dec25.pdf	125
5.1.b	2025.11.27 Memorandum of advice on exiting fuel supply Wynn Williams.pdf	131
5.1.c	Extracts from RIF.docx	135
5.1.d	Chatham Islands Compliance Audit 2025 - Waitangi Hardware.pdf	137

6. Regulatory

6.1 Landuse Consent - CIC/2025/002

Supporting Documents:

6.1.a	6.1 Land Use consent CIC.2025.002.docx	142
6.1.b	sec 42A Fraser Shed CIC-2025-002.pdf	143
6.1.c	004 - Culvert End Detail - Concrete Bag Headwall_For Construction.pdf	147
6.1.d	005 - Rural_Urban Access No Kerb_For Construction.pdf	148

6.2 ECan Q1 Performance Report

Supporting Documents:

6.2.a	CIC COUNCIL_Canterbury Regional Council (ECAN) Quarter 1 (2025–26) Performance REPORT_10Dec25.pdf	149
6.2.b	Canterbury Regional Council (ECAN) Quarter 1 (2025–26) Performance REPORT.pdf	151

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 10 December 2025.docx	167
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12. Public Excluded

12.1 Public Excluded Minutes 19 November 2025

9:57 am (2 min)

For Decision

For Approval

Supporting Documents:

12.1.a PE.1 PE Minutes 19 November 2025.pdf	168
12.1.b PE 19 Nov 2025 Minutes in Review Council Meeting .pdf	169

12.2 Chief Executive Performance Agreement 2025-26

Supporting Documents:

12.2.a PX.2 CIC Council Paper - performance agreement REPORT.pdf	171
12.2.b Chief Executive Performance Agreement 2025-26.pdf	174

12.3 Close the meeting

9:59 am

Next meeting: Council Meeting - 19 Feb 2026, 9:00 am

Interests Register

Chatham Islands Council



As of: 10 Dec 2025

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

Person	Organisation	Recently Closed Interests	Closing Date
Cr Amanda Seymour	CIC	6.8 - Whanau member of applicant	27 Oct 2025



2. Democracy

2.1 Minutes of Ordinary Meeting 19 November 2025

Date of meeting	10 December 2025
Agenda item number	2.1
Author/s	Jo Guise, Executive Assistant

Purpose

For the Council to receive and confirm the minutes of the Ordinary Meeting held on 19 November 2025.

Recommendations

1. **THAT the minutes from the Ordinary meeting held on 19 November 2025 be a true and accurate record.**

MINUTES (in Review)

COUNCIL MEETING



Name:	Chatham Islands Council
Date:	Wednesday, 19 November 2025
Time:	9:00 am to 9:44 am (+1345)
Location:	Chatham Islands Council, 13 Tuku Road, Chatham Islands
Board Members:	Mayor Greg Horler, Cr Celine Gregory-Hunt, Cr Graeme Hoare, Cr Keri Day, Cr Jenna Hoverd, Cr Bridget Gibb, Cr Pita Thomas, Cr Jacqui Southcombe
Attendees:	Mr Paul Eagle, Ms Colette Peni, Ms Jo Guise, Ms Tanya Clifford
Apologies:	Cr Nathaniel Whaitiri
Guests/Notes:	Ms Denise Thomas (CIC) and Mr Russell Vaurasi (Auckland City Council)

1. Opening Meeting

1.1 Meeting Opening

Mayor Horler opened the meeting and introduced Mr Russell Vaurasi (Auckland City Council), who briefly spoke about his role and the purpose of his visit.

1.2 Apologies



Apologies

THAT the apology be accepted.

Decision Date:	19 Nov 2025
Mover:	Cr Jenna Hoverd
Seconder:	Cr Graeme Hoare
Outcome:	Approved

1.3 Interests Register

1.4 Action List

2. Democracy

2.1 Ordinary Meeting Minutes 11 September 2025 & 5 November 2025

Council Meeting (Inaugural Meeting) 5 Nov 2025, the minutes were confirmed with the following changes:

Changes as noted in the minutes 19 November 2025.

**Minutes 11 September 2025**

THAT the minutes from the meetings on 11 September 2025 be a true and accurate record.

Decision Date: 19 Nov 2025
Mover: Cr Graeme Hoare
Second: Cr Celine Gregory-Hunt
Outcome: Approved

Amendments to the minutes from 5 November 2025

The Mayor noted that the motion 2.2 was initially moved by the Chief Executive in error. As only elected members may move motions, the motion was formally moved by Cr G Hoare and seconded by Mayor Greg Horler.

The Mayor noted that the motion 2.3 was initially moved by the Chief Executive in error. As only elected members may move motions, the motion was formally moved by Cr G Hoare and seconded by Cr Keri Day.

The Mayor noted that the motion 2.4 was initially moved by the Chief Executive in error. As only elected members may move motions, the motion was formally moved by Cr G Hoare and seconded by Mayor Greg Horler.

**Minutes 5 November 2025**

THAT the minutes from the Inaugural meeting held on 5 November 2025 be a true and accurate record with amendments noted.

Decision Date: 19 Nov 2025
Mover: Cr Jenna Hoverd
Second: Cr Graeme Hoare
Outcome: Approved

2.2 Schedule of Meeting Dates for 2026**Schedule of meeting dates for 2026**

THAT the Chatham Islands Council:

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

Decision Date: 19 Nov 2025
Mover: Cr Graeme Hoare
Second: Cr Jenna Hoverd
Outcome: Approved

The Chief Executive presented the proposed 2026 schedule of Council meetings, workshops, and all legally required meetings. The schedule included Council meetings, pre-scheduled workshops (which may be converted to Council meetings if needed), the Performance, Audit and Risk Committee (with an independent chair), the Civil Defence and Emergency Management Committee (CDEM), and a new Chief Executive Review Committee (CERC). It was noted that the CERC was standard practice as the CE was the Council's sole employee.

The December CDEM meeting would include all members, but from 2026 membership would be smaller.

2.3 Establishment of Performance, Audit and Risk Committee



That the Chatham Islands Council: 1. Receives this report. 2. Esta...

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 Cr Graeme Hoare and Cr Jenna Hoverd 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.

Decision Date: 19 Nov 2025
Mover: Cr Celine Gregory-Hunt
Seconded: Cr Jacqui Southcombe
Outcome: Approved

The purpose of the report was to seek a Council decision on establishing the Performance, Audit and Risk Committee and appointing an independent chair and elected members. The Mayor proposed the committee membership as the Independent Chair, Mayor, Deputy Mayor, Councillor Hoare and Councillor Hoverd. All nominated members confirmed they were willing to serve.

It was noted that the report's recommendation section would be amended to include the names of the two councillors under item 5. This established the full committee membership of five.

2.4 Establishment of Chief Executive Review Committee



Establishment of Chief Executive's Review Committee

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 Cr Bridget Gibb and Cr Pita Thomas.
5. Agrees the Chief Executive's Review Committee will meet on Wednesday 3 December 2025.

Decision Date: 19 Nov 2025
Mover: Cr Jacqui Southcombe
Seconded: Cr Graeme Hoare
Outcome: Approved

Council considered the establishment of the Chief Executive Review Committee. Two elected members - Councillor Gibb and Councillor Thomas - were proposed for appointment, with confirmation that names would be added to the report recommendations. Councillor Thomas

sought clarification about expectations and time commitments; staff advised that meetings occurred only as required and that guidance and support would be provided.

A question was raised about whether an independent member could be included. Staff clarified that while the committee itself does not include an independent chair, the terms of reference allowed the committee to engage external legal or specialist advisers as needed, ensuring independence and robust process.

Following discussion, Council agreed to proceed with establishing the committee and appointing the proposed members.

3. Finance

3.1 Financial Report



Financial Report

THAT the Chatham Islands Council receives the report.

Decision Date:	19 Nov 2025
Mover:	Cr Bridget Gibb
Seconder:	Cr Graeme Hoare
Outcome:	Approved

Council received the financial report for the period ending October. The DIA annual appropriation had been received, resulting in strong early-year revenue of approximately \$7.5M and a positive year-to-date position of \$3.7M. Staff noted this will trend down over the year as expenditure increases.

The forecast to year end showed a projected deficit of around \$139k, an improvement on the budgeted deficit of \$323k. Key variances relate to unbudgeted potable water planning costs and the pass-through of a Norman Kirk Memorial Reserve grant. Council was advised to consider opportunities for additional revenue or savings to improve the year-end position.

Trend indicators currently appeared positive due to timing, with financial ratios expected to decline gradually as the year progressed. Further breakdowns were available in the detailed report, and staff could provide additional analysis if requested.

An update was provided on the audit, which was progressing well, with sign-off expected by 4 December. Increased audit focus had been placed on water services and performance reporting.

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



Move to Public Excluded

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 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:

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON
PE.1.	PE Minutes 11 September 2025	7(2)(b)(ii) 7(2)(h) 7(2)(i)	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 to provide advice to the Committee.

Decision Date: 19 Nov 2025
Mover: Mayor Greg Horler
Second: Cr Celine Gregory-Hunt
Outcome: Approved



Democracy

2.2 Chief Executive's Review Committee Membership

Date of meeting	10 December 2025
Agenda item number	2.2
Author	Kathryn Evans, Partner, Wynn Williams

Purpose

1. To seek Council's approval to appoint a fifth member to the Chief Executive's Review Committee.

Recommendations

That the Chatham Islands Council:

- a. **Notes** that on 19 November 2025, Council established the Chief Executive's Review Committee.
- b. **Notes** that on 19 November 2025, Council appointed to the Chief Executive's Review Committee, as members, Cr Bridget Gibb and Cr Pita Thomas, in addition to Mayor Horler and Deputy Mayor Gregory-Hunt.
- c. **Notes** that the Terms of Reference for the Chief Executive's Review Committee provide that it will ordinarily be made up of the Mayor and Deputy Mayor as well as **three** other members to be agreed and appointed by Council.
- d. **Appoints** Councillor _____ to be a member of the Chief Executive's Review Committee.

Key messages

2. The Chief Executive's Review Committee (**CE Committee**) Terms of Reference provide that the CE Committee will ordinarily be made up of those individuals who at the time are serving as the Mayor and Deputy Mayor, as well as three other members to be agreed and appointed by Council. This amounts to a total of five CE Committee members.
3. At its meeting on 19 November 2025, a fifth CE Committee member was not appointed. The CE Committee therefore currently has only four members.



4. To ensure the CE Committee has a quorum at future meetings, in case of member absences, it is recommended that the CE Committee has a membership of five (Mayor, Deputy Mayor, and three Councillors). This is consistent with the Terms of Reference.
5. It is therefore recommended that Council appoints a fifth CE Committee member.

DRAFT

Democracy

2.3 Establishment of Grants Committee

Date of meeting	10 December 2025
Author/Reviewer	Colette Peni, Operations Manager/Paul Eagle, Chief Executive

Purpose

To seek a decision from the Council regarding:

- a. the establishment of the Grants Committee and the appointment of both a Chair and elected members to that Committee.

Recommendations

That the Chatham Islands Council:

To seek a decision from the Council regarding:

- a. the establishment of the Grants Committee and the appointment of both a Chair and elected members to that Committee.

1. **Receives** this report
2. **Establishes** pursuant to clause 30(1) of Schedule 7 of the Local Government Act 2002, the Grants Committee, and adopts the Terms of Reference (Attachment 1).
3. **Appoints** Councillor Celine Gregory-Hunt as the Chair, and two other Councillors as members of the Grants Committee.
4. **Note** that the Mayor, Greg Horler, under s41A(5) of the Local Government Act, is a member of all Committees.

Key Points

- The purpose of this paper is to:
 - facilitate the establishment of the Grants Committee and the adoption of Terms of Reference for that Committee.
- The Grants Committee has the core function of considering and approving the allocation of grant funding received by the Council.
- The Grants 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 may establish a Grants Committee.

This Committee is established by the Council, in accordance with Schedule 7 of the Local Government Act 2002. The Committee will exercise delegated powers to consider and

approve the allocation of grant funding of Council grants. The Committee provides an important function to the community by ensuring any grant funding is effectively allocated.

Purpose of Grants Committee

The Grants Committee has a core function of the effective allocation and monitoring of Council's grants, and to consider and approve applications by the community for grant funding from the Council.

The Committee can approve the priorities for allocating grants within each grant fund, as required, and may develop and review criteria for allocating grant funding.

The Grants Committee does not approve the allocation of grant funding that is received by the Council which is associated with the Council's operations. The grant funding that may be allocated by this Committee is limited to Creative Communities NZ Fund and NZ Rural Travel Fund. . The Grants Committee is not responsible for allocating other grant funding received by the Council, including grant funding that is received by the Council which is for operational purposes.

Another Council Paper is being put forward to direct the Terms of Reference for Council Committees to be included on the Council's website.

Composition

It is recommended that the Committee be appointed as follows:

- Members: Councillor Celine Gregory-Hunt as the Chair, and two other elected members.

If any person is appointed to the Committee who is not also an elected member, that person must have the skills, attributes, or knowledge that will assist the work of the Committee.

Frequency of meetings

The Committee will meet as required, for example when any applications for grant funding are received by the Council. Meetings must be publicly notified in accordance with section 46 of the Local Government Official Information and Meetings Act 1987.

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 Grants Committee. However, as noted above, the Grants Committee will be involved in the allocation of grant funding.

Risk assessment and legal compliance

Establishing the Grants Committee is not considered to raise any risks or legal compliance issues.

Engagement, significance, and Mori and Māori participation

The Grants Committee will play an important role for all of the community, including Moriori and Māori, by allocating any grant funding.

Consistency with Council policy

The establishment of the Grants 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

The Terms of Reference for Grants Committee will be included on the Council's website.

Attachments

Attachment 1: Terms of Reference for the Grants Committee

Attachment 1: Terms of Reference for the Grants Committee

Purpose

The Grants Committee has a core function of the effective allocation and monitoring of Council's grants, and to consider and approve applications for grant funding.

Membership, tenure and quorum

The Grants Committee consists of the Chair, the Mayor and three other members.

The quorum shall be three members.

Frequency of meetings

The Grants Committee will meet as required.

Meetings of the Grants Committee must be publicly notified in accordance with section 46 of the Local Government Official Information and Meetings Act 1987 which provides that:

1. A list of all meetings of the Council scheduled to be held in the following month must be publicly notified with the date, time and place of those meetings not more than 14 days and not less than 5 days before the end of every month; or
2. Where any meeting is to be held on or after the 21st day of any month, the Council may cause that meeting to be publicly notified not more than 10 and not less than 5 working days before the day on which the meeting is to be held (rather than giving public notice in accordance with 1 above).

Specific Responsibilities

The Grants Committee's responsibilities are to:

1. Consider and approve applications from the community for grant funding from Creative Communities NZ Fund and the NZ Rural Travel Fund.

Delegated Authority

The Grants Committee is delegated all necessary powers to perform the Grants 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. Consider and approve applications from the community for grant funding;
3. Approve the priorities for allocating grants within each grant fund, as required;
4. Make recommendations to the Council on matters within the Committee's terms of reference; and
5. Develop and review criteria for allocating grant funding.

Reporting arrangements

The Grants Committee reports directly to the full Council.

Democracy

2.4 Civil Defence and Emergency Management Group – update to Terms of Reference in relation to membership requirements

Date of meeting	10 December 2025
Author/Reviewer	Colette Peni, Operations Manager and Paul Eagle, Chief Executive

Purpose

To seek a decision from the Council regarding:

- a. updates to the Terms of Reference for the Civil Defence Emergency Management Group in relation to membership requirements (no other changes are proposed); and
- b. the appointment of both a Chair and elected members to that Committee as a result of the update to membership requirements.

Recommendations

That the Chatham Islands Council:

1. **Receives** this report
2. **Adopts** the Terms of Reference for the Civil Defence and Emergency Management Group (Attachment 1).
3. **Appoints** Councillor Celine Gregory-Hunt as the Chair, and two other Councillors as members of the Civil Defence and Emergency Management Group.
4. **Note** that the Mayor, Greg Horler, under s41A(5) of the Local Government Act, is a member of all Committees.
5. **Agrees** that the Civil Defence and Emergency Management Group will meet on Thursday 30 April 2026 at 11.00am.

Key Points

- The purpose of this paper is to:
 - update the Terms of Reference for the Civil Defence and Emergency Management Group (**CDEM Group**) so that not all elected members are required to be on the CDEM Group and the Mayor is not required to be the Chair (but will still be a member of the CDEM Group);
 - make appointments to the CDEM Group; and
 - no other changes are proposed to be made to the CDEM Group Terms of Reference.

Background

While the CDEM Group was not discharged as a consequence of the election, pursuant to section 12(2) of the Civil Defence Emergency Management Act 2002, the Terms of Reference for the CDEM Group currently require the CDEM Group to consist of all elected members with the Mayor as the Chair. The finalisation of the triennium local election results provides the Council with an opportune time to consider the membership of the CDEM Group.

To ensure the effective operation of the CDEM Group, it is no longer considered necessary to require the CDEM Group to consist of all elected members, rather five members in total will be an effective and efficient membership to carry out the functions of the CDEM Group. The CDEM Group Terms of Reference require amending to enable this change in membership of the CDEM Group.

Purpose of updates to CDEM Group Terms of Reference

The Terms of Reference for the CDEM Group currently require the CDEM Group to consist of all elected members with the Mayor as the Chair. Based on the functioning of the CDEM Group in the 2022-2025 triennium, the CDEM Group does not require it to consist of all elected members for the efficient and effective operation of that Group. It is considered that a reduced membership to five members will still enable the CDEM Group to efficiently and effectively carry out its functions.

The changes to the CDEM Group Terms of Reference in relation to membership are shown in Attachment 1, with additions underlined and deletions in strikethrough. No other changes are made to the CDEM Group Terms of Reference at this point in time.

Currently, the Terms of Reference for the CDEM Group sit within the Council's Delegation Manual. Another Council Paper is being put forward to remove the Terms of Reference from the Delegations Register in order to enable Terms of Reference to be updated without the Council also needing to amend the Delegations Register. The Terms of Reference for Council Committees will now be included on the Council's website.

Cost, Compliance, and Communication

Financial implications

There are no financial implications associated with the updating the terms of reference for the CDEM Group.

Risk assessment and legal compliance

The reduction of the members required to be appointed to the CDEM Group Terms of Reference is not considered to result in any risks or issues with legal compliance. The level of membership is in line with legislative requirements.

Engagement, significance, and Moriori and Māori participation

The change to the Terms of Reference for the CDEM Group is not considered to result in any issues relating to engagement, significance, and Moriori and Māori participation.

Consistency with Council policy

The CDEM Group membership is in line with the minimum requirements for committee membership under the Council's Standing Orders.

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 CDEM Group meet on Thursday 30 April 2026 at 11.00am. The updated Terms of Reference for the CDEM Group will be included on the Council's website.

Attachments

Terms of Reference for the CDEM Group.

Attachment 1: Terms of Reference for the CDEM Group

Chatham Islands Civil Defence Emergency Management Group

The “Chatham Islands Civil Defence Emergency Management Group” (CDEM Group) is a function of the Chatham Island Council.

Status of Committee

The CDEM Group is a committee of Council under the Local Government Act 2002. The CDEM Group has autonomous decision-making responsibilities specified by the Civil Defence Emergency Management Act 2002 and direction from National Emergency Management Agency NEMA.

Goals

- (1) To, where possible, reduce or mitigate the risks from natural or man-made hazards and to increase the level of public awareness.
- (2) To minimize the adverse effects of hazards upon life, the social and economic fabric of the islands, the infrastructure, property and the natural environment.
- (3) To provide cost effective and efficient emergency management on the islands through partnerships with the emergency services and other agencies.

Objectives

- (1) In relation to the hazards and risks to:
 - identify, assess and manage those hazards and risks
 - consult and communicate to the community about risks
 - identify and implement where possible cost-effective risk reduction.
- (2) To take all steps necessary on an ongoing basis to maintain and provide an effective Civil Defence Emergency Management organisation for the islands including the provision of training, appointment of suitable persons and an appropriate organisational structure.
- (3) To take all steps necessary to provide the materials, services, information and other resources necessary for effective Civil Defence Emergency Management for the islands including partnerships with relevant agencies.
- (4) To respond to and manage the adverse effects of emergencies within the islands.
- (5) To carry out recovery measures as required after the impact of any emergency.
- (6) To promote and raise public awareness of and compliance with the CDEM Act 2002 and the legislative provisions in accordance with Section 3, Purpose of the CDEM Act 2002.
- (7) To promote Civil Defence Emergency Management consistent with the purpose of

the CDEM Act 2002.

- (8) To establish a Coordinating Executive Group (CEG) as required under Section 20 of the Act consisting of:
 - a) the chief executive officer of the member local authority or a person acting on the chief executive officer's behalf; and
 - b) a senior Police employee who is assigned for the purpose by the Commissioner of Police; and
 - c) a senior employee, volunteer, or contractor of Fire and Emergency New Zealand who is assigned for the purpose by the board of Fire and Emergency New Zealand; and
 - d) the chief executive or a senior member of a provider of health and disability services operating in the area; and
 - e) any other persons that may be co-opted by the Civil Defence Emergency Management Group.
- (9) To oversee the implementation, development, maintenance, monitoring and evaluation of the Chatham Islands CDEM Plan.

Delegations

Any delegated authority will be assigned as appropriate by the full Chatham Islands Council.

Membership

The CDEM Group consists of a Chair and two elected members of Council, noting the Mayor is a member of all Committees. The CEG Chair and Emergency Management Manager/Officer are to attend the CDEM Group meetings (as non-members). A representative of the National Emergency Management Agency may also attend (ex-officio).

Meetings

1. The CDEM Group will meet as agreed by the Chair and Council.
2. Meetings will be publicly notified and open to the public except where there are grounds to exclude the public in terms with the Local Government Official Information and meetings Act 1987.

Standing orders

The CDEM Chatham Islands Group will follow the NZ Standard for standing orders (NZS: 9202: 2001) or any NZ standard substituted and adopted by the Council.

Reporting

The CDEM Group is an autonomous body constituted under Section 18 (1) of the Act, but is expected to keep the full Council and its stakeholders informed of its activities.

Funding

All administrative costs will be borne by the Chatham Islands Council. Any costs incurred by members of the CEG will be met by the organisation which they represent.

Life of CDEM Group

The CDEM Group is a requirement of Section 12 of the Civil Defence Management Act 2002.



3. Finance

3.1 Financial Report

Date of meeting	10 December 2025
Agenda item number	3.1
Author/s	Paul Eagle, Chief Executive / Tanya Clifford, ECan

Purpose

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

Recommendations

That the Chatham Islands Council receives the report.

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

Report to 30 November 2025

Year to date 'cash' transactions for four months	Revenue	Expenditure	Net surplus/ (loss)	Capital	Cash surplus/ (loss)
Leadership & community partnerships	2,783	82,760	(79,978)	-	(79,978)
Transportation, roading & coastal networks	2,017,982	791,560	1,226,422	1,343,656	(117,234)
Roading	1,999,817	761,949	1,237,868	1,343,656	(105,788)
Coasts	18,165	29,612	(11,446)	-	(11,446)
Three waters supply & treatment - potable water	175,053	129,408	45,645	-	45,645
Three waters supply & treatment - wastewater	112,973	82,015	30,958	-	30,958
Waste management & minimisation	114,101	310,838	(196,737)	-	(196,737)
Community development & emergency response	311,978	550,370	(238,392)	-	(238,392)
Community services	153,674	343,424	(189,751)	-	(189,751)
Petrol	158,304	128,947	29,357	-	29,357
Emergency services	-	77,998	(77,998)	-	(77,998)
Environmental protection, compliance & planning	47,603	512,843	(465,240)	-	(465,240)
Biosecurity and animal control	16,137	431,895	(415,758)	-	(415,758)
Resource management and regulatory	31,466	80,947	(49,482)	-	(49,482)
Corporate services and other overheads	4,781,220	912,193	3,869,027	10,665	3,858,362
Corporate services	578,220	912,193	(333,973)	10,665	(344,638)
Annual appropriation	4,203,000	-	4,203,000	-	4,203,000
Totals	7,563,692	3,371,988	4,191,705	1,354,321	2,837,383

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.
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 30 November 2025

Remaining 'cash' difference to budget for eight months	Revenue	Expenditure	Net Surplus/ (loss)	Capital	Cash surplus/ (loss)
Leadership & community partnerships	4,837	207,786	(202,948)	-	(202,948)
Transportation, roading & coastal networks	3,627,166	1,257,893	2,369,274	2,731,344	(362,070)
Roading	3,574,854	1,171,271	2,403,582	2,731,344	(327,761)
Coasts	52,313	86,621	(34,309)	-	(34,309)
Three waters supply & treatment - potable water	-	232,190	(232,190)	-	(232,190)
Three waters supply & treatment - wastewater	-	149,610	(149,610)	-	(149,610)
Waste management & minimisation	11,275	567,190	(555,915)	-	(555,915)
Community development & emergency response	494,172	1,097,490	(603,318)	-	(603,318)
Community services	61,392	565,164	(503,771)	-	(503,771)
Petrol	395,165	398,167	(3,002)	-	(3,002)
Emergency services	37,615	134,160	(96,545)	-	(96,545)
Environmental protection, compliance & planning	93,508	479,556	(386,048)	-	(386,048)
Biosecurity and animal control	310	211,208	(210,898)	-	(210,898)
Resource management and regulatory	93,198	268,349	(175,150)	-	(175,150)
Corporate services and other overheads	305,679	1,041,090	(735,411)	-	(735,411)
Corporate services	305,679	1,041,090	(735,411)	-	(735,411)
Annual appropriation	-	-	-	-	-
Totals	4,536,638	5,032,804	(496,166)	2,731,344	(3,227,510)
Expected annual transactions	12,100,330	8,404,792	3,695,538	4,085,665	(390,127)
Annual Plan/Budget	11,891,073	8,139,792	3,751,281	4,075,000	(323,719)

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		Transfer of seed funding to NKMR - \$265k

Key points:

Expected remaining cash movement to 30 June 2026	(3,227,510)	Council will spend more than it receives
Estimated overall cash movement to 30 June 2026	(390,127)	Council will spend more than it receives

Change to originally estimated movement 66,408 Unfavourable 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 30 November 2025

Ratio or measure of sustainability	Achieved?	Target	November	October	June
<i>Cash management:</i>					
Available cash/ (overdraft)	Yes	> -\$150k	351,386	351,386	198,761
Total cash/ (overdraft)	Yes	> \$200k	2,511,744	739,622	586,997
Working capital ratio (ability to pay our bills)	Yes	> 1	11.94	6.02	0.85
<i>Operating cash performance:</i>					
Net cash movement for period (2024/25)	Yes	> \$0	2,312,983	540,861	698,241
Operating performance (cash flow) ratio	Yes	> 5%	33%	10%	4.9%
Adjusted balanced budget (cash) ratio	Yes	> 100%	160%	160%	110%
<i>Asset replacement:</i>					
Asset sustainability ratio	Yes	> 85%	140%	175%	167%

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		



4. Works & Services

4.1 Stantec Report – September & October 2025

Date of meeting	10 December 2025
Agenda item number	4.1
Author/s	Stantec New Zealand

Purpose

To update and inform Council about its Engineering Services contract.

Recommendations

THAT the reports be received.

Background

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

Attachments

1. Stantec Monthly Report September, October & November 2025



CIC Engineering Services Contract: Monthly Report

Financial update – September 2025

Financial Position: Roothing

The total roading budget allocated for the 2025/26 financial year is \$5.8M. The approved budget for the subsidised Continuous Maintenance Programme is \$5.7M.

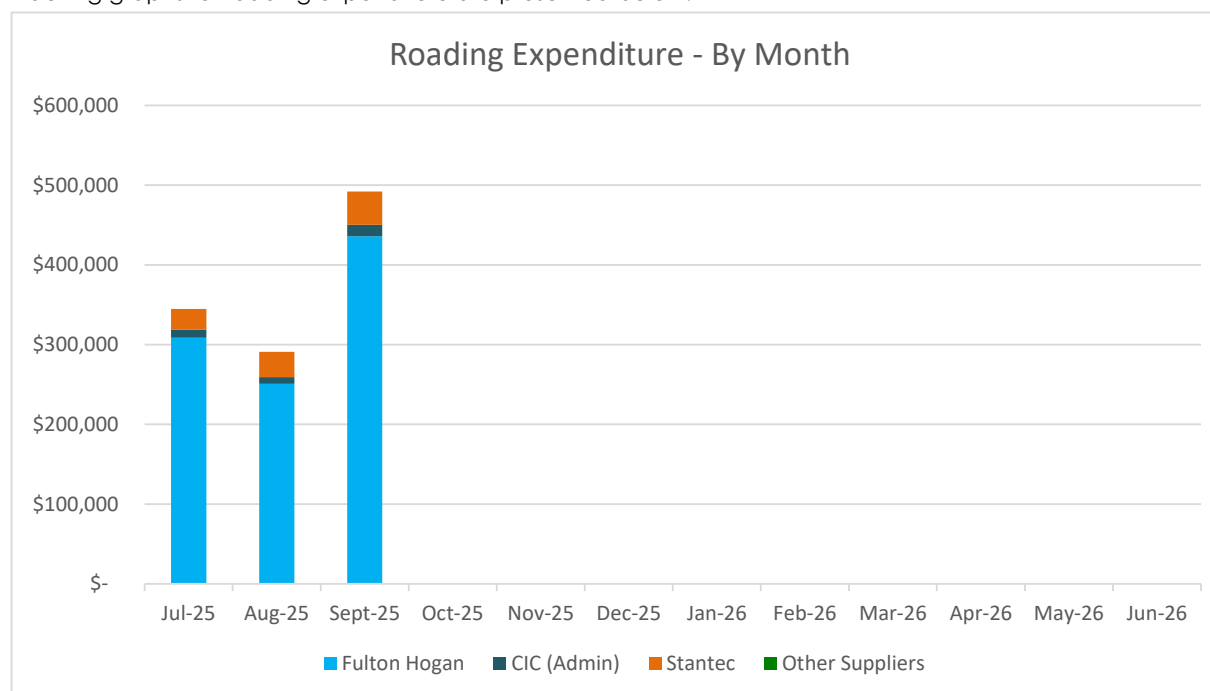
The September roading claim totalled \$182k.

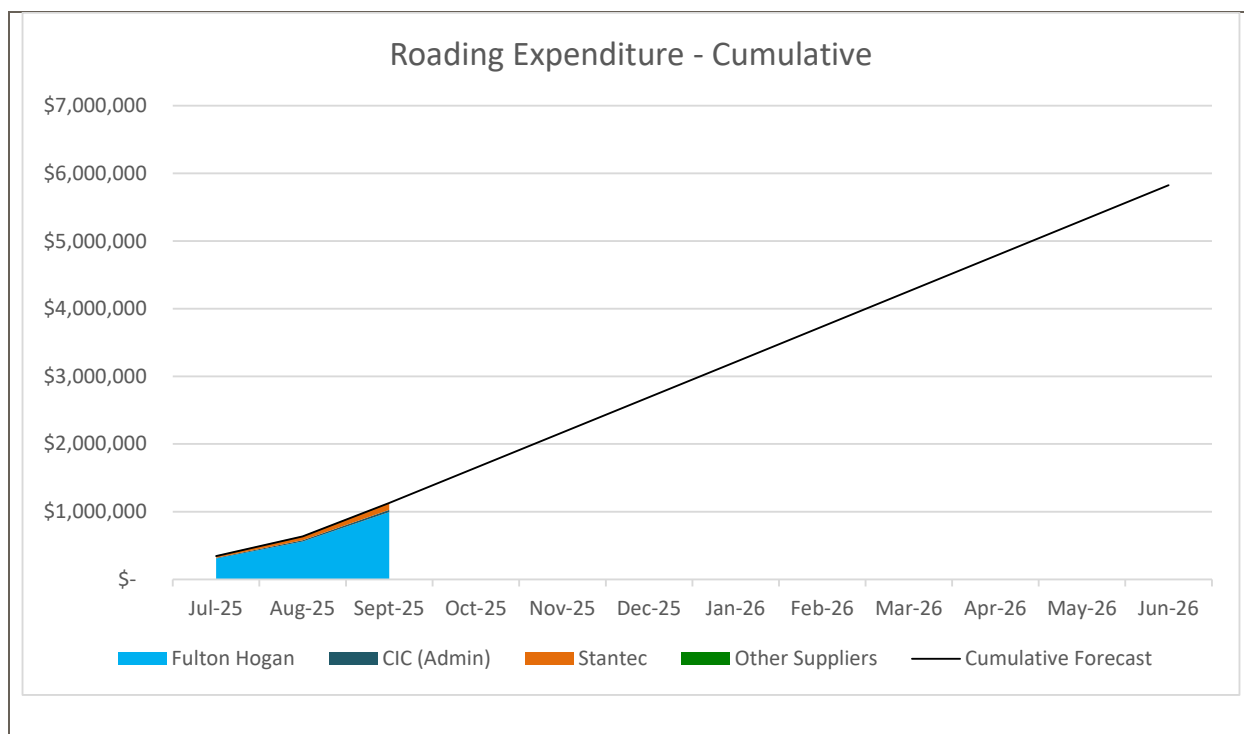
Expenditure of the Continuous Programme has used 14% of the funding allocated for 25/26 and we are 25% of the way through the 2025/26 financial year.

The largest construction costs in September were for pre-ordering sealed pavement rehabilitation materials. The largest engineering cost was for the preparation of the tender documents for the next maintenance contract.

Expenditure Tracking of Waka Kotahi Funding

Tracking graphs for roading expenditure are presented below.





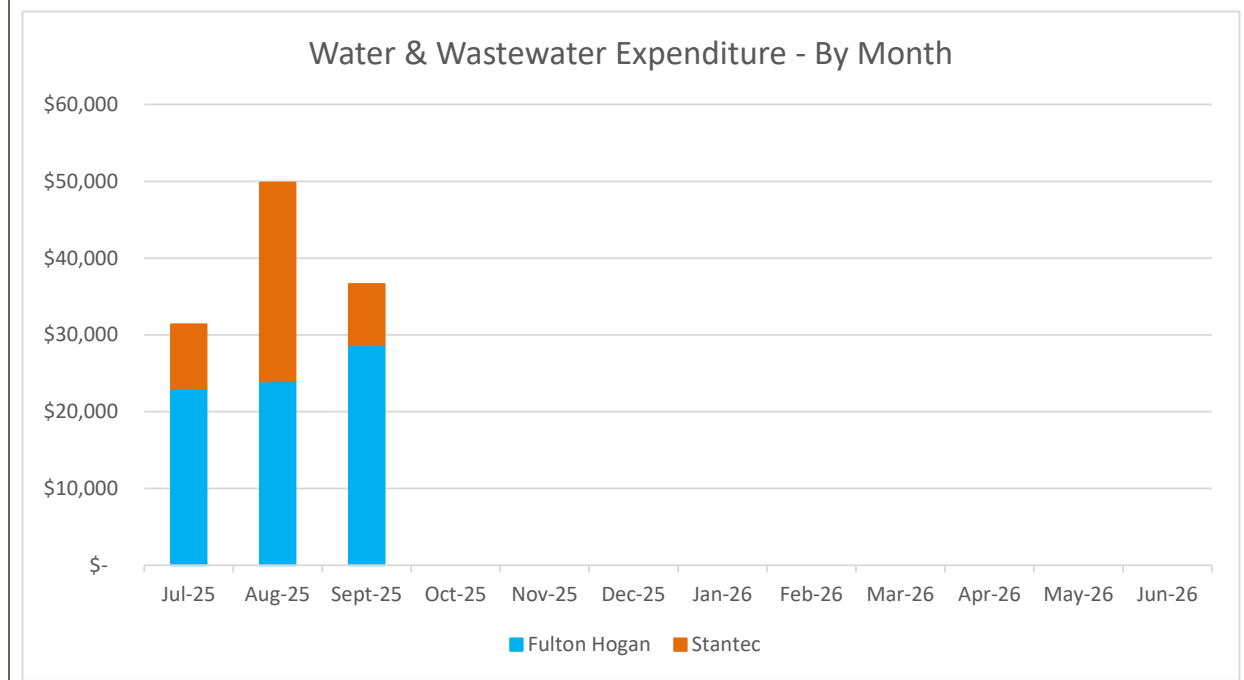
Financial Position: Water and Wastewater

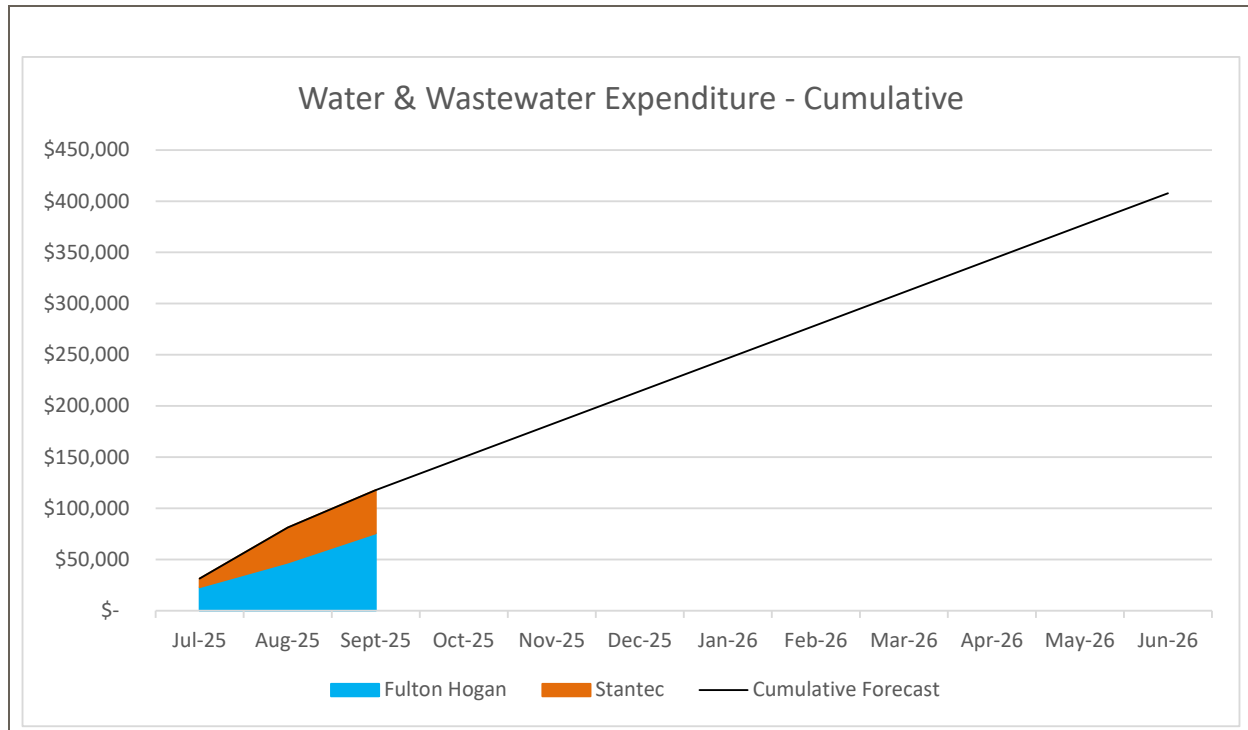
The September claim totalled \$50k

The main construction cost for September was for parts for the annual wastewater plant service, and the main engineering cost was for the National Pipeline submission, and for Kaingaroa Drinking water.

Expenditure Tracking of Water & Wastewater Funding

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







Roading Update – September 2025

Short- & Medium-Term Roothing Forward Work Programme	
Pavement Maintenance	<ul style="list-style-type: none"> FH logistics coordination of bitumen, plant, and crews for this summer's round of sealed pavement maintenance (Reseals and rehabilitations) Starting pavement and drainage prep works ahead of sealing
Bridges and Structures	<ul style="list-style-type: none"> Ongoing component procurement for Maipito deck and beam replacement Start of works for bridge deck and beam replacement Planning for bridge inspections to occur in November
Network & Asset management	<ul style="list-style-type: none"> Finalise tender and contract document preparation for the next maintenance contract Advertise tender for Infrastructure Maintenance and Operations Physical Works in October 2025
Long Term Roothing Forward Work Programme	
Network & Asset management	<ul style="list-style-type: none"> Evaluation of submitted tenders Preplanning for 2027-31 NLTP and funding applications
Pavement Maintenance	
Previous Status: <ul style="list-style-type: none"> A hill section at the south end of Te Mataarae Road has been strengthened A pavement failure on Port Hutt Road, due to a spring or water ingress has been repaired FY25/26 is a sealed pavement maintenance year 	Updates: <ul style="list-style-type: none"> Geogrid, bidim cloth, and subsoil drains, have been ordered for the sealed pavement rehabilitation works The first section of structural rehabilitation on Target Hill has been started
Drainage Maintenance	
Previous Status: <ul style="list-style-type: none"> Design to be completed on Target hill culvert replacement to confirm pipe diameter required. 	Updates: <ul style="list-style-type: none"> A culvert grate has been constructed to cover the inlet at the carpark at the Owenga Wharf so that the culvert blocks less frequently and the area will drain better
Bridge & Structures Maintenance	
Previous Status: <ul style="list-style-type: none"> The Maipito structural component replacements will be the main bridge & structure works for FY 25/26. Material orders for the long lead time structural items have been placed. 	Updates: <ul style="list-style-type: none"> A tree fell onto Te Awainanga Bridge that miraculously caused very little damage to the bridge itself Biennial bridge and structure inspections to occur during November
Owenga Barge Landing	
Previous Status: <ul style="list-style-type: none"> Awaiting confirmation from Barge Society representatives that the proposal for the rubber buffers will be adequate to address some concerns. Estimate submitted to implement some of the improvements identified 	Updates: <ul style="list-style-type: none"> No Updates in September



Network & Asset Management

Previous Status:

- The Infrastructure maintenance and operations RFI closed at the end of July.
- A number of responses were received and a brief summary memo has been sent. A more detailed report will be produced that discusses the responses further.

Updates:

- Works are continuing on the update of the Contract documents for the next physical works term agreement
- The tender will be advertised in October
- The updated Procurement Strategy was submitted to NZTA for review and approval.

Kaingaroa & Owenga Wharves

Previous Status:

- Approval received for Owenga wharf lighting to proceed.
- Estimates submitted to CIC for further improvement works to Owenga Wharf (Deck planks, fender pile repairs) and Kaingaroa Wharf (Crane inspection and report) utilising remaining budget from Better off Fund. Awaiting approvals.

Updates:

- Some accounts of damage and deterioration at Owenga Wharf have been passed on
- Hunter Civil passed on some input to help understand the condition of various components which they observed during the construction of the barge landing facility.
- There are no components that are at imminent risk of failure
- Several packages of component replacements have been submitted to the infrastructure commission as needing funding in future

Stantec Site Visits

Previous Status:

- Nigel visited in the week of August 19th to 22nd

Updates:

- Two Stantec structural engineers, Bryan and Sean, will be on island for the Biennial Bridge and Structures inspections in mid-November
- Rebecca and Nigel will be on Island for the roading visit the following week

CIC catch-ups in Christchurch

Previous Status:

- Rebecca & Nigel caught up with Paul and Jenna in Chch on the 13th of May

Updates:

- No updates

NZTA Waka Kotahi Updates

Previous Status:


- The results of the RFI have been discussed with NZTA's Procurement Advisor. This discussion and the RFI responses are being used to shape the future Procurement.

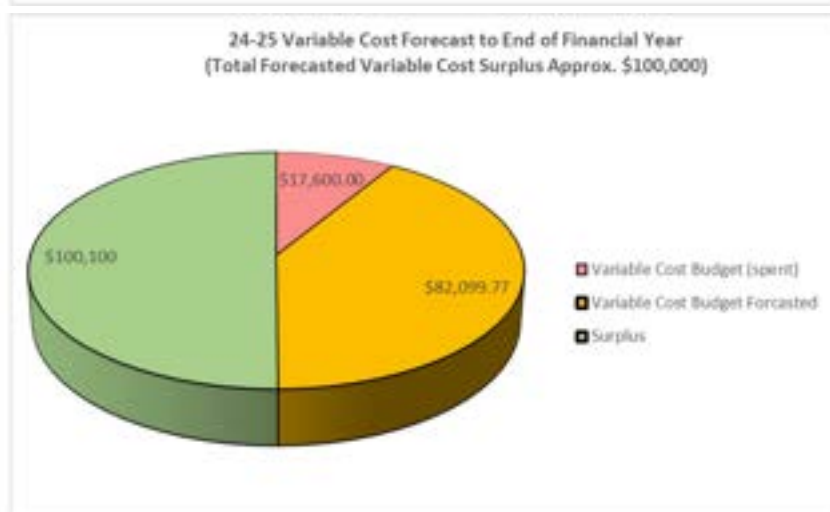
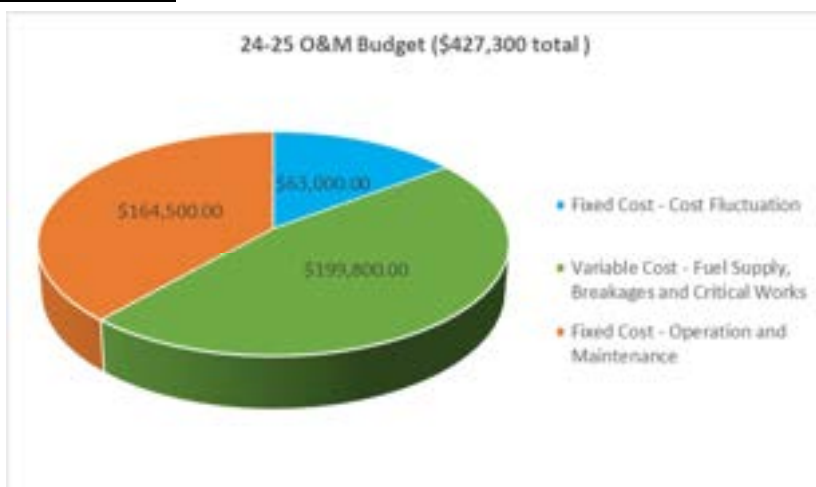
Updates:

- NZTA have issued some guidance about the adoption of NZGTTM into new and existing contracts
- The next maintenance contract has been updated to reflect the new framework.



CIC Water and Wastewater O& M meeting – September 2025

Three Waters Funding										
Item	Current Status:	Action								
General	<ul style="list-style-type: none">An operational expenditure of \$571,000 was allocated in the 2024-34 Long Term Plan for 2025/26.We discussed the live version of the Critical Works List which is now on SharePoint. FH to review proposed "funded items" and check everything that needs to be included is.The ship is out of service from October (4th October but this may be extended) for maintenance, no replacement is lined up. Salt and chlorine (2 x 20L) on the next shipment. Two shipments scheduled for next month. FH to ensure sufficient supplies sent on these shipments in case the ship is out of service for an extended period.FH are in the process of setting up planned maintenance schedules electronically. These will be tested further now that the team are back from block courses. <p>Critical Works</p> <div><p>Critical Works - Total \$818,000 (100k funded)</p><table><thead><tr><th>Priority Band</th><th>Amount</th></tr></thead><tbody><tr><td>Critical Works - Priority band 1 (Must do now)</td><td>\$672,210.00</td></tr><tr><td>Critical Works - Priority band 2 (Must do now)</td><td>\$145,200.00</td></tr><tr><td>Critical Works - Priority band 3 (Must do now)</td><td>\$90,590.00</td></tr></tbody></table></div>	Priority Band	Amount	Critical Works - Priority band 1 (Must do now)	\$672,210.00	Critical Works - Priority band 2 (Must do now)	\$145,200.00	Critical Works - Priority band 3 (Must do now)	\$90,590.00	<div>Tomby</div> <div>Tomby</div>
Priority Band	Amount									
Critical Works - Priority band 1 (Must do now)	\$672,210.00									
Critical Works - Priority band 2 (Must do now)	\$145,200.00									
Critical Works - Priority band 3 (Must do now)	\$90,590.00									

Budget tracking update:**Opportunities***Opportunities:*

- Work with Franz, refining treatment process. PG to check whether Franz has a half hour for a catchup on how the improvements are working
- Utilizing full potential of Water Outlook for monitoring and reporting.

PG



Water Supply		
Project:	Current Status:	
Kaingaroa Water Supply Scheme	<ul style="list-style-type: none"> New Issues: <ul style="list-style-type: none"> Ongoing chlorate monitoring required as part of default sampling: <ul style="list-style-type: none"> January sampling recorded elevated chlorine (0.97 mg/L \pm 0.32) February sampling recorded 0.37 mg/L \pm 0.13 mg/L, below the 0.8 mg/L MAV. March sampling recorded 0.25 mg/L, below the 0.8 mg/L MAV. April sampling recorded 0.34 mg/L, below the 0.8 mg/L MAV. May sampling recorded at 0.67 mg/L, below the 0.8 mg/L MAV. June sampling recorded at 0.55 mg/L, below the 0.8 mg/L MAV. July sampling recorded at 0.54 mg/L, below the 0.8 mg/L MAV. August sampling recorded at 0.66 mg/L, below the 0.8 mg/L MAV. The next lot of samples will be taken next week Tuesday 23 September 2025. Turbidity meters aren't connecting to software. RP to talk to Craig Freeman (Ex Filtec) who may have a fix. JB to find contact. 	JB/RP
	<ul style="list-style-type: none"> Work in Progress: <ul style="list-style-type: none"> Lake Rangitai intake extension (not invoiced). Approval to install when lake levels allow. Lake is still very high. Danny is pulling out the hydraulic pump and striping down to fix. The pump is currently hard to start. Ongoing operations and maintenance 	
	<ul style="list-style-type: none"> Completed: <ul style="list-style-type: none"> Flow meters fitted on raw water tanks Ongoing operations and maintenance 	
	<ul style="list-style-type: none"> Critical Works Updates <ul style="list-style-type: none"> None 	
Waitangi Water Supply Scheme	<ul style="list-style-type: none"> New Issues: <ul style="list-style-type: none"> Chlorine make up water filter. Media may not have been changed during annual water treatment plant service. JB confirmed that this filter media can be replaced during the next annual service. FH to ensure the filter is added to maintenance plans on Water Outlook to make sure it is not missed in the future. Steady water demands this month with no major new leaks found. Water usage is around 30-40 m³ compared to the pervious average use (45 m³) and the summer peak (55 m³). FH have turned off the water supply at Nairn house to reduce water loss. Awaiting fix. 	Tomby
	<ul style="list-style-type: none"> Work in Progress: <ul style="list-style-type: none"> Ongoing operations and maintenance 	
	<ul style="list-style-type: none"> Completed: <ul style="list-style-type: none"> Leaks in network fixed 	
	<ul style="list-style-type: none"> Critical Works Updates <ul style="list-style-type: none"> None 	

9 41



Compliance Monitoring August 2025	August 2025 Monthly Compliance Monitoring <ul style="list-style-type: none"> All parameters were below the annual median except for E. coli (0.5- log higher) and total nitrogen (14 mg/L higher). The land application system will further reduce nitrogen and micro-organisms prior to reaching groundwater. Two wastewater samples were taken this month. One at the usual location and one at the bottom of the UV chamber. This was done to compare E. coli results. Results showed <100 E. coli at the UV chamber proving the reactors are working well. The downstream sample recorded high levels of E. coli, which is more typical of what is seen from monthly samples 	
AOB	<p>Tomby noted that they are getting lots of daily notification on the new forms. It may be worth rationalising what is notified to the operators.</p> <p>JB talking to Pat Wall (Water Outlook) to try and automate Taumata Arowai reporting.</p>	JB

Solid Waste Update – September 2025

Landfill Operation	
<p>Current Status.</p> <ul style="list-style-type: none"> Fulton Hogan have provided CIC with a price for a different (bigger) compaction plant. FH have provided a quotation to make changes to the treated leachate application pipe. The landfill compaction last year works out at 0.35 t/m³. This is very low and should be at least around 0.6t/m³. It is uncertain who will be doing the surface water and groundwater sampling. This needs clarity so that sampling is done when needed, and for the parameters required under the consent conditions. Stantec has provided an updated sampling schedule with plans showing sampling locations. FH has regraded the treated leachate pipe from the pilot plant to the application area and has refilled the pilot plant tank with peat. The footbridge at the leachate pond was dislodged off the outlet manhole by strong winds. It is not damaged and has not damaged the pond liner. It has now been weighted down with sandbags. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> To continue working with CIC and FH on operational matters. <p>Actions - Council</p> <ul style="list-style-type: none"> CIC to authorise costs for changing leachate application pipe. CIC to decide on accepting the quotation for the upgrade of the compaction plant. CIC to work with FH and ECan to confirm who will do the surface water and groundwater sampling to meet resource consent requirements. <p>Actions – Fulton Hogan</p> <ul style="list-style-type: none"> FH staff to accompany ECan staff when doing the environmental monitoring to understand where the sampling points are located. FH so work with CIC and ECan to get clarity on partitioning of environmental sampling roles.
Te One Operations	
<p>Current Status.</p> <ul style="list-style-type: none"> EnviroNZ has confirmed that it will accept aluminium bales at Redruth. FH to confirm if plastic and cardboard bales will also be accepted. EnviroNZ has provided a quote for dealing with disposal of waste oil and batteries. FH to forward to CIC for decision on this. FH has provided a price for new skip bins. CIC to respond. FH is also looking to confirm a price for a gantry trailer to lift skip bins easily. The use of large flexible bags has been suggested, as a cheaper option to metal skip bins. Details have been provided to CIC and a decision is needed on whether to trial this or not. FH have been baling wastes. Whilst it provides a good result that makes it easier to landfill, it does cause a mess, which needs clearing up and sanitising. FH have source PPE to make the operation easier, safer and more hygienic. FH are to get a quotation for signs that provide messaging to the community about what is acceptable for disposal at the TS. CIC to approve messaging. 	<p>Actions - Stantec</p> <ul style="list-style-type: none"> Work with Council and Fulton Hogan staff to identify a solution for the waste scrap metal. <p>Actions - Council</p> <ul style="list-style-type: none"> To approve the messaging for the signs required at Te One. To approve quotation for waste oil and batteries collections. To decide whether a trial of flexible bags in place of metal skip bins should go ahead. <p>Actions – Fulton Hogan</p> <ul style="list-style-type: none"> Get a quotation for signs at Te One, once messaging is approved by CIC. FH to follow up with EnviroNZ on acceptance of bales of cardboard and plastics.
Other Waste Management Matters	
<p>Current Status:</p>	<p>Actions - Stantec</p>



<ul style="list-style-type: none"> • Monthly solid waste matters meetings have been re-scheduled for 1st Wednesday of each month. • There are still some issues at Kaingaroa TS. FH needs to ensure that the refuse is cleared weekly. • CIC is still to consider solid waste charges, which are most important for bulk users. Stantec has provided some brief advice on the process for formally implementing the charges. • CIC to do an audit of the solid waste facilities to identify assets that are to be listed in the maintenance contract. 	<ul style="list-style-type: none"> • Prepare an "Audit Report" based on the March visit, once budget approval is provided by CIC. <p>Actions - Council</p> <ul style="list-style-type: none"> • Council to determine further action regarding Solid Waste Charging. • CIC to list solid waste assets. <p>Actions – Fulton Hogan</p> <ul style="list-style-type: none"> • To continue to identify waste sources in OWLS returns. • To service Kaingaroa TS weekly.
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CIC Engineering Services Contract: Monthly Report

Financial update – October 2025

Financial Position: Roding

The total roading budget allocated for the 2025/26 financial year is \$5.8M. The approved budget for the subsidised Continuous Maintenance Programme is \$5.7M.

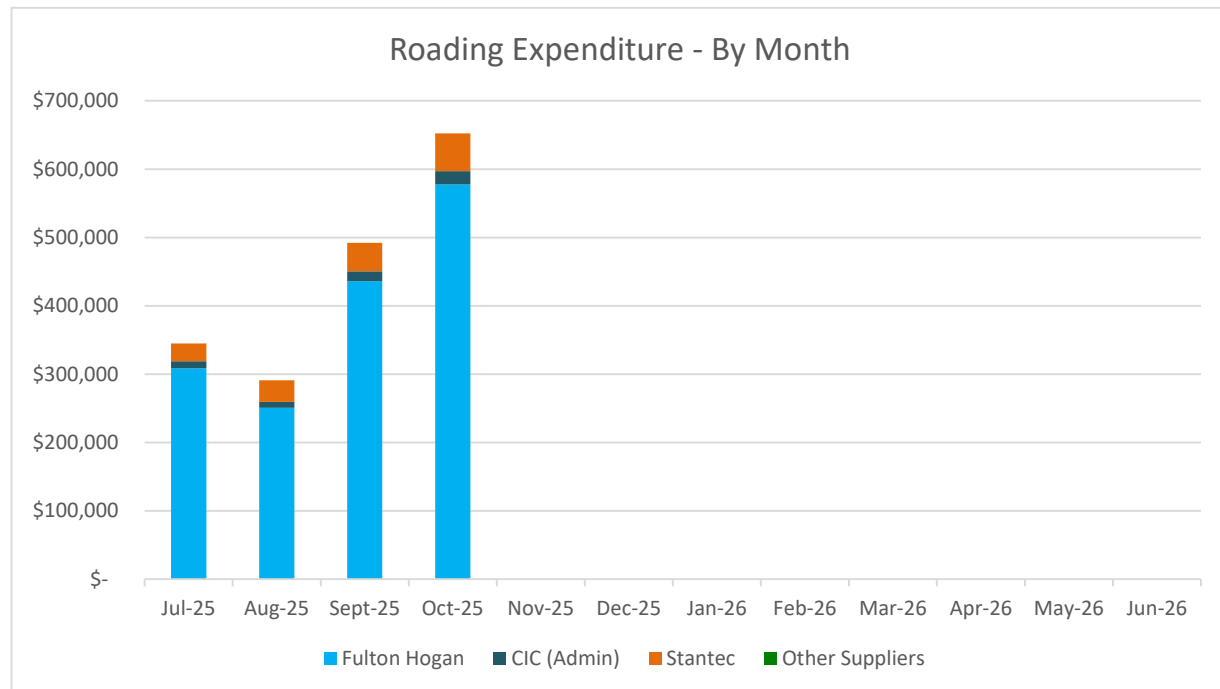
The October roading claim totalled \$562k.

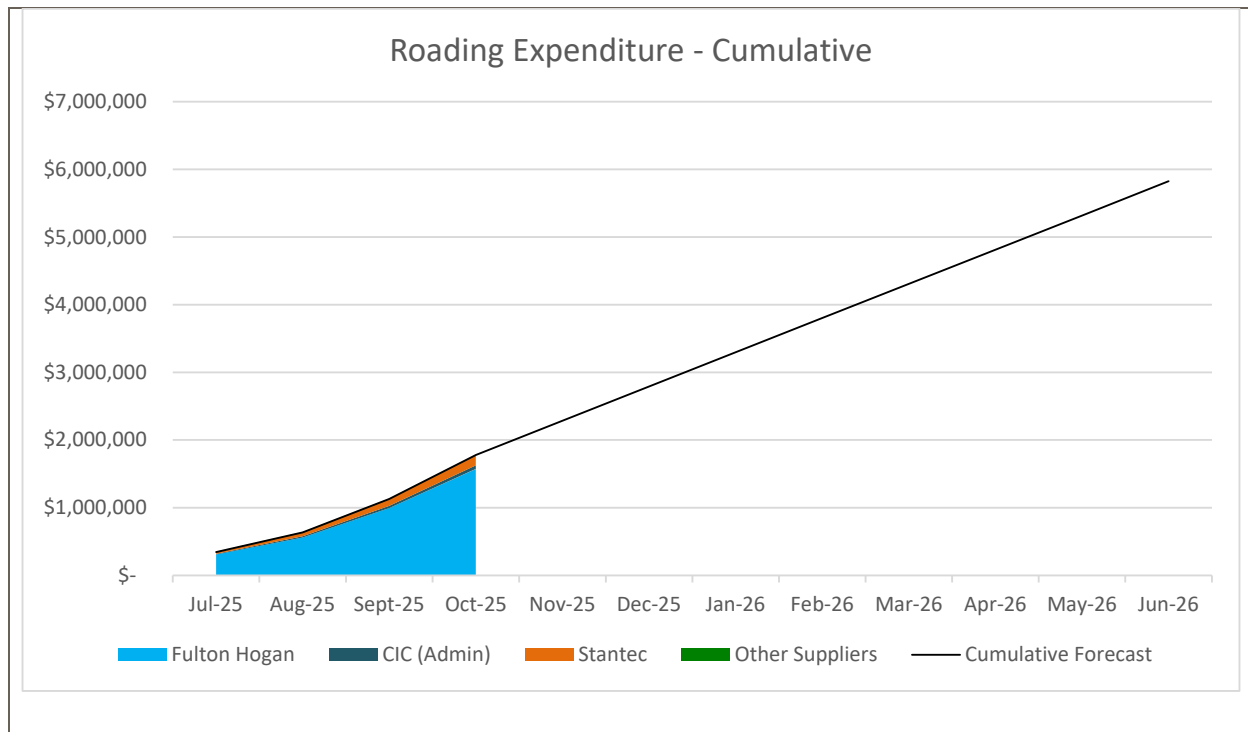
Expenditure of the Continuous Programme has used 32% of the funding allocated for 25/26 and we are 33% of the way through the 2025/26 financial year.

The largest construction costs in October were for the sealed pavement rehabilitations and resealing works. The largest engineering cost was for the preparation of the tender documents for the next maintenance contract.

Expenditure Tracking of Waka Kotahi Funding

Tracking graphs for roading expenditure are presented below.





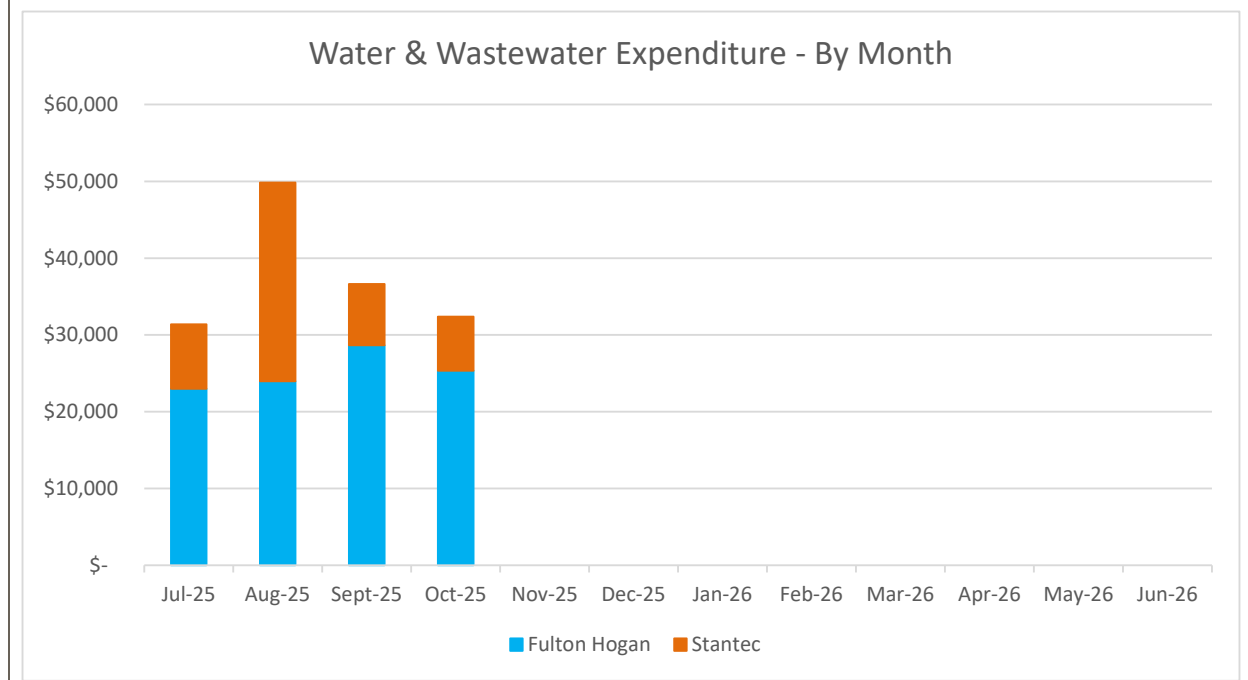
Financial Position: Water and Wastewater

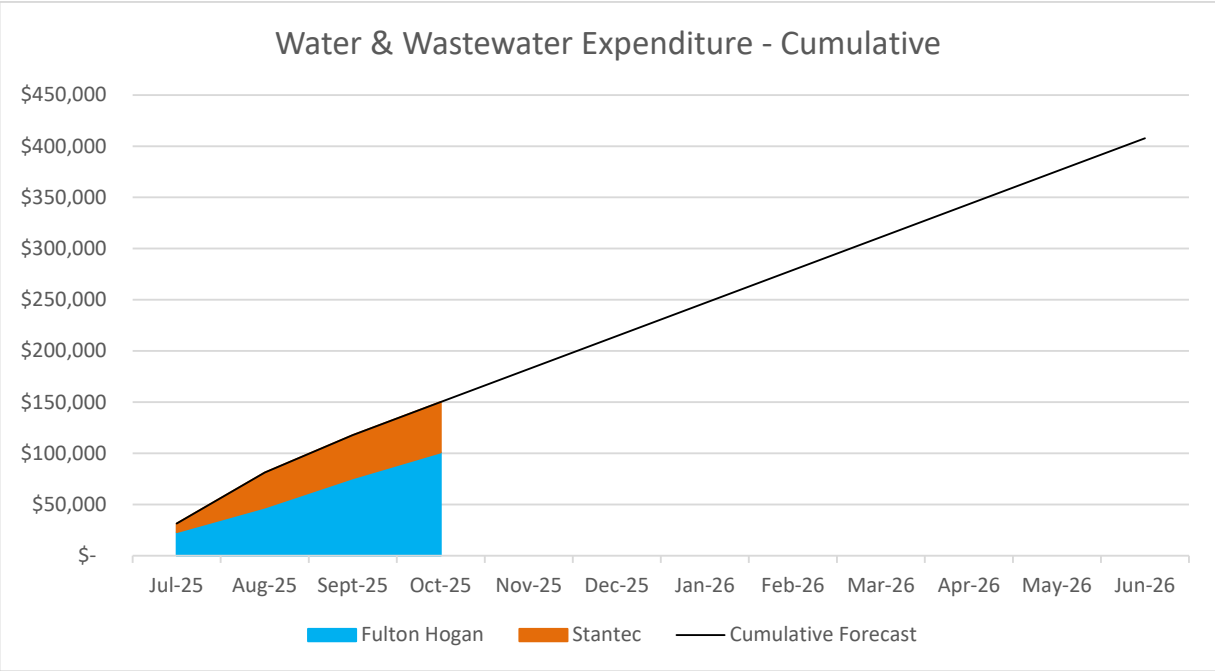
The October claim totalled \$32k

The main construction cost for October was for Steve Rileys costs for the waste water treatment plant annual service, and the main engineering costs were for inputs and correspondence with Taumata Arowai and Audit.

Expenditure Tracking of Water & Wastewater Funding

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





Roading Update – October 2025

Short- & Medium-Term Roading Forward Work Programme	
Pavement Maintenance	<ul style="list-style-type: none"> Rehabilitation and resealing work is underway currently
Bridges and Structures	<ul style="list-style-type: none"> Awaiting arrival of components to start deck and beam replacements on Maipito Bridge Network-wide bridge and timber wharf structural inspections to be undertaken in November
Network & Asset management	<ul style="list-style-type: none"> Submit NZGTTM transition and change management plans to NZTA for approval Transition roading contract extension to NZGTTM as required by Minister Finalise One Network Framework network classification of roads to align with rest of country
Long Term Roading Forward Work Programme	
Network & Asset management	<ul style="list-style-type: none"> Begin updating roading activity management plan and roading sections of the long-term plan Begin testing funding scenarios ahead of 2027-31 NLTF applications Prepare funding submissions and evidence for 2027-31 NLTP
Pavement Maintenance	
Previous Status: <ul style="list-style-type: none"> Geogrid, bidim cloth, and subsoil drains, have been ordered for the sealed pavement rehabilitation works The first section of structural rehabilitation on Target Hill has been started 	Updates: <ul style="list-style-type: none"> Around half of the resurfacing sites and birthday seals from the previous round of rehabs have been completed One rehab has been completed on Target Hill, with other sites commenced
Drainage Maintenance	
Previous Status: <ul style="list-style-type: none"> A culvert grate has been constructed to cover the inlet at the carpark at the Owenga Wharf so that the culvert blocks less frequently and the area will drain better 	Updates: <ul style="list-style-type: none"> Subsoil drains in Te One and near the Nairn Bridge / Maipito have been constructed at rehab sites to help prolong the life of the pavements A culvert extension and size upgrade on Target hill has been completed where the shoulder batter was too steep due to the location of the culvert outlet
Bridge & Structures Maintenance	
Previous Status: <ul style="list-style-type: none"> A tree fell onto Te Awainanga Bridge that miraculously caused very little damage to the bridge itself Biennial bridge and structure inspections to occur during November 	Updates: <ul style="list-style-type: none"> Procurement for the replacement components for Maipito has been completed and manufacturing of the Glue Laminated timber beams is underway



Owenga Barge Landing

Previous Status:

- No Updates in September

Updates:

- No Updates in October

Network & Asset Management

Previous Status:

- Works are continuing on the update of the Contract documents for the next physical works term agreement
- The tender will be advertised in October
- The updated Procurement Strategy was submitted to NZTA for review and approval.

Updates:

- Council's ONF categories will need to be confirmed before the next AMP is finalised and funding request submitted
- Works will begin shortly on updates to the AMP and testing funding scenarios as required under the ministerial expectations

Kaingaroa & Owenga Wharves

Previous Status:

- Some accounts of damage and deterioration at Owenga Wharf have been passed on
- Hunter Civil passed on some input to help understand the condition of various components which they observed during the construction of the barge landing facility.
- There are no components that are at imminent risk of failure
- Several packages of component replacements have been submitted to the infrastructure commission as needing funding in future

Updates:

- No updates in October

Stantec Site Visits

Previous Status:

- Two Stantec structural engineers, Bryan and Sean, will be on island for the Biennial Bridge and Structures inspections in mid-November
- Rebecca and Nigel will be on Island for the roading visit the following week

Updates:

- No updates in October

CIC catch-ups in Christchurch

Previous Status:

- Rebecca & Nigel caught up with Paul and Jenna in Chch on the 13th of May

Updates:

- No updates in October

NZTA Waka Kotahi Updates

Previous Status:

- NZTA have issued some guidance about the adoption of NZGTTM into new and existing contracts
- The next maintenance contract has been updated to reflect the new framework.

Updates:


- CIC is required to submit a transition and change management plan by the end of the year to confirm how Council intends to transition from the CoPTTM framework to the New Zealand Guide to Temporary Traffic Management (NZGTTM) framework
- CIC is required to recategorize their roading network under the One Network Framework to ensure a consistent roading classification

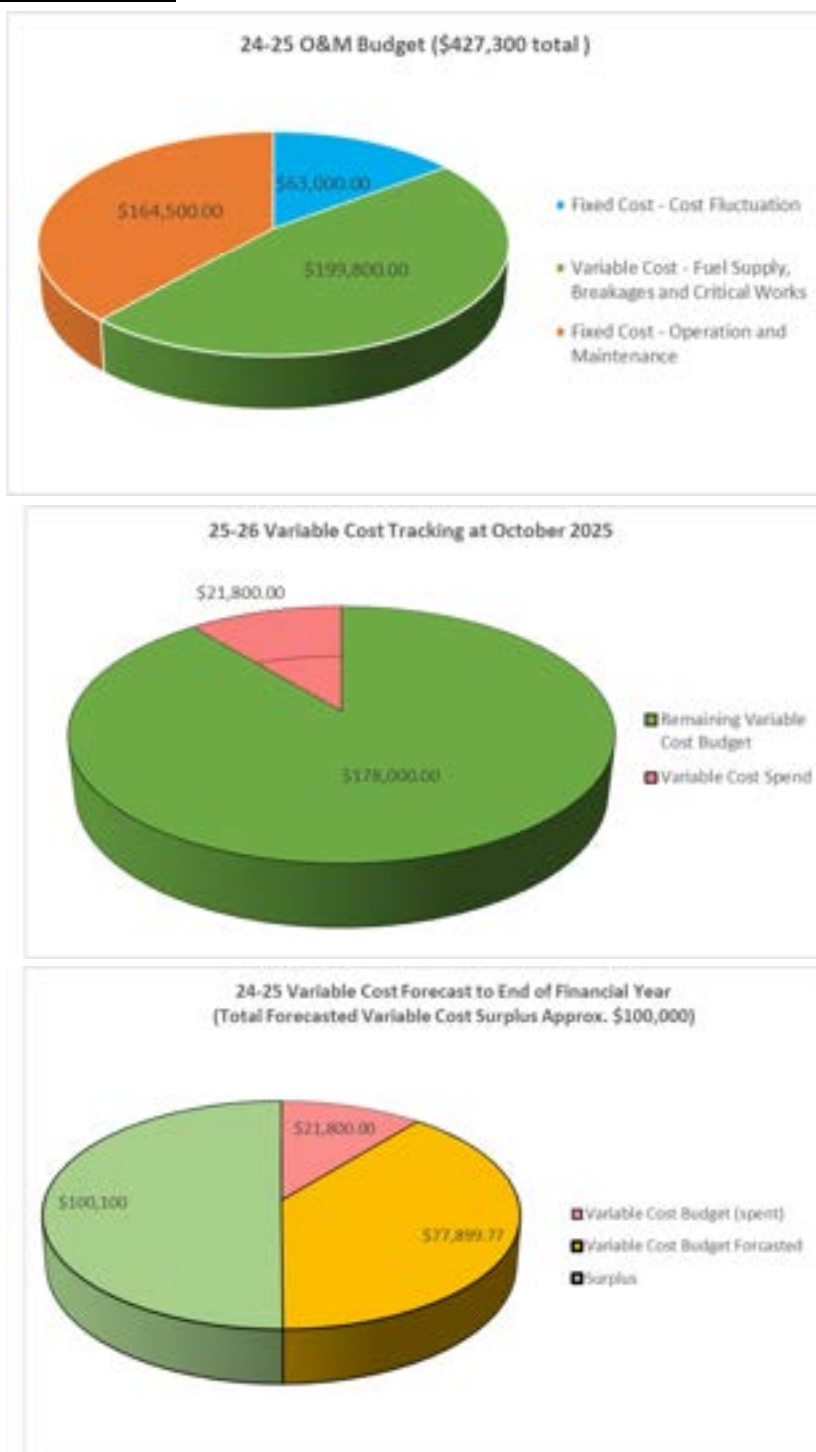


	<p>system is rolled out across the entire country</p> <ul style="list-style-type: none">• NZTA have indicated they understand Auckland Council will be updating the CIC procurement strategy to reflect the contract extension decision – clarification is needed which agency will be undertaking this on CIC's behalf
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CIC Water and Wastewater O& M meeting – October 2025

Three Waters Funding										
Item	Current Status:	Action								
General	<ul style="list-style-type: none">An operational expenditure of \$571,000 was allocated in the 2024-34 Long Term Plan for 2025/26.We discussed the live version of the Critical Works List which is now on SharePoint and includes a programme of the "funded" critical works. FH and Stantec to work through the proposed programme.The ship is out of service but is scheduled to be back in service end of October. A new ship has recently been announced and is due to be in service from end of 2027/ start of 2028.FH are in the process of setting up planned maintenance schedules electronically. These seem to be working well so far and should be ready to go live soon.We discussed the requirements for mapping Hills Labs data, which is required to enable Water Outlook to produce quarterly reports. Mapping is required whenever there is a change in sample location, quote reference, or if there are additional reports. Russ will monitor the Hills Labs data uploads to Water Outlook and map if required. FH to claim back Russ's time under dayworks. <p>Critical Works</p> <div><p>Critical Works - Total \$818,000 (100k funded)</p><table><thead><tr><th>Priority Band</th><th>Amount</th></tr></thead><tbody><tr><td>Critical Works - Priority band 1 (Must do now)</td><td>\$666,710.00</td></tr><tr><td>Critical Works - Priority band 2 (Must do now)</td><td>\$145,200.00</td></tr><tr><td>Critical Works - Priority band 3 (Must do now)</td><td></td></tr></tbody></table></div>	Priority Band	Amount	Critical Works - Priority band 1 (Must do now)	\$666,710.00	Critical Works - Priority band 2 (Must do now)	\$145,200.00	Critical Works - Priority band 3 (Must do now)		Tomby/ JB
Priority Band	Amount									
Critical Works - Priority band 1 (Must do now)	\$666,710.00									
Critical Works - Priority band 2 (Must do now)	\$145,200.00									
Critical Works - Priority band 3 (Must do now)										

Budget tracking update:**Opportunities***Opportunities:*

- Utilizing full potential of Water Outlook for monitoring and reporting.

Water Supply

Project:	Current Status:	
Kaingaroa Water Supply Scheme	<ul style="list-style-type: none"> New Issues: <ul style="list-style-type: none"> Ongoing chlorate monitoring required as part of default sampling: <ul style="list-style-type: none"> January sampling recorded elevated chlorine (0.97 mg/L \pm 0.32) February sampling recorded 0.37 mg/L \pm 0.13 mg/L, below the 0.8 mg/L MAV. March sampling recorded 0.25 mg/L, below the 0.8 mg/L MAV. April sampling recorded 0.34 mg/L, below the 0.8 mg/L MAV. May sampling recorded at 0.67 mg/L, below the 0.8 mg/L MAV. June sampling recorded at 0.55 mg/L, below the 0.8 mg/L MAV. July sampling recorded at 0.54 mg/L, below the 0.8 mg/L MAV. August sampling recorded at 0.66 mg/L, below the 0.8 mg/L MAV. September not yet available The next lot of samples will be taken next week Tuesday 14 October 2025. Plane schedule is very unreliable at the moment. This is making it difficult to organise samples. Turbidity meters aren't connecting to software. RP to talk to Craig Freeman (Ex Filtec) who may have a fix. JB to find contact. 	JB/RP
	<ul style="list-style-type: none"> Work in Progress: <ul style="list-style-type: none"> Lake Rangitai intake extension (not invoiced). Approval to install when lake levels allow. Lake is still very high. FH and Stantec to think of ideas to safely install the pipe while the lake is high. Additional samples from Dannys sink still required. 1st from Dannys tap and 2nd from Dannys tap downstream of the under the sink filter. Measure for TOC, DOC, UVT. Order critical spare for WTP pump. Tomby to send photos of the pump to JB to confirm part before order. Ongoing operations and maintenance 	Tomby/ PG/ JB RP/ Tomby Tomby / JB
	<ul style="list-style-type: none"> Completed: <ul style="list-style-type: none"> Replaced failed hydraulic motor. The replacement seems to be working well. Critical spare now on island. Ongoing operations and maintenance 	
	<ul style="list-style-type: none"> Critical Works Updates <ul style="list-style-type: none"> None 	
Waitangi Water Supply Scheme	<ul style="list-style-type: none"> New Issues: <ul style="list-style-type: none"> Chlorine make up water filter material can be replaced during the next annual service. FH to ensure the filter is added to maintenance plans on Water Outlook to make sure it is not missed in the future. Steady water demands this month with no major new leaks found. Water usage is around 40-50 m³ increase in tourist numbers FH have turned off the water supply at Nairn house to reduce water loss. Awaiting fix. 	Tomby
	<ul style="list-style-type: none"> Work in Progress: <ul style="list-style-type: none"> Ongoing operations and maintenance 	
	<ul style="list-style-type: none"> Completed: <ul style="list-style-type: none"> Ongoing operations and maintenance 	
	<ul style="list-style-type: none"> Critical Works Updates <ul style="list-style-type: none"> None 	

Compliance Monitoring September 2025	September 2025 Monthly Water Quality Compliance: <ul style="list-style-type: none"> • <i>Waitangi</i> <ul style="list-style-type: none"> ○ No E. coli or Total Coliforms detected in raw, treated, or network samples. ○ Treated water turbidity (0.05 NTU) was below the operational target (0.3 NTU). ○ The UVT for treated water was satisfactory at 98.2%. <ul style="list-style-type: none"> ▪ Protozoa compliance is being met. • <i>Kaingaroa</i> <ul style="list-style-type: none"> ○ Please note that there are no Kaingaroa sampling results for September yet. This was due to flight delays and the hydraulic pump failure, which meant that the Kaingaroa scheme was not operating at the time of sampling. Fulton Hogan will collect a delayed sample this week. • <i>Recycling Center Supply</i> <ul style="list-style-type: none"> ○ No E. coli or Total Coliforms detected in treated sample • <i>Council Office Supply (not a CIC supply)</i> <ul style="list-style-type: none"> ○ No E. coli or Total Coliforms detected in treated sample. ○ The UVT was good at 98.2% 	
Wastewater		
Project:	Current Status:	
Waitangi Wastewater Scheme	<ul style="list-style-type: none"> • New Issues: <ul style="list-style-type: none"> ○ Flow jumps from 20m³ to 100m³ over rain events, pumps have kept up so far. FH to investigate sources of stormwater infiltration to the wastewater network next rain event. Phil had suspected flows came from Met Lane and the Hospital. ○ One of the wastewater pumps is currently stuck in balance tank. RP explained that they suspect the lifting chain is wrapped around bottom of the pump. JB to find details on tank bottom and seal requirements. Tomby to develop SWP for someone to access the tank to untangle the pump chain. ○ JB confirmed that the fencing at the WWTP is parked for now until more funding is available. Ensure gate to the WWTP is locked at all times. 	Tomby Tomby/ JB
	<ul style="list-style-type: none"> • Work in Progress: <ul style="list-style-type: none"> ○ Discharge consent review on-going (Stantec progressing). ○ Ongoing operations and maintenance 	
	<ul style="list-style-type: none"> • Completed: <ul style="list-style-type: none"> ○ Steve Riley has been out on Island. RP and Steve have replaced the irrigation pump, retrofitted the inlet screen to a basket, serviced pumps at the bridge. Steve will send report for works completed and is pricing a new seal kit. ○ Ongoing operations and maintenance 	
	<ul style="list-style-type: none"> • Critical Works Update <ul style="list-style-type: none"> ○ Added the wastewater pipe renewal at the pump station 	
Compliance Monitoring September 2025	September 2025 Monthly Compliance Monitoring <ul style="list-style-type: none"> • All parameters were below the annual median except for E. coli (1.1- log higher) and total nitrogen (15 mg/L higher). The land application system will further reduce nitrogen and micro-organisms prior to reaching groundwater. • RP to take samples downstream of the UV chamber going forward. 	RP
AOB	Tomby noted that they are getting lots of daily notification on the new forms. It may be worth rationalising what is notified to the operators. JB talking to Pat Wall (Water Outlook) to finalise Taumata Arowai reporting.	JB



Solid Waste Update – October 2025

Landfill Operation	
<p>Current Status.</p> <ul style="list-style-type: none"> Fulton Hogan have provided CIC with a price for a different (bigger) compaction plant. FH have provided a quotation to make changes to the treated leachate application pipe. It is uncertain who will be doing the surface water and groundwater sampling. This needs clarity so that sampling is done when needed, and for the parameters required under the consent conditions. FH has regraded the treated leachate pipe from the pilot plant to the application area and has refilled the pilot plant tank with peat. The footbridge at the leachate pond was dislodged off the outlet manhole by strong winds. It is not damaged and has not damaged the pond liner. It has now been weighted down with sandbags. The Annual Report for Owenga Landfill was due at the end of September. CIC to authorise budget for this to be done by others (or Stantec) or undertake in-house. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> To continue working with CIC and FH on operational matters. <p>Actions – Council</p> <ul style="list-style-type: none"> CIC to authorise costs for changing leachate application pipe. CIC to decide on accepting the quotation for the upgrade of the compaction plant. CIC to work with FH and ECan to confirm who will do the surface water and groundwater sampling to meet resource consent requirements. CIC to determine who is to do Owenga Annual Report. <p>Actions – Fulton Hogan</p> <ul style="list-style-type: none"> FH staff to accompany ECan staff when doing the environmental monitoring to understand where the sampling points are located. FH to work with CIC and ECan to get clarity on partitioning of environmental sampling roles.
Te One Operations	
<p>Current Status.</p> <ul style="list-style-type: none"> EnviroNZ has provided a quote for dealing with disposal of waste oil and batteries. FH has forwarded to CIC for decision on this. FH has provided a price for new skip bins. CIC to respond. FH is also looking to confirm a price for a gantry trailer to lift skip bins easily. The use of large flexible bags has been suggested, as a cheaper option to metal skip bins. Details have been provided to CIC and a decision is needed on whether to trial this or not. FH have been baling wastes. Whilst it provides a good result that makes it easier to landfill, it does cause a mess, which needs clearing up and sanitising. FH have sourced PPE to make the operation easier, safer and more hygienic. FH are to get a quotation for signs that provide messaging to the community about what is acceptable for disposal at the TS. CIC to approve messaging. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> Work with Council and Fulton Hogan staff to identify a solution for the waste scrap metal. <p>Actions – Council</p> <ul style="list-style-type: none"> To approve the messaging for the signs required at Te One. To approve quotation for waste oil and batteries collections. To decide whether a trial of flexible bags in place of metal skip bins should go ahead. <p>Actions – Fulton Hogan</p> <ul style="list-style-type: none"> Get a quotation for signs at Te One, once messaging is approved by CIC.
Other Waste Management Matters	
<p>Current Status:</p> <ul style="list-style-type: none"> Monthly solid waste matters meetings have been re-scheduled for 1st Wednesday of each month. Local community is letting FH know when skip bins need replacing, if weekly collections are insufficient. CIC is still to consider solid waste charges, which are most important for bulk users. Stantec has provided some brief advice on the process for formally implementing the charges. CIC has identified solid waste assets that may be listed in a future maintenance contract. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> Prepare an "Audit Report" based on the March visit, once budget approval is provided by CIC. <p>Actions – Council</p> <ul style="list-style-type: none"> Council to determine further action regarding Solid Waste Charging. <p>Actions – Fulton Hogan</p> <ul style="list-style-type: none"> To continue to identify waste sources in OWLS returns. To continue to service Kaingaroa TS weekly.



CIC Engineering Services Contract: Monthly Report

Financial update – November 2025

Financial Position: Roothing

The total roading budget allocated for the 2025/26 financial year is \$5.8M. The approved budget for the subsidised Continuous Maintenance Programme is \$5.7M.

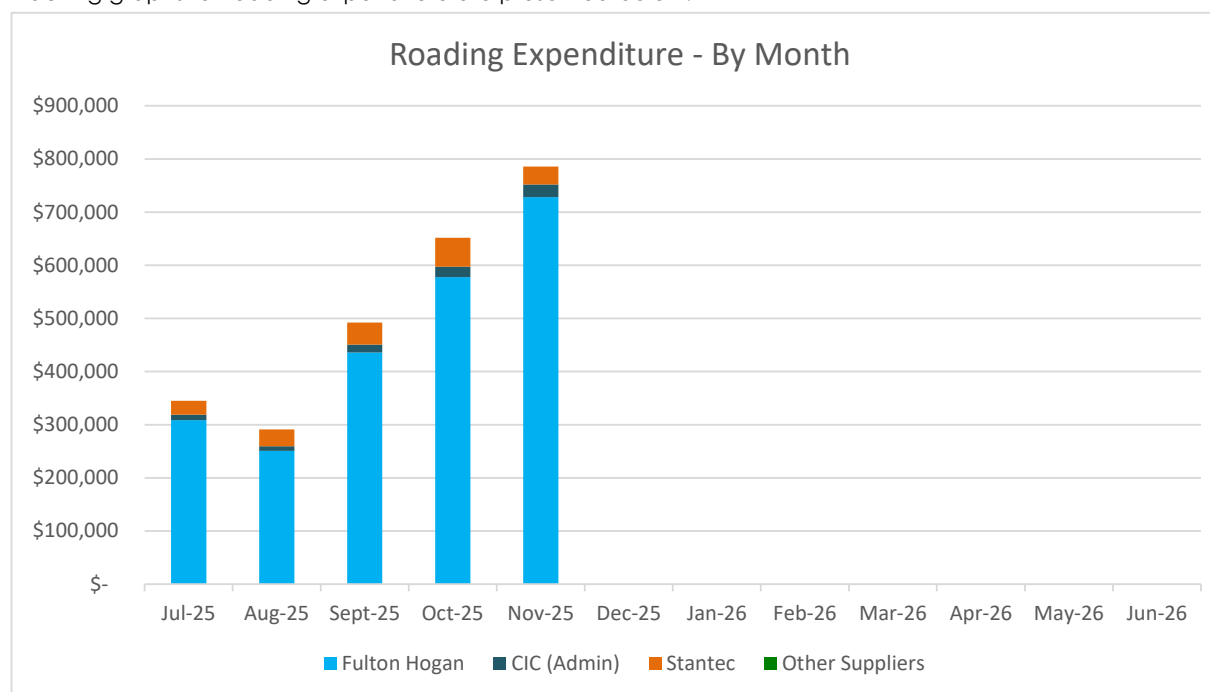
The November roading claim totalled \$785k.

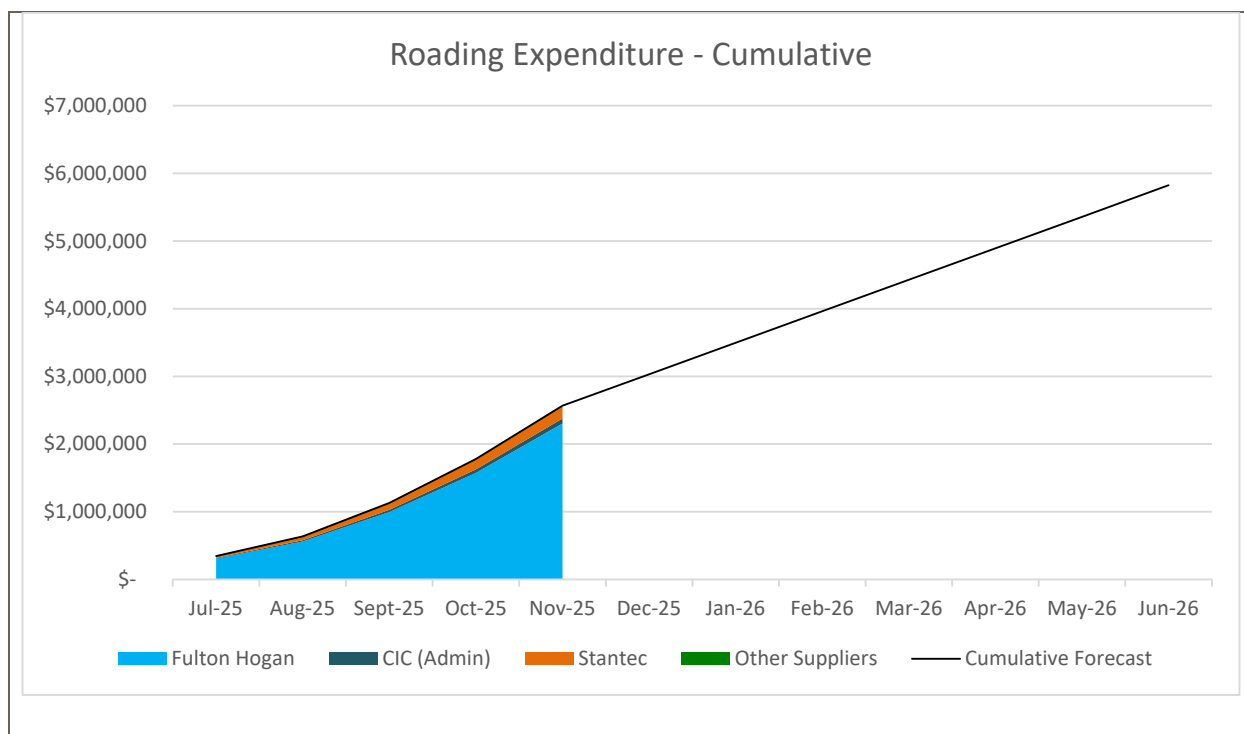
Expenditure of the Continuous Maintenance Programme has used 45% of the funding allocated for 25/26 and we are 42% of the way through the 2025/26 financial year.

The largest construction costs in November were again for the sealed pavement rehabilitations and resealing works. The largest engineering cost was for the biennial bridge and structure inspections site visit.

Expenditure Tracking of Waka Kotahi Funding

Tracking graphs for roading expenditure are presented below.





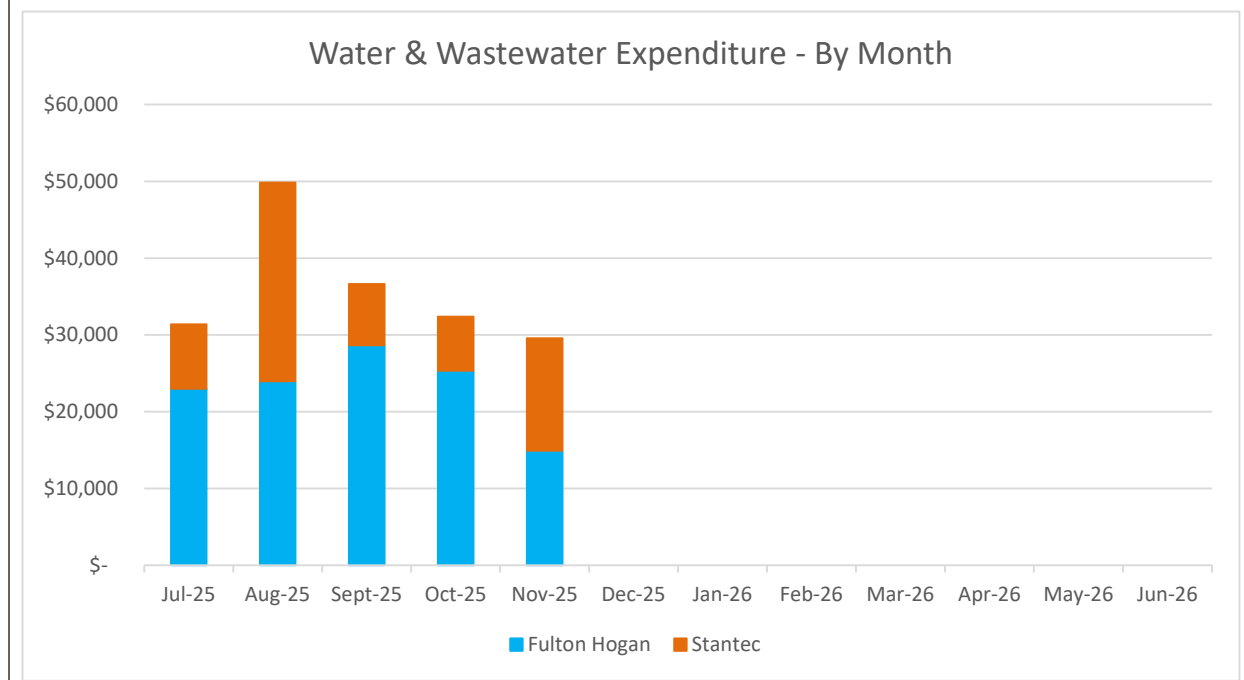
Financial Position: Water and Wastewater

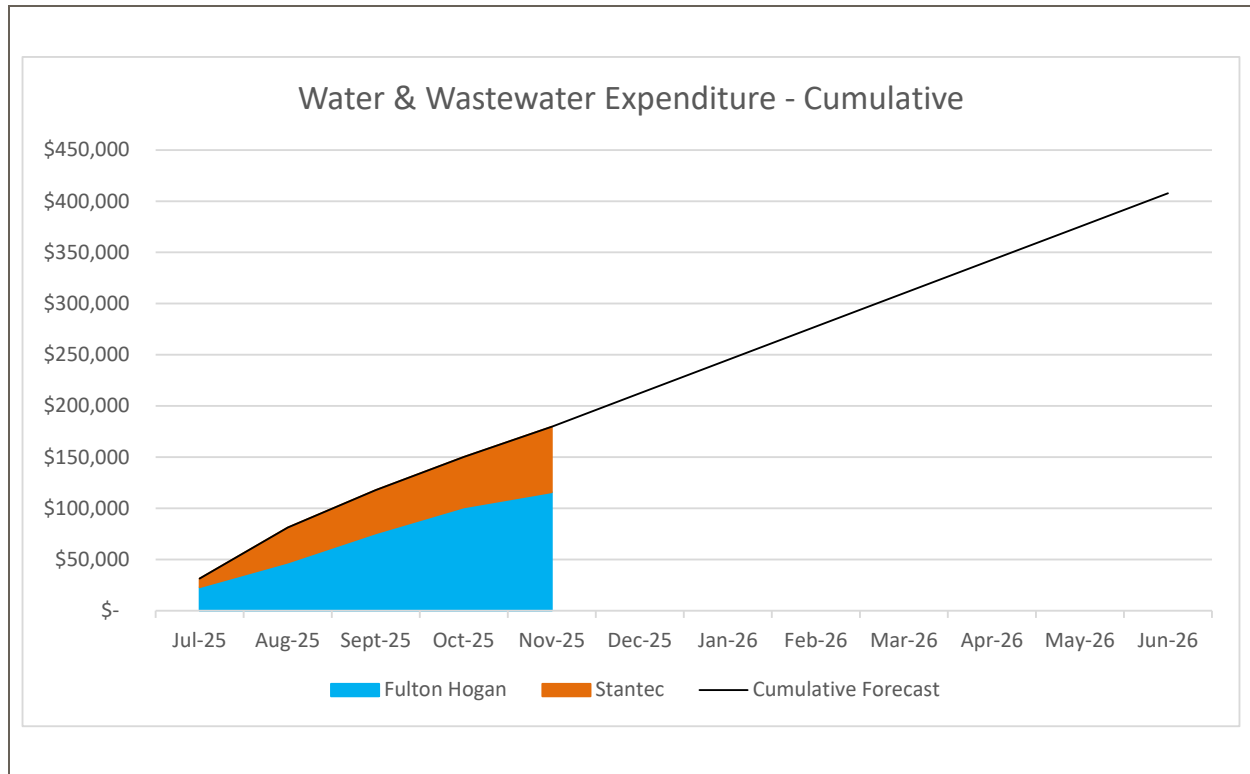
The November claim totalled \$29.5k

The main construction cost for November was for some minor repairs around Waitangi, and the main engineering costs were for some design inputs on the critical works list and responses to Audit New Zealand.

Expenditure Tracking of Water & Wastewater Funding

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







Roading Update – November 2025

Short- & Medium-Term Roothing Forward Work Programme	
Pavement Maintenance	<ul style="list-style-type: none"> Rehabilitation and resealing work will continue in December and be completed prior to Christmas
Bridges and Structures	<ul style="list-style-type: none"> Awaiting arrival of ordered components to start deck and beam replacements on Maipito Bridge Reporting from structural inspections will be presented shortly, with maintenance and repair items highlighted in findings to be added into forward maintenance programme
Network & Asset management	<ul style="list-style-type: none"> Submit NZGTTM transition and change management plans to NZTA for approval Transition roading contract extension to NZGTTM as required by Minister Finalise One Network Framework network classification of roads to align with rest of country
Long Term Roothing Forward Work Programme	
Network & Asset management	<ul style="list-style-type: none"> Begin updating roading activity management plan and roading sections of the long-term plan Begin testing funding scenarios ahead of 2027-31 NLTF applications Prepare funding submissions and evidence for 2027-31 NLTP

Pavement Maintenance	
<p>Previous Status:</p> <ul style="list-style-type: none"> Around half of the resurfacing sites and birthday seals from the previous round of rehabs have been completed One rehab has been completed on Target Hill, with other sites commenced 	<p>Updates:</p> <ul style="list-style-type: none"> Waitangi and Te One Rehabilitation sites well underway Some of the Te One pavements were found to be much thinner than expected, and it is very impressive they have lasted as well as they did The pavement works on the Target Hill overlay have resulted in some quite steep and tall batter slopes. Additional edge marker posts will be installed at shorter spacings than normal to reinforce the shoulder is not strong enough to be driven on.

Drainage Maintenance	
<p>Previous Status:</p> <ul style="list-style-type: none"> Subsoil drains in Te One and near the Nairn Bridge / Maipito have been constructed at rehab sites to help prolong the life of the pavements A culvert extension and size upgrade on Target hill has been completed where the shoulder batter was too steep due to the location of the culvert outlet 	<p>Updates:</p> <ul style="list-style-type: none"> The subsoil drainage that has been installed for the pavement rehabilitation in Te One is already working well, with a reduction in surface water ponding at accessways being noted. A pair of culverts in Owenga blocked badly recently and flooded across the road, there is an old culvert extension that has partially failed, and a replacement extension will be installed




Bridge & Structures Maintenance	
<p>Previous Status:</p> <ul style="list-style-type: none"> Procurement for the replacement components for Maipito has been completed and manufacturing of the Glue Laminated timber beams is underway 	<p>Updates:</p> <ul style="list-style-type: none"> Two Stantec structural engineers made a site visit in November to inspect the bridges and timber wharves The weather was too choppy to undertake the underwater inspections of the timber wharves, but all the other structural inspections were completed A report with a list of maintenance and works items will be produced Straightforward maintenance items will be passed directly to Fulton Hogan, and any larger improvement works required will be discussed with Council
Network & Asset Management	
<p>Previous Status:</p> <ul style="list-style-type: none"> Council's ONF categories will need to be confirmed before the next AMP is finalised and funding request submitted Works will begin shortly on updates to the AMP and testing funding scenarios as required under the ministerial expectations 	<p>Updates:</p> <ul style="list-style-type: none"> Updates to the forward work planer to be completed in the next quarter to allow draft funding estimates to be produced
Kaingaroa & Owenga Wharves	
<p>Previous Status:</p> <ul style="list-style-type: none"> Some accounts of damage and deterioration at Owenga Wharf have been passed on Hunter Civil passed on some input to help understand the condition of various components which they observed during the construction of the barge landing facility. There are no components that are at imminent risk of failure Several packages of component replacements have been submitted to the infrastructure commission as needing funding in future 	<p>Updates:</p> <ul style="list-style-type: none"> Bryan and Sean didn't observe any significant deterioration of either wharf since the previous inspections. The lighting at Owenga wharf is being installed in January
Stantec Site Visits	
<p>Previous Status:</p> <ul style="list-style-type: none"> Two Stantec structural engineers, Bryan and Sean, will be on island for the Biennial Bridge and Structures inspections in mid-November Rebecca and Nigel will be on Island for the roading visit the following week 	<p>Updates:</p> <ul style="list-style-type: none"> The bridges & structures inspections visit, and roading visit in November were both completed as planned The next roading visit will be in early 2026
NZTA Waka Kotahi Updates	
<p>Previous Status:</p> <ul style="list-style-type: none"> CIC is required to submit a transition and change management plan by the end of the year to confirm how Council intends to transition from the CoPTM framework to the New Zealand Guide to Temporary Traffic Management (NZGTTM) framework 	<p>Updates:</p> <ul style="list-style-type: none"> Some progress reporting is required early in the new year to help NZTA understand their overall funding position

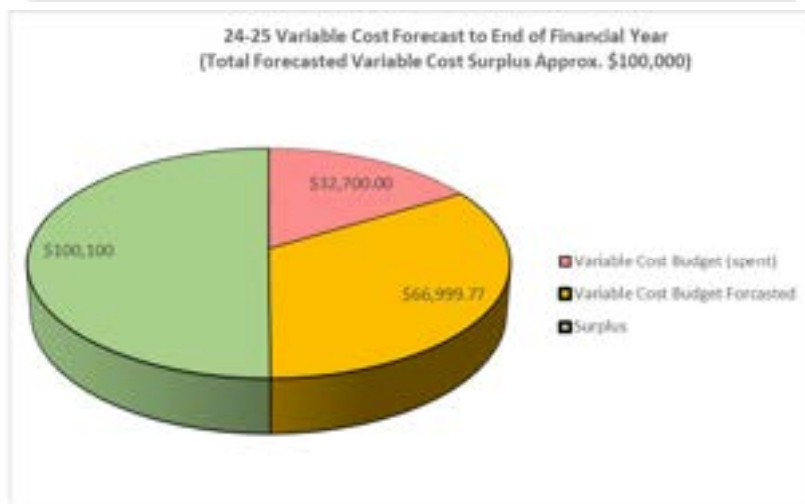
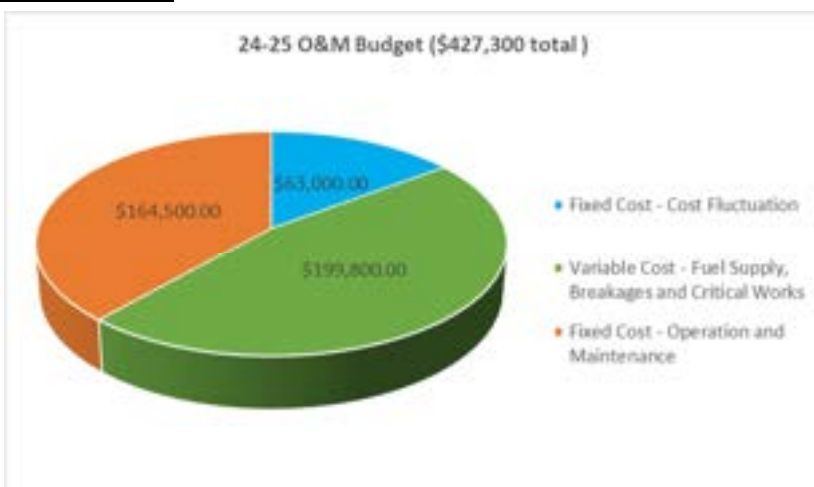


- | | |
|--|--|
| <ul style="list-style-type: none">• CIC is required to recategorize their roading network under the One Network Framework to ensure a consistent roading classification system is rolled out across the entire country• NZTA have indicated they understand Auckland Council will be updating the CIC procurement strategy to reflect the contract extension decision – clarification is needed which agency will be undertaking this on CIC's behalf | |
|--|--|



CIC Water and Wastewater O& M meeting – November 2025

Three Waters Funding										
Item	Current Status:	Action								
General	<ul style="list-style-type: none">An operational expenditure of \$571,000 was allocated in the 2024-34 Long Term Plan for 2025/26.We discussed the live version of the Critical Works List which is now on SharePoint and includes a programme of the "funded" critical works. FH and Stantec work through and update the proposed programme each meeting.The ship is currently operating on scheduled.The planned maintenance schedules seem to be working well so far and should be ready to go live soon. We are now just waiting on Water Outlook to change the system over from a training platform to live version. PG to have a chat to Pat Wall and review reports.We discussed the requirements for mapping Hills Labs data, which is required to enable Water Outlook to produce quarterly reports. Mapping is currently up to date. RP will monitor going forward. <p>Critical Works</p> <div><p>Critical Works - Total \$818,000 (100k funded)</p><table><thead><tr><th>Priority Band</th><th>Amount</th></tr></thead><tbody><tr><td>Critical Works - Priority band 1 (Must do now)</td><td>\$666,710.00</td></tr><tr><td>Critical Works - Priority band 2 (Must do now)</td><td>\$145,200.00</td></tr><tr><td>Critical Works - Priority band 3 (Must do now)</td><td></td></tr></tbody></table></div>	Priority Band	Amount	Critical Works - Priority band 1 (Must do now)	\$666,710.00	Critical Works - Priority band 2 (Must do now)	\$145,200.00	Critical Works - Priority band 3 (Must do now)		<div>Tomby/ JB</div> <div>PG</div>
Priority Band	Amount									
Critical Works - Priority band 1 (Must do now)	\$666,710.00									
Critical Works - Priority band 2 (Must do now)	\$145,200.00									
Critical Works - Priority band 3 (Must do now)										

Budget tracking update:**Opportunities***Opportunities:*

- Utilizing full potential of Water Outlook for monitoring and reporting.

Water Supply



Project:	Current Status:	
Kaingaroa Water Supply Scheme	<ul style="list-style-type: none"> New Issues: <ul style="list-style-type: none"> Ongoing chlorate monitoring required as part of default sampling: <ul style="list-style-type: none"> January sampling recorded elevated chlorine (0.97 mg/L \pm 0.32) February sampling recorded 0.37 mg/L \pm 0.13 mg/L, below the 0.8 mg/L MAV. March sampling recorded 0.25 mg/L, below the 0.8 mg/L MAV. April sampling recorded 0.34 mg/L, below the 0.8 mg/L MAV. May sampling recorded at 0.67 mg/L, below the 0.8 mg/L MAV. June sampling recorded at 0.55 mg/L, below the 0.8 mg/L MAV. July sampling recorded at 0.54 mg/L, below the 0.8 mg/L MAV. August sampling recorded at 0.66 mg/L, below the 0.8 mg/L MAV. September/ October sampling recorded at 0.40 mg/L, below the 0.8 mg/L MAV. The next lot of samples for Kaingaroa were taken on Tuesday 18 November 2025 minus samples from Dannys. Annual bottles have arrived. Plane schedule is very unreliable. This is making it difficult to organise samples. Turbidity meters aren't connecting to software. RP to talk to Craig Freeman (Ex Filtec) who may have a fix. JB to find contact. UVI sensor check required annually, remind Filtec to add this to their service reports & complete next service. Annual water quality monitoring suite required for December 	JB/RP Tomby Tomby/ RP
	<ul style="list-style-type: none"> Work in Progress: <ul style="list-style-type: none"> Lake Rangitai intake extension (not invoiced). Approval to install when lake levels allow. Lake is still very high. FH and Stantec to think of ideas to safely install the pipe while the lake is high. Additional samples from Dannys sink still required. 1st from Dannys tap and 2nd from Dannys tap downstream of the under the sink filter. Measure for TOC, DOC, UVT. Order critical spare for WTP pump. JB to check sizing is sufficient for additional GAC units. JB to check diesel motor type and hydraulic pump for critical spare Ongoing operations and maintenance 	Tomby/ PG/ JB RP/ Tomby JB JB
	<ul style="list-style-type: none"> Completed: <ul style="list-style-type: none"> Ongoing operations and maintenance 	
	<ul style="list-style-type: none"> Critical Works Updates <ul style="list-style-type: none"> None 	
Waitangi Water Supply Scheme	<ul style="list-style-type: none"> New Issues: <ul style="list-style-type: none"> Steady water demands this month with no major new leaks found. Water usage is around 40-50 m³ increase in tourist numbers Annual water quality monitoring suite required for December Please increase chlorine dosing at Waitangi to target a residual FAC of 0.6 mg/L 	Tomby/RP Tomby/RP
	<ul style="list-style-type: none"> Work in Progress: <ul style="list-style-type: none"> FH have turned off the water supply at Nairn house to reduce water loss. Awaiting fix. Chlorine make up water filter material can be replaced during the next annual service. FH to ensure the filter is added to maintenance plans on Water Outlook to make sure it is not missed in the future. 	Tomby/ RP Tomby



	<ul style="list-style-type: none"> ○ Ongoing operations and maintenance 	
	<ul style="list-style-type: none"> • Completed: <ul style="list-style-type: none"> ○ Ongoing operations and maintenance 	
	<ul style="list-style-type: none"> • Critical Works Updates <ul style="list-style-type: none"> ○ RP explained that the mounts for the water pipe under the bridge are rusting away and need to be replaced. RP to send photos. JB to add to critical works list. ○ None 	RP/JB
Compliance Monitoring October 2025	<p>October 2025 Monthly Water Quality Compliance:</p> <ul style="list-style-type: none"> • <i>Kaingaroa (14-10-2025)</i> <ul style="list-style-type: none"> ○ Chlorate measured at 0.40 mg/L, below the 0.8 mg/L MAV. ○ No E. coli or Total Coliforms detected in the treated samples. ○ Low level of Total Coliforms and E.coli were detected in the raw sample, but as expected with a lake water source. ○ Treated water turbidity (0.15 NTU) was below the operational target (0.3 NTU). ○ The UVT for treated water was not satisfactory on the day of sampling at 47.5%. <ul style="list-style-type: none"> ▪ Protozoa compliance may not have been provided for this period. • <i>Waitangi (4-11-25)</i> <ul style="list-style-type: none"> ○ No E. coli or Total Coliforms detected in raw, treated, or network samples. ○ Treated water turbidity (0.06 NTU) was below the operational target (0.3 NTU). ○ The UVT for treated water was satisfactory at 98.1%. <ul style="list-style-type: none"> ▪ Protozoa compliance is being met. • <i>Recycling Center Supply</i> <ul style="list-style-type: none"> ○ No E. coli or Total Coliforms detected in treated sample • <i>Council Office Supply (not a CIC supply)</i> <ul style="list-style-type: none"> ○ No E. coli or Total Coliforms detected in treated sample. ○ The UVT was good at 96.2% <p>Please note that there are no Kaingaroa sampling results for September due to plane schedule changes and delays due to bad weather. Replacement samples were taken on 14 October. These results are provided above.</p>	
Wastewater		
Project:	Current Status:	
Waitangi Wastewater Scheme	<ul style="list-style-type: none"> • New Issues: <ul style="list-style-type: none"> ○ One of the wastewater pumps is currently stuck in balance tank. RP explained that they suspect the lifting chain is wrapped around bottom of the pump. JB to find details on tank bottom and seal requirements. Tomby to develop SWP for someone to access the tank to untangle the pump chain. 	Tomby/ JB
	<ul style="list-style-type: none"> • Work in Progress: <ul style="list-style-type: none"> ○ Flow jumps from 20m³ to 100m³ over rain events, pumps have kept up so far. FH to investigate sources of stormwater infiltration to the wastewater network next rain event. Phil had suspected flows came from Met Lane and the Hospital. ○ Discharge consent review on-going (Stantec progressing). With planner for review. ○ FH are waiting on a bearing to be sent from Steve Riley to repair the spare irrigation pump. ○ Ongoing operations and maintenance 	Tomby JB



	<ul style="list-style-type: none"> • Completed: <ul style="list-style-type: none"> ○ Steve Riley has been out on Island. RP and Steve have replaced the irrigation pump, retrofitted the inlet screen to a basket, serviced pumps at the bridge. Steve will send report for works completed and is pricing a new seal kit. ○ Ongoing operations and maintenance 	
	<ul style="list-style-type: none"> • Critical Works Update <ul style="list-style-type: none"> ○ None 	
Compliance Monitoring October 2025	October 2025 Monthly Compliance Monitoring <ul style="list-style-type: none"> • All parameters were below the annual median except for total nitrogen (11 mg/L higher). The land application system will further reduce nitrogen and micro-organisms prior to reaching groundwater. • RP to take samples downstream of the UV chamber going forward. 	RP
AOB	JB talking to Pat Wall (Water Outlook) to finalise Taumata Arowai reporting.	JB



Solid Waste Update – November 2025

Landfill Operation	
<p>Current Status.</p> <ul style="list-style-type: none"> Fulton Hogan have provided CIC with a price for a different (bigger) compaction plant. FH have provided a quotation to make changes to the treated leachate application pipe. CIC, ECan and Stantec have discussed the scope of sampling required for Owenga Landfill. A summarised spreadsheet has been given to ECan which sets out the sampling requirements for the next couple of years. FH has regraded the treated leachate pipe from the pilot plant to the application area and has refilled the pilot plant tank with peat. The Annual Report for Owenga Landfill was due at the end of September. CIC to authorise budget for this to be done by others (or Stantec) or undertaken in-house. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> To continue working with CIC and FH on operational matters. <p>Actions – Council</p> <ul style="list-style-type: none"> CIC to authorise costs for changing leachate application pipe. CIC to decide on accepting the quotation for the upgrade of the compaction plant. CIC to determine who is to do Owenga Annual Report. <p>Actions – Fulton Hogan</p> <ul style="list-style-type: none"> None noted.
Te One Operations	
<p>Current Status.</p> <ul style="list-style-type: none"> EnviroNZ has provided a quote for dealing with disposal of waste oil and batteries. FH has forwarded to CIC for decision on this. FH to find out about costs for accepting cardboard bales. FH has provided a price for new skip bins. CIC to respond. FH is also looking to confirm a price for a gantry trailer to lift skip bins easily. The use of large flexible bags has been suggested, as a cheaper option to metal skip bins. Details have been provided to CIC and a decision is needed on whether to trial this or not. FH noted that the on-site wastewater system is becoming blocked. As-built details to be provided by Stantec, including information on who constructed it. FH are to get a quotation for signs that provide messaging to the community about what is acceptable for disposal at the TS. CIC to approve messaging. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> Work with Council and Fulton Hogan staff to identify a solution for the waste scrap metal. Stantec to search for information on the on-site wastewater system at Te One. <p>Actions – Council</p> <ul style="list-style-type: none"> To approve the messaging for the signs required at Te One. To approve quotation for waste oil and batteries collections. To decide whether a trial of flexible bags in place of metal skip bins should go ahead. <p>Actions – Fulton Hogan</p> <ul style="list-style-type: none"> Get a quotation for signs at Te One, once messaging is approved by CIC. Follow up with EnviroNZ on acceptance of cardboard bales.
Other Waste Management Matters – No change	
<p>Current Status:</p> <ul style="list-style-type: none"> Monthly solid waste matters meetings have been re-scheduled for 1st Wednesday of each month. Local community is letting FH know when skip bins need replacing, if weekly collections are insufficient. CIC is still to consider solid waste charges, which are most important for bulk users. Stantec has provided some brief advice on the process for formally implementing the charges. CIC has identified solid waste assets that may be listed in a future maintenance contract. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> Prepare an "Audit Report" based on the March visit, once budget approval is provided by CIC. <p>Actions – Council</p> <ul style="list-style-type: none"> Council to determine further action regarding Solid Waste Charging. <p>Actions – Fulton Hogan</p> <ul style="list-style-type: none"> To continue to identify waste sources in OWLS returns. To continue to service Kaingaroa TS weekly.



4. Works & Services

4.2 Fulton Hogan Road Maintenance Report

Date of meeting	10 December 2025
Agenda item number	4.2
Author/s	Fulton Hogan Contract Manager

Purpose

To inform and update the Council on the Chatham Islands Road Maintenance programme. Attached is the September and October 2025 monthly reports from Fulton Hogan.

Recommendation

THAT the reports be received.



MAINTENANCE CONTRACT MONTHLY REPORT SEPTEMBER 2025



Work Summary

Outline of work carried out during month

Routine Maintenance and Operations

Pavement Renewals

Sealed Road Resurfacing

Drainage Renewals

Bridge and Structure Renewals

Traffic Services

Minor Improvements

Vegetation Control

Dayworks

Programmed Work for following month

Schedule of Work by Road Name

1. Maintenance Grading
2. Unsealed Maintenance Metaling

Next Month's Target

Crash Damage Report Summary

Monthly Safety Report and Statistics

1. Safety Engagements

Metal Stockpiles

CIC Owned Materials

Signs

Culvert Pipes

Environmental Compliance & Feedback

Environmental Compliance

Stakeholder Complaints Register

Public Relations & Community Involvement

Innovation

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

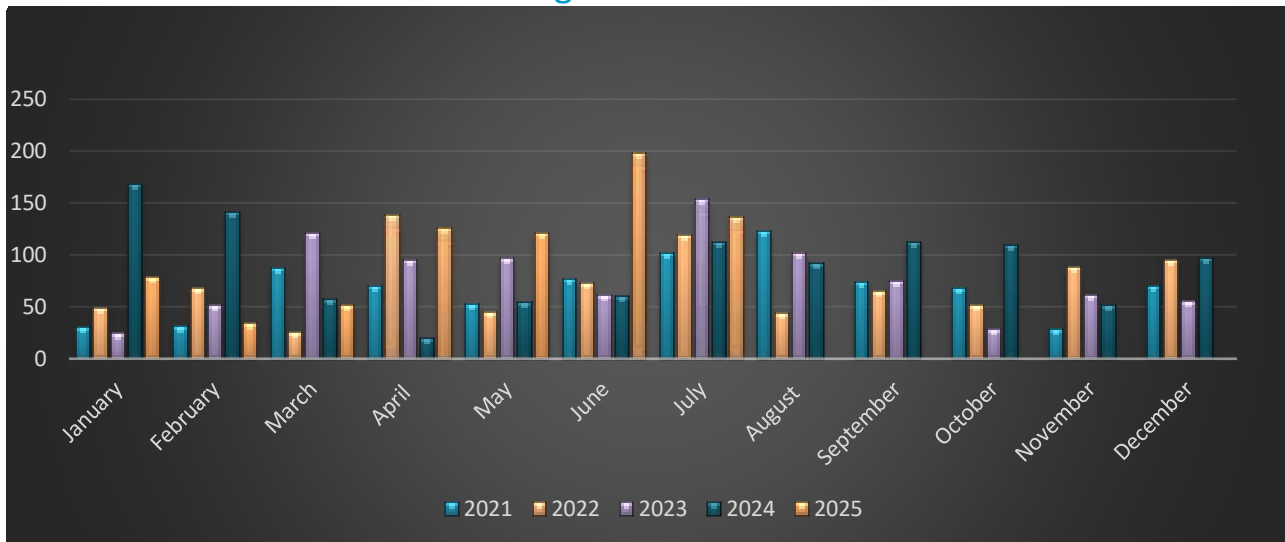
Summary of Monthly Progress Claim by Work Category

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

Photos

Work Summary

Outline of work carried out during the month.



81mm rainfall recorded for 1st – 30th September in the Waitangi yard.

Routine Maintenance and Operations:

This month has given us some surprises with a large tree falling on the road and almost taking out the Te Awainanga bridge. Once we were notified of the incident our crew attended the site and managed to get the tree removed that day.

The rest of the planned maintenance jobs have gone to plan with the normal metaling and grading happening around the network.

Pavement Renewals:

We have started one of our rehab areas at the top of target hill to get it ready for sealing later in October.

Sealed Road Resurfacing:

Some of the materials for the reseal season have started to show up, but we have still been hindered by the shipping with some of our gear not getting loaded.

Drainage Renewals:

Bridge and Structure Renewals:

The new glulam beams have been ordered for Maipito bridge replacement and are currently being manufactured.

Traffic Services:

EMP's installed to replace missing/broken ones.

Minor Improvements:

Vegetation Control:

Normal mowing and trimming are carried out around the network when the weather allows.

Dayworks:

Removal of large tree on WW-O Road.

Programmed Work for following month:

Its all going to be about sealing and rehabs next month.

Schedule of Work by Road Name

1. Maintenance Grading

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

Road ID	Dispatch	Road ID	Start RP	End RP	Quantity M
WW-O ROAD	6013	11	14000	20395	6395
AIR BASE ROAD	6011	71	0	5900	5900
PORT HUTT ROAD	5984	51	12300	16000	3700
TUKU ROAD	5998	111	700	6000	5300
NORTH ROAD	5987	21	12300	16000	43918
KAINGAROA ROAD	5996	126	0	6475	6475
MAIPITO ROAD	6000	101	0	2046	2046
TE MATARAE ROAD	6001	81	0	8174	8174
RAPANUI ROAD	6002	81	0	2858	2858
TIKI TIKI ROAD	5998	96	0	665	665
				Total	83679
					83.679km

2. Unsealed Maintenance Metaling

Road	Dispatch	Road ID	Start RP	End RP	Quantity m3
NORTH ROAD	5986	21	4590	30000	160
PORT HUTT ROAD	5982	51	0	16615	248
TAIA-HAPUPU ROAD	5989	41	0	500	8
TUKU ROAD	6012	111	1000	12000	72
WW-O ROAD	5979	11	4440	24300	40
TE MATARAE ROAD	5960	81	0	8000	64
AIR BASE ROAD	6009	71	0	5800	56
		Totals		This Month	584
					m3

Next Month's Target

46m3 behind budget.

Crash Damage Report Summary

Date	Event	Action	Repaired Y/N
28/07/23	A vehicle went through both sets of railings on Nairn bridge and landed on the beach.	Damage not found till the next morning and made safe.	Y New post & railings installed.
12/08/23	Vehicle v's beast on North Road just past Murphy's causing extensive damage to the front end of the vehicle. Beast got up and ran away!	Vehicle moved off to the side to be recovered later.	N
17/09/24	Vehicle left at the shop with no hand brake applied = ran across the road and into the rail fence around the playground.	Vehicle removed and rails repaired.	Y
26/10/24	Vehicle hit concrete plinth during the night at D&G and shot across the road and through the fence into the trees.	Vehicle was removed and fence repaired.	Fence repaired by others. No damage to the pavement.
29/10/24	Vehicle ran off the road sometime during the night and through the fence by Wassa's pump shed on North Road.	Vehicle removed and fence to be repaired by others.	N

Network Inspections

Month	Inspection Type	Faults Identified	Inspected By
July 2024	Day	Drive around and check the network condition to program any maintenance works required.	Phil
August 2024	Day	Network checked during the Roadroid survey. No urgent faults found.	Tomby
October 2024	Day	Full network check during the Roadroid survey. No urgent faults found.	Tomby
December 2024	Day	Full network check to make sure all was good for the holiday period.	FH Crew
March 2025	Day	Full network check during the Roadroid survey. No urgent faults found.	Tomby
May 2025	Day	Full network check during the Roadroid survey.	Tomby

May 2025	Day/night	Network safety audit.	FH/Stantec
July 2025	Day	Full network check during the Roadroid survey.	Tomby

Monthly Safety Report and Statistics

Nothing to report.

1. Safety Engagements

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
12/05/23	N	N	N	N	Te Awainanga Bridge cleat replacements.
17/05/23	N	N	N	N	Whangamoe Bridge Replacement
16/08/23	N	N	N	N	Audit done on the workshop by Andy Allen.
19/10/23	N	N	N	N	New workshop washdown area checked while slab being poured to make sure everyone observing FH SOP's
20/12/23	N	N	N	N	Workshop inspected to see the changes made by the new mechanic = all good so far.
25 – 27 March 25	N	N	N	N	Visits to most FH sites with ECanZ auditors to run through consents etc.
22/09/25	N	N	N	N	Meeting with crews about sealing crews coming to the Island and the dangers of hot Bitumen.

Metal Stockpiles

30/09/2025							
Site	AP40 Schist	AP65	AP32 Basalt	AP100 Schist	AP20	G3 Chip	G5 Chip
Waitaha Schist	2,141	0	0	74	0		
Waitaha Basalt	0	1,392	11	211	3	93	230
Paritu	1,220	0	0	599	0		
Stoney Crossing	0	418	2248	0	2139	201	92
FH Yard	0	70	496	0	56		
Ohinemama	0	0	0	0	0		
Muirsons Schist	2,865	0	0	1,478	0		
MPA Yard	0	0	0	0	0	304	305
	6,226	1880	2755	2362	2198	598	627

CIC Owned Materials

Signs

Item Description	Unit	Purchased	Used Sep 2025	End Measure	Comments
Signs					
CS85 North Rd	ea.			1	
CS85 Port Hutt Rd	ea.			1	
RG1	ea.			0	
RG2	ea.			0	
RM6 White	ea.			6	
RM6 Yellow	ea.			5	
RM7	ea.			16	
P66X242	ea.			7	
PW11	ea.			1	
PW11.1L	ea.			1	
PW11.1R	ea.			1	
PW12L	ea.			1	900
PW12R	ea.			1	
PW24	ea.			2	
PW25 65KM	ea.			1	
PW28	ea.			1	
PW34.1	ea.			1	900 Y
PW34.2	ea.			2	
PW37	ea.			1	900
PW49 FIRE ENGINE	ea.			2	
PWSX1	ea.			2	
RH-4	ea.			2	
PW54	ea.			2	

Item Description	Unit	Purchased	Used Sep 2025	End Measure	Comments
Marker pegs					
EMP	ea.			1032	
CULVERT MARKERS	ea.			4	
WHITE RAPID MARKERS	ea.			60	
Misc. Items					
ACROW PROPS	ea.			6	
ROAD COUNTER	ea.			1	
ROUGHOMETER	ea.			1	

Culvert Pipes

ALUFLOW

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

Civilboss

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

Builders Mix

CEMENT	T			0
GEOGRID Triax 160 3.8 x 75	Rolls	7	80	93
BIDIM CLOTH 3.9m x 100m	Rolls		50	58
BIDIM CLOTH 3.9m x 50m	Rolls			10.5

Environmental Compliance

Date	Site Inspected	Compliant Y/N	Abatement Order Issued	Corrective Action Required	Completed By
26/08/22	North Road Strengthening works	Y	N	N	Phil
13/10/22	Target Hill Rehab Site	Y	N	N	Phil
1/12/22	Kaingaroa Rehab Site	Y	N	N	Tomby
21/02/23	Whangamoe Bridge Replacement	Y	N	N	Tomby
18/05/23	Whangamoe Bridge Replacement	Y	N	N	Tomby
27/06/23	FH Workshop Wash Down Pad	Y	N	N	Phil
26/03/25	Biannual environmental and consent audit by ECanZ.	Y	N	N	ECanZ Phil

Stakeholder Complaints Register

Month	Council/ Public Complaint	Complaint	Repair Undertaken	Response Time
July 24	Public	Numerous potholes throughout the unsealed network.	Very wet conditions graders doing the best they can.	Ongoing.
October 24	Public	Road recently graded = rough with large rocks on road.	Nothing uncommon with a freshly graded road with a firm base.	Same Day = Nothing Done
December 24	Public	Soft areas appearing in the road pavement on Kaingaroa Road.	Holes filled, metal put on and graded.	2 Days
January 25	Public	Hugh pothole just past driveway on Tuku Road.	Filled and road graded = plant etc already on way there when call came in.	Same Day
March 25	Public	Hugh lip at property entrance off road.	Illegal entrance = not CIC or FH concern/problem.	30mins
June 25	Public	Flooding on Tuku Road @ RP8875.	Spoke to Council about history of this site.	30mins
June 25	Public	Potholes on Airbase Road.	E-mailed Council = Graders waiting on parts.	30mins
Sep 25	Council	Polystyrene beans all over the road in front of council building	Cleaned up the best we could under the circumstances.	1 hour

Public Relations & Community Involvement Innovation

Summary of Monthly Progress Claim by Work Category

Sep-25	Seperable Portion One - Roading			
CIC GL Code	Value For Month	Value YTD	Annual Budget	% Of Annual Budget
201.2111.0144 - Sealed Pavement Maintenance	\$ 11,507.98	\$ 34,523.94		
201.2112.0144 - Unsealed Pavement Maintenance	\$ 59,778.95	\$ 191,346.81		
201.2113.0144 - Routine Drainage Maintenance	\$ 8,743.70	\$ 16,743.70		
201.2114.0144 - Structures Maintenance	\$ 6,220.00	\$ 18,660.00		
201.2121.0144 - Environmental Maintenance	\$ 18,662.06	\$ 47,478.06		
201.2122.0144 - Traffic Services	\$ 4,481.84	\$ 13,445.52		
201.2181.0144 - Council Facilities Maintenance	\$ 499.11	\$ 1,497.33		
202.9485.0214 - Traffic Services Renewal	\$ -	\$ 4,012.20		
202.9511.0214 - Unsealed Road Metalling	\$ 35,340.31	\$ 212,213.73		
202.9513.0214 - Drainage Renewals	\$ 953.73	\$ 2,906.74		
202.9514.0214 - Sealed Pavement Rehab	\$ 203,140.81	\$ 217,072.57		
SP1 - Split Codes Cost Fluctuation	\$ 87,235.02	\$ 238,871.12		
Total:	\$ 436,563.51	\$ 998,771.72	\$ -	

1. Miscellaneous

2. Traffic Counting

Started again.

3. Pitt Island

Still waiting for machines to come back on barge.

4. Wind Damage

Tree down on WW-O Road.





MAINTENANCE CONTRACT MONTHLY REPORT OCTOBER 2025



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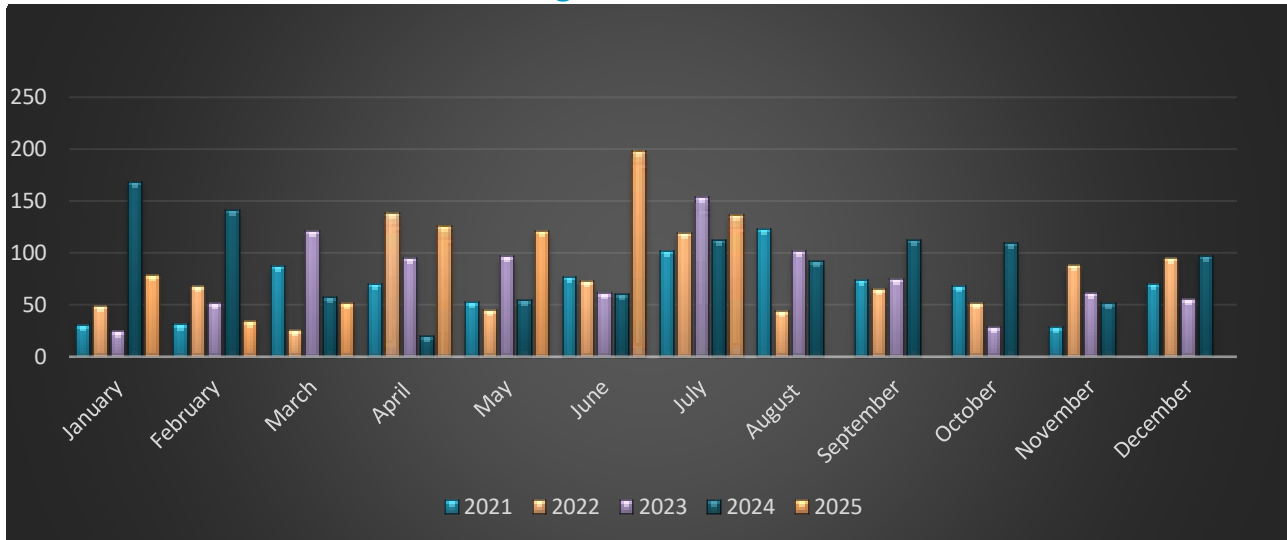
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Work Summary

Outline of work carried out during the month.



52.5mm rainfall recorded for 1st – 31st October in the Waitangi yard.

Routine Maintenance and Operations:

This month we have carried out a large amount of seal repairs getting ready for the reseals to take place.

Pavement Renewals:

Subsoil drains have all been installed in our two remaining rehab areas. We have a rehab crew coming to the island early November to complete the rehabs.

Sealed Road Resurfacing:

75% of the reseals are now completed with Kaingaroa and a couple of smaller ones to complete in November.

Drainage Renewals:

Bridge and Structure Renewals:

The new glulam beams have been ordered for Maipito bridge replacement and are now made awaiting shipment to the Chathams.

Traffic Services:

EMP's installed to replace missing/broken ones.

Minor Improvements:

Vegetation Control:

Normal mowing and trimming are carried out around the network when the weather allows.

Dayworks:

We replaced a failed culvert pipe at the base of target hill with twin 600mm pipes to allow for heavy rain events.

Programmed Work for following month:

Two more rehabs to complete and finish off the sealing.

Schedule of Work by Road Name

1. Maintenance Grading

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

Road ID	Dispatch	Road ID	Start RP	End RP	Quantity M
WW-O ROAD	6016	11	4440	16000	11560
				Total	11560
					11.56km

2. Unsealed Maintenance Metaling

Road	Dispatch	Road ID	Start RP	End RP	Quantity m3
NORTH ROAD	6026	21	4590	30000	8
PORT HUTT ROAD	6025	51	0	16615	16
WAITAGI WEST ROAD	6042	61	0	11000	80
TUKU ROAD	6022	111	1000	12000	32
WW-O ROAD	6045	11	4440	24300	64
TE MATARAE ROAD	6021	81	0	8000	32
COMFLAT ROAD	6045	132	0	187	8
		Totals		This Month	304
					m3

--	--	--	--	--	--	--

Next Month's Target

252m3 behind budget.

Crash Damage Report Summary

Date	Event	Action	Repaired Y/N
28/07/23	A vehicle went through both sets of railings on Nairn bridge and landed on the beach.	Damage not found till the next morning and made safe.	Y New post & railings installed.
12/08/23	Vehicle v's beast on North Road just past Murphy's causing extensive damage to the front end of the vehicle. Beast got up and ran away!	Vehicle moved off to the side to be recovered later.	N
17/09/24	Vehicle left at the shop with no hand brake applied = ran across the road and into the rail fence around the playground.	Vehicle removed and rails repaired.	Y
26/10/24	Vehicle hit concrete plinth during the night at D&G and shot across the road and through the fence into the trees.	Vehicle was removed and fence repaired.	Fence repaired by others. No damage to the pavement.
29/10/24	Vehicle ran off the road sometime during the night and through the fence by Wassa's pump shed on North Road.	Vehicle removed and fence to be repaired by others.	N

Network Inspections

Month	Inspection Type	Faults Identified	Inspected By
July 2024	Day	Drive around and check the network condition to program any maintenance works required.	Phil
August 2024	Day	Network checked during the Roadroid survey. No urgent faults found.	Tomby
October 2024	Day	Full network check during the Roadroid survey. No urgent faults found.	Tomby
December 2024	Day	Full network check to make sure all was good for the holiday period.	FH Crew
March 2025	Day	Full network check during the Roadroid survey. No urgent faults found.	Tomby
May 2025	Day	Full network check during the Roadroid survey.	Tomby
May	Day/night	Network safety audit.	FH/Stantec

2025			
July 2025	Day	Full network check during the Roadroid survey.	Tomby

Monthly Safety Report and Statistics

Nothing to report.

1. Safety Engagements

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
12/05/23	N	N	N	N	Te Awainanga Bridge cleat replacements.
17/05/23	N	N	N	N	Whangamoe Bridge Replacement
16/08/23	N	N	N	N	Audit done on the workshop by Andy Allen.
19/10/23	N	N	N	N	New workshop washdown area checked while slab being poured to make sure everyone observing FH SOP's
20/12/23	N	N	N	N	Workshop inspected to see the changes made by the new mechanic = all good so far.
25 – 27 March 25	N	N	N	N	Visits to most FH sites with ECanZ auditors to run through consents etc.
22/09/25	N	N	N	N	Meeting with crews about sealing crews coming to the Island and the dangers of hot Bitumen.

Metal Stockpiles

31/10/2025							
<i>Site</i>	<i>AP40 Schist</i>	<i>AP65</i>	<i>AP32 Basalt</i>	<i>AP100 Schist</i>	<i>AP20</i>	<i>G3 Chip</i>	<i>G5 Chip</i>
Waitaha Schist	2,141	0	0	74	0		
Waitaha Basalt	0	1,392	11	195	4	93	230
Paritu	1,220	0	0	599	0		
Stoney Crossing	0	118	1480	0	2139	201	92
FH Yard	0	70	393	0	11		
Ohinemama	0	0	0	0	0		
Muirsons Schist	2,865	0	0	1,478	0		
MPA Yard	0	0	0	0	0	304	305
	6,226	1510	1491	2346	2143	598	627

CIC Owned Materials

Signs

Item Description	Unit	Purchased	Used Oct 2025	End Measure	Comments
Signs					
CS85 North Rd	ea.			1	
CS85 Port Hutt Rd	ea.			1	
RG1	ea.			0	
RG2	ea.			0	
RM6 White	ea.			6	
RM6 Yellow	ea.			5	
RM7	ea.			16	
P66X242	ea.			7	
PW11	ea.			1	
PW11.1L	ea.			1	
PW11.1R	ea.			1	
PW12L	ea.			1	900
PW12R	ea.			1	
PW24	ea.			2	
PW25 65KM	ea.			1	
PW28	ea.			1	
PW34.1	ea.			1	900 Y
PW34.2	ea.			2	
PW37	ea.			1	900
PW49 FIRE ENGINE	ea.			2	
PWSX1	ea.			2	
RH-4	ea.			2	
PW54	ea.			2	

Item Description	Unit	Purchased	Used Oct 2025	End Measure	Comments
Marker pegs					
EMP	ea.			1032	
CULVERT MARKERS	ea.			4	
WHITE RAPID MARKERS	ea.			60	
Misc. Items					
ACROW PROPS	ea.			6	
ROAD COUNTER	ea.			1	
ROUGHOMETER	ea.			1	

Culvert Pipes

ALUFLOW

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

Civilboss

225mm	m			24
300mm	m			30
375mm	m			18
450mm	m			24
525mm	m			15
600mm	m	36		36
700mm	m			30
800mm	m			24
1000mm	m			

Builders Mix

CEMENT	T			0
GEOGRID Triax 160 3.8 x 75	Rolls	7	80	93
BIDIM CLOTH 3.9m x 100m	Rolls		50	58
BIDIM CLOTH 3.9m x 50m	Rolls			10.5

Environmental Compliance

Date	Site Inspected	Compliant Y/N	Abatement Order Issued	Corrective Action Required	Completed By
26/08/22	North Road Strengthening works	Y	N	N	Phil
13/10/22	Target Hill Rehab Site	Y	N	N	Phil
1/12/22	Kaingaroa Rehab Site	Y	N	N	Tomby
21/02/23	Whangamoe Bridge Replacement	Y	N	N	Tomby
18/05/23	Whangamoe Bridge Replacement	Y	N	N	Tomby
27/06/23	FH Workshop Wash Down Pad	Y	N	N	Phil
26/03/25	Biannual environmental and consent audit by ECanZ.	Y	N	N	ECanZ Phil

Stakeholder Complaints Register

Month	Council/ Public Complaint	Complaint	Repair Undertaken	Response Time
July 24	Public	Numerous potholes throughout the unsealed network.	Very wet conditions graders doing the best they can.	Ongoing.
October 24	Public	Road recently graded = rough with large rocks on road.	Nothing uncommon with a freshly graded road with a firm base.	Same Day = Nothing Done
December 24	Public	Soft areas appearing in the road pavement on Kaingaroa Road.	Holes filled, metal put on and graded.	2 Days
January 25	Public	Hugh pothole just past driveway on Tuku Road.	Filled and road graded = plant etc already on way there when call came in.	Same Day
March 25	Public	Hugh lip at property entrance off road.	Illegal entrance = not CIC or FH concern/problem.	30mins
June 25	Public	Flooding on Tuku Road @ RP8875.	Spoke to Council about history of this site.	30mins
June 25	Public	Potholes on Airbase Road.	E-mailed Council = Graders waiting on parts.	30mins
Sep 25	Council	Polystyrene beans all over the road in front of council building	Cleaned up the best we could under the circumstances.	1 hour

Public Relations & Community Involvement Innovation

Summary of Monthly Progress Claim by Work Category

Oct-25	Seperable Portion One - Roothing			
CIC GL Code	Value For Month	Value YTD	Annual Budget	% Of Annual Budget
201.2111.0144 - Sealed Pavement Maintenance	\$ 11,507.98	\$ 46,031.92		
201.2112.0144 - Unsealed Pavement Maintenance	\$ 62,339.36	\$ 253,686.17		
201.2113.0144 - Routine Drainage Maintenance	\$ 4,000.00	\$ 20,743.70		
201.2114.0144 - Structures Maintenance	\$ 6,220.00	\$ 24,880.00		
201.2121.0144 - Environmental Maintenance	\$ 14,481.86	\$ 61,959.92		
201.2122.0144 - Traffic Services	\$ 4,740.64	\$ 18,186.16		
201.2181.0144 - Council Facilities Maintenance	\$ 499.11	\$ 1,996.44		
202.9485.0214 - Traffic Services Renewal	\$ -	\$ 4,012.20		
202.9511.0214 - Unsealed Road Metalling	\$ 35,340.31	\$ 247,554.04		
202.9513.0214 - Drainage Renewals	\$ 12,675.86	\$ 15,582.60		
202.9514.0214 - Sealed Pavement Rehab	\$ 71,137.18	\$ 288,209.73		
202.9512.0214 - Sealed Road Resurfacing	\$ 197,972.27	\$ 197,972.27		
SP1 - Split Codes Cost Fluctuation	\$ 156,661.88	\$ 395,533.00		
Total:	\$ 577,576.45	\$ 1,576,348.2	\$ -	

1. Miscellaneous

2. Traffic Counting

Started again.

3. Pitt Island

Still waiting for machines to come back on barge.

4. Wind Damage

Nil this month.







4. Works & Services

4.3 Fulton Hogan Water and Wastewater Operation Contract Report

Date of meeting	10 December2025
Agenda item number	4.3
Author/s	Fulton Hogan Contracts Manager

Purpose

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

Recommendations

THAT the reports be received.

Background

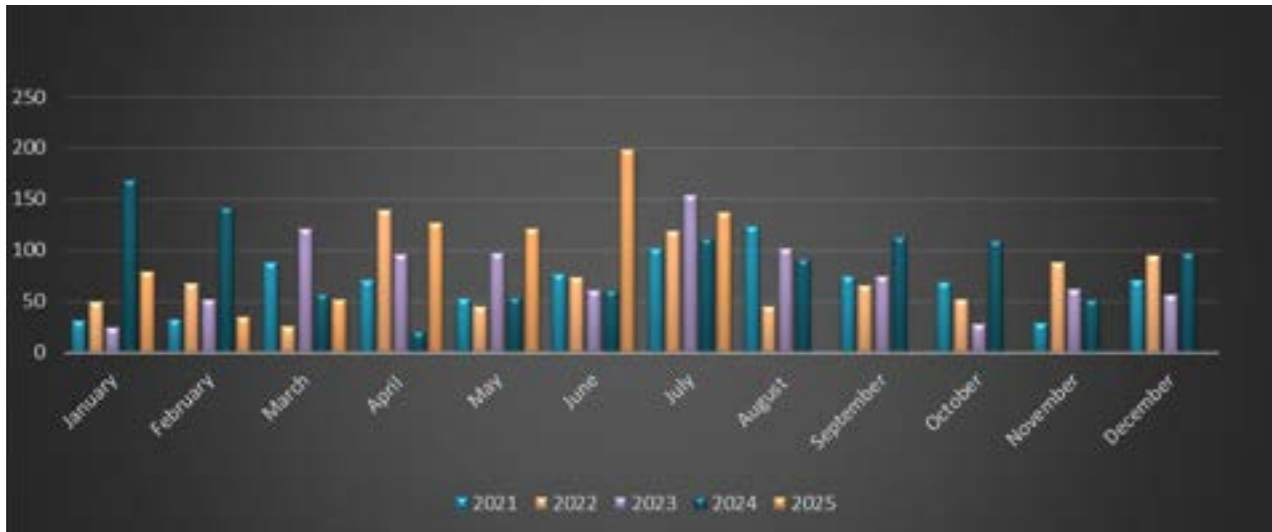
Attached is the September & October 2025 Water & Wastewater reports from Fulton Hogan.



CHATHAM ISLANDS
WATER AND
WASTEWATER
OPERATION CONTRACT
MONTHLY REPORT
SEPTEMBER 2025

Work Summary

Outline of work carried out during the month:



58mm rainfall recorded for 1st – 31 August in the Waitangi yard.

Water Supply Operation & Maintenance:

This month we have had a major breakdown at the Kaingaroa lake intake pump. The Hydraulic motor that runs the pump had failed which made pumping to the treatment plant not possible.

After a few issues with flights getting the new pump to the Chatham's it is now back up and running.

.

Water Treatment:

Tiki Tiki plant = nothing to report just normal maintenance.

Kaingaroa plant = nothing to report just normal maintenance.

Wastewater Treatment Plant at Waitangi:

Ongoing work with FH engineers to fine tune the process and get a more compliant effluent discharge.

Monitoring adjustments that were made last month.

Dayworks – Water:

Dayworks – Wastewater:

Steve Riley is due early next month to do his yearly Maintenance.

Water and Wastewater Reticulation Network:

Chatham Islands Monthly Report

Network has all been good for the past month.

Water and Wastewater Treatment Plant: Monitoring:

No issues this past month.

Kaingaroa Lake Monitoring Post = lake level is still very high preventing us from installing the new intake filter. Looking at options to install new intake while level is high.

Summary of Monthly Progress Claim by Work Category:

Sep-25	Seperable Portion Two - Water & Wastewater			
CIC GL Code	Value For Month	Value YTD	Annual Budget	% Of Annual Budget
General	\$ 4,199.21	\$ 21,367.68		
251.1741.0144 - Waitangi Wastewater	\$ 3,948.29	\$ 7,253.53		
271.1741.0144 - Water General	\$ 12,173.40	\$ 22,932.51		
271.1761.0255 - Waitangi Water Treatment	\$ 4,056.69	\$ 12,170.07		
271.1961.0255 Kaingaroa Water Treatment	\$ 4,266.51	\$ 11,422.82		
Total:	\$ 28,644.10	\$ 75,146.61	\$ -	

Programmed Work for the Following Month:

Keep the plants and network operating as best we can.

Water Meter Report:

Water readings have been done this month with the next ones due in December.

Irrigation Dosing:

Ground is waterlogged after the high level of rain this month but no excessive runoff evident.

Quality Assurance:

Site Safety Report:

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
23/08/23	N	N	N	N	WWWT Plant check once service had been completed.
19/03/24	N	N	N	N	Water & WWWT plant checks after services.

Environmental Non-Compliance:

Monthly Stocktake of Supplies:

General Supplies Stockpile - Month Ending September 2025

	Stock Purchased	Stock End of Previous Month	Stock Used	Stock Remaining End of Month
Salt		133 Bags	20	113bags
Chlorine	40	40lts	20L	60lts

PHOTOS

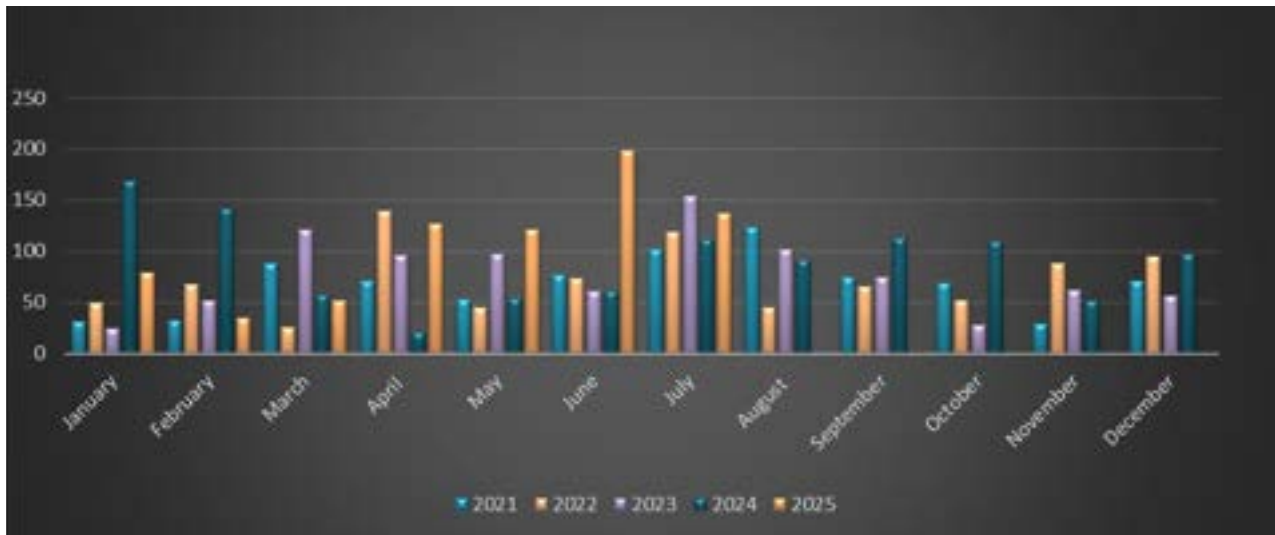




CHATHAM ISLANDS WATER AND WASTEWATER OPERATION CONTRACT MONTHLY REPORT OCTOBER 2025

Work Summary

Outline of work carried out during the month:



52.5mm rainfall recorded for 1st – 31th October in the Waitangi yard.

Water Supply Operation & Maintenance:

Everything seems to be working as it Should this month with no problems reported. We are implementing a change to a paperless daily reporting system for wastewater and drinking water which will help with record keeping for the future.

.

Water Treatment:

Tiki Tiki plant = nothing to report just normal maintenance.

Kaingaroa plant = we have started ordering critical spares to have in stock in case of breakdowns. With the new hydraulic pump fitted to the lake intake we have doubled how much water that gets pumped to the water treatment plant.

Wastewater Treatment Plant at Waitangi:

Steve Riley finished yearly checks and maintenance.

Dayworks – Water:

Dayworks – Wastewater:

Steve Riley has completed his annual visit and carried out his normal yearly maintenance with no worrying problems to report.

Chatham Islands Monthly Report

Water and Wastewater Reticulation Network:

Network has all been good for the past month.

Water and Wastewater Treatment Plant: Monitoring:

No issues this past month.

Kaingaroa Lake Monitoring Post = lake level is still very high preventing us from installing the new intake filter. Looking at options to install new intake while level is high.

Summary of Monthly Progress Claim by Work Category:

Oct-25	Seperable Portion Two - Water & Wastewater			
CIC GL Code	Value For Month	Value YTD	Annual Budget	% Of Annual Budget
General	\$ 1,685.16	\$ 23,052.84		
251.1741.0144 - Waitangi Wastewater	\$ 10,530.91	\$ 17,784.44		
271.1741.0144 - Water General	\$ 5,713.91	\$ 28,646.42		
271.1761.0255 - Waitangi Water Treatment	\$ 4,056.69	\$ 16,226.76		
271.1961.0255 Kaingaroa Water Treatment	\$ 3,344.18	\$ 14,767.02		
Total:	\$ 25,330.85	\$ 100,477.48	\$ -	

Programmed Work for the Following Month:

Keep the plants and network operating as best we can.

Water Meter Report:

Water readings have been done with the next ones due in December.

Irrigation Dosing:

Ground is waterlogged after the high level of rain this month but no excessive runoff evident.

Quality Assurance:

Site Safety Report:

Date	Near Miss	Incident	Lost Time Injury	Plant Damage	Depot/Worksite Inspections
23/08/23	N	N	N	N	WWWT Plant check once service had been completed.
19/03/24	N	N	N	N	Water & WWWT plant checks after services.

Environmental Non-Compliance:

Monthly Stocktake of Supplies:

General Supplies Stockpile - Month Ending September 2025

	Stock Purchased	Stock End of Previous Month	Stock Used	Stock Remaining End of Month
Salt		150 Bags	20	113bags
Chlorine	40	40lts	20L	60lts

PHOTOS

Chatham Islands Monthly Report





4. Works & Services

4.4 Fulton Hogan Waste Management Operation Contract Report

Date of meeting	10 December 2025
Agenda item number	4.4
Author/s	Asheesh Chand – Fulton Hogan Divisional Manager, Maintenance

Purpose

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

Recommendations

THAT the reports be received.

Background

Attached to this report is the August, September & October 2025 Waste Management report from Fulton Hogan.



Team suited up at Te One

CHATHAM ISLANDS WASTE MANAGEMENT CONTRACT MONTHLY REPORT AUGUST 2025

Introduction
Te One Transfer Station
Owenga Landfill
Appendix 1

Introduction

This report provides a summary of waste management activities through the month of August 2025.

Staff

Andra Sayce has joined us fulltime now. Bob Howat is due to arrive in September to assist with planned maintenance works at Owenga landfill.

Te One Transfer Station

Spring is here and so is the wet windy weather. We have experienced sporadic closures over the month and leading into September. Our community have been accommodating, and intake of general wastes have been steady.



Andy and Wai in full gear prepping to stap and pull waste bale from the compactor.

We have begun baling the bagged general wastes through the compactor. This has helped to keep the main fore court area free of blown general wastes on our windy days, minimised congesting or over filling of skip bins, minimised loose dumping- encouraging public and staff interaction, ability to hold transport and process a waste bale easily and minimising disrupting already processed wastes inside the Owenga Landfill cell.



Kaingaroa Transfer Station:

We have been making our regular weekly pickups of the general wastes out at the Kaingaroa Transfer Station. There has still been dumping of oversized items where we have ensured a 2 staff capacity for lifting and loading. On a positive, the recycling shipping container is always well used and the Kaingaroa community have always made good effort to deposit into the correct allocated wool packs.



Owenga Landfill

Maintenance works are planned to go ahead in September when Bob comes in. Planned works include:

- re-levelling the subsoil pipe that leads from the leachate treatment drum down to the open soak field.
- Bob will also assist Arlette with some cells work training, with tips to improve compaction of the existing wastes.
- picking up of blown wastes, checking water testing sites that they are clearly marked, weeding of the treatment drum etc.



Appendix 1

Te One Waste Record

Owenga Waste Record

Summary Waste Record



CHATHAM ISLANDS WASTE MANAGEMENT CONTRACT MONTHLY REPORT SEPTEMBER 2025

Introduction
Te One Transfer Station
Owenga Landfill
Appendix 1

Introduction

This report provides a summary of waste management activities through the month of September 2025.

Staff

Bob Howart is on the island and assisting the team while Arlette is away on annual leave.

Te One Transfer Station

Weather conditions have been creating some challenges for the team. Due to that, the teams focused on the maintenance of our Te One transfer station.



The septic tank was emptied, and the water filter system has had its annual bulb and filter change.



Sadly, we also experienced a theft incident of a gas bottle and all its fixtures, this required a specialist gas fitter plumber as timing would have it, we were fortunate that Terry the plumber was on Island and made a priority visit to our site.



We have minimised access to the area where the gas bottle is situated by using large high skip bins to block the access way and would require heavy machinery to be moved. The gas bottle has been marked, and serial numbers have been recorded for future reference.

Residential and Commercial wastes continue to be regular and manageable as we continue to bale all bagged wastes and soiled cardboard.

Kaingaroa Transfer Station:

Below photos of the scrap metal collection from Kaingaroa transfer station.



We have continued to service Kaingaroa weekly and have had to utilise additional plant and staff to transport ground drop and unaccepted waste types back to Te One for processing. We have completed a recent Hiab lift of the site and replaced with empty skips for bagged general wastes and glass.



This week we had a site visitor, potentially a nursing female seal, a frightfully beautiful reminder that we share our Island spaces with nature and that we must continue to protect our environment. We carefully closed the gate to the neighbouring driveway in the hopes she will not gain access to the transfer station. Kaingaroa Transfer Station left clean and tidy.



Owenga Landfill

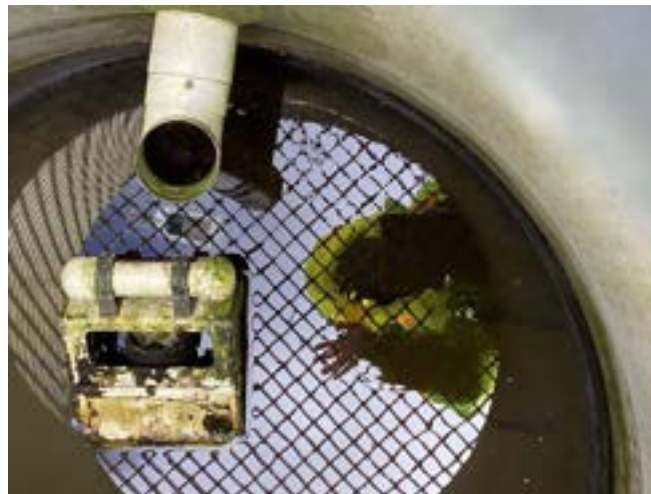
We have made great progress out at Owenga landfill with our planned works on target and nearing completion. Again, the weather had dished us another challenge where the service bridge leading to the inlet pipe in the leachate pond had blown off its perch and settled sideways on top of the grasses and bladder.



On close inspection, there was no damage to the bladder liner. The position of the bridge made it easy to access and remove from the area.



We lifted the bridge back into place and have filled two tonne bags with soil and used these as anchor points either side of the bridge to help hold it into place. There was no damage to the syphon pipe, and all systems are functioning.



Leachate water running back through the dosing syphon system

Weeding has been completed inside the leachate treatment drum prepared for topping up with peat soil. We have found two areas of interest that are potentially the right material to top up the drum.



Wai weeding the inside of the leachate treatment drum

Earlier this month Bruce has mowed the rest of the soak field area, all of the testing points are now exposed and clearly marked for future water testing.



Owenga works continued with all hands-on deck to clear blown wastes from the driveways fence lines and surrounding drains.



Bob tidied up the access driveway skimming the centre and refilling potholes

The outlet pipe drain was dug out, re-levelled and repositioned the pipe so that it is level across its entirety so that the treated leachate and storm water can flow better down and out to the soak field.



Exposed pipe connected to treatment drum, storm water pipe to the right, 2nd photo clearly shows how much soil we had to dig out and how much more the drain flows- Bob repositioning the pipe once dug out and level.

Appendix 1

Te One Waste Record

Owenga Waste Record

Summary Waste Record



Lovely view from Te One Transfer Station overlooking Waitangi beach

CHATHAM ISLANDS WASTE MANAGEMENT CONTRACT MONTHLY REPORT OCTOBER 2025

Introduction
 Te One Transfer Station
 Owenga Landfill
 Appendix 1

Introduction

This report provides a summary of waste management activities through October 2025.

Staff

Bob has completed his time for the month with us at the Transfer Station.

Te One Transfer Station

Early this month Bob Howat, Waimarino and Andra worked together to oversee the daily operations while Arlette was away for training on mainland New Zealand. The team did a great job ensuring good service on our open days, keeping the facilities clean and tidy and continued with key tasks at the external sites.

The ground dropped waste have been cleared from the top of Te One, this was due to useable skip bins being at capacity and large intakes coming in at once.

The team sorted the waste oil containers, re stacked and stored a total of 105 20L containers inside the yellow bund and offering empty containers to the public for reuse. The external space around the bund has had a tidy up and we have laid a sand base at the doorway and to the side of the yellow bund.



We are now working on re stacking the batteries on stronger pallets and storing them inside the blue shipping container furthest from Mitre 12.

The team are also working on the storage of waste tyres.

Kaingaroa Transfer Station:



We continue to service the Kaingaroa transfer station weekly, no excessive dumping to report.

Owenga Landfill

We have made progress with the entrance of the landfill cell, breaking up wood wastes mixed with roadside scrape and building it up to a solid base so that we are able to back further into the cell for tipping off incoming wastes. We are managing to transport full skips out to Owenga landfill more regularly as we have noticed that by baling the bagged general wastes at Te One, the skips are not filling up as fast. Baling the wastes are also proving beneficial for the landfill cell as they only require placement minimising processing time and allowing extra time for other important site tasks.



Appendix 1

Te One Waste Record

Owenga Waste Record

Summary Waste Record

Council

4.6 Physical Works Maintenance Contract – Procurement

Date of meeting	10 December 2025
Author/Reviewer	Nigel Lister, Stantec Paul Eagle, Chief Executive

Purpose

To update Council on progress with the procurement approach for Council's maintenance and operations contracts across roading, water, wastewater and solid waste services, including proposed contract extensions and next steps.

Recommendations

That the Chatham Islands Council:

1. **Receives** the report.
2. **Approves** the award of an 18-month extension of Contract 15/01 (Roading, Water and Wastewater Maintenance and Operations) to Fulton Hogan, extending the expiry date from 1 April 2026 to 20 September 2027.
3. **Approves** the award of a 21-month extension of Contract 21/01 (Solid Waste Operations) to Fulton Hogan, extending the expiry date from 4 January 2026 to 20 September 2027.
4. **Agrees** that the procurement of the combined Infrastructure Maintenance Contract (CIC 26/01) be deferred until 2027.

Background

Council has been progressing two parallel procurement tracks for the long-term delivery of maintenance and operations services for core infrastructure:

1. A standard open-market procurement process for a new combined "all-of-infrastructure" contract (Roading, 2-Waters and Solid Waste).
2. A proposed contract extension to the current agreements to better align expiry dates with expected Local Water Done Well timeframes and associated Crown funding decisions.

This report summarises the outcomes of these processes and the steps required to ensure contractual continuity and compliance with both Government Procurement Rules and additional requirements from the New Zealand Transport Agency (NZTA).

Road, Water and Wastewater (Contract 15/01):

Proposed 18-month extension

The current contract bundles roading and 2-waters services, meaning NZTA procurement requirements apply in addition to standard Government procurement rules.

Because an 18-month extension would result in the contract duration exceeding 10 years, NZTA approval was required.

An application was submitted on 11 October 2025 outlining the justification for exemption. On 31 October 2025, NZTA approved the extension subject to:

- Updating the Council's Transport Procurement Strategy 2025–28 to reflect the extension.
- Notifying previous respondents to the Request for Information that the contract term is being extended and advising likely future procurement timing.
- Confirming Fulton Hogan's agreement to the extension.

The extension would move the contract expiry date to 20 September 2027. The value of the extension (~\$6.75M) exceeds the Chief Executive's financial delegation and therefore requires Council approval.

Solid Waste Operations (Contract 21/01): Proposed 21-month extension

To enable a future unified "all-of-infrastructure" contract, the Solid Waste Contract expiry date needs to align with the Roothing and 2-Waters Contract.

Because this activity is fully funded by Council and not NZTA, the extension can be approved by Council alone, provided that procurement rules are met.

The proposed extension would move the contract expiry date from 4 January 2026 to 20 September 2027. The estimated value (~\$1.5M) also requires Council approval as it exceeds the Chief Executive's delegation.

Future procurement

Tender documentation for the proposed standard open-market procurement process had reached near-final draft stage when NZTA approval for the contract extension was received.

It is now proposed that:

- Work to finalise the tender documents is paused.
- The existing documentation is retained for use when the tender is reactivated.
- The new Contract (CIC 26/01) is released to market in 2027, to ensure it aligns with the Water Services Delivery Plan, other priority projects such as the emergency and service hub, and, critically, the Council's overall Government funding – currently provided through the appropriation (support package) administered by the Department of Internal Affairs to 30 June 2027.

Next steps

- Update the Council's Transport Procurement Strategy 2025–28.
- Notify RFI respondents of the contract extension.
- Confirm Fulton Hogan's agreement to both extensions.
- Implement Council's resolutions and prepare for future tender planning in 2027.

To:	Chatham Islands Council	Attention:	Colette Peni, Paul Eagle
Project:	CIC 26/01 Physical Works Maintenance Contract Procurement	Project No:	310206344
From:	Nigel Lister	Date:	21/11/2025

Revision Schedule

Revision No.	Date	Description	Prepared by	Quality Reviewer	Independent Reviewer	Project Manager Final Approval
Rev 1	21/11/2025	Final	Nigel Lister	n/a	n/a	n/a

CIC 26/01 Physical Works Maintenance Contract Procurement

1. Introduction

This memo updates the previous procurement memo's presented to Council in the May and September meetings, which discussed the standard "open market" procurement process for the next term supply agreement for the maintenance and operation of Council's Roothing, Water, Wastewater, and Solid Waste infrastructure and services.

In a parallel process to the standard procurement process covered in the memo's, a longer term 18-Month extension to the current contract was being worked on, to better align the Contract end dates with the expected Local Water Done Well reform activities and DIA funding appropriation decisions.

The following briefly summarises where these processes have got to, and the next steps required.

2. Contract Extension – CIC 15/01 Roothing, 2-Waters Physical Works Contract

The current main Maintenance Contract has 2-Waters and Roothing bundled together. Due to the use of National Land Transport Funding for the roading portion NZTA's procurement rules apply on top of the Government's normal procurement rules.

The desired 18-month Contract extension fell outside both the Governments and NZTA's standard procurement rules due to the Contract Duration exceeding 10 years. Therefore, an application to NZTA needed to be made, as this extension couldn't be done by CIC as of right on the Roothing portion.

A formal application for approval of an 18 Month non-tendered extension was made to NZTA on the 11th October. This application listed the reasons for seeking an exemption from the standard procurement rules. The application form is attached for information.

On the 31st October, NZTA confirmed approval of the 18 Month Contract extension, with the following associated requirements:

- The Chatham Islands Council Transport Procurement Strategy 2025-28 be updated to reflect this extension
- The suppliers who responded to the earlier Contract Request for Information process are notified that the Contract was being extended beyond its original term, and the likely time the Contract would come to market in the future.
- Confirmation from the current supplier (Fulton Hogan) of a desire to extend

The 18-Month extension will move the Contract expiry date from the current 1st April 2026 to 20th September 2027.

The value of the 18-Month extension to the Roothing and 2-Waters Contract is approximately \$6,750,000 (\$810,00 CIC Local Share), this falls above the Chief Executives delegated authority to approve and needs to be confirmed by the Council before it can be actioned.

3. Contract Extension – CIC 21/01 Solid Waste Physical Works Contract

As part of the business-as-usual procurement approach, it was desired to incorporate the currently separate Solid Waste Contract into an overarching combined “all of infrastructure” Maintenance Contract with the Roothing and 2-Water areas. To achieve this unified Contract the current Solid Waste Contract and Roothing / 2-Waters Contracts need to have matching expiry dates. This necessitates a 21 Month Contract extension for the Solid Waste Contract.

With this activity being self-funded by CIC through rates, and other CIC income, it does not fall under the NZTA's procurement rules, and therefore as long as the normal CIC and Government Procurement rules are complied with a Contract Extension is able to be approved by CIC, without needed further third-party approval.

The 21-Month extension will move the Contract expiry date from the current 4th January 2026 to 20th September 2027.

The value of the 21-Month extension to the Solid Waste Contract is approximately \$1,500,000, this falls above the Chief Executives delegated authority to approve and needs to be confirmed by the Council before it can be actioned.

4. Proposed BAU Procurement of new CIC 26/01 Contract

The required documentation for the proposed standard open market tender of the combined all of infrastructure CIC 26/01 Roothing, 2-waters, and Solid Waste Maintenance Contract, has progressed to the point that final checks and reviews were being completed when NZTA confirmed their approval of the Contract extension.

It is proposed to stop any further work on the final creation of these documents at this time, with them being retained for use in a deferred open market tender process in the Second Quarter of 2027.

Recommendations

The following recommendations are presented to Council for approval:

- Council approves the award of an 18-Month Extension of Contract 15/01 (Roothing, Water and Wastewater Maintenance and Operations Contract) to Fulton Hogan modifying the Contract expiry date from the 1st April 2026 to 20 September 2027.
- Council approves the award of a 21-Month Extension of Contract 21/01 (Solid Waste Operations Contract) to Fulton Hogan modifying the Contract expiry date from the 4th January 2026 to 20 September 2027.
- Advertisement of the combined “all of infrastructure” 26/01 Works Contract be deferred until the second quarter of 2027.



Community

5.1 Fuel Security – Petrol service transition

Date of meeting	10 December 2025
Author/ Reviewers	Abby Biltcliff, Administration Klicky Peni, Operations Manager and Paul Eagle, Chief Executive

Purpose To seek Council approval for progressing the necessary actions to exit the petrol distribution function on the Chatham Islands, following the termination of the casual agreement with Chatham Hardware Limited, and to endorse a collaborative approach with the Crown and Island stakeholders to determine and implement the most appropriate long-term solution for fuel storage and distribution.

To seek Council approval for progressing the necessary actions to exit the petrol distribution function on the Chatham Islands, following the termination of the casual agreement with Chatham Hardware Limited, and to endorse a collaborative approach with the Crown and Island stakeholders to determine and implement the most appropriate long-term solution for fuel storage and distribution.

Recommendations

That the Chatham Islands Council:

1. **Notes** the legal advice confirming that Council has no statutory obligation under the Fuel Industry Act 2020 to continue petrol supply, nor any legal requirement for public consultation in respect of exiting the service.
2. **Notes** that Chatham Hardware Limited has given notice to terminate the casual arrangement for use of the Waitangi Hardware petrol distribution site, effective 31 December 2025.
3. **Approves** the Chief Executive engaging with Chatham Hardware Limited to explore a short-term extension to the current arrangement to ensure continuity of supply while long-term solutions are developed.
4. **Requests** the Chief Executive to report back on the outcome of negotiations, including documentation of any interim agreement.
5. **Approves** the Chief Executive working collaboratively with the Crown and Island stakeholders on identifying and progressing a sustainable long-term fuel storage and distribution solution for the Chatham Islands.
6. **Direct** the Chief Executive to notify the Commerce Commission of any decisions or changes relating to petrol distribution, and to ensure appropriate controls are in place to safeguard price and quality for consumers.



7. **Notes** that any long-term solution will require Council to follow the relevant decision-making provisions of the Local Government Act 2002, including consideration of the Long-Term Plan and Significance and Engagement Policy, ie. identifying all reasonably practicable options, assessing advantages and disadvantages, considering the views of those in the community with an interest in the issue.
8. **Directs** the Chief Executive to prepare a communications plan to inform the community once a short-term solution has been secured.

Background

Waitangi Hardware, through Chatham Hardware Limited, had been the long-standing supplier of petrol on the Chatham Islands. Its closure in 2022 removed the only petrol retail facility on the island and caused significant community disruption. In response, at its meeting on 15 September 2022, Council was advised of the implications of this closure, including the resulting community resilience risk. Council agreed to temporarily step in to ensure continuity of petrol supply for the community, utilising the Waitangi Hardware site and infrastructure under a casual arrangement. Since then, petrol services have been delivered on a neutral financial basis ("money in, money out").

On 23 October 2025, Chatham Hardware Limited notified Council that the company had decided to terminate the casual agreement for petrol distribution effective on or about 31 December 2025, while indicating a willingness to work constructively with Council on a reasonable exit pathway given the time constraints.

In light of the absence of alternative facilities and the time required to establish a new compliant site, Council sought formal legal advice on our obligations as the sole petrol supplier, any statutory requirements to consult or notify the community, and the implications of exiting the petrol distribution function. The key findings from this advice are reflected in the sections that follow.

Whole of Island approach to fuel security

Fuel security is one of the core infrastructure risks identified and actively progressed by Kāhui Manu Taiko, the four-entity leadership group for the Chatham Islands. It was included as a priority in the consolidated application to the Crown's Regional Infrastructure Fund. The 'Getting Up to Basics Programme', endorsed by multiple Crown agencies, is central to lifting essential island services to a basic and, critically, compliant standard. A cornerstone project within Stage 1 is the development of compliant, resilient, and competitively structured fuel storage and distribution infrastructure, relocated out of tsunami red zones and designed to support both petrol and diesel. This includes addressing current WorkSafe notices, reducing dependency on sole operators, and ensuring integration with future shipping and energy systems.



Fuel security on the Chatham Islands is also directly linked to shipping capacity, dangerous goods transport constraints, and the reliability of the wider supply chain. Long-term solutions must therefore be integrated with future shipping arrangements and associated infrastructure planning, with dangerous-goods-compliant storage for

diesel, petrol and LPG contingent on achieving commercial clarity and the necessary safeguards.

Cost, Compliance and Communication

Cost

The petrol service has operated on a neutral financial basis, with Council purchasing petrol and on-selling it at cost.

Costs for 2025 financial year 2025

Description	Cost (\$)
Petrol purchase, tank hire, storage and transport	501,206.00
Distribution cost, excluding staff time	29,001.00
Total	530,207.00

Compliance

Council's legal advice confirms:

- Under the Fuel Industry Act 2020, Council is not legally obliged to continue supplying the community petrol
- There are no statutory barriers to Council exiting petrol distribution and no obligations to provide notice or consult before exiting.
- The Act provides no mechanism to resolve a situation where a community is left without a fuel supplier.
- The fuel storage and distribution of the petrol facilities are currently non-compliant.

Any short-term extension or new lease/agreement must still comply with Local Government Act 2002 (LGA) decision-making requirements.

Communication

Although there is no legal requirement to consult or notify the public on Council's exit from petrol distribution, prudent and transparent communication is recommended once a short-term continuity solution is secured. A communication plan will be developed following Council direction and will: notify the community of the termination of the current site, outline the next steps for temporary arrangements, and provide information on Council's collaboration with the Crown and Island stakeholders to progress long-term fuel storage and distribution solutions.



Financial implications

Petrol distribution has operated on a financially neutral basis; however, exiting the function may result in administrative, legal, and transitional costs, including

decommissioning, staff time, and contractual documentation. Any short-term extension may also incur additional costs depending on the terms negotiated.

Looking ahead, Council will need to work closely with the Crown and Island stakeholders to identify and progress a sustainable long-term fuel storage and distribution solution. Establishing a new compliant facility is expected to require significant capital investment. Council notes that the scale of investment needed for a long-term fuel site exceeds local funding capacity and will rely on substantial Crown support, including through the Regional Infrastructure Fund or any successor mechanism.

Risk Assessment and Legal Compliance

The end of the current petrol supply arrangement on 31 December 2025 presents a cluster of community resilience, legal, operational, reputational, and financial risks for Council. Securing a short-term extension and working with the Crown and Island stakeholders on a sustainable long-term fuel solution are critical to mitigating these risks and ensuring continuity of essential services for the Chatham Islands.

Community resilience risk

Loss of petrol supply threatens essential services, transport, emergency response and economic activity. Council's responsibility is to manage the consequences to maintain community resilience. Mitigation: Pursue short-term extension; collaborate with Crown on long-term solution.

Legal/contractual risk

Current arrangement is informal and ends 31 December 2025. Mitigation: Formalise any extension through documented agreement; follow LGA decision-making procedures.

Reputational risk

Public perception that Council is withdrawing essential services. Mitigation: Transparent communication once a short-term solution is secured; proactive engagement with stakeholders.

Operational risk

Inability to secure a short-term extension could leave the island without petrol access. Mitigation: Early engagement with Chatham Hardware Limited; escalate to Crown if needed.



Financial risk

Potential unforeseen costs associated with temporary or long-term solutions.
Mitigation: Early engagement with Crown and Island stakeholders.

Compliance risk

Current petrol storage and distribution facilities are non-compliant, meaning any continued operation carries regulatory, health and safety and liability risks. Mitigation: Limit any continuation to a short-term transitional arrangement while a fully compliant long-term solution is developed. Limit operations to a short-term arrangement with clear health and safety controls, documented responsibilities, and confirmed insurance coverage.

Legal implications

Key conclusions from the legal advice received:

- No statutory obligation for Council to continue supplying fuel.
- No public consultation obligations under the Fuel Industry Act.
- LGA decision-making provisions (ss 76–82) apply only to *Council decisions*, but the decision to cease supply originates from Chatham Hardware Limited, not Council.
- However, any decision by Council to enter an extension, invest in a new site, or partner with the Crown must follow:
 - LGA ss 76–82 (options analysis, consideration of community views, advantages/disadvantages)
 - Council's Significance and Engagement Policy
 - Long-Term Plan requirements if material expenditure is proposed.

Significance and engagement

- The immediate change (termination of access to the Waitangi Hardware site) is not a Council decision, so formal consultation obligations do not apply.
- Council needs to communicate decisions and changes to the Commerce Commission, ensuring there are controls in place over price and quality.
- For transparency and relationship management, communication is recommended, after short-term arrangements are clarified.
- A long-term solution will require formal engagement, and possibly consultation, depending on cost and strategic impact.

Key affected parties include:

- Chatham Hardware Limited
- Chatham Islands' residents and businesses
- Emergency services
- Chatham Islands Enterprise Trust and Chatham Islands Shipping Limited
- McCallum Brothers Limited
- Iwi/Imi
- Crown agencies



Next steps

Any material decisions regarding interim arrangements, long-term infrastructure, funding commitments, or operating models will be brought back to Council for

approval in accordance with the Local Government Act and the Council's Significance and Engagement Policy.

Immediate (December 2025):

- Engage with Chatham Hardware Limited to negotiate a short-term extension.
- Document any extension formally and report back to Council.

Short term (December 2025 – March 2026):

- Develop and release community communications.
- Begin detailed work with Crown (including MBIE, Worksafe, Commerce Commission) and Island stakeholders on long-term site and operating model.
- Assess Council's Long-term Plan (LTP), financial and engagement implications.

Long term (2026 onward):

- Secure approvals and funding for long-term solution.
- Develop and progress implementation plan for new fuel storage/distribution facility.

Attachments

1. Legal advice memorandum – Wynn Williams (27 November 2025)
2. Regional Infrastructure Fund – fuel application extract
3. Proposed layout and fuel plans

MEMORANDUM

Date: 27 November 2025
To: Paul Eagle | Abby Biltcliff
From: Tim McGuigan | Imogen Edwards

Chatham Islands Council proposed exit of fuel distribution services

1. The Chatham Islands Council (**Council**) currently provides fuel distribution services on the Chatham Islands, as a result of the previous fuel distributor's closure. We understand the Council is now considering its options regarding exiting the industry, given the proposed closure of the current distribution site at the end of the year.
2. You have asked for our advice regarding the process and requirements for the Council's exit from fuel distribution, in particular any legal obligations regarding the cessation of this service. You have also asked whether there are any requirements for public consultation and notification regarding the cessation of this service.

Executive summary

3. We have reviewed the requirements of the Fuel Industry Act 2020 (**Act**), which regulates the supply of fuel in New Zealand, and consider there are no legal obligations on a sole fuel supplier with respect to:
 - (a) exiting the industry as a sole fuel supplier to a particular population; or
 - (b) public notification or consultation requirements regarding an exit.
4. The Act also provides no mechanism for the resolution of a situation where a population or community has no access to a fuel supplier in the short or long term.
5. Despite the absence of legislative obligations, in light of the Council's concerns regarding community resilience, we recommend that a short-term solution be explored, involving the following steps:
 - (a) update the Council on the communications received from Val Croon;
 - (b) seek the Council's approval to engage with Val Croon to explore whether an extension to the current "casual agreement" can be agreed:
 - (i) in order to do so, staff will need to consider and report to the Council in respect of the relevant Local Government Act 2002 (**LGA**) provisions relating to Council decision-making (i.e., identifying all reasonably practicable options, assessing advantages and disadvantages, considering the views of those in the community with an interest in the issue) and the Council's Significance and Engagement Policy and the Long Term Plan (if necessary):
 - (c) if an extension is able to be agreed, that should be formally documented (i.e., an agreement or lease) and reported back to the Council; and
 - (d) once a short-term solution has been identified, inform the community.
6. Moving forward with a view to the long-term solution, the Council will need to carefully consider what its role may be in this space.
7. One of the purposes of local government is to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.¹ Fuel supply issues

¹ Local Government Act 2002, s 10(1)(b).

will arguably impact the community's economic and social well-being. This will be a relevant consideration for any future decision-making by the Council regarding the long-term solution for fuel supply issues on the Chatham Islands.

8. Our detailed advice follows.

Background

9. We understand that Waitangi Hardware supplied petrol on the Chatham Islands for many years, but closed in 2022. This closure resulted in the loss of the only petrol handling facility on the Chatham Islands, leading to significant petrol supply issues. As a result, the Council temporarily stepped in to manage the petrol distribution function to ensure the community's fuel needs were met.
10. The Council leases the former Waitangi Hardware premises under a casual arrangement, and imports the petrol (carried by Chatham Islands Shipping Ltd).² The petrol is then distributed by a self-service pump owned by Waitangi Hardware.
11. At a meeting on 15 September 2022, the Council was advised of the issues regarding the closure of Waitangi Hardware, including that the shortage of petrol was recognised as a community resilience issue.³ The paper presented to the Council at that meeting records that the Council offered to sponsor the supply of 17,000L of petrol, through the Waitangi Hardware facility, noting that "there may be a need to repeat this exercise from time to time until a sustainable solution can be found". We are unaware of any further reporting to the Council regarding the arrangement, although we understand the Council has continued to supply fuel since this time.
12. The Council was informed on 23 October 2025 by Val Croon, a shareholder and director of Chatham Developments Ltd and Chatham Hardware Ltd, that Chatham Hardware Ltd (the company that we assume previously ran the Waitangi Hardware store) had made the decision to "terminate the casual agreement regarding the distribution of petrol on or about the 31/12/2025".
13. This means that the Waitangi Hardware premises, including all assets and infrastructure used to distribute petrol to the public, will no longer be available for use from 31 December 2025. Chatham Hardware Ltd has indicated a willingness to work with the Council on a reasonable exit given the tight timeframes involved.
14. While there are several options being considered (including through engagement with the Crown) to find a viable long-term solution for the supply of petrol on the Chatham Islands (noting that the Waitangi Hardware site would also face costs to become compliant with relevant regulations), the Council now needs to consider any legal and regulatory obligations that it must meet to exit its current involvement in petrol distribution from the end of this year.
15. Our advice is premised on information provided to us by the Council that there is no formal lease agreement between the Council and Waitangi Hardware. Rather, there is only a casual arrangement enabling the Council to use Waitangi Hardware's site and assets to supply fuel.

Legal obligations as sole supplier of petrol

16. The Act regulates fuel retailers and wholesalers, and contains obligations regarding the sale and supply of petrol to the community. At present, by purchasing the petrol and on-selling it to the public (as end users of the fuel), the Council is a fuel industry participant (as well as a reseller and retailer) for the purposes of that Act.⁴
17. The Act primarily regulates contractual obligations between wholesalers and retailers / resellers and creates price controls and information disclosure requirements for end users / consumers. The Fuel Industry Act 2020 does not contain any obligation on resellers or

² We are not aware of any formal agreement between Waitangi Hardware and the Council documenting this arrangement.

³ Chatham Islands Council Agenda, 15 September 2022, item 9.2.

⁴ Fuel Industry Act 2020, s 4.

retailers to continue to distribute petrol simply because they are the sole supplier to a population of end users.

18. As the Act is the primary regulator of fuel supply in New Zealand (alongside subsidiary regulations under the Act, which we consider are not applicable in the present circumstances), we consider that there are no obligations on the Council to take any steps in exiting the industry; in this sense, there are no legal barriers to the Council ceasing to supply fuel. Ultimately, the Council is providing a commercial service by distributing fuel and is entitled to withdraw from the market.

Requirements for consultation, communication and engagement

Communication to the Council

19. We consider that the Council will need to be briefed on this matter and a report prepared for the Council accordingly. This is consistent with the approach in 2022 where the Council was kept up to date when taking over supply temporarily and is necessary for the purposes of obtaining direction from the Council as to the resolution of the situation.

Public consultation, communication and engagement

20. As detailed above, we consider there are no legal obligations arising from the Fuel Industry Act regarding exiting the industry as sole fuel provider and this includes with respect to public consultation and/or communication regarding the decision to exit.
21. Any decisions made by the Council must be made in accordance with the decision-making provisions of the LGA, including sections 77, 78, 80, 81 and 82 as applicable.⁵
22. However, as the decision to exit has been made by Chatham Hardware Ltd, not the Council, the obligations contained within the LGA to consult and engage, which, by extension, includes consideration of the Council's Significance and Engagement Policy, are not applicable here. The present situation does not involve the Council making the decision to stop supplying fuel.
23. Notwithstanding the absence of a strict legal obligation to communicate or engage with the public, we consider it would be prudent for the Council to do so, for the sake of transparency. However, we recommend that this engagement occur once the Council has explored a short-term solution to the fuel supply issue, and we discuss this short-term solution further below.

Resolution of fuel supply issues – short-term and long-term

24. Despite there being no legal obligation on the Council to continue fuel supply, we understand there are concerns regarding the fragility of fuel supply and its impacts on the resilience of the community.
25. We understand that an application for funding via the Regional Infrastructure Fund has been made and that, if successful, this money may be used to secure a new fuel distribution site. That said, we are not aware of any Council decisions that have been made and note that before making any such decisions, the Council will need to carefully consider its Long Term Plan, the relevant decision-making provisions in the LGA along with the Council's Significance and Engagement policy, and its consultation obligations under the LGA.
26. Ultimately, the process of securing a new site, finding an operator, obtaining all necessary approvals, etc. will take time. For this reason, a short-term solution to extend the existing casual arrangement should be explored with Waitangi Hardware, as a priority.

Short-term solution

27. In order to achieve this, we recommend that staff:
 - (a) update the Council on the communications received from Val Croon;
 - (b) seek the Council's approval to engage with Val Croon to explore whether an extension to the current "casual agreement" can be agreed:

⁵ Local Government Act 2002, s 76(1).

- (i) in order to do so, staff will need to consider and report to the Council in respect of the relevant LGA provisions relating to Council decision-making (i.e., identifying all reasonably practicable options, assessing advantages and disadvantages, considering the views of those in the community with an interest in the issue) and the Council's Significance and Engagement Policy and the Long Term Plan (if necessary):
- (c) if an extension is able to be agreed, that should be formally documented and reported back to the Council.

Long-term

- 28. Moving forward with a view to the long-term solution, the Council will need to carefully consider what its role may be in this space.
- 29. One of the purposes of local government is to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.⁶ Fuel supply issues will arguably impact the community's economic and social well-being. This will be a relevant consideration for any future decision-making by the Council regarding the ongoing solution for fuel supply issues on the Chatham Islands.

Conclusion

- 30. We trust that our advice assists. Please do let us know if you have any further questions, or would like to discuss.

Wynn Williams

⁶ Local Government Act 2002, s 10(1)(b).

Extracts from Chatham Islands Regional Infrastructure Fund application

Table 1: The current state of infrastructure on the Islands

Infrastructure	Current situation
Energy and fuel	<p>Diesel is the main electricity generation fuel for the Islands. Diesel and petrol are currently shipped to the Islands on the ageing <i>Southern Tiare</i> vessel. Diesel is stored on the Waitangi waterfront in bulk tanks. Petrol arrives stored in ISO tanks and is then pumped into tanks at the Waitangi Hardware site. There are significant problems with the shipping (Note resolution of this issue is underway with procurement of a new shipping service in progress). In addition, the current fuel storage situation is a critical issue for the Islands. Worksafe have issued a Notice to Fix on the petrol storage, and the diesel storage on the waterfront is at risk in a tsunami.</p> <p>Chatham Islands Electricity Limited (a subsidiary of the Chatham Islands Enterprise Trust) are the Islands sole electricity utility provider. They service approximately 230 customers on Chatham Island. Many on the Islands have their own private power sources (for example solar and diesel generators), or separate community owned power supply (e.g. Kaingaroa community). A recently built wind farm will (when commissioning is complete) inject power into the Chatham Island network, lowering the current tariff price and reducing reliance on diesel electricity generation. The system is designed to integrate additional renewable energy sources when able.</p> <p>Electricity on the Chatham Islands is significantly more expensive than mainland New Zealand (up to four times higher). This has been driven by the rising cost of diesel, the cost of getting fuel to the Islands, and the very high maintenance costs associated with keeping the network operational. Getting materials and people to the Islands is expensive, and the highly corrosive environment means there are higher maintenance requirements. The high energy price has a major impact on residents, affecting their ability to heat, cook and meet other essential needs. The energy situation is also a key constraint to economic development of the Islands.</p>

Need for Investment: Addressing Critical Risks associated with the location of infrastructure

In addition to the poor state of infrastructure, some key infrastructure – the emergency services and public agency facilities in particular - are located within identified ‘tsunami risk zones’ (**Appendix C** shows the location of services within tsunami zones):

- The Chatham Island Fuel Depot is located in the tsunami ‘Red Zone’, highly likely to be inundated in a 0.2m – 1.0m tsunami.
- The Chatham Island Fire Station and Hato Hone St John ambulance station are both located in the tsunami ‘Orange Zone’, and highly likely to be inundated in a 1m-8m tsunami.
- The *Chatham Islands Emergency Management Plan* (2018) identifies tsunami as the most critical emergency risk to the Islands. Local source tsunamis will be capable of producing large 7 – 10m or greater tsunamis, with the most significant potential source for the Chatham Islands being from the Hikurangi subduction zone along the east coast of the North Island.
- A Hikurangi subduction zone event will have no warning time or at best a maximum warning time of 15 minutes for the Island region, meaning that emergency staff and volunteers are unlikely to be able to get vital vehicles and equipment to a safe location before the tsunami arrives. In this situation there would be no functioning local emergency services available.

- The ability of local emergency services to respond in such an event is particularly important on the Islands given their isolated and remote location – NEMA have advised that help and support from elsewhere in New Zealand in such an event would likely be days to weeks away. It is important to note that there is a 25% probability of a major Hikurangi Subduction Zone earthquake occurring in the next 50 years⁴. This is not an unlikely event and it must be planned for.

Table 3: The Scope of the Getting Up to Basics Programme

Infrastructure	Scope of works required
Energy and fuel	<p>Compliant fuel storage and distribution (diesel and petrol), in a location away from tsunami zones (noting the exact scope of this project is dependent on the final shipping solution).</p> <p>Preparation of a Chatham Islands Energy Plan assessing how the new windfarm system is performing in operation, and identifying any further work needed to address the Islands energy issues (for example increased power storage, solar systems in outlying communities etc.).</p> <p>Maintenance of Overhead Lines along Airbase Road.</p> <p>Upgrade of supply transformer and mains feeding Chatham Islands Tuuta Airport.</p> <p>Maintenance and repair of the Sandstone Substation.</p> <p>Investigation and delivery of Solar PV plant and batteries, scaled as required to meet demand.</p>

Cost

Cost of compliant fuel storage and distribution, including increased capacity for fuel storage has been estimated at \$5.1M.

3.9.2 Waitangi Hardware Store

Contact: Monique Croon

Company: Chatham Hardware

Land ownership: Owned

Activity: Fuel service station

Management Zone: Settlement

GPS coordinates: W176.559598 S43.952106

Drainage: to ground and to swale / nearby stream

Waitangi Hardware store is now closed. The fuel service station remains in use as the main source of petrol for the Island. This site is currently being managed by CIC as a temporary measure to ensure fuel security for the Island until alternative arrangements can be made.

Compliance

RMA (1991) Section	CIRMD (2018) Rules	Permitted Activity 5.4.3 Settlement	PA Compliance	Notes
S.15 Discharge of contaminants into the environment	5.4.3.10 Hazardous Substances	<i>The use, storage and transportation of hazardous substances is permitted if:</i> <i>(a) the amount of diesel stored per site does not exceed 1200 litres, provided that existing farm units shall be permitted to store a maximum of 2,500 litres; and</i> <i>(b) there is compliance with all legislation and regulation requirements, including the regulations under the Hazardous Substances and New Organisms Act; and</i> <i>(c) no hazardous substance may be dumped or discharged into any waterbody or water course or stormwater system or dumped on land.</i>	(a) No (b) No (c) No	Three fuel tanks are operational, with maximum volume of 17,000 litres each, which is over >1200 litres permitted in a Settlement Zone. Infrastructure is on concrete pad with an unmaintained interceptor. Currently no scheduled maintenance regime. The interceptor needs clearing. Unable to gain test location certificates for tanks. The metal

				<p>bunding intact although visibly rusting. Likely hold 110% of tanks. Drainage valves are rusted permanently open.</p> <p>No spill kits observed.</p> <p>Full gas bottles caged and locked with signage. Empty gas bottles located close to caged area open.</p> <p>There was one petrol bowser working at the time of the visit. Residual spills on forecourt evident.</p>
S.15(1)(b) contaminant onto or into land in circumstance which may result in that contaminant (or any other contaminant emanating as a result of natural processes from that contaminant) entering water	5.4.3.19 and 24 Discharge of contaminants or water into water or the discharge of contaminants into land which may result in that contaminant entering water	<p>(i) Discharge of a contaminant or water into water or the discharge of a contaminant to or into land which may result in that contaminant entering water is permitted if:</p> <p>(a) the discharge is for stormwater, water supply or freshwater purposes; and</p> <p>(b) the discharge after reasonable mixing shall not give rise to any of the following effects: (i) – (v)</p> <p>(ii) Discharge of contaminants onto land is permitted if:</p> <p>(a) they are not from an industrial or trade premises; and</p> <p>(b) they are not dumped or disposed of within 30 metres of a waterbody</p>	<p>No</p> <p>No</p>	<p>Localised discharge of contaminants to land via ineffective interceptor system. This does not meet conditions of either rule.</p>

		or water supply or MHWS; and (c) they are not dumped within 50 metres of a dwelling.		
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Recommendations

Item	Recommendation	Meeting Minimum Compliance (MMC) or Good Management Practice (GMP)
Hazardous Substances	<p>If the site is going to continue to be used for fuel supply, apply for resource consent as a discretionary activity (for upgrade) OR reduce volumes below 1200 litres. To obtain resource consent, the application will need to show that the discharge to land from the interceptor is acceptable.</p> <p>Ensure that stormwater is only drained from metal bunding after visual inspection confirms no contamination.</p> <p>Replace drainage valves and keep closed unless emptying.</p> <p>Empty gas bottles still have residual gas in them. Ensure all associated regulations are being complied with. WorkSafe produce a Guide to gas cylinders which will assist in this.</p>	<p>MMC</p> <p>MMC</p> <p>MMC</p> <p>MMC / GMP</p>
Spill Management	<p>Ensure existing spill kits are present and located close to area where spills may occur. It is also important that staff are familiar with their contents and how to use them to ensure a timely response in the event of an emergency.</p> <p>Place drip trays under vehicles if leaks noticed/when stationary. Notify driver/company to fix.</p>	<p>GMP</p> <p>GMP</p>
Discharge of contaminants	<p>Regularly clean out interceptors and check integrity. Add to scheduled maintenance regime. Check quality of discharge when raining.</p> <p>Dig out any historically contaminated soil around stormwater discharge from interceptor and replace with cleanfill, treat</p>	<p>MMC</p> <p>MMC</p>

	as hazardous waste and dispose of appropriately.	
	Fix drainage pipe to swale.	MMC

Photographs



Fig. 63: Fuel bowzers on concrete pad.



Fig. 64: Fuel tank storage area.



Fig. 65: Discharge point to swale that leads to creek, showing staining. This swale leads to a coastal marine area (CMA).



Fig. 66: Stormwater release valves on all bunds were open allowing the discharge of contaminated water.



Fig. 67: Impacted swale that leads to creek, which in turn discharges to CMA.



Fig. 68: Inside of bunding on one tank show hydrocarbon sheen and rust.

6. Regulatory

6.1 Land Use Consent – Discretionary Activity

Date of meeting	10 December 2025
Author	Paul Whyte, Beca Senior Planner

Purpose:

The report reviews the application for resource consent and addresses the relevant information and issues raised. It should be emphasised that any conclusions reached, or recommendations made in this report are not binding on the Council.

The application for resource consent is to erect an accessory shed which encroaches on the required setbacks from the front and rear boundaries of the site, which is located at 142 North Road, Chatham Island

Recommendations:

- (i) That the application is considered on a non-notified basis having regard to sections 95A-E of RMA.
- (ii) That pursuant to sections 104 and 104B of the RMA, Council grants consent to Michael John Fraser-Eruera to erect a shed on the site located at 142 North Road, Waitangi and legally described as Lot 4 DP 466264 subject to the following conditions:
 - 1. That the proposal is undertaken in general accordance with the application and plans submitted with the resource consent application dated 29.08.25.
 - 2. (a) That the accessway to the site shall be improved in general accordance with Council's standard drawing 005 (attached) or as agreed by the Council Engineer prior to construction.
 - 3. (b) Any culvert crossings and inlet / outlet structure to be constructed for each lot must adhere to Council's standard drawings for rural accessways, with culvert pipe size and length to be agreed with the Council Engineer prior to construction. Culvert construction shall be in general accordance with Council's standard drawings 004 and 005 (attached).

Resource Management Report for Chatham Islands Council

CIC/2025/002

Applicant:	Michael John Fraser-Eruera
Application:	To erect a shed which encroaches on the required setbacks from boundaries. (Application received 29/08/25).
Site Description:	142 North Road, Waitangi, Chatham Island.
Zoning:	Rural Zone (CIRMD)
Type of Activity:	Land Use Consent – Discretionary Activity

1. Introduction

This report is prepared by Paul Whyte, Senior Associate-Planning of Beca Ltd for the Chatham Islands Council in accordance with section 42A of the Resource Management Act (RMA).

The report reviews the application for resource consent and addresses the relevant information and issues raised. It should be emphasised that any conclusions reached, or recommendations made in this report are not binding on the Council.

2. The Application

Michael John Fraser-Eruera, also known as Mike Fraser, has applied for resource consent to erect an accessory shed which encroaches on the required setbacks from the front and rear boundaries of the site, which is located at 142 North Road, Chatham Island.

Figure 1 shows the location of the site and the proposed footprint of the shed. Details of the shed ascertained from the application and a request for further information sent by Council on 28th October 2025 and responded to by the applicant on the 15th November 2025 are as follows:

- The dimensions of the shed are 6m x 9m
- The height of the shed is a maximum of 3.6m
- The shed is located 3.5m from the front or road boundary and a maximum of 5m from the rear or east boundary.

The site is legally described as Lot 4 DP 466264 comprising 1163m². It is of unusual shape being narrow and tapering with a maximum width of 20m at the northern end. The site to the east, which is legally described as Part Kekerione 44A2 Block, is in separate title with multiple owners.

The applicant advises his family have been major shareholders and occupiers of the adjacent land for generations. The current major shareholder and occupier, the applicant's sister Irene Sanson, has confirmed her approval of the proposed build and the encroachment.



Figure 1: Proposed site and shed

3. Resource Consent Required

The site is located in the Rural Zone of the CIRMD. The relevant rule, Rule 5.3.4.3 states buildings are permitted if they are

- set back 10m from boundaries and
- do not exceed 12m in height.

In this case (a) is not met as the building is setback 3.5m and 5m from the front and rear boundary respectively.

The Rule Explanation notes setbacks are intended to enable a reasonable separation distance to be retained for amenity reasons and allow good visibility on roads.

As such, resource consent is required as a **discretionary** activity under section 104B of the RMA in which Council may grant or refuse the application subject to the imposition of conditions under section 108 of RMA.

Under section 104, Council must among other matters, and subject to Part 2, have regard to the actual and potential effects of the proposal and the relevant provisions of various statutory documents.

These matters are addressed below.

4. Notification/non-notification

I have reviewed sections 95 and 95A – 95G as amended by the Resource Legislation Amendment Act and am satisfied that the proposal does not require public notification pursuant to these sections. In particular, I note that:

- The Consent Holder has not requested public notification (section 95A(3)(a));
- Public notification is not required under section 95A (section 95A(3)(b));
- The application does not include a proposal to exchange reserve land (section 95A(3)(c));
- Notification of the application is not required by a rule or national environmental standard (sections 95A(5)(a) and 95A(8)(a));
- The application will not have adverse effects that are more than minor (section 95A(8)(b)); and
- There are no special circumstances that would warrant public notification (section 95A(9));

In respect of limited notification, the effects are considered to be less than minor in terms of Section 95E of the Act and as such there are no affected parties.

5. Assessment of Effects

In my view the effects of the encroachment within the minimum setbacks are less than minor given:

- The unusual shape of the site means it is difficult to meet the setback requirements.
- In terms of the encroachment in the front boundary, Council's roading engineer, Mr Nigel Lister, has confirmed there are no traffic safety issues, particularly as the front boundary is approximately 7m from the edge of the seal (refer email dated 17/09/25). Mr Lister has commented that the existing access should be upgraded as per Council's standards, and it is recommended a condition is imposed in respect of this. In addition, it appears the shed will also be partly screened by an earth bund which is existing.
- In terms of effects on the amenity of the site to the east:
 - A reasonable separation distance is maintained (at least 5m).
 - The profile of the building is not significant and substantially less than the permitted height of 12m.
 - The adjoining owners generally appear to support the proposal.
 - The site is vacant and does not contain a sensitive use such as a dwelling.

6. CIRMD and other Statutory documents

Given the relatively minor degree of non-compliance, the objectives and policies of the CIRMD will not be undermined in respect of provisions such as Policies 5.3.2.1 (ii) and Policies 5.3.3.1 (i)-(iii).

There does not appear to be any relevant national policy statements, and the proposal is in accordance with Part 2 of the RMA given its controlled activity status and minor effects arising from the non-compliances.

7. Conclusion

Overall, any adverse effects of the proposal on the environment are considered less than minor and the application can be considered on a non-notified basis.

8. Recommendation

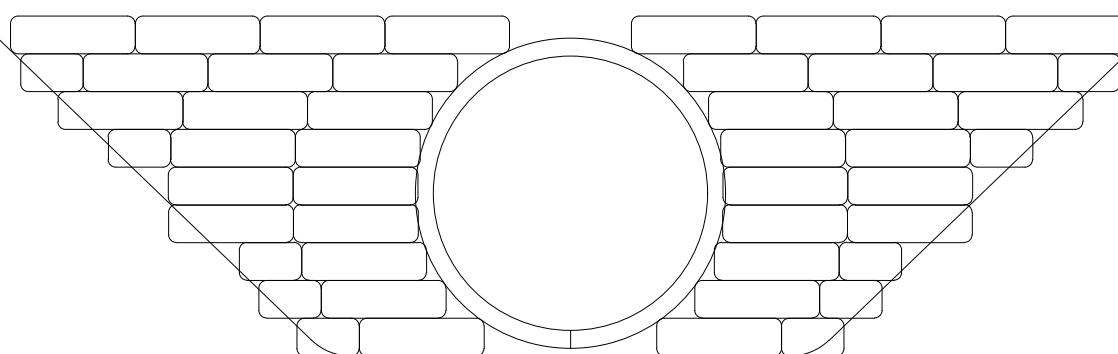
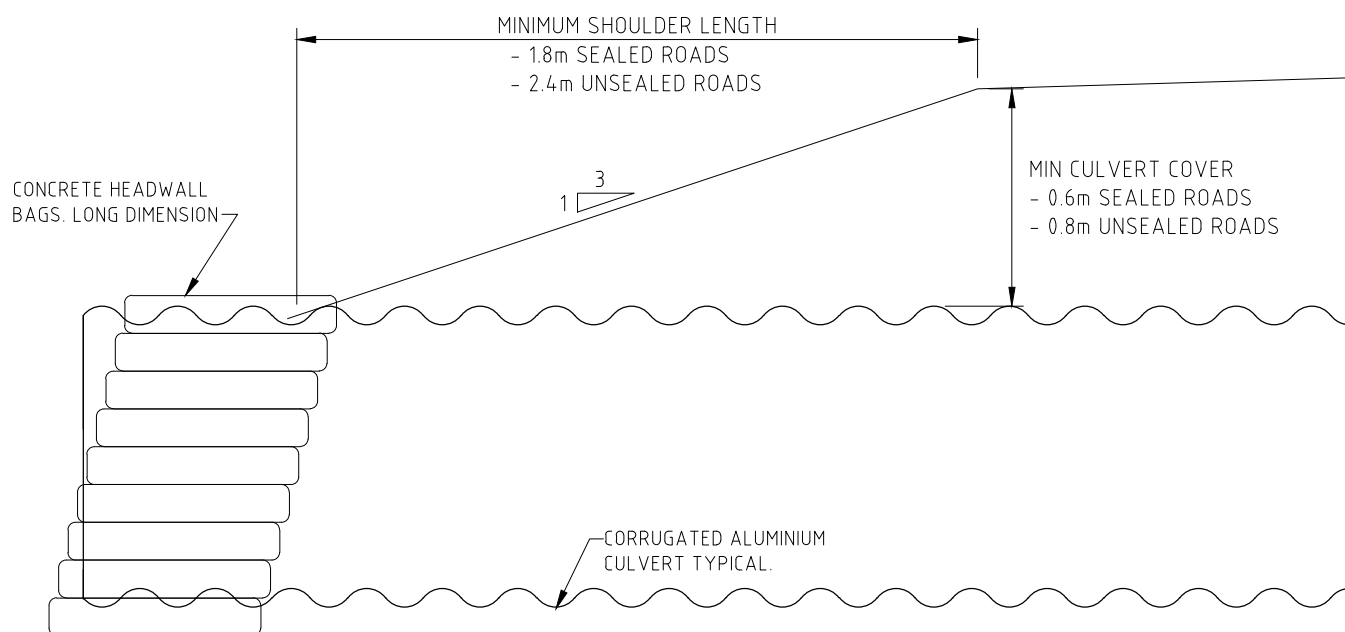
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Paul Whyte

Senior Associate - Planning

November 19th, 2025



CONCRETE BAG HEADWALL CULVERT END TREATMENT

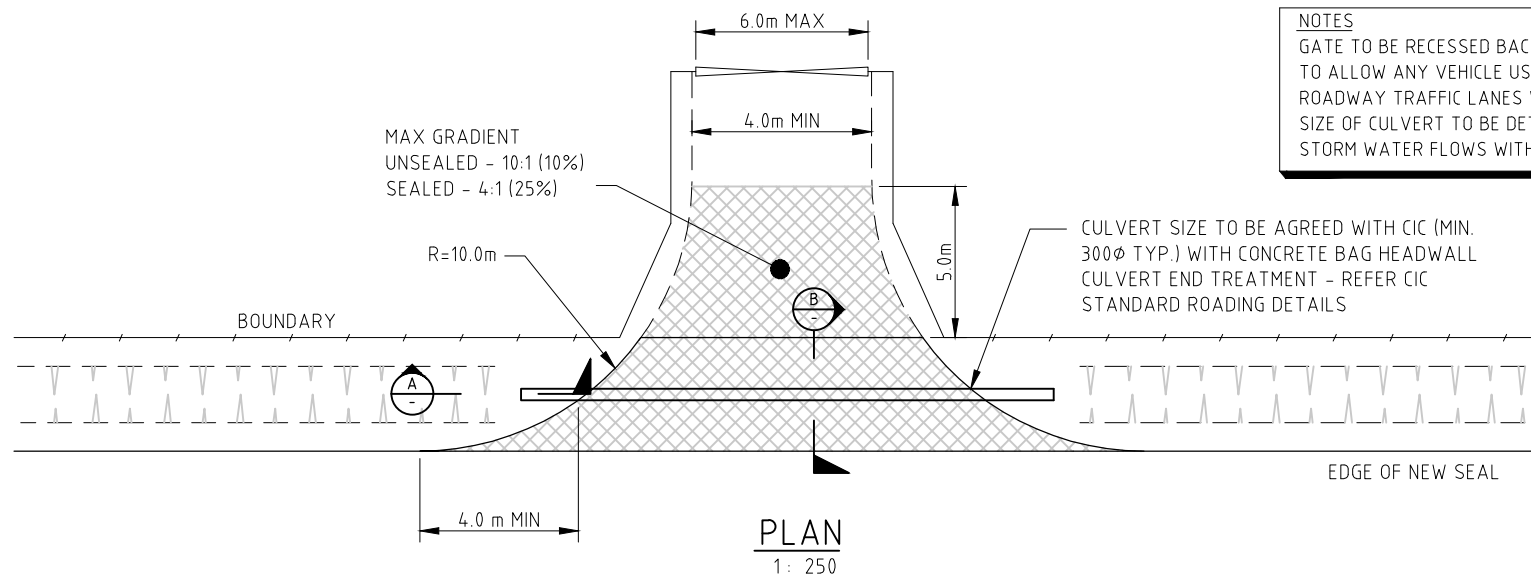
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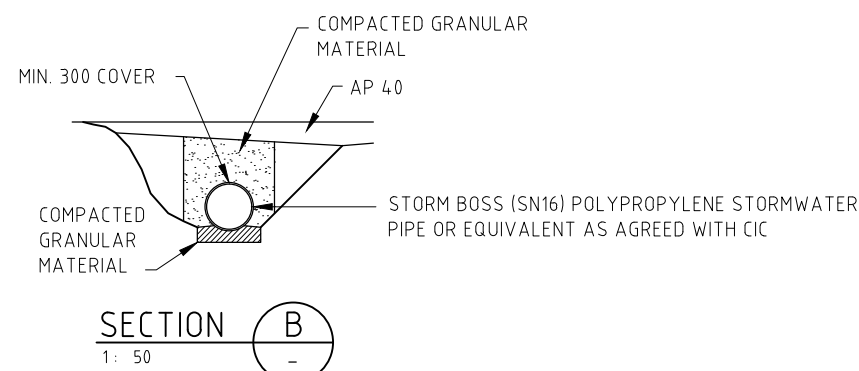
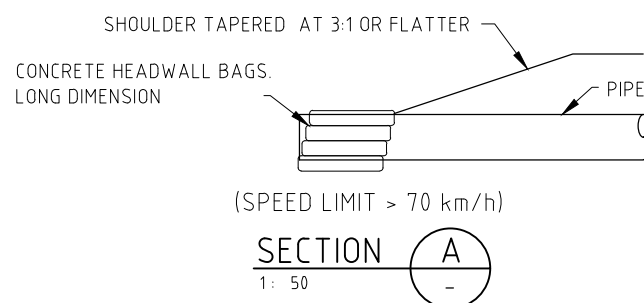
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	INIT	DATE				FOR CONSTRUCTION		
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APPROVED	NL	8/15					004	A

DO NOT SCALE - IF IN DOUBT, ASK


ORIGINAL SIZE A4

**NOTES**

GATE TO BE RECESSED BACK FROM ROADWAY SUFFICIENT DISTANCE TO ALLOW ANY VEHICLE USING THE DRIVEWAY TO STOP CLEAR OF THE ROADWAY TRAFFIC LANES WHILE THE GATE IS OPENED OR CLOSED
SIZE OF CULVERT TO BE DETERMINED BASED ON EXPECTED STORM WATER FLOWS WITHIN SWALE.



THE DETAILS ILLUSTRATED ON THIS SHEET ARE BELIEVED TO BE CORRECT AT THE TIME OF PRINTING. PRACTITIONERS SHOULD APPLY, AND RELY UPON, THEIR OWN SKILL AND JUDGEMENT WHILE APPLYING THESE DETAILS. ANY DEVIATION FROM THE DETAILS ILLUSTRATED THAT HAVE BEEN USED IN CONSTRUCTION DRAWINGS SHALL BE HIGHLIGHTED BY THE CONSULTANT TO CHATHAM ISLANDS COUNCIL.

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Council

6.2 Canterbury Regional Council (ECAN): Quarter 1 (2025–26) Performance Report

Date of meeting	10 December 2025
Author	Paul Eagle, Chief Executive

Purpose

Update elected members on the services provided by Canterbury Regional Council (ECAN) under the Contract for Services Agreement for Quarter 1 (2025–26), covering navigation safety, biosecurity, environmental monitoring, compliance, marine oil-spill readiness and other corporate services functions.

Recommendations

That the Chatham Islands Council:

1. **Receives** the report.

Background

The 2025–26 work programme, signed on 16 July 2025, reflects a smaller budget than the previous year to allow for the costs of transitioning to a new provider from 1 July 2026. Despite this, ECAN achieved several milestones, most notably the successful publication of Chatham Islands environmental data on the national Land, Air, Water Aotearoa (LAWA) platform in September 2025 – the first time the Islands' data have been publicly accessible nationally. The Compliance Audit Report 2025 was also completed, identifying site-specific improvements but also Island-wide challenges requiring a coordinated response.

Navigation Safety

Risk assessments and the Navigation Safety Risk Register have been maintained in collaboration with the Harbourmaster. Navigation Bylaws and Harbourmaster's Directions remain fit for purpose, with minor amendments recommended following the Port and Harbour Marine Safety Code (PHMSC) review.

In February 2025, Maritime New Zealand (MNZ) completed a PHMSC review of Waitangi Port. The review identified areas requiring improvement in risk management, Aids to Navigation (AtoNs), and Harbourmaster resourcing.

In October 2025, MNZ advised Council that while the PHMSC may be disproportionate for a port of the Chathams' size, the findings highlight the need for stronger navigation-safety systems, clearer vessel-arrival procedures, and succession planning for the Harbourmaster role. MNZ has offered to work with Council (and CRC) to develop a fit-for-purpose, risk-based safety-management framework tailored to the Islands' conditions.

ECAN continues to provide technical advice on navigation safety and supports the Replacement Shipping Solution project.

Biosecurity

Routine border inspections were conducted on ship freight and reactive inspections for Air Chathams, preventing new pest incursions. Community engagement remains strong, with biosecurity updates shared via Council's newsletter and national travel media. Rodent surveillance and crab-potting programmes were completed as scheduled, while plant-pest control was limited by on-Island resourcing constraints.

Environmental Monitoring and Data Collection

Chatham Islands environmental data went live on the LAWA national website in September 2025. The broader Environmental Monitoring Programme has been paused based on need and budget. Equipment remains installed and functional but inactive to avoid costly removal. Quarterly surface-water monitoring continues, including a new site at Mangatukurewa Creek (Nairn River).

Compliance Monitoring

The Chatham Islands Compliance Audit 2025 identified ongoing challenges across hazardous substance storage, legacy landfills, wastewater disposal and industrial discharges. While individual site improvements were observed, Environment Canterbury recommended an Island-wide approach to environmental risk management and waste hierarchy implementation.

Marine Oil Spill Response and Readiness

Tier 1 Oil Transfer Sites remain compliant with Marine Protection Rule 130B. The Tier 2 regional marine oil-spill declaration continues for the damaged fuel pipeline until full decommissioning is confirmed. The regional contingency plan update is scheduled for Quarter 3.

Civil Defence and Emergency Management

Training delivered was funded by the National Emergency Management Agency directly. Support continues for the transition to the new Emergency Management Act framework and establishment of the CDEM Committee and Local Controller/Recovery Manager roles.

Financial and Communication Support

ECAN supported preparation of the 2024/25 Annual Report and financial tables. Audit New Zealand is expected to issue its opinion by 10 December 2025.

Canterbury Regional Council | Chatham Islands Council

Work Programme 2025-26 – Q1 Performance Report 1JUL-30SEP 2025

Overall Q1 Summary: The Work Programme for 2025/26 was signed by both parties on 16 July 2025. The budget has reduced significantly since 2024/25, which has resulted in a reduction in the work provided under the Contract for Services agreement when compared to previous years.

Community & tourist engagement continues to be a focus for the Biosecurity Team to raise awareness of the potential biosecurity threats to the Chatham Islands. Other biosecurity activity continues as planned.

A significant and important milestone was achieved in September, when the Chatham Islands environmental data went live on the Land, Air, Water Aotearoa (LAWA) national website. The remainder of the Environmental Monitoring programme has been paused at the request of the Chatham Islands Council Chief Executive. This means none of the remainder of the work outlined in the Environmental Monitoring work programme will be delivered, unless work is recommenced.

The Compliance Audit Report March 2025 has been finalised and has now been provided to the Chatham Islands Council Chief Executive. The report notes some improvements at individual sites which is encouraging, however highlights some environmental challenges which would benefit being addressed from an Island-wide perspective.

Finance and Communication support has assisted with the production of the 2024/25 Annual Report by providing required financial reporting documentation, report narrative, and editing/proof reading. The Audit of the 2024/25 Annual Report has been delayed, and the Audit Opinion is now expected to be issued on 4 December 2025. Budget preparations for the 2026/27 Annual Plan have been put on hold pending finalisation of the 2024/25 Annual Report. Support and guidance will be provided to Chatham Islands Council staff, once timeframes are confirmed.

Civil Defence & Emergency Management team members provided on-island training to Chatham Island staff and key partners

Environment Canterbury remain committed to supporting Chatham Islands Council in their transition to new contractual arrangements post 30 June 2026.

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.		Risk Register up to date. Risks discussed at the regular meetings with Port & CIC Harbourmaster. Risks will be reviewed during annual assessment which is due late 2025/early 2026.
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.		Current Bylaw and Direction are reviewed annually and are fit for purpose. Suggestion on a change to Bylaw wording recommended by PHSMC Review for consideration. 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.		No communication received from the PHMSC following the panel review (draft report only). Indications that MNZ would like to exclude non-pilotage ports from the Code.
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. Environment Canterbury holds & maintains the system documentation for CIC currently.		Ongoing maintenance of the systems and actions for continued improvement following the PHMSC draft report.

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

General navigation safety support and advice	<p>Provide the Harbourmaster and CIC Chief Executive with navigation safety support and advice. This will include input into the Replacement Shipping Solution project.</p>		<p>Continue to provide advice on various navigation safety items.</p>
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Our ref: CORP/MGT/2/5/15
Contact: Giles Southwell

BIOSECURITY

2025-26 Environment Canterbury – Work Programme			
Biosecurity 2025-26 Schedule of Services work programme and costs:			
	<p>Budget estimate 2025-26 total = \$280,100</p> <p>Budget contingency 2025-26 total = \$30,000 (subject to CIC request)</p> <p>Charge Out Rate per hour for additional work = \$125 per hour + GST</p> <p>Charge out rate for 3rd Party engagement will be quoted as required</p>	Status	Commentary
Border Control	<p>Risk pathways via Borders are appropriately managed, with the intent that no new pests arrive and establish on the Chatham Islands</p> <p>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.</p> <p>Look for opportunities to increase engagement with Air Chathams to provide stronger border measures with air freight.</p> <p>Building ongoing education, awareness and advocacy for Chatham Islands border biosecurity risks.</p> <p>Ship freight routine inspections</p> <p>Reactive airfreight inspections</p>		<p>During Q1, border biosecurity inspections were conducted as part of our ongoing biosecurity programme. These checks are a critical component in mitigating the risk of new pest incursions and play a key role in protecting the island's ecosystems and agricultural assets. In addition, we continue to respond to air freight enquiries received from Air Chathams. These interactions support our proactive approach to managing biosecurity risks associated with incoming goods.</p> <p>We continue to engage with both the local community and visitors to raise awareness of the potential biosecurity threats to the Chatham Islands. These initiatives aim to foster shared responsibility and encourage proactive behaviours that support the long-term protection of the islands' unique environment.</p>
Implementation of the CI PMP	<p>Rodent surveillance at ports (six monthly)</p> <p>Rodent surveillance at Flower Pot Bay (Wharf at Pitt Island)</p> <p>Maintenance of Port bait stations</p>		<p>During the winter months, regular fortnightly checks of bait stations were undertaken to support pest management efforts.</p>

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

	<p>Cat desexing programme</p> <p>Crab potting (six-monthly)</p> <p>CIPMP – active control list</p> <p>Reactive CIPMP plant work (plants not on active control list but considered worthwhile (not priority task))</p>		<p>Crab-potting activities were carried out in late June and early July as part of seasonal surveillance.</p> <p>Plant pest control activities were limited due to reduced resourcing on-island.</p>
Community awareness and engagement	<p>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.</p> <p>Support community events (e.g. the pig hunt and cat desexing programme) that promote biosecurity outcomes.</p> <p>Provide opportunities to engage the community in biosecurity activities which in turn raises awareness.</p>		<p>Community engagement remains a key focus of our biosecurity efforts. Environment Canterbury (ECan) continues to support the Chatham Islands Council (CIC) by contributing regular biosecurity messaging to the CIC e-newsletter. This quarter, topics included an overview of our biosecurity mahi, crab-potting activities, community involvement in identifying unusual pests, and information on reed sweet grass. To further extend our reach, we have increased advertising in <i>DestinationNZ</i> magazine. This will feature an article highlighting the Chatham Islands and include a targeted advertisement reminding visitors to check and clean equipment before arrival. These initiatives aim to raise awareness, encourage responsible visitor behaviour, and strengthen community participation in protecting the islands from biosecurity threats.</p>

*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 Chatham's Group Plan is currently under technical review and revision with NEMA. No support has been requested for Q1
Training and Exercises	Work with CIC and NEMA to determine the best mix of support, including preparation and training in advance of an event.		CDEM staff attended on-island to deliver a week of Emergency Management training to Chatham Island staff and partners. This training delivery was funded by a NEMA administered training fund not the ECan budget.
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 Q1
Community Resilience	Provide advice on Community Resilience Initiatives		During the training week a workshop was completed with the Chatham Islands Area Coordinators to

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

			understand their context and how to support future volunteer training
Policy and Planning Support	Provide advice and support for CDEM and CEG meetings, Legislative changes, and to re-focus the CDEM on-Island activity		Chatham Islands CEGs have been attended virtually and advice provided intermittently where appropriate – Planning and policy support is the focus for the contract budget allocated to CDEM through Q2 and Q3.

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 in place to ensure the damaged fuel transfer pipeline is not used. This will remain in place until it is evidenced as decommissioned. T1 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 Plan will be updated in Q3.

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:			
	<p>Budget estimate 2025-26 total = \$30,000</p> <p>Budget contingency 2025-26 total = \$30,000 (subject to CIC request)</p> <p>Charge Out Rate per hour for additional work = \$150 per hour + GST</p>	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.		<p>The Environmental Monitoring programme has been subsequently paused at the request of the Chatham Islands Council Chief Executive.</p> <p>No further work has been undertaken.</p>
Water quality/ quantity monitoring, Groundwater resource evaluation and monitoring	<p>Complete the implementation of the monitoring regime reductions for water quality/quantity. This will include:</p> <ul style="list-style-type: none"> - 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). <p>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 to CIC to consider responses if risk or degradation issues arise. <u>This will include a site visit by professional Council groundwater staff.</u></p>		<p>Chatham Islands environmental data went live on LAWA national website in September 2025.</p> <p>Monitoring regime reductions have been implemented compared to the 2024/25 year, which has generated considerable cost savings.</p> <p>Equipment has deliberately not been decommissioned/removed, and has also not been made inoperable, as that would have generated a considerable one-off cost and may not be in the best interests of CIC.</p> <p>There are still ongoing data [satellite] communication costs that are being incurred for this equipment.</p>

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

	<p>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.</p> <p>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.</p> <p>Ongoing advice on activities, regulatory activities, and national requirements as required.</p>		<p>Mangatukurewa Creek (Nairn River) site has been added to the monitoring network and data accruing.</p> <p>The Environmental Monitoring programme has been paused at the request of the Chatham Islands Council Chief Executive.</p> <p>No further work has been undertaken.</p>
Training	<p>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.</p>		<p>The Environmental Monitoring programme has been paused at the request of the Chatham Islands Council Chief Executive.</p> <p>No further work has been undertaken.</p>
<p>Priority will need to be provided by Chatham Islands Council taking account of priorities, time and budget.</p>			

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.		The Compliance Audit Report (March) 2025 has been completed and provided to the Chatham Islands Council Chief Executive. The 2025 audit report contains site-based and activity-based recommendations to work towards compliance. A ‘solutions’ focused report would require expert input from engineers, such as for the WWTP and sanitary disposal. No budget has been allocated for the Compliance Monitoring work programme, therefore not been progressed.
Consent monitoring	Ongoing compliance monitoring and advice as required.	N/A	No advice has been sought during this reporting period.

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

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	No submissions have been made in this quarter. The Government has advised that draft RMA replacement legislation will be open for submissions before the end of 2026.
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		The CIRMD has been updated as required for all new national direction.

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, particularly in relation to the Council elections
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. A decision regarding the future of the Chatham Islands Council website hosting is required. CRC staff continue to reach out to CIC.
Annual Report/ Annual Plan	Communications and design to support preparation and publication of the Annual Plan and Annual Report.		Have supported by providing narrative for Annual Report where required, including proofing and editing
Emergency Events	Provide Public Information Management (PIM) support to CIC during emergencies? * charge out rates will apply	N/A	N/A

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.

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

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: Budget preparation is on hold pending finalisation of the 2024/25 Annual Report. The extent of changes between the Annual Plan and Long-Term Plan will determine preparation and reporting timelines (e.g. LTP Amendment/Consultation for significant changes/engagement for minor changes). Work will continue with CIC to provide the required information, once timeframes are confirmed. 2024/25 Annual Report: Draft reporting documents were prepared, and the Audit Dashboard populated. Audit review has been delayed due to evidence of management review of key documents (including the going concern assessment) not provided within expected timeframes. The Audit Opinion now expected to be issued on 4 December 2025.
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.		All PARC and Council financial reports were prepared and submitted in

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	<p>Where appropriate, attend PARC and Council meetings to assist with responding to questions raised.</p> <p>Liaise with ECan and any other appropriate stakeholders to draft a quarterly financial report for Council and for the Department of Internal Affairs.</p>		<p>accordance with agreed templates and within required timeframes.</p> <p>Meetings were attended as scheduled to present and discuss these financial results.</p> <p>Additional financial support was provided in relation to improving system reporting, as well as other support on an as-requested basis.</p>
Financial Management support to Chief Executive	<p>Support the CIC CEO, CIC Operations Manager and CIC Financial Technical Lead with financial requests as needed.</p> <p>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.</p> <p>Meet weekly with the CIC CEO and attend agenda run-throughs for all Council and PARC meetings</p>		<p>Weekly meetings with CIC are now scheduled and attended.</p> <p>Ongoing financial support continues to be provided on an as required basis.</p>

*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.

Public Excluded Agenda

10 December 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:

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
PX.1	PE Minutes 19 November 2025	Good reason to withhold exists under Section 7	Section 48(1)(a)
PX.2	CE Performance Agreement	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
PX.1.	PE Minutes 19 November 2025	7(2)(b)(ii) 7(2)(h) 7(2)(i)	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.
PX.2	CE Performance Agreement	7(2)(b)(ii) 7(2)(h)	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.

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