



chatham islands council
Chatham Islands Council

BOARD PACK

for

Council Meeting

Thursday, 19 February 2026

9:00 am (+1345)

Held at:

Chatham Islands Council
13 Tuku Road, Chatham Islands

INDEX

Cover Page

Index

Agenda

Attached Documents:

1.3 a	Interests Register.....	8
2.1 a	2.1 Minutes 10 December 2025.pdf.....	9
2.1 b	Public 10 Dec 2025 Minutes Council Meeting.pdf.....	10
2.2 a	2.2 Removal of Terms of Reference regarding committees from Delegations Register.pdf	19
2.2 b	Delegation Register March 2023 (Final).pdf.....	22
2.3 a	2.3 CIET-CIC Support Offer Letter.pdf.....	50
2.3 b	2026-02-12-LTR-CIET-CIC-Support-Offer.pdf.....	51
3.1 a	3.1 Financial Report.pdf.....	52
3.1 b	Financial Report Jan.pdf.....	53
4.1 a	4.1 Stantec Report1.pdf.....	56
4.1 b	Stantec Report December 2025.pdf.....	57
4.1 c	Stantec Report January 2026.pdf.....	69
4.2 a	4.2 Fulton Hogan Road Maintenance Report .pdf.....	80
4.2 b	FH Road Report Dec 2025.pdf.....	81
4.3 a	4.3 Fulton Hogan Water & Wastewater Contract .pdf.....	94
4.3 b	FH Water Report Dec 2025.pdf.....	95
4.4 a	4.4. Owenga Wharf Lights Update.pdf.....	100
5.1 a	5.1 Pitt Island Shed Tender for Removal.pdf.....	101
11.1 a	PE Cover Page19 February 2026.pdf.....	103
12.1 a	PE.1 PE Minutes 10 December 2025.pdf.....	104
12.1 b	PE 10 Dec 2025 Minutes Council Meeting.pdf.....	105

12.2 a 5.1 Letter to Council from P Smith.pdf.....	107
12.2 b Pat Smith Letter to Council Nov 25.pdf.....	109
12.2 c Ltr to Pat Smith 5dec25.pdf.....	121
12.2 d Proposal-for-the-Chatham-Islands-Pest-Management-Plan-December-2020.pdf.....	123
12.3 a PE.3 Lime Pit.pdf.....	124

AGENDA

COUNCIL MEETING



Name:	Chatham Islands Council
Date:	Thursday, 19 February 2026
Time:	9:00 am to 11:00 am (+1345)
Location:	Chatham Islands Council, 13 Tuku Road, Chatham Islands https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDhhZTk1NWQtMzkwMy00YjU2LWE2ZmQtMTE5YWJhMTE1MGI0%40thread.v2/0?context=%7b%22Tid%22%3a%2297fe9e71-ae23-445e-8c38-f2ad55476cec%22%2c%22Oid%22%3a%2238923941-e481-4887-903d-9c4f924faac0%22%7d
Board Members:	Cr Bridget Gibb, Cr Celine Gregory-Hunt, Cr Graeme Hoare, Mayor Greg Horler, Cr Jacqui Southcombe, Cr Jenna Hoverd, Cr Keri Day, Cr Nathaniel Whaitiri, Cr Pita Thomas
Attendees:	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	8
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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 10 December 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 10 December 2025.pdf	9
2.1.b	Public 10 Dec 2025 Minutes Council Meeting.pdf	10

2.2 Delegations Register Terms of Reference

9:17 am (5 min)

For Decision

To seek a decision from the Council regarding the Terms of Reference for Committees in the Delegations Register.

Supporting Documents:

2.2.a	2.2 Removal of Terms of Reference regarding committees from Delegations Register.pdf	19
2.2.b	Delegation Register March 2023 (Final).pdf	22

2.3 CIET-CIC Support Offer

9:22 am (2 min)

Mayor Greg Horler

For Noting

For Council's information

Supporting Documents:

2.3.a	2.3 CIET-CIC Support Offer Letter.pdf	50
2.3.b	2026-02-12-LTR-CIET-CIC-Support-Offer.pdf	51

3. Finance

3.1 Financial Report

9:24 am (10 min)

For Noting

Supporting Documents:

3.1.a	3.1 Financial Report.pdf	52
3.1.b	Financial Report Jan.pdf	53

4. Works & Services

4.1 Stantec Report

9:34 am (5 min)

For Information

Information to be received.

Supporting Documents:

4.1.a	4.1 Stantec Report1.pdf	56
4.1.b	Stantec Report December 2025.pdf	57
4.1.c	Stantec Report January 2026.pdf	69

4.2 Fulton Hogan Road Maintenance Report

9:39 am (5 min)

For Information

Information to be received.

Supporting Documents:

4.2.a 4.2 Fulton Hogan Road Maintenance Report .pdf

80

4.2.b FH Road Report Dec 2025.pdf

81

4.3 Fulton Hogan Water & Wastewater Report

9:44 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 FH Water Report Dec 2025.pdf

95

4.4 Owenga Wharf Lights update

9:49 am (2 min)

Ms Colette Peni

For Noting

Update on the installation of lights on the Owenga Wharf.

Supporting Documents:

4.4.a 4.4. Owenga Wharf Lights Update.pdf

100

5. Community

5.1 Pitt Island Shed – Permission to Tender for Removal

9:51 am (10 min)

Ms Colette Peni

For Decision

To seek Council approval to instruct the Acting Chief Executive Officer to initiate a tender process for the removal of the Pitt Island shed.

Supporting Documents:

5.1.a 5.1 Pitt Island Shed Tender for Removal.pdf

101

6. Regulatory

7. Emergency Management

8. Government

9. Chatham Islands

10. Bylaws & Policies

11. Move to Public Excluded

11.1 Move to Public Excluded

Supporting Documents:

11.1.a PE Cover Page19 February 2026.pdf

103

12. Public Excluded

12.1 Public Excluded Minutes 10 December 2025

10:01 am (2 min)

For Decision

For Approval

Supporting Documents:

12.1.a PE.1 PE Minutes 10 December 2025.pdf

104

12.1.b PE 10 Dec 2025 Minutes Council Meeting.pdf

105

12.2 Letter to Council - P Smith

Supporting Documents:

12.2.a 5.1 Letter to Council from P Smith.pdf

107

12.2.b Pat Smith Letter to Council Nov 25.pdf

109

12.2.c Ltr to Pat Smith 5dec25.pdf

121

12.2.d Proposal-for-the-Chatham-Islands-Pest-Management-Plan-December-2020.pdf

123

12.3 Lime Pit - North Road

10:03 am (10 min)

Ms Colette Peni

For Decision

To provide Council with an update on the legal status of the Lime Pit and to seek direction regarding further investigation into the potential re-opening of the Lime Pit for agricultural use.

Supporting Documents:

12.3.a PE.3 Lime Pit.pdf

124

12.4 Close the meeting

10:13 am

Next meeting: Council Meeting - 30 Apr 2026, 9:00 am

Interests Register

Chatham Islands Council



As of: 19 Feb 2026

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



2. Democracy

2.1 Minutes of Ordinary Meeting 10 December 2025

Date of meeting	19 February 2026
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 10 December 2025.

Recommendations

- 1. THAT the minutes from the Ordinary meeting held on 10 December 2025 be a true and accurate record.**

MINUTES (in Review)

COUNCIL MEETING



Name:	Chatham Islands Council
Date:	Wednesday, 10 December 2025
Time:	9:00 am to 11:26 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, Ms Rebecca Tinga, Ms Tanya Clifford, Mr Jack Boyd, Ms Kirsten Norquay, Ms Jo Guise
Guests/Notes:	Denise Thomas (CIC Finance Lead), Erin von Elders and Thomas McKinlay (Fulton Hogan), Yvonne Yang (Audit NZ)

1. Opening Meeting

1.1 Meeting Opening

1.2 Apologies

All elected members were present.

1.3 Interests Register

1.4 Action List

2. Democracy

2.1 Ordinary Meeting Minutes 19 November 2025



Minutes Ordinary Meeting 19 November 2025

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

Decision Date:	10 Dec 2025
Mover:	Cr Jenna Hoverd
Seconder:	Cr Graeme Hoare
Outcome:	Approved

2.2 Chief Executive's Review Committee Membership



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 Nathaniel Whaitiri to be a member of the Chief Executive's Review Committee.

Decision Date: 10 Dec 2025
Mover: Cr Bridget Gibb
Seconder: Cr Jacqui Southcombe
Outcome: Approved

The purpose of this item was to seek Council approval to appoint a fifth member to the Chief Executive Review Committee.

It was noted that on 19 November, Council established the Chief Executive Review Committee and appointed the initial members: Mayor Greg Horler, Deputy May Celine Gregory-Hunt, Councillor Bridget Gibb, Councillor Pita Thomas.

Council noted that the Committee's Terms of Reference provided that the Committee would ordinarily comprise the Mayor, Deputy Mayor, and three additional members appointed by Council.

Councillor Nathaniel Whaitiri volunteered to be appointed as an additional member.

2.3 Establishment of Grants Committee



Establishment of Grants Committee

That the Chatham Islands Council:

To seek a decision from the Council regarding the establishment of the Grants Committee and the appointment of both a Chair and elected members to that Committee.

1. Receives the 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 Councillors Jacqui Southcombe and Graeme Hoare 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.

Decision Date: 10 Dec 2025
Mover: Cr Pita Thomas
Seconder: Cr Keri Day
Outcome: Approved

The Council considered a report seeking approval for the establishment of a Grants Committee in accordance with Clause 31 of Schedule 7 of the Local Government Act.

The purpose of the report was to seek Council's decision on:

- Establishing the Grants Committee,
- Adopting the Terms of Reference, and
- Appointing the Chair and elected members to the Committee.

It was noted that, under Section 41A(5) of the Local Government Act, the Mayor is an ex officio member of all committees and therefore does not count toward the two appointed Councillor positions.

2.4 Civil Defence and Emergency Management Group - Terms of Reference Update



Civil Defence Emergency Management - ToR Update

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. Cr Jenna Hoverd & Cr Bridget Gibb
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.

Decision Date: 10 Dec 2025

Mover: Cr Graeme Hoare

Seconder: Cr Pita Thomas

Outcome: Approved

Council considered a report seeking approval for updates to the Terms of Reference for the Civil Defence Emergency Management Group, primarily in relation to membership requirements and updated terminology.

It was noted that the proposed changes were largely administrative in nature and intended to bring the Terms of Reference up to date, including:

- Updating references to reflect current government agency names, such as the National Emergency Management Agency (NEMA),
- Clarifying that the Civil Defence Emergency Management Group and Committee are one and the same,
- Amending membership provisions to remove the requirement for whole-of-Council membership, while recognising the Mayor's statutory role in declaring a state of emergency.

Council was advised that the Committee meets approximately three times per year and is supported by a coordinating executive/officers group comprising key representatives from both the island and mainland. The importance of the Committee was noted, particularly in light of proposed legislative changes that would designate emergency management as a core local government service.

3. Finance

3.1 Financial Report



THAT the Financial Report be received.

THAT the Financial Report be received.

Decision Date: 10 Dec 2025

Mover: Cr Graeme Hoare

Seconder: Cr Jenna Hoverd

Outcome: Approved

Ms Tanya Clifford gave a verbal update to the report.

Council received the financial and risk management report as at 25 November. It was noted that financial performance was currently tracking satisfactorily, reflecting the annual DIA appropriation received earlier in the year, though continued cost control remains important. Potential future cost pressures were highlighted, including transition costs associated with the Environment Canterbury contract and changes to service delivery.

3.2 LATE ITEM - Annual Report Adoption 2025



Received as a Late Item

Received as a Late Item

Decision Date: 10 Dec 2025
Mover: Cr Graeme Hoare
Seconder: Cr Jenna Hoverd
Outcome: Approved



Annual Report Adoption

That the Council:

1. Receives the draft Annual Report and summary Annual Report for 2024/25,
2. Receives the Audit New Zealand Audit opinion for the full and summary versions of the Annual Report for 2024/25,
3. Adopts the Audited Annual Report for 2024/25 and the summary Audited Annual Report for 2024/25
4. Approve the publication of the Annual Report and summary Annual Report for 2024/25 (both in print & online).
5. Delegate to the Chief Executive the power to approve minor editorial changes.

Decision Date: 10 Dec 2025
Mover: Cr Jenna Hoverd
Seconder: Cr Graeme Hoare
Outcome: Approved

It was noted that the report was in draft form pending receipt of the Audit New Zealand audit opinion, which would be issued following completion of procedural requirements. Key audit matters were outlined, including a standard emphasis of matter relating to going concern and Three Waters.

4. Works & Services

4.1 Stantec Report



Stantec Report

THAT the reports be received.

Decision Date: 10 Dec 2025
Mover: Cr Graeme Hoare
Seconder: Cr Bridget Gibb
Outcome: Approved

Council considered a report providing an update on the Engineering Services Contract. Discussion included current challenges relating to water quality, infrastructure options, and the high costs associated with treatment, storage, and compliance. It was noted that alternative water supply

options, including self-sufficiency measures and network upgrades, have been considered through the Water Services Delivery Plan, with future progress dependent on funding availability. Council also discussed opportunities to improve the format and frequency of reporting, including the potential move to a quarterly reporting structure.

4.2 Fulton Hogan Road Maintenance Report



FH Road Maintenance Report

THAT the reports be received.

Decision Date: 10 Dec 2025
Mover: Cr Jenna Hoverd
Seconder: Cr Nathaniel Whaitiri
Outcome: Approved

Council received a verbal update on roading and maintenance activities. It was noted that routine grading had been delayed due to rehabilitation works, crusher availability, and equipment issues, but was expected to resume once current works are completed. Maintenance metal is behind target but would be caught up. Issues with one grader were discussed, with options to repair or remove it from the island. Positive progress was noted on rehabilitation works, mowing, sealing projects, and new equipment, including a bitumen/emulsion sprayer. A new Roads Supervisor, Thomas McKinley, was introduced.

4.3 Fulton Hogan Water & Wastewater Report



FH Waster & Wastewater Report

THAT the reports be received

Decision Date: 10 Dec 2025
Mover: Cr Jenna Hoverd
Seconder: Cr Graeme Hoare
Outcome: Approved

Council received a report providing an update on water and wastewater operations. Discussion focused on increased wastewater flows during heavy rainfall, largely due to stormwater entering the sewer network through illegal or inappropriate connections. It was noted that some connections can be identified, though addressing them requires a process involving property owners. Water usage trends were discussed, with recent reductions attributed to leak repairs, while temporary spikes were noted due to identified issues. The importance of monitoring, education, and leak detection through metering was highlighted, along with the potential need for conservation measures.

4.4 Fulton Hogan Waste Management Report



FH Waste Management Report

THAT the reports be received.

Decision Date: 10 Dec 2025
Mover: Cr Bridget Gibb
Seconder: Cr Graeme Hoare
Outcome: Approved

Council received an update on the Waste Management Operations Programme. It was noted that the transfer station was operating satisfactorily, with improvements made to leachate management

and general site condition. Challenges were discussed around recycling, including contamination of cardboard, storage and shipping constraints, and the need for ongoing public education. It was noted that recyclable materials were ready for removal pending funding approval. Rising waste management costs were acknowledged, along with potential future support through increased waste levy funding, which may assist with education and recycling initiatives.

4.5 Physical Works Maintenance Contract - Procurement



Physical Works Maintenance Contract Procurement

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.

Decision Date: 10 Dec 2025

Mover: Cr Graeme Hoare

Seconder: Cr Jacqui Southcombe

Outcome: Approved

Council considered a report on maintenance contract procurement. It was noted that existing infrastructure, roading, and solid waste contracts were due to expire, and that extending these contracts would provide time to align future procurement with the outcomes of the Water Services Delivery Plan and confirmed Crown funding. Council was advised that roading contracts were heavily subsidised through NZTA funding and that contract extensions had been approved by NZTA. The extensions would allow continuity of services while longer-term procurement options were developed.

5. Community

5.1 Fuel Security - Petrol Service Transition



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.

Decision Date: 10 Dec 2025
Mover: Cr Pita Thomas
Seconder: Cr Jenna Hoverd
Outcome: Approved

Council considered a report on fuel security and the transition away from Council's role in petrol distribution following termination of the casual agreement with Chathams Hardware. The discussion focused on formally exiting the petrol distribution function, managing associated risks and compliance obligations, and seeking Council approval for staff to engage with the Crown and island stakeholders to explore short and long-term options for fuel storage and distribution. It was noted that no preferred solution had been predetermined, and that options would be explored and reported back to Council, with safety, continuity of supply, and regulatory requirements being key considerations.

6. Regulatory

6.1 Landuse Consent - CIC/2025/002



Landuse Consent - CIC/2025/002

THAT

- (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).

Decision Date: 10 Dec 2025
Mover: Cr Pita Thomas
Seconder: Cr Nathaniel Whaitiri
Outcome: Approved

Council considered a discretionary land use consent application for an accessory shed at 142 North Road that does not meet required boundary setback rules. The report reviewed the application, clarified irrelevant matters raised, and confirmed the shed would not adversely affect traffic or surrounding properties. It was noted this type of application is standard where setback

rules cannot be met, and appropriate approvals had been obtained. Council approved the recommendations as presented.

6.2 ECan Q1 Performance Report



ECan Q1 Performance Report

That the Chatham Islands Council:

1. Receives the report.

Decision Date: 10 Dec 2025
Mover: Cr Jenna Hoverd
Seconder: Cr Graeme Hoare
Outcome: Approved

Council received the Canterbury Regional Council Quarter One Performance Report (1 July–30 September). It was noted that service delivery has been challenging, with reduced levels of service driven largely by cost constraints and the high expense of travel to the Chatham Islands. Decisions have focused on maintaining only essential monitoring and regulatory activities. Council acknowledged difficulties in managing the contract, limited local decision-making authority, and uncertainty about future arrangements, including possible alternative service delivery models.

11.1 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
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.

Decision Date: 10 Dec 2025
Mover: Cr Graeme Hoare
Seconder: Cr Bridget Gibb
Outcome: Approved

12.3 Close the meeting

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

Signature: _____

Date: _____



2. Democracy

2.2 Updates to the Chatham Islands Council Delegations Register

Date of meeting	19 February 2026
Agenda item number	2.2
Author	Colette Peni, Acting Chief Executive

Purpose

To seek a decision from the Council regarding:

- a. The removal of the Terms of Reference for Council Committees from the Delegations Register; and
- b. The inclusion of the Terms of Reference for Council Committees on the Council's website.

Recommendations

That the Chatham Islands Council:

1. **Receives** this report; and
2. **Approves** the Delegations Register being updated to remove the various Committee Terms of Reference, along with the associated amendments to the Delegations Register, shown in Attachment 1; and
3. **Directs** that the Terms of Reference for Council Committees be placed on the Council's website.

Key Points

- The purpose of this paper is to:
 - Update the Delegations Register to remove Council Committees' Terms of Reference from the Delegations Register; and
 - Include the Terms of Reference for Council Committees on the Council's website.

Background

The Delegations Register includes the Terms of Reference of Council Committees. However, the Terms of Reference included in the Delegations Register are for the Committees established following the 2022 local government triennial elections which no longer apply to any Committees established following the 2025 local government triennial elections. The one exception to this is the Terms of Reference for the Civil Defence Emergency Management Group (**CDEM Group**) which are still current, noting that another Council Paper is being put forward to amend the membership requirements in the Terms of Reference for the CDEM Group.



Given the Terms of Reference in the Delegations Register are out of date (except for the CDEM Group), it is recommended that the Council removes all of the Terms of Reference for Council Committee, including the CDEM Group, from the Delegations Register.

Rather than including the Council's current Committees' Terms of Reference in the Delegations Register, it is recommended that the Council include the Terms of Reference for its current Committees, and any Committees established at a later date, on the Council's website. This will enable a more straightforward process for updating any Terms of Reference as and when required.

Purpose of removal of Committee Terms of Reference from the Delegations Register

It is recommended that the Council removes the Terms of Reference for its Committees from the Delegations Register and instead include the Terms of Reference on the Council's website for its current Committees, and any other Committees established at a later date.

If the Terms of Reference remain in the Delegations Register, any changes to the Terms of Reference by the Council would also need to be changed via an amendment to the Delegations Register. Removing the Terms of Reference from the Delegations Register will enable amendments to the Terms of Reference for Council Committees without an extra decision-making step to amend the Delegations Register.

In addition, the Terms of Reference currently included in the Delegations Register are for the Committees established following the 2022 triennial election and are therefore out of date (except for the Terms of Reference for the CDEM Group).

Some minor amendments to the Delegations Register will also need to be made as a result of the removal of the Terms of Reference from the Delegations Register. This includes adding a section to the Delegations Register which directs users to the Council's website to view the Committees' Terms of Reference. Attachment 1 shows deletions to the Delegations Register in strikethrough and any additions in underline text.

Cost, Compliance, and Communication

Financial implications

There are no financial implications associated with the removal of the Terms of Reference from the Delegations Register.

Risk assessment and legal compliance

The removal of the Terms of Reference for Council Committees does not result in any risks or issues with legal compliance. The Terms of Reference will be able to be viewed on the Council's website.

Engagement, significance, and Moriori and Māori participation



chatham islands council

This decision relates to internal Council procedural matters and does not trigger any issues relating to engagement, significance, and Mori or Māori participation

The Council will not consult on this matter as it is operational in nature.

Consistency with Council policy

The removal of the Terms of Reference from the Delegations Register will mean that out of date Terms of Reference and not used, and there is a single consistent location where the Committees' Terms of Reference are found.

Communication

No additional communication with the Community is required at this time. However, the Terms of Reference for Council Committees will be made available on the Council's website.

Next Steps

The Delegations Register will be updated to remove the Committees' Terms of Reference, along with the associated minor amendments shown in Attachment 1. As signalled earlier in this report, the Committees' Terms of Reference will be available on the Council's website.

Attachments

Attachment 1: Chatham Island Council Delegations Register



Chatham Islands Council

Delegation Register

Part One – General

Purpose

The purpose of the Delegation Register is to set out the Chatham Islands Council's ('the Council') policies, procedures and delegations relating to decision making when giving effect to its statutory duties, responsibilities and powers. The Delegations Register incorporates terms of reference for committees.

Where decisions or actions under a policy of Council are delegated to a Committee or other decision-making body that has since been disestablished, that delegation will be exercised by Council.

Structure

The Delegations Register is structured in four parts:

Part One – General

This part summarises the overall purpose and structure of the Delegation Register; defines delegations, their duration and the legal basis upon which they are given.

Part Two – Governance

This part sets out the responsibilities and powers of the Council's elected members; describes the structure and appointments to Council's Committees, Subcommittees, Hearing panels, Community Boards and Joint Committees.

The terms of reference for Council's Committees, Community Boards, Subcommittees, Hearing Panels and Joint Committees, including scope, financial, policy and legislative delegations are set out in Part Two.

Part Three – Management

This part sets out responsibilities and powers held by the Chief Executive and Operations Manager to ensure the proper and efficient functioning of the Council as a local authority business.

Part Four – Statutory Delegations to Staff

Statutory delegations to staff may be made where:

- the responsibilities are expressly provided for in legislation; or
- the council holds the power and delegates this responsibility to the Chief Executive
- delegations to staff, if required by any enactment, are made through the Chief Executive by virtue of inclusion in this register.

Statutory appointments occur where, by virtue of being an office holder, staff have duties and powers which are additional to any delegation. In those cases, staff are acting under appointment rather than delegation.

Definition of Delegation

Delegation is the transfer of a duty or power to act on behalf of another, including the authority that the person or body making the decision would themselves have had in carrying out that duty or exercising that power.

For the purposes of administrative efficiency and expediency in the conducting of its day-to-day business, the Council delegates certain statutory duties, responsibilities and powers to its standing committees, committees, subcommittees, joint committees, elected members and staff and in some cases other persons such as Hearing Commissioners.

Likewise, the Chief Executive delegates certain duties and responsibilities to a subordinate level. These delegations promote effective and expeditious decision-making.

Delegations avoid administrative delays and inefficiencies that might otherwise occur if all matters had to be referred to Council or the Chief Executive every time a decision needed to be made.

The Legal Basis

Council's authority to delegate to its standing committees, committees, subcommittees, elected members or staff is principally derived from Schedule 7, Clause 32 of the Local Government Act 2002 (LGA).

Schedule 7 Clause 32 of the LGA states that:

"Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of the local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except:

- a) *The power to make a rate; or*
- b) *The power to make a bylaw; or*
- c) *The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan; or*
- d) *The power to adopt a Long-Term Plan, Annual Plan, or Annual Report; or*
- e) *The power to appoint a Chief Executive; or*
- f) *The power to adopt policies required to be adopted and consulted on under this Act in association with the Long-Term Plan or developed for the purpose of the local governance statement; or*
- g) *(Repealed)*
- h) *The power to adopt a remuneration and employment policy.*

Other statutes also confer or limit the ability for the Council to delegate decision-making powers and duties.

Term of Delegation

Unless any delegation is expressed to be for a defined period it will continue until revoked by the Council, the Chief Executive or withdrawn by operation of law. The Delegations Register is a 'living' document and as such will be reviewed and amended from time to time. The delegation is normally



to the position, not to the individual. The delegation survives any change in the occupier of any position.

General Provisions

In the exercise of any delegation, the delegate (i.e. the person given the delegation) must comply with the requirements in this document. The laws relating to local government generally recognise that a delegation properly exercised binds Council and unless the law or the delegation expressly provides for a review / appeal then no remedy exists other than removing the delegation.

If a delegate considers it is inappropriate for them to exercise a delegation in relation to a specific matter they may refer the decision back to the delegator.

Delegations must be unambiguous and made in writing in order to protect both the Council and the delegate.

In the exercise of any delegation, the delegate will ensure they act in accordance with:

1. Any binding statutory authority (in relation to each delegation, relevant sections of the Act will be identified); and
2. Any relevant Council policy or procedural documents (including reporting and recording requirements).

In relation to delegations to officer level, every delegation will be to a stated office or position and will be exercised in relation to other duties of their position or when an officer has been appointed in an acting capacity.

Where the terms of the delegation require, decisions made under delegated authority will be reported to the Council or a relevant Committee.

Where financial delegations have been given to Committees, Subcommittees, other decision-making bodies or staff, these delegations should be exercised within budgets; adhere to Council's policies; follow a duty of care and fiscal responsibility.

For the avoidance of doubt, delegators and supervisors of subordinate staff shall have the same powers as the delegate, unless the exercise of such delegation requires, by law, a particular qualification or registration.

A delegation once made cannot be further sub delegated other than by the Chief Executive in the case of delegations to staff. The power of sub delegation can be restricted or excluded where, for example, through the operation of legislative authority; the delegation is given directly to an appointed officer.

The Council may, at any time, revoke, suspend for a period, or amend the terms and conditions of relation to any delegation it has made except in relation to decisions already taken. Where this occurs, it will be recorded by resolution of Council.

The Chief Executive may revoke or suspend for a period, or amend the terms and conditions in relation to any delegation to subordinates that they have made.



Staff will not exercise delegated authority in cases of uncertainty or where it would be preferable that policy direction be given. There are also circumstances where staff should seek peer review prior to exercising delegated authority.

Where a delegation exists to make a decision on behalf of Council, the delegate has all the necessary powers of Council to affect that decision, including any related transitional powers prescribed by statute.

The delegations to staff, if required by an enactment, are also made through the Chief Executive Officer by virtue of inclusion in this Register.

Part Two – Governance

1.0 Mayoral Delegations

The Mayor holds certain statutory powers and the list below is only delegations.

- 1.1 The Mayor is authorised to:
 - 1.1.1 permit the attendance of **Councillors at conferences and training opportunities**, with leave of absence and appropriate expenses paid, provided budget is available.
 - 1.1.2 Appoint the **Council's presiding delegate** to the meetings of Local Government New Zealand on those occasions when they cannot attend the meeting in person.
- 1.2 Where the **Common Seal of Council** is affixed to any document it shall be attested by:
 - 1.2.1 the Mayor, or in his / her absence, the Deputy Mayor; and
 - 1.2.2 the Chief Executive, or in his / her absence, the Acting Chief Executive. See the *Chief Executive's delegations for further details about use of the Common Seal*.
- 1.3 In relation to executing any Deed, the authority to apply the Common Seal of the Council is delegated to the *Mayor or in his/her absence Deputy Mayor, and any one Councillor* by virtue of section 9 of the Property law Act 2007 (two signatures required).
- 1.4 The mayor, in relation to the Chief Executive's employment contract, has delegated authority to manage routine employment matters on behalf of the employer such as leave provisions.
- 1.5 The Mayor is authorised to decide on the type and size of payments to be made from the Mayor's Discretionary Fund, within the yearly budget provision.

2.0 Councillor's Delegations

- 2.2 All Councillors are authorised to be a Hearings Commissioner for the purpose of hearing and considering submissions to the **Resource Management Plan** or a change to the Plan under Schedule 1 Clauses 8B and 10 and to make recommendations to the Environment and Planning Committee provided they hold a **current accreditation certificate**.
- 2.3 Each **accredited** member has the power to hear and determine objections lodged under Section 357 of the **RMA** in respect of staff exercising delegated authority.

3.0 Committee Structure and Appointments

The Committee Structure was established, and the appointments made, following the 2022 local government triennial elections. Any changes since the triennial elections are also recorded here. The power of Council to establish committees, subcommittees, other subordinate decision-making bodies and joint committees is outlined in section 30, Schedule 7 of the Local Government Act

2002. Under section 41A of the Act, the Mayor may exercise their power to establish committees of the Council and Chairpersons for those committees.

CHATHAM ISLANDS COUNCIL	
MAYOR	Monique Croon
DEPUTY MAYOR	Keri Lea Day
COUNCIL COMMITTEES	
Performance, Audit and Risk Committee	Grants sub committee
Independent Chair, Mr P Jones ¹ Mayor M Croon Cr KL Day ² Cr G Horler Cr RS Joyce	Mayor, M Croon Cr G Hoare Cr C Gregory-Hunt Cr A Seymour Cr J Kamo
CDEM Group	Chief Executive Recruitment Committee³
Council	Mayor, M Croon Cr KL Day Cr A Seymour Cr C Gregory-Hunt
REPRESENTATIVES AND APPOINTMENTS	
CIHPT	Tourism Chathams
Cr KL Day	Cr G Horler
Community Fisheries Forum	Port Liaison Group
Cr A Seymour	Cr S Joyce
CI Stakeholders Forum	Manaki Whanau o Wharekauri Trust
Mayor Cr KL Day Chief Executive Operations Manager	Mayor Cr KL Day
Pitt Island	District Licensing Committee
Cr C Gregory-Hunt	Cr N Ryan

Standing Committee

3.1 PARC Performance Audit and Risk Committee

3.1.1 Purpose and Areas of Responsibility

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

¹ Amended by resolution 10 November 2022

² Amended by resolution 10 November 2022

³ Established and approved at Council meeting 15 December 2022



The Performance Audit and Risk Committee also has responsibility to act and advise Council on matters related to the employment of the Chief Executive.

3.1.2 **Delegated function**

- To develop and review Council's funding and financial policies and frameworks.
- To develop and review the Council's performance monitoring framework.
- To approve and review Council's audit and risk policies and frameworks.
- To review the Chief Executives contract, performance and remuneration annually.

3.1.3 **Membership**

The Mayor, Deputy Mayor, two Councillors and one independent member as Chair.

3.1.4 **Term of Committee**

For the period of the 2022-2025 Triennium unless discharged earlier by the full Council.

3.1.5 **Specific Responsibilities and Delegated Authority**

The Performance Audit and Risk Committee is delegated the power of authority to:

1. develop and review Council's funding and financial policies and frameworks and make recommendations to Council;
2. develop and review Council's performance monitoring framework (financial and non-financial) and make recommendations to Council;
3. review Council's draft Annual Report prior to Council's adoption;
4. receive and review external audit letters and management reports;
5. approve and review the internal audit plan and review the annual programme report;
6. approve, review and monitor Council's risk framework and policy
7. review the risk register;
8. review the Chief Executive contract, performance and remuneration at least annually.

Note:

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

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

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



3.2 Chief Executive Recruitment Committee

3.2.1 Purpose and Areas of Responsibility

To promote efficiency and effectiveness in the conduct of Council's business by acting for, and advising, the Council on matters which relate to the recruitment of Council's Chief Executive.

3.2.2 Membership

The Mayor, Deputy Mayor, two Councillors

3.2.3 Term of Committee

For the period of the 2022-2025 Triennium unless discharged earlier by the full Council.

3.2.4 Specific Responsibilities and Delegated Authority

3.2.4.1 Duties and Responsibilities

The Committee will:

- a. following consultation with Council, undertake such precedent tasks, as are necessary and appropriate in the circumstances, to enable Council to exercise its power to appoint the Chief Executive. This includes, but is not limited to:
 - i. developing and presenting to Council, for Council's ultimate approval, a process for the recruitment and appointment of a Chief Executive;
 - ii. carrying out or implementing any such process relating to the recruitment and appointment of the Chief Executive;
 - iii. providing recommendations to Council, as the Committee sees fit, in accordance with clause 3.2.5.3 of these Terms of Reference;
- b. develop and carry out the process for the Chief Executive's term expiry following consultation with Council;
- c. if and when appropriate, engage a consultant to assist the Committee at any time; and
- d. do all other things necessary to effect the matters set out in this clause.

3.2.4.2 Delegations from Council to the Committee

- a. Council will consider matters not within the delegation of the Committee.
- b. Council may, from time to time, revoke or modify a delegation to a Council committee or joint committee, including this Committee. Such revocations or modifications may be permanent, or for a specified period of time, and/or be for the purpose of addressing a specific matter, if there is good reason to do so.
- c. The powers delegated to the Committee by Council will be, at all times, subject to the current policies and principles or directions given by Council, from time to time.

3.2.4.3 Power to Make Recommendations

- a. The Committee may, as it deems appropriate, make recommendations to Council and/or any standing committee.
- b. The Committee Chair may refer to Council any urgent matters, which would ordinarily be considered by the Committee.

3.2.4.4 Power to Act

- a. the Committee is required to review these Terms of Reference at least once every five years or at such a time that the current (for the time being) Chief Executive resigns from that role, whichever is sooner, and, if the Committee considers it appropriate or necessary, make recommendations to Council regarding any changes or amendments to them.
- b. The general delegations to the Committee exclude any specific decision-making powers that are delegated to another Committee of Council or Joint Committee.
- c. The Committee's power to act under these Terms of Reference is subject to an overriding duty to comply with the Act, and where these Terms of Reference are inconsistent with the Act, the Act shall prevail.

3.2.4.5 Limitations on Committee Powers

- a. Pursuant to Clause 32(1) of Schedule 7 of the Act, the following matters are prohibited from being delegated to the Committee by Council:
 - (i) the power to make a rate; and
 - (ii) the power to make a bylaw; and
 - (iii) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; and
 - (iv) the power to adopt a long-term plan, annual plan, or annual report; and
 - (v) the power to appoint a chief executive;
 - (vi) and the power to adopt policies required to be adopted and consulted on under the Act in association with the long-term plan or developed for the purpose of the local governance statement; and
 - (vii) the power to adopt a remuneration and employment policy.
- b. Therefore, and for the avoidance of doubt, the Committee does not have the delegated authority to decide the following matters in relation to the Chief Executive:
 - (i) the Chief Executive's job description and associated job specifications; or
 - (ii) the appointment process for the role of the Chief Executive; or
 - (iii) the appointment and remuneration package of the preferred candidate for the position of Chief Executive.

- c. The Committee may make recommendations to Council regarding the matters referred to at subclause 3.2.4.5.b, above, in accordance with clause 3.2.4.3 above, however, the ultimate decision on these matters remain with Council.

Sub-committee's

3.3 Grants Sub-committee

The Grants Sub-committee has a core function to consider and approve applications for grant funding.

3.3.1 Membership

- Mayor and three Councilors.

3.3.2 Term of the Committee

- For the period of the 2022-2025 triennium unless discharged earlier by the full Council.

3.3.3 Specific Responsibilities and Delegated Authority

The Grants Subcommittee is delegated the power of authority to consider and approve applications for grant funding from, but not limited to, Creative Communities NZ, NZ Rural Travel Fund, Council Community Grant Fund, and any other grant funding opportunities that may arise.

3.4 District Licensing Committee (DLC)

The District Licensing Committee operates under the **Sale and Supply of Alcohol Act 2012 (SSAA)**. Each territorial authority must appoint one or more licensing committees as, in its opinion, are required to deal with licensing matters for its district (s.186 SSAA).

3.4.1 Responsibilities and Powers

- a. Consider and determine applications for licences and manager's certificates.
- b. Consider and determine applications for renewal of licences and manager's certificates.
- c. Consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136.
- d. Consider and determine applications for the variation, suspension, or cancellation of special licences.
- e. Consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280.
- f. Refer applications to the licensing authority with the leave of the chairperson for the licensing authority.
- g. Conduct inquiries and to make reports as may be required.



- h. Carry out any other functions conferred on licensing committees by or under the SSAA or any other enactment. (s.187).

3.4.2 **Administration**

- a. In the absence of the Chairperson, the Deputy Chairperson will preside.
- b. A quorum comprises 3 members except when the Chairperson is sitting alone.
- c. Meets as required.
- d. The provisions of the Local Government Official Information and Meetings Act 1987 apply other than Part 7 and section 200 of SSAA applies.
- e. Where appropriate, an Independent Commissioner will be appointed.

Chatham Islands Civil Defence Emergency Management Group (CDEM)

3.5 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.

3.5.1 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.

3.5.2 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.

3.5.3 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.
- (9) To oversee the implementation, development, maintenance, monitoring and evaluation of the Chatham Islands CDEM Plan.

3.5.4 Delegations

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

3.5.5 Membership

The CDEM Group consists of all elected members of Council with the Mayor as Chair, with the CEG Chair and Emergency Management Manager/Officer in attendance. A representative of the Ministry of Civil Defence and Emergency Management may also attend (ex officio).

The CEG will comprise:

- The Chief Executive, Chatham Islands Council as Chair
- The Chief Fire Officer (Appointee of the National Commander)
- The Senior Police Officer stationed on the Islands (Appointee of Commissioner of Police)
- The Medical Officer in charge of the hospital
- The Chief Executive Officer, Chatham Islands Enterprise Trust
- The Area Manager, Department of Conservation
- The Emergency Management Manager/Officer (ex officio)
- A representative from Hokotehi Moriori Trust and Ngati Mutunga o Wharekauri Iwi Trust
- A representative from the Ministry of Primary Industries
- St John
- CDEM Area Coordinators and appointed Controllers
- Representative Ministry of Civil Defence and Emergency Management (ex officio)

3.5.6 Meetings

- (1) The CDEM Group will meet as agreed by the Chairperson 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.

3.5.7 Standing orders

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

3.5.8 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.

3.5.9 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 organization which they represent.

3.5.10 Life of CDEM Group

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

Part Three – Management

1.0 Chief Executive's Delegations

1.1 General

- 1.1.1 The Chief Executive will report the exercise of these delegations to the Council when the delegation requires and as they deem necessary.
- 1.1.2 The Chief Executive is authorised to amend the delegations register to reflect changes in the organisation's structure.

1.2 Acting Chief Executive

- 1.2.1 The Chief Executive may request the Operations Manager to act as Chief Executive during temporary periods of absence from duties together with such of the Chief Executive's powers as he or she considers appropriate.

1.3 Employment of Staff

- 1.3.1 Pursuant to section 42(2) of the Local Government Act 2002, the Chief Executive is responsible, on behalf of the Council, for ensuring the effective and efficient management of the Council, employing staff and negotiating the terms of employment of staff.
- 1.3.2 The Chief Executive has control over all employment-related matters concerning staff, and retains authority to approve the employment of all staff.

1.4 Common Seal

- 1.4.1 The Common Seal of the Council will be held by the Chief Executive who will be responsible for its use.
- 1.4.2 A Council resolution is required for the Seal to be affixed to a document.
- 1.4.3 Where the affixing of the Seal is required on documents where the matter is:
 - of a routine nature; or
 - urgent

A resolution of Council under clause 1.4.2 can be made retrospectively at the next Council meeting.

- 1.4.4 Where the Common Seal of the Council is affixed to any document it will be attested by:
 - the Mayor, or in their absence, the Deputy mayor; and
 - the Chief Executive, or in their absence, the Acting Chief Executive.

1.4.5 The Common Seal will be affixed to any document that is required to be executed under the Seal, including:

- 1.4.5.1 Warrants to enter private land on behalf of the council made under the Resource Management Act, the Biosecurity Act, the Building Act, Local Government Act 1974 or the Local Government Act 2002;
- 1.4.5.2 Memorandum of Transfer pursuant to section 80 of the Local Government (Rating) Act 2002;
- 1.4.5.3 Regional policy statements and regional and district plans prepared under the Resource Management Act;
- 1.4.5.4 Bylaws prepared under the Local Government Act 2002 or other relevant statutes;
- 1.4.5.5 Any documents (e.g. covenants, caveats, or consent notices) which otherwise require the use of the Council's Common Seal with the exception of 'Deeds'.

1.4.6 In relation to executing any Deed, the authority to apply the Common Seal of the Council is delegated to the Mayor or in his absence Deputy Mayor, and any one councillor by virtue of section 9 of the Property Law Act 2007(two signatures required.)

1.5 Official Information

- 1.5.1 The authority to exercise the Council's powers under Parts II to V of the Local Government Official Information and Meetings Act 1987 (except those in section 32 of that Act) is delegated to the Chief Executive.
- 1.5.2 The ability to refuse to release information under Part 1, s.6 or s.7 (conclusive reasons for withholding information); or Part 2, s.17 (refusal of requests) of the Local Government Official Information and Meetings Act 1987 is restricted to the Chief Executive.

1.6 Privacy Act Requests

- 1.6.1 The Chief Executive is delegated the authority to determine in respect of any request for personal information under Part V of the Privacy Act 1993:
 - 1.6.1.1 Whether the request can be granted in whole or in part; or
 - 1.6.1.2 Where a request has been granted, whether any information should be withheld; or
 - 1.6.1.3 Whether a request for personal information to be corrected should be granted; or
 - 1.6.1.4 Compliance with all related administrative requirements.

1.7 News Media, Public Notices, Advertisements and Websites

- 1.7.1 The Chief Executive is authorised to make statements to the news media relating to Council's business.
- 1.7.2 Delegations are to be exercised in accordance with Council's Media and Advertising policies.
- 1.7.3 The Chief Executive is authorised to place public notices and advertisements in relevant newspapers or other publications.

1.8 Disposal of Council Records

The Chief Executive is authorised to dispose of any Council records after receiving confirmation from the relevant Officers or, where required, to make application to another authority for disposal, so far as the exercise of this delegation is not contrary to legislative authority or Council policy.

1.9 Financial Management

- 1.9.1 The Chief Executive is authorised to enter into specified contracts for services within his or her authorised expenditure limit.
- 1.9.2 The Chief Executive may award tenders for:
 - 1.9.2.1 contracts up to \$300,000; or
 - 1.9.2.2 contracts up to \$500,000 procured using the qualified panel of suppliers established in accordance with Chatham Islands Council.
- 1.9.3 The Chief Executive is authorised to:
 - 1.9.3.1 approve operating expenditure within approved budgets, up to a **maximum of \$1,000,000** (exclusive of GST) per single item / transaction;
 - 1.9.3.2 commit up to **\$50,000** (exclusive of GST) of capital expenditure that has not been authorised by approved budgets, subject to subsequent reporting to Council as soon as is practicable;
 - 1.9.3.3 approve **contract progress payments** for the supply of goods and services that have been approved by Council, appropriate Committee, or the Tenders Panel;
 - 1.9.3.4 **re-allocate funding** between budgets provided:
 - it is necessary to achieve committed outputs; and
 - the overall end-of-year budgeted surplus or deficit will be achieved;
 - any likely exceedance is reported to Council or the relevant Committee;
 - it does not breach the Revenue and Financing Policy.



- 1.9.3.5 approve **contingency expenditure for an emergency** including but not limited to flood events, a civil defence emergency management event, maritime oil spills or a pest animal, plant or disease outbreak, subject to:
 - a maximum of \$100,000 (exclusive of GST) for any one event; and
 - the expenditure being reported to the Council as soon as practicable.
- 1.9.3.6 take appropriate action within Council policy to **recover debts**, including but not limited to Court (excluding High Court), Tribunal proceedings and debt collection agencies.
- 1.9.3.7 write off or compromise bad and doubtful debts of up to \$5,000 following discussion with the PARC committee.
- 1.9.3.8 consider and approve **elected members' remuneration** and expense claims in accordance with the determinations of the Remuneration Policy and Council policy.
- 1.9.3.9 amend **Solid Waste Charges** and **Commercial Activity Charges** at any stage during the year, and advise the public of any price changes by public notification at least one month prior to the changes taking effect.

1.10 Bank, Invest, Operation of Council's Bank Accounts

- 1.10.1 The Chief Executive is authorised to:
 - bank, transfer, and invest funds held by the Council
 - sign and countersign bills of exchange, promissory notes and other negotiable instruments, withdrawal notices or authorise electronic payments on behalf of Council;
 - approve payroll payments and all payroll related matters; and
 - approve all tax payments and tax related matters.
- 1.10.2 Documentation must be counter-signed by another member of staff with the appropriate delegation.

1.11 Unbudgeted Capital Expenditure

Unbudgeted capital expenditure may be needed when, a project was not included in an Annual Plan or Long-Term Plan, the scope of a project has changed and / or costs for a project have exceeded estimates and contingencies.

- 1.11.1 Unbudgeted capital expenditure may be authorised by the Chief Executive where that expenditure:
 - does not exceed the greater of 10% of the project budget or \$50,000; and
 - can be met within the annual capital budget for the activity without compromising delivery of other planned capital works.

1.11.2 The unbudgeted expenditure must be reported via the next financial reforecast report to Council.

1.11.3 Approval must be sought at the next available meeting of Council for all other unbudgeted capital expenditure i.e. projects that exceed the greater of 10% of the project budget or \$50,000.

Such approval shall be obtained in advance except:

- In an emergency; or
- When it would be imprudent, contrary to sound business practice, inefficient or ineffective to delay the project while approval is sought.

For the purpose of the above section an activity is as set out in the annual Activity Balance report. It is not the broader activity as described in the Long-Term Plan Annual Plan or Annual Report. Finance have a full list of activities.

1.12 Credit Card Expenditure

1.12.1 All credit card expenditure is reported to and signed off by PARC.

1.13 Functional Delegations

1.13.1 The Chief Executive may decide on an extension to a due date for objections to rating valuations, in accordance with section 6 of the Rating Valuations Regulations 1998, either because:

1.13.1.1 the valuation wasn't received; or

1.13.1.2 for any other good reason.

1.13.2 The Chief Executive is authorised to receive and/or administer external grants or funding on behalf of the Council, including entering into a contract for the receipt of those grants or funds.

1.14 Council Property, Leases, and Licenses

The Chief Executive is authorised to:

1.14.1 approve the leasing or granting of any licence to occupy or tenancy, to vary the terms and conditions of any lease, licence to occupy or tenancy, or to terminate any lease, licence to occupy or tenancy involving Council land

1.14.2 enter into contracts for the maintenance, management and development of any council property

1.14.3 enter into binding agreements for the sale and purchase of property that are necessary to implement any project or work approved by Council, in accordance with the Long-Term Plan, Annual Plan or Council resolution with schedules listing such sales or purchases being submitted to the relevant Standing Committee on a regular basis



- 1.14.4 grant and administer stall site licences including licences for the occupation of legal road (including termination thereof where required for non-payment of rental or other good reason)
- 1.14.5 sign any client authority and instruction for registration by E-dealing.

1.15 Use of Council Property, Assets and Staff

The Chief Executive is authorised to:

- 1.15.1 approve the use of any Council building, facility or equipment by an outside person or organisation in accordance with established guidelines
- 1.15.2 dispose (whether by tender or otherwise) of any motor vehicle or item of plant in accordance with a recognised programme of vehicle and plant replacement
- 1.15.3 dispose (whether by tender or otherwise), and the terms thereof, of any other surplus Council asset up to a book value of \$10,000 (exclusive of GST) per item (see footnote below); and
- 1.15.4 hire out any Council asset and staff to an outside organisation.

1.16 Legal Advice and Proceedings

The Chief Executive is authorised to:

- 1.16.1 obtain legal advice on Council's behalf
- 1.16.2 sign on Council's behalf any routine legal administrative document
- 1.16.3 release or alter loans, mortgages and to impose or remove statutory land charges, subject to confirmation, for Council's financial security, or that all monies owing to the Council have been repaid.
- 1.16.4 Commence court proceedings, where:
 - there are exceptional circumstances; and
 - time does not permit consideration by Council; and
 - where such action is necessary to protect or further Council's interests; and
 - subject to prior discussion with the Mayor.
 - In all other instances, the ability to commence court proceedings is confined to the Council.
- 1.16.5 File in the name of the Council a Statement of Defence, or other appropriate response, to any proceedings against the Council, commenced in any Court or Tribunal.
- 1.16.6 Settle claims against Council up to a limit of \$10,000 (exclusive of GST) (consistent with Council's insurance excess) or in accordance with a recommendation from



Council's insurers, or competent legal advice, where time constraints do not permit the matter to be referred to a meeting of Council or an appropriate Committee.

- 1.16.7 Initiate proceedings to have Court costs awarded; and initiate legal proceedings to collect Court costs awarded.
- 1.16.8 Issue a trespass warning, whether orally or by notice, on Council's behalf.
- 1.16.9 Vote on behalf of Council, where a resolution of Council is not a prerequisite.

2.0 Operations Manager Delegations

The Operations Manager must not act outside of Council policy or outside of decisions made by resolution of Council or a Committee.

2.1 Employment

The Chief Executive Officer has authorised the Operations Manager, in relation to their area of responsibility and in accordance with relevant Council policy, to:

- 2.1.1 determine staff hours of attendance that best suits the Council's needs;
- 2.1.2 approve the temporary reallocation of duties provided they do not require an amendment to the Position Description;
- 2.1.3 approve overtime, including granting time off in lieu of overtime.
- 2.1.4 Approve time-in-lieu and all types of leave, except:
 - 2.1.4.1 leave identified as being at the sole discretion of the Chief Executive; and
 - 2.1.4.2 leave without pay for periods in excess of two weeks.
- 2.1.5 Approve the attendance of staff at conferences, courses or seminars.

2.2 Submissions

- 2.2.1 The Operations Manager is authorised to make a submission on matters of general Council interest or concern where it is not possible within the available time to refer the matter to the Council or relevant standing committee.
- 2.2.2 Such submissions shall be reported to the Council or the relevant committee at the next available meeting.

2.3 Official Information

- 2.3.1 The authority to exercise the Council's powers under Parts II to V of the Local Government Official Information and Meetings Act 1987 (except those in section 32 of that Act) is delegated to Senior Managers.

2.3.2 The ability to refuse to release information under Part 1, S.6 or s.7 (conclusive reasons for withholding information); or Part 2, s.17 (refusal of requests) of the Local Government Official Information and Meetings Act 1987 is restricted to the Chief Executive Officer or delegated Officer.

2.3.3 The Council Executive Assistant is delegated to manage official information requests and will require the Officers to respond to requests as they relate. The Operations Manager is authorised to exercise the Council's powers under Parts II to V of the Local Government Official Information and Meetings Act 1987 (except those in section 32 of that Act).

2.4 News Media, Public Notices, Advertisements and Websites

2.4.1 The Mayor and Chief Executive Officer or Delegated Officer are authorised to make statements to the news media relating to Council's business. Exercise of these delegations are to be in accordance with the Council's Media and Advertising Policies.

2.5 Financial Management

2.5.1 The Operations Manager is authorised to enter into specified contracts for services commensurate with his or her authorised expenditure limit.

2.5.2 The Operations Manager is authorised to:

2.5.2.1 approve operating expenditure within approved budgets, up to a maximum of \$20,000 (exclusive of GST) per item

2.5.2.2 approve contract progress payments for the supply of goods and services as have been approved by Council

2.5.2.3 re-allocate funding for operating expenditure between budgets provided it is:

- necessary to achieve committed outputs; and
- the end-of-year budgeted surplus or deficit will be achieved
- Any likely exceedance or effect on other programmes deliverables is reported to Council or the relevant Committee.

The Council Revenue and Financing Policy is not to be breached.

2.5.2.4 Approve contingency expenditure for an emergency including but not limited to flood events, a civil defence emergency management event, maritime oil spills or a pest animal, plant or disease outbreak is delegated to the Operations manager to a maximum of \$20,000 (exclusive of GST) and must be reported to the Council as soon as practicable.

2.6 To Operate Bank Account and Invest

2.6.1 The Operations Manager is authorised to:

- 2.6.1.1 sign and countersign bills of exchange, promissory notes and other negotiable instruments, withdrawal notices or authorise electronic payments on behalf of Council
- 2.6.1.2 approve payroll payments and all payroll related matters; and
- 2.6.1.3 approve all tax payments and tax related matters.

2.6.2 Documentation must be counter-signed by another member of staff with the appropriate delegation.

2.6.3 Other specific delegated financial authorities are contained within Chatham Islands Council's Treasury and Risk Management Policy.

2.7 Debts

- 2.7.1 The Operations Manager is authorised to take appropriate action within Council policy to **recover debts**, including, but not limited to Court (excluding High Court), Tribunal proceedings and debt collection agencies.
- 2.7.2 The Operations Manager is authorised to **write off or compromise bad debts** of up to \$100 (other than rating debts).

2.8 Receipting and Administering External Funds

The Operations Manager is authorised to receive and/or administer external grants or funding on behalf of the Council, including entering into a contract for the receipt of those grants or funds.

2.9 Council Property, Leases, and Licenses

The Operations Manager is authorised to:

- 2.9.1 approve the leasing or granting of any licence to occupy or tenancy, to vary the terms and conditions of any lease, licence to occupy or tenancy, or to terminate any lease, licence to occupy or tenancy involving Council land subject to affixing of the Council Seal, where appropriate;
- 2.9.2 enter into contracts for the maintenance, management and development of any council property.

2.10 Use of Council Property, Assets and Staff

The Operations Manager is authorised to:

- 2.10.1 approve the use of any Council building, facility or equipment by an outside person or organisation in accordance with established guidelines;
- 2.10.2 dispose (whether by tender or otherwise) of any motor vehicle or item of plant in accordance with a recognised programme of vehicle and plant replacement;



- 2.10.3 dispose (whether by tender or otherwise) of any other surplus Council asset (see footnote 14 above) up to a book value of \$10,000 (exclusive of GST) per item; and
- 2.10.4 hire out, and set the terms and conditions thereof, of any Council asset and staff to outside organisations; and
- 2.10.5 sign easement and other documents where the correct legal processes have been followed and where Council has previously agreed to the granting of such easements.

2.11 RMA Requiring Authority

The Operations Manager is authorised to act within their scope of responsibility, as a Requiring Authority under the Resource Management Act, including giving the written consent of the Council for the use of land being subject to a requirement or designation but excluding the powers in Section 168A.

2.12 Council as an Affected Party

The Operations Manager is authorised to provide the written approval of Council (where such approval is required) in its capacity as landowner or occupier for any application or request by any persons to undertake an activity or activities on or adjacent to any Council land.

2.13 Legal Proceedings

The Operations Manager is authorised to:

- 2.13.1 obtain legal advice on Council's behalf;
- 2.13.2 sign on Council's behalf any routine legal administrative document;
- 2.13.3 file in the name of the Council a Statement of Defence, or other appropriate response, to any proceedings against the Council, commenced in any Court or Tribunal;
- 2.13.4 settle claims against Council up to a limit of \$10,000 (consistent with Council's insurance excess) or in accordance with a recommendation from Council's insurers, or competent legal advice, where time constraints do not permit the matter to be referred to a meeting of Council or an appropriate Committee;
- 2.13.5 initiate proceedings to have Court costs awarded; and initiate legal proceedings to collect Court costs awarded;
- 2.13.6 impose or remove statutory land charges;
- 2.13.7 release statutory land charges, subject to confirmation, for Council's financial security, or that all monies owing to the Council have been repaid.

2.14 Disposal of Council Records

The Operations Manager is authorised to dispose of any Council records after receiving confirmation from the relevant Officers or, where required, to make application to another authority for disposal, so far as the exercise of this delegation is not contrary to legislative authority or Council policy.

2.15 Elected Member Remuneration

The Operations Manager is authorised to consider and approve elected members' remuneration and expense claims in accordance with the determinations of the Remuneration Authority and Council policy.

2.16 Rating Valuations

The Operations Manager may decide on an extension to a due date for objections to rating valuations, in accordance with section 6 of the Rating Valuations Regulations 1998, either because:

- 2.16.1 the valuation wasn't received; or
- 2.16.2 for any other good reason.

2.17 Authorisation to Decide on Rates Remissions

The authority to consider and decide on applications made under the following Rates Policies:

- Policy on Remission of Uniform Charges on Non-Contiguous Rating Units Owned by the Same Ratepayer.
- Policy on Remission of Rates for Land Occupied by a Dwelling that is Affected by Natural Disaster.
- Policy on Remission of Rates for Land Subject to Council Initiated Zone Changes.
- Policy on Remission of Rates for School Wastewater Charges.
- Policy on Remission of Rates for Sporting, Recreation or Community Organisations.
- Policy on Remission of Penalties.
- Policy on Remission of Rates on Low Valued Properties.

In the event of any doubt or dispute arising about the applicable criteria, the application will be referred to Council for a decision.

2.18 Objections to Rating Valuations

The Operations Manager may decide on an extension to a due date for objections to rating valuations, in accordance with section 6 of the Rating Valuations Regulations 1998, either because:

- The valuation wasn't received; or
- For any other good reason.

2.19 Changes to Valuation Rolls

In accordance with sections 14 to 17 of the Valuations Act 1998 the Operations Manager may make alterations to it Rolls to readjust valuations and entries.

3.0 Sub-delegations to staff below Operations Manager Level

These delegations are in addition to those held by the Chief Executive and Operations Manager.

3.1 Privacy Act Requests

The Operations Manager is authorised to determine in respect of any request for personal information under Part V of the Privacy Act 1993:

- 3.1.1 Whether the request can be granted in whole or in part; or
- 3.1.2 Where a request has been granted, whether any information should be withheld; or
- 3.1.3 Whether a request for personal information to be corrected should be granted; or
- 3.1.4 Ensure compliance with all related administrative requirements.

3.2 News Media, Public Notices, Advertisements and Websites

- 3.2.1 The following staff are authorised to make statements to the news media relating to Council's business and in accordance with Council's Media and Advertising Policies:

CHIEF EXECUTIVE
OPERATIONS MANAGER
CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP CONTROLLER (in relation to civil defence matters)

- 3.2.2 The following staff are authorised to place public notices and advertisements in relevant newspapers or other publications:

CHIEF EXECUTIVE
OPERATIONS MANAGER
EXECUTIVE ASSISTANT

3.3 Electoral Staff

- 3.3.1 Section 12 of the Local Electoral Act 2001 requires all local authorities to have an appointed electoral officer in place at all times to exercise the powers and carry out the duties conferred by this Act.
- 3.3.2 The electoral officer:
 - Cannot be the Council's Chief Executive;
 - Is a statutory officer of Council but is not required to be an employee of the Council;

- Remains in office unless he or she dies, resigns, is dismissed from office or becomes incapable of acting;
- Cannot exercise any powers or duties unless a declaration is made and is current.

3.4 Emergency Expenditure

3.4.1 The authority to approve **contingency expenditure for an emergency** including but not limited to flood events, a civil defence emergency management event, maritime oil spills or a pest animal, plant or disease outbreak is delegated to:

3.4.1.1 the On-Scene Commander in a Tier II oil Spill; and

3.4.1.2 the Civil Defence Controller;

To a maximum of \$50,000 for any one event.

3.4.2 Expenditure under this delegation must be reported to the Council as soon practicable.

3.5 Authorisation to Operate Bank Account and Investments

3.5.1 The authority to:

3.5.1.1 Bank, transfer, and invest funds held by the Council in accordance with Council policy, subject to the observance of appropriate internal controls;

3.5.1.2 Authorise electronic payments on behalf of Council;

3.5.1.3 Approve payroll payments and all payroll related matters; and

3.5.1.4 Approve all tax payments and tax related matters;

Is delegated to the following staff:

Chief Executive Officer
Operations Manager
Finance Technical Lead

3.5.2 This delegation is subject to two of the delegates signing and counter signing appropriate documentation

3.5.3 The Chief Executive Officer has authority to invest Council funds in accordance to Council approval.

3.6 Authorisation to Recover Bad Debts

The authority to take appropriate action within Council policy to recover debts, via a debt collection agency is delegated to the Operations Manager.

3.7 Elected Member Payments

The authority to consider and approve Elected Members' remuneration and expense claims is delegated to the Operations Manager.

Part Four – Financial Delegations to Staff

4.0 Financial Delegations

Financial Delegations as at January 2023

Position	Level
Chief Executive Office	500,000
Operations Manager	20,000
Emergency Management Manager	50,000

Schedule of Council Resolutions Relating to Making or Amending Delegations

Date of Resolution	Description of Delegation	Resolution Number

Amendments

August 2020

December 2021

March 2023



2. Democracy

2.3 CIET-CIC Support Offer Letter

Date of meeting	19 February 2026
Agenda item number	2.3
Author	Colette Peni, Acting Chief Executive

Purpose

Information for Council.

Recommendation

That Council:

1. Receives the report titled *CIET-CIC Support Offer Letter*".

Background

Council has received a letter from the Chair of the Chatham Islands Enterprise Trust offering support during the transition period after the departure of Council's Chief Executive.

The letter is attached to this report.



773 Owenga Rd PO Box 65
Chatham Islands 8942 New Zealand
Phone: 64 3 3050 066 Fax: 64 3 3050 248

Chatham Islands Airport Limited
Chatham Islands Electricity Limited
Chatham Islands Forestry Limited
Chatham Islands Ports Limited
Chatham Islands Management Limited
Chatham Islands Quota Holdings Limited

12 February 2026

Please reply to:

bob@cietrust.co.nz

Mayor Greg Horler
Chatham Islands Council

Via email: greg.horler@chathamislands.govt.nz

Kia ora / Kioranga Mayor Horler

Leadership Transition

The Chatham Islands Enterprise Trust acknowledges that the Council will be entering a significant transition period in coming months with the departure of your Chief Executive.

We value our relationship with the Council and the importance of what we can achieve for our community when we work together. For example, petrol supply and the once in a generation reset proposal we have in front of Minister Jones.

The Chatham Islands Enterprise Trust has previously supported Council directly in similar circumstances in the past (funding support to secure a quality CEO). In the spirit of our relationship, and acknowledging we are stronger together, we offer our support during this transition period. We have no predetermination of what form that support might take and simply say we are here to assist if required.

Me rongo,

A handwritten signature in blue ink, appearing to read 'Hamish Chisholm'.

Hamish Chisholm

Chairperson



3. Finance

3.1 Financial Report

Date of meeting	19 February 2026
Agenda item number	3.1
Author/s	Colette Peni, Acting Chief Executive / Tanya Clifford, ECan

Purpose

To present to the financial report as at 31 January 2026.

Recommendations

That the Chatham Islands Council receives the report.

Summary revenue and expense for the month ended 31 January 2026

	Budget to Jan. \$000	Actual to Jan. \$000	Forecast Feb. to June \$000	Year end Forecast \$000	Year end Budget \$000
Revenue					
General rates	409	431	-	431	409
Targeted rates	464	465	-	465	464
Rate penalties	-	10	-	10	-
Total rates	873	907	-	907	873
Operating subsidies and grants	5,210	5,740	808	6,548	5,930
Capital subsidies and grants	2,092	2,038	1,548	3,586	3,586
Total subsidies and grants	7,302	7,778	2,356	10,134	9,516
Fees and charges	103	50	127	177	177
Council dues	170	135	156	291	291
Petrol income	323	295	258	553	553
Interest on investments	27	8	39	47	47
Other income	174	57	241	298	298
Total revenue	8,972	9,230	3,177	12,407	11,755
Expenditure					
Employment benefits (including elected members)	698	699	497	1,196	1,196
Contractors, roading (FH, Stantec)	1,115	1,114	798	1,912	1,912
Contractors, water & wastewater (FH, Stantec)	301	293	338	631	516
Contractors, waste management (FH, Stantec)	418	418	298	716	716
Other key contractor, ECan	604	263	188	451	1,035
Other contractors	159	46	404	450	273
Petrol expense	307	282	245	527	527
Audit fees	71	73	48	121	121
Legal fees	28	256	-	256	48
Insurance	132	173	-	173	227
Rent	223	209	174	383	383
Depreciation and amortisation	1,352	1,353	964	2,317	2,317
Other expenditure	692	458	1,028	1,486	1,186
Total expenditure	6,100	5,637	4,982	10,619	10,457
Total surplus/deficit	2,872	3,593	(1,805)	1,788	1,298
Capital expenditure	2,377	2,326	1,749	4,075	4,075
Loan repayments	-	-	-	-	-

Notes to the report:

- * The "year-end budget" figures reflect those adopted in the Annual Plan and have not been adjusted for expected savings.
- * Estimates for key contracts have been included for January due to reporting timeframes.
- * The 2024/25 financial year now closed, balances rolled, assets updated and depreciation run.

Revenue and expenditure overview:

Rates revenue: All rates for the year have been issued. The third instalment is due on 14 February 2026. Small variances may arise from penalties or database updates. Work to recover rate arrears is progressing, but slowly.

Grants: The roading subsidy is based on 88% of actual costs. Due to timing of report preparation, claims have been processed up to December.

Other revenue: Petrol receipts aim to cover operational costs. Timing differences between purchase and sale of petrol may impact results.

Infrastructure projects: This includes roading, water, wastewater, and waste management. Limited funding continues to restrict three waters work, reducing the level of service Council can provide. Insufficient investment in asset maintenance increases the risk of asset failure.

Contractor, ECan: Invoices are now issued quarterly based on actual costs, forecast has been updated to reflect reduced service level agreement.

Contractor, Others: Covers resource management services and minor works related to licensing.

Legal fees & insurance: forecast has been updated. If further funds are required in these areas, it will reduce allocation to 'other expenditure'.

Other expenditure: There are no major issues to highlight. Grants totalling \$147k have been distributed for community initiatives. Council is still holding funds from several earlier grants (NKMR, LWDW, NKMR feasibility & water tanks) where final allocations are pending. Most water tanks have been installed except for six. These transactions have not been reflected in the 2025/26 budget, but have been incorporated into the forecast as they will increase cash demands later in the year, if called upon.

Overall comment: The approved 2025/26 budget forecasts a cash deficit of \$598k. While the 2024/25 year-end cash position was better than expected, upcoming payments related to grants received in advance will place further pressure on cashflow. Given these constraints, identifying and implementing cost savings is increasingly urgent to ensure the Council remains financially sustainable.

Summary statement of cash flows for the month ended 31 January 2026

	Budget to Jan. \$000	Actual to Jan. \$000	Forecast Feb. to June \$000	Year end Forecast \$000	Year end Budget \$000
Cash inflow from operating activities					
Receipts from rates revenue	487	604	230	834	834
Receipts from grants and subsidies	7,324	7,511	2,043	9,554	9,554
Receipts from fees & charges	38	97	(32)	65	65
Receipts from Council Dues	182	101	211	312	312
Interest received	27	8	39	47	47
Receipts from other revenue	451	175	598	773	773
Cash inflow from operating activities	8,509	8,496	3,089	11,585	11,585
Cash outflow from operating activities					
Payments made to employees (including elected members)	(677)	(615)	(545)	(1,160)	(1,160)
Payments made to key contractors, FH & Stantec	(1,834)	(1,484)	(1,775)	(3,259)	(3,144)
Payments made to key contractors, ECan	(604)	(294)	(741)	(1,035)	(1,035)
Interest paid	-	-	-	-	-
Other payments made to suppliers	(1,507)	(1,383)	(1,377)	(2,760)	(2,583)
Cash outflow from operating activities	(4,621)	(3,776)	(4,438)	(8,214)	(7,922)
Net cash flow from operating activities	3,888	4,720	(1,349)	3,371	3,663
Cash flow from investing activities					
Purchase of fixed assets	(2,486)	(3,231)	(1,030)	(4,261)	(4,261)
Sale/(purchase) of other assets	-	-	-	-	-
Net cash flow from investing activities	(2,486)	(3,231)	(1,030)	(4,261)	(4,261)
Cash flow from financial activities					
Loans raised/(transfer to investments)	(2,658)	-	-	-	-
Repayment of loans or grants	-	-	(300)	(300)	-
Net cash flow from financial activities	(2,658)	-	(300)	(300)	-
Increase/(decrease) in cash held	(1,256)	1,489	(2,679)	(1,190)	(598)
Opening cash balance	110	557	2,046	557	110
Closing cash balance	(1,146)	2,046	(633)	(633)	(488)

This report draws the readers attention to the **increase/(decrease) in cash held** and the **closing cash balance** line items in the cash flow report. If expenditure is not reduced, Council may need to extend the overdraft facility currently \$500k.

Rates receipts: No issues to highlight.

Contractor expenditure: No issues to highlight

Other expenditure: adjustments have been made (highlighted in orange) to reflect the distribution of grants received in advance.

Cashflow reconciliation to net surplus/deficit for the month ended 31 January 2026

	Budget to Jan. \$000	Actual to Jan. \$000	Forecast Feb. to June \$000	Year end Forecast \$000	Year end Budget \$000
Total surplus/deficit	2,872	3,593	(1,805)	1,788	1,298
<i>Adjust for:</i>					
remove depreciation	1,352	1,353	964	2,317	2,317
capital expenditure adjustments	(2,377)	(2,326)	(1,749)	(4,075)	(4,075)
other financial and timing adjustments	(3,102)	(1,131)	(89)	(1,220)	(138)
Calculated total	(1,255)	1,489	(2,679)	(1,190)	(598)
Cash increase/(decrease) for the period	(1,256)	1,489	(2,679)	(1,190)	(598)
	0	-	0	0	-

Grants summary for the month ended 31 January 2026

	Budget to Jan. \$000	Actual to Jan. \$000	Forecast Feb. to June \$000	Year end Forecast \$000	Year end Budget \$000
Grants received					
Department of internal affairs (annual appropriation)	4,203	4,203	-	4,203	4,203
NZ Transport Agency Waka Kotahi	3,077	2,919	2,356	5,275	5,275
Better off funding	-	267	-	267	-
Other	22	389	-	389	38
Total grants	7,302	7,778	2,356	10,134	9,516
	-	-	-	-	-



4. Works & Services

4.1 Stantec Report – December 2025 & January 2026

Date of meeting	19 February 2026
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, December 2025 & January 2026



CIC Engineering Services Contract: Monthly Report

Financial update – December 2025

Financial Position: Roading

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.

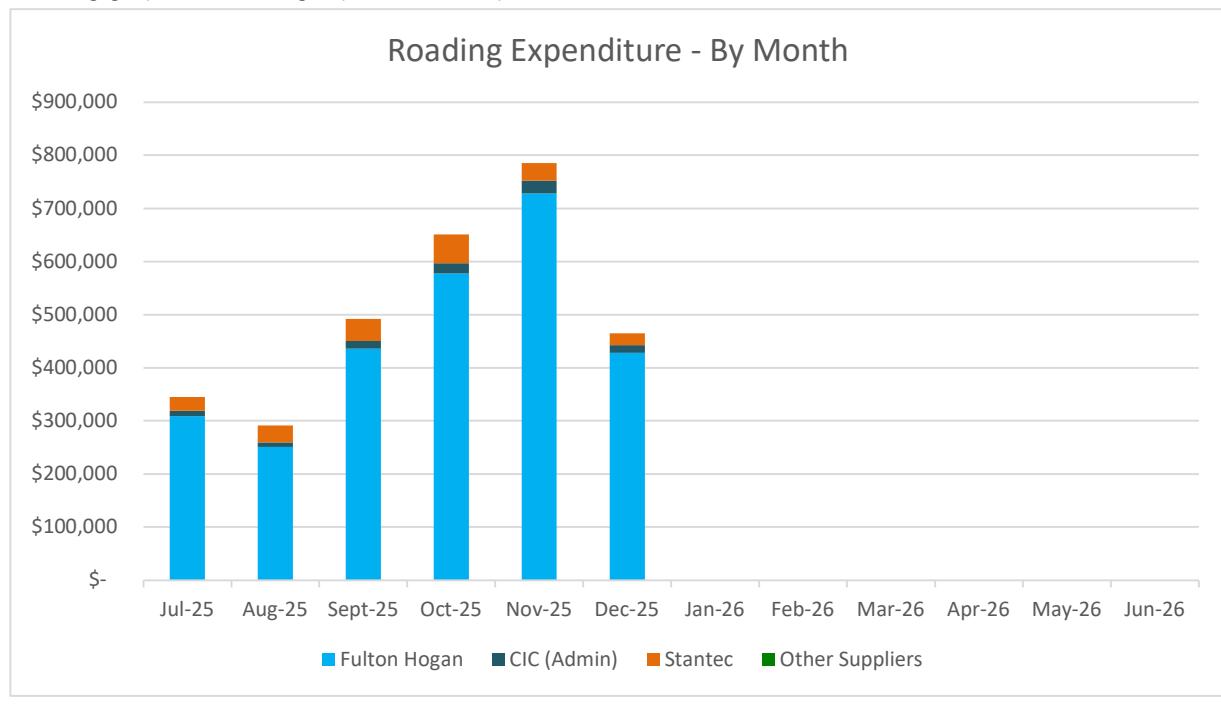
The December roading claim totalled \$465k.

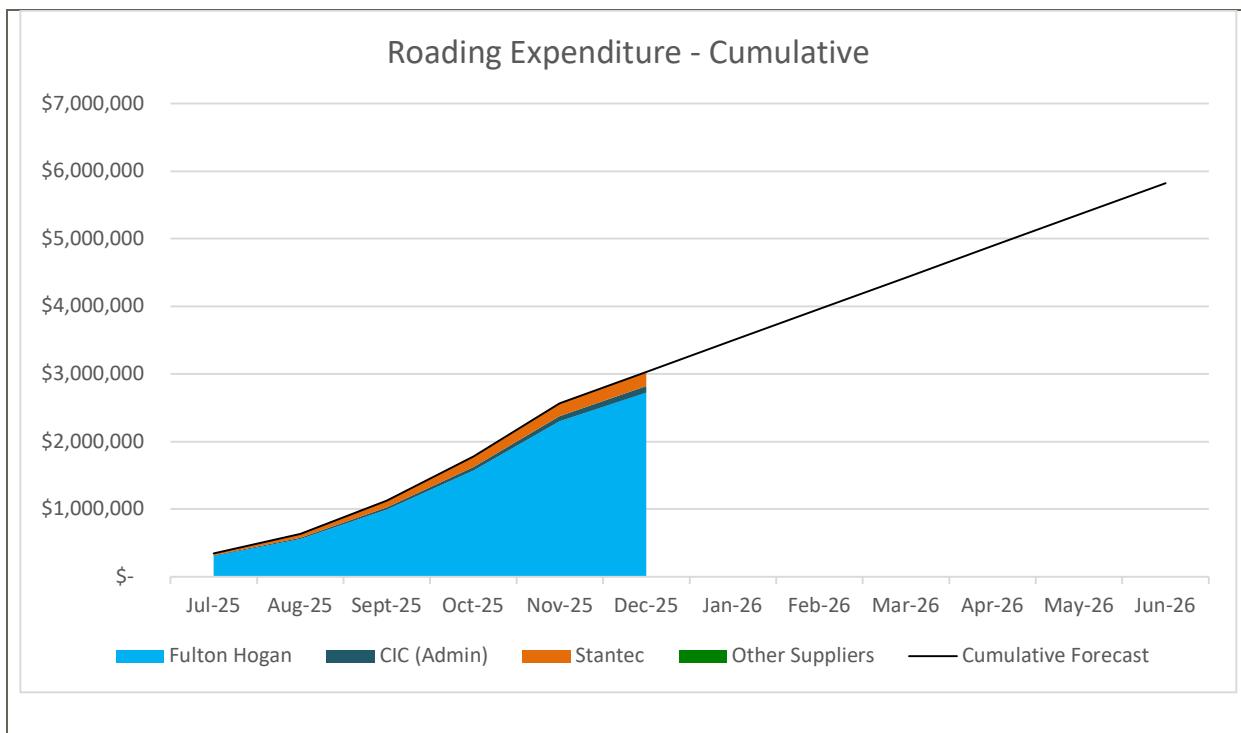
Expenditure of the Continuous Maintenance Programme has used 52% of the funding allocated for 25/26 and we are 50% of the way through the 2025/26 financial year.

The largest construction costs in December were for the birthday re-seals in Kaingaroa. The largest engineering cost was for the last of the site visit expenses for the biennial bridge and structure inspections site visit.

Expenditure Tracking of Waka Kotahi Funding

Tracking graphs for roading expenditure are presented below.





****A note on Birthday Seals:** all pavement strengthening work needs to be resurfaced after a short period of time, this is a normal construction practice and not a construction defect.

Where the pavement formations continue to settle and consolidate over time the sealed surface deforms a little and needs an additional coat of seal to ensure the pavement and surface last for the entire expected life.

Usually, the reseal is undertaken a year after the initial strengthening, which is how they get the name "birthday seal" – though for economies of scale the Chatham Islands Council engineers run a three-yearly sealing rotation to ensure that enough work builds up to reduce the % of the cost that shipping bitumen and plant represents to the contract.

Therefore, birthday seals are completed after 3 years instead of 1 year in the Chathams. The traffic volumes are low enough that this doesn't have a material effect on the expected lives of the pavements and surfaces.



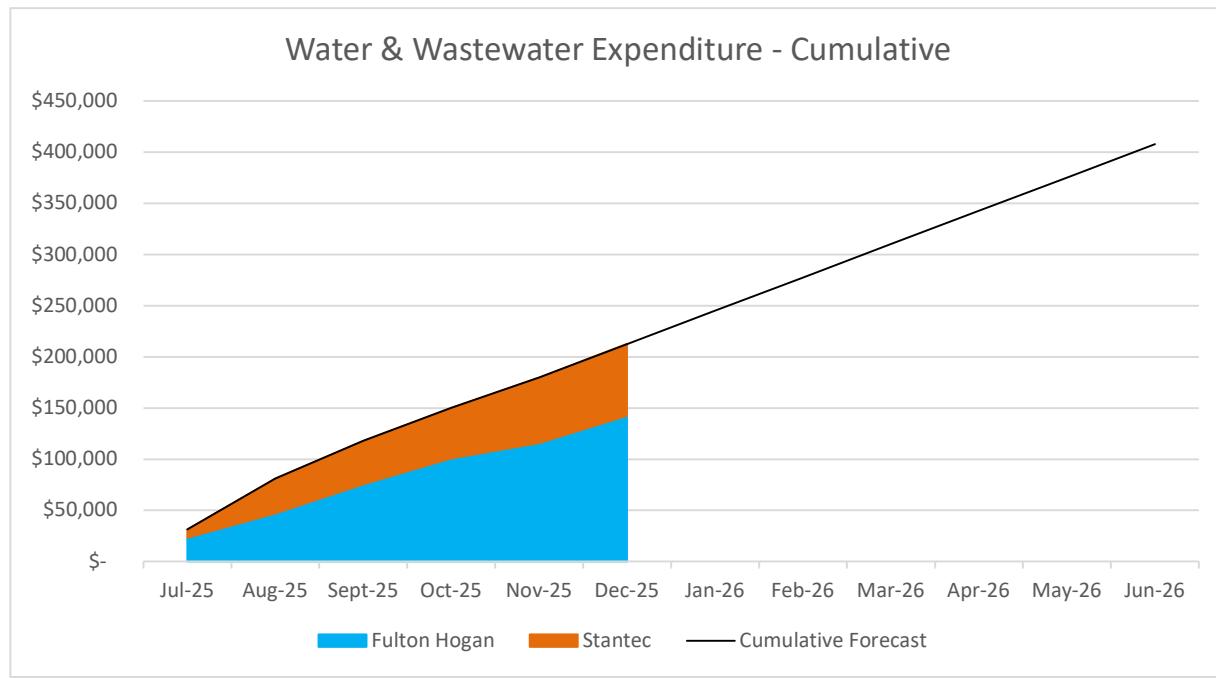
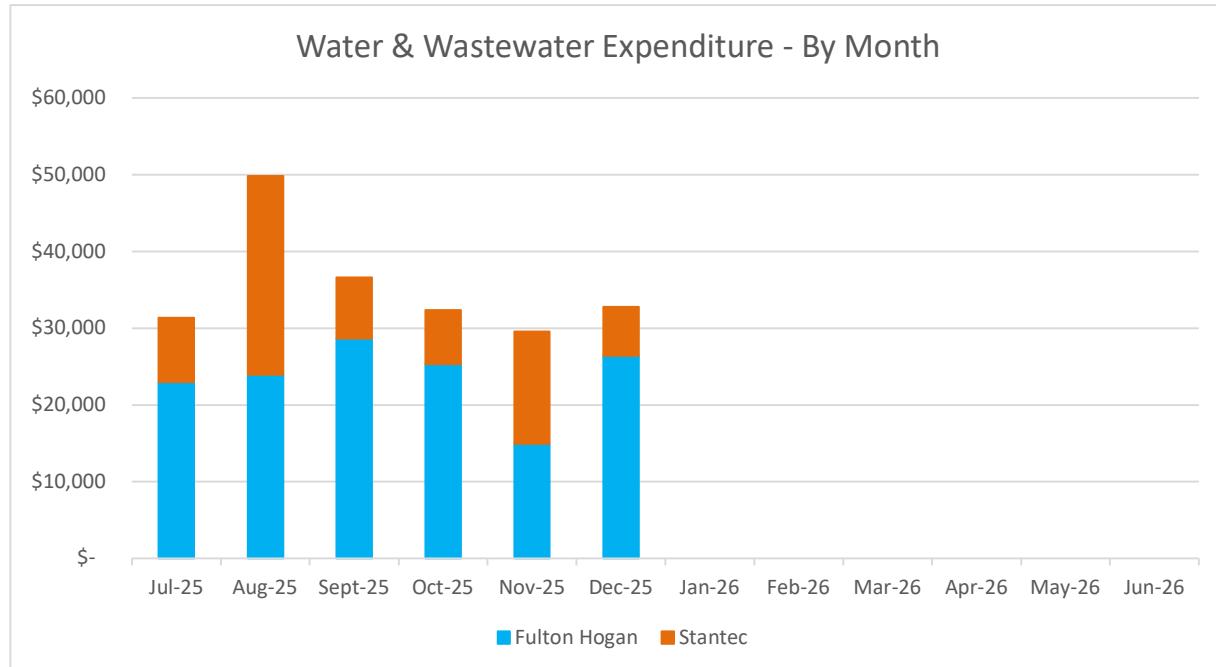
Financial Position: Water and Wastewater

The December claim totalled \$32.7k

The main construction cost for December was for new saddles that attach the water supply pipe to the bottom of the Nairn bridge, and the main engineering costs were for further 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.





CIC Engineering Services Contract: Monthly Report

Financial update – January 2026

Financial Position: Roading

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.

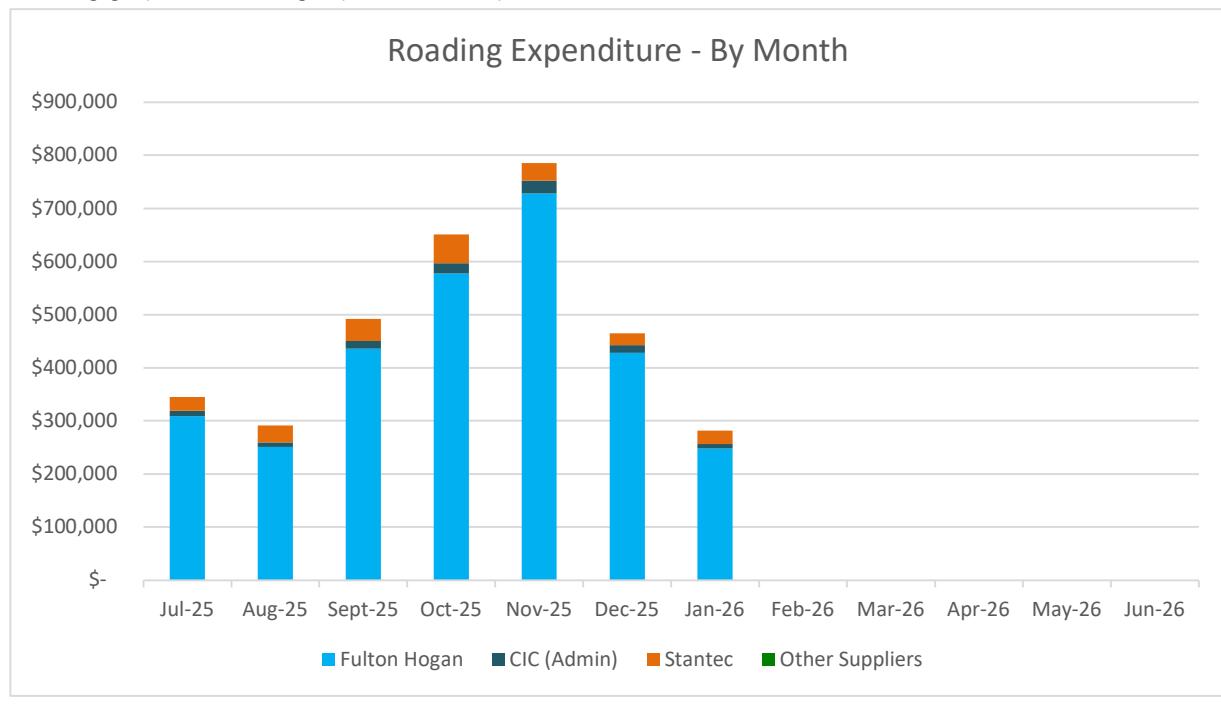
The January roading claim totalled \$282k.

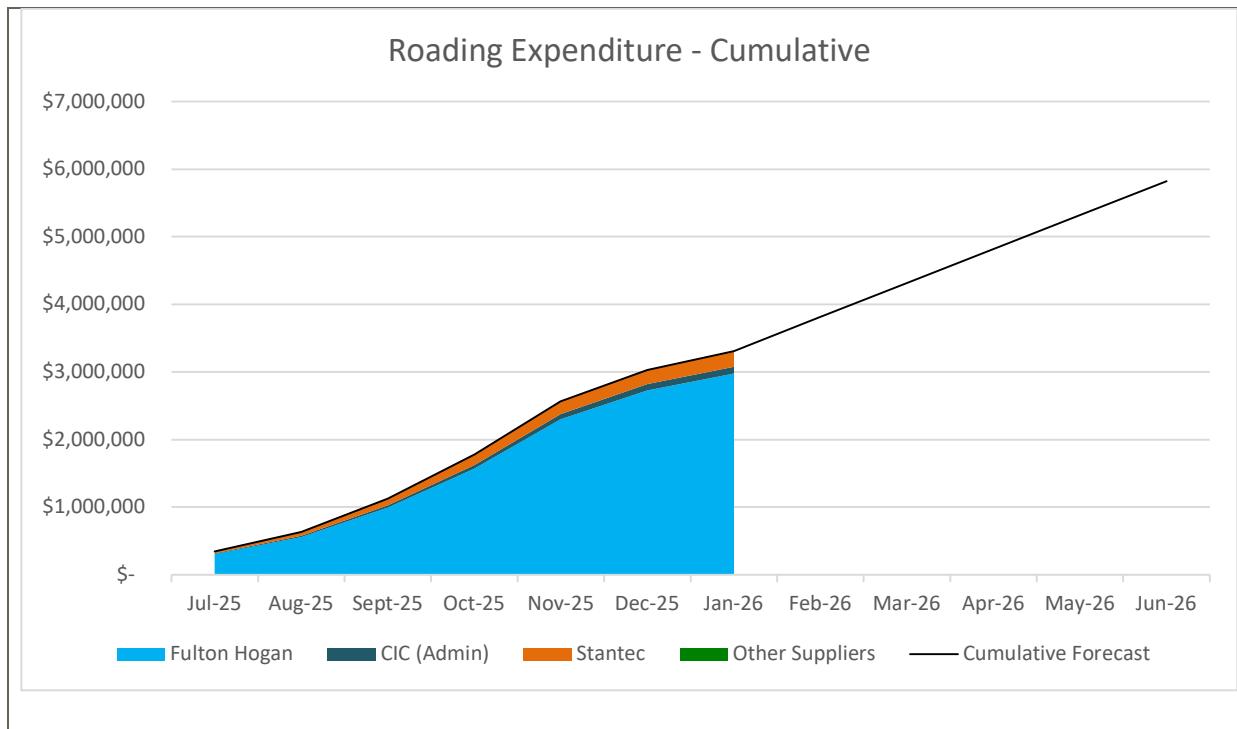
Expenditure of the Continuous Maintenance Programme has used 58% of the funding allocated for 25/26 and we are 58% of the way through the 2025/26 financial year.

The largest construction costs in January were for the repair work in the Tuku Gully, and the largest engineering cost was for the analysis and reporting for the 25/26 bridges and structures inspection.

Expenditure Tracking of Waka Kotahi Funding

Tracking graphs for roading expenditure are presented below.





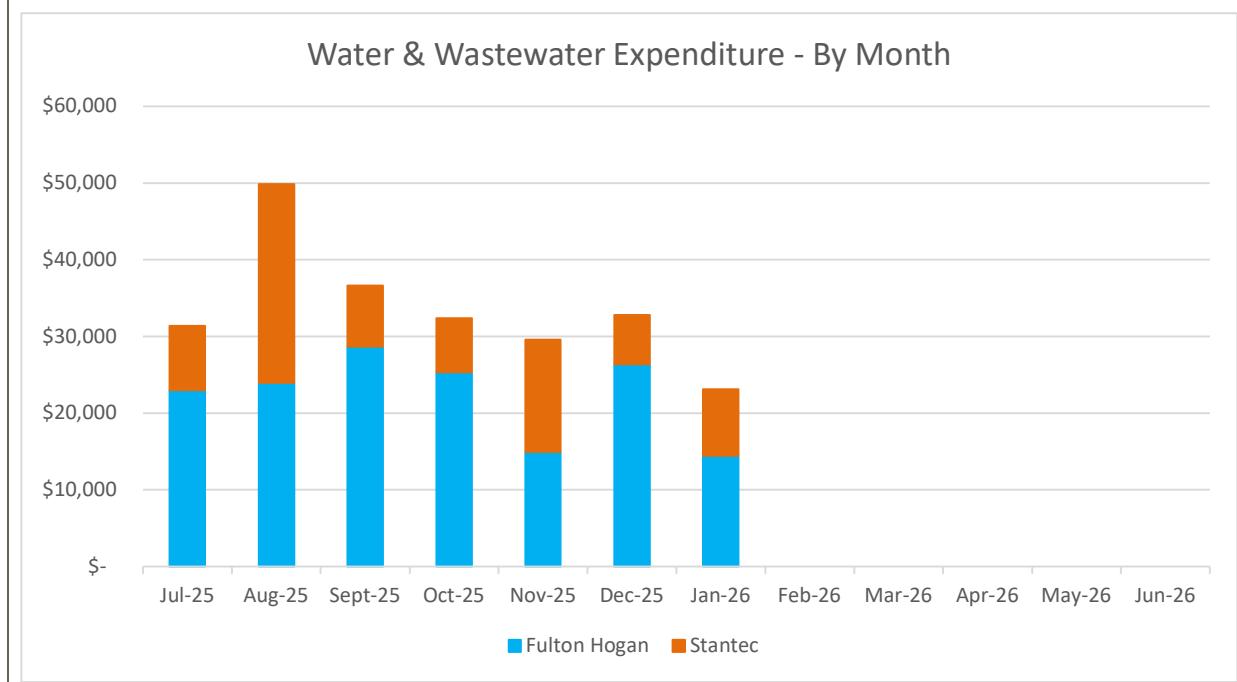
Financial Position: Water and Wastewater

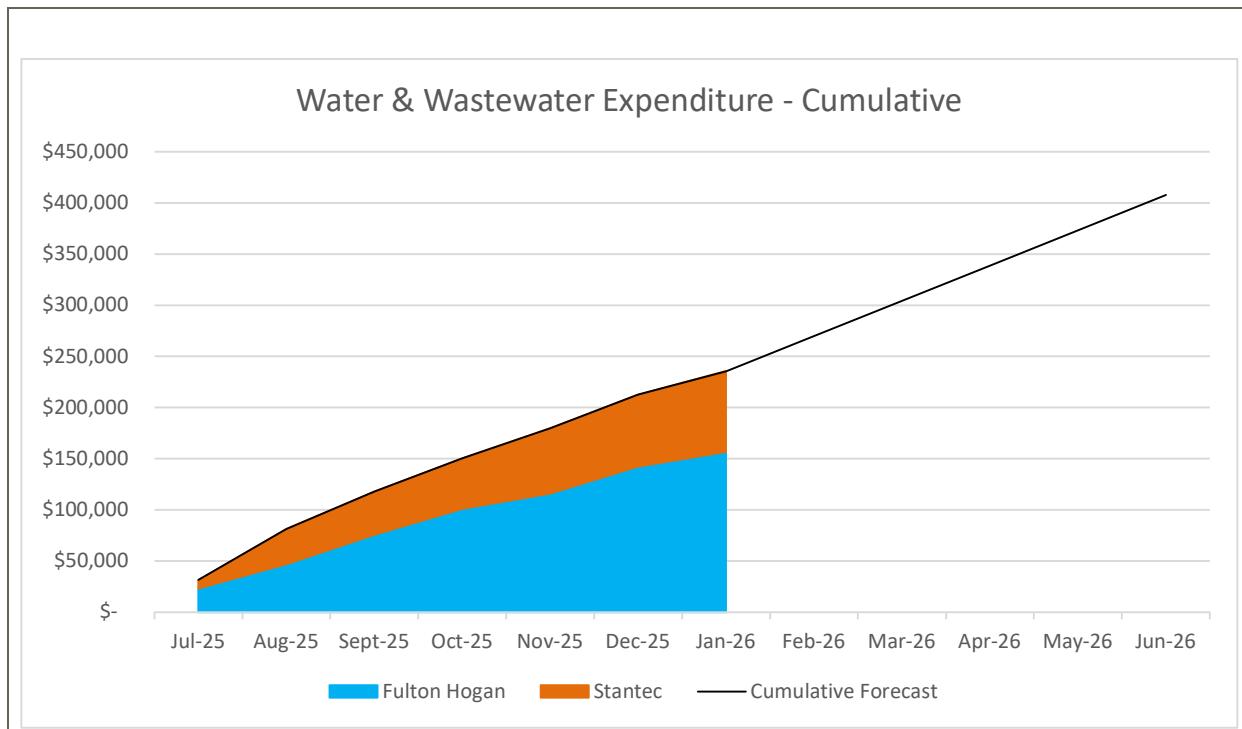
The January claim totalled \$23.1k

The main construction cost for January was for fuel for the Kaingaroa raw water pump, and the largest engineering costs were for ongoing design inputs on the critical works list.

Expenditure Tracking of Water & Wastewater Funding

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







Roading Update – January 2026

Short- & Medium-Term Roading Forward Work Programme	
Pavement Maintenance	<ul style="list-style-type: none"> Rehabilitation and resealing work continued into December and has now been fully completed
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 NZGTM transition and change management plans to NZTA for approval Transition roading contract extension to NZGTM as required by Minister – Notices sent to FH. 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	
<p>Previous Status:</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. 	<p>Updates:</p> <ul style="list-style-type: none"> Sealed pavement strengthening and resurfacing work is completed for another 3 year cycle Some unsealed maintenance has been completed in the Tuku Gully where rainwater has made channel in the wheel paths

Drainage Maintenance	
<p>Previous Status:</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 	<p>Updates:</p> <ul style="list-style-type: none"> A culvert on target hill has been extended to ensure it does not undermine the road shoulder The culvert beyond Owenga may be reduced in length depending on what components are failing Nigel and Rebecca will undertake an inspection next week Investigations to be completed on drainage assets across the network noted as being in poor condition with a view to complete replacements



Bridge & Structures Maintenance

Previous Status:

- 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

Updates:

- The replacement beams for Maipito bridge have arrived on Island
- Further materials to be shipped
- A civil crew is pencilled to come out later in February to undertake the deck and beam replacement work

Network & Asset Management

Previous Status:

- Updates to the forward work planer to be completed in the next quarter to allow draft funding estimates to be produced

Updates:

-

Kaingaroa & Owenga Wharves

Previous Status:

- 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

Updates:

- An electrical crew are coming out to install the lighting on Owenga wharf early in February – the trip was pushed back a small amount.

Stantec Site Visits

Previous Status:

- The bridges & structures inspections visit, and roading visit in November were both completed as planned
- The next roading visit will be in early 2026

Updates:

- Nigel, Rebecca, and Wayne will be visiting 9th to 12th February

NZTA Waka Kotahi Updates

Previous Status:

- Some progress reporting is required early in the new year to help NZTA understand their overall funding position

Updates:

- No updates in 2026



CIC Water and Wastewater O& M meeting – January 2026

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. However, it didn't pass last survey. The planned maintenance schedules seem to be working well so far and is live. 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. 	Tomby/ JB PG								
<p><u>Critical Works</u></p> <p>Critical Works - Total \$818,000 (100k funded)</p> <table border="1"> <thead> <tr> <th>Priority Band</th> <th>Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>Priority band 1 (Must do now)</td> <td>\$666,710.00</td> </tr> <tr> <td>Priority band 2 (Must do now)</td> <td>\$145,200.00</td> </tr> <tr> <td>Priority band 3 (Must do now)</td> <td>0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Critical Works - Priority band 1 (Must do now) Critical Works - Priority band 2 (Must do now) Critical Works - Priority band 3 (Must do now) 			Priority Band	Amount (\$)	Priority band 1 (Must do now)	\$666,710.00	Priority band 2 (Must do now)	\$145,200.00	Priority band 3 (Must do now)	0
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	<p><u>Budget tracking update:</u></p> <p>24-25 O&M Budget (\$427,300 total)</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Fixed Cost - Cost Fluctuation</td> <td>\$63,000.00</td> </tr> <tr> <td>Variable Cost - Fuel Supply, Breakages and Critical Works</td> <td>\$199,800.00</td> </tr> <tr> <td>Fixed Cost - Operation and Maintenance</td> <td>\$164,500.00</td> </tr> </tbody> </table> <p>25-26 Variable Cost Tracking at December 2025</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Remaining Variable Cost Budget</td> <td>\$202,300.00</td> </tr> <tr> <td>Variable Cost Spend</td> <td>\$35,100.00</td> </tr> </tbody> </table> <p>24-25 Variable Cost Forecast to End of Financial Year (Total Forecasted Variable Cost Surplus Approx. \$137,000)</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Variable Cost Budget (spent)</td> <td>\$35,100.00</td> </tr> <tr> <td>Variable Cost Budget Forecasted</td> <td>\$64,599.77</td> </tr> <tr> <td>Surplus</td> <td>\$137,700</td> </tr> </tbody> </table>	Category	Amount	Fixed Cost - Cost Fluctuation	\$63,000.00	Variable Cost - Fuel Supply, Breakages and Critical Works	\$199,800.00	Fixed Cost - Operation and Maintenance	\$164,500.00	Category	Amount	Remaining Variable Cost Budget	\$202,300.00	Variable Cost Spend	\$35,100.00	Category	Amount	Variable Cost Budget (spent)	\$35,100.00	Variable Cost Budget Forecasted	\$64,599.77	Surplus	\$137,700	
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Opportunities	<p>Opportunities:</p> <ul style="list-style-type: none"> 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 ($0.97 \text{ mg/L} \pm 0.32$) February sampling recorded $0.37 \text{ mg/L} \pm 0.13 \text{ mg/L}$, 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. November sampling recorded at 0.58 mg/L, below the 0.8 mg/L MAV. December sampling recorded at 0.33 mg/L, below the 0.8 mg/L MAV Turbidity meters aren't connecting to software. RP to talk to Craig Freeman (Ex Filtec) who may have a fix. Hose left on at house increasing flows by 20,000 l/day. Leak found and repair last week. Flows are back to normal. 	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. Danny away until the new year. Order critical spare for WTP pump. JB to check sizing is sufficient for additional GAC units. Awaiting input from Filtec. Tomby to confirm diesel motor type for critical spare Ongoing operations and maintenance 	Tomby/ PG/ JB RP/ Tomby JB Tomby
	<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 Softener brine tank has been stripped down and cleaned, seems to be running better. Electrical equipment tripped at WTO. Caused by a hose (that is used to top up the brine tank) disconnecting while in use. This caused water to spray within the WTP which shorted out electrical equipment. The water supply was off until it was checked in the morning when it was found. Electrician has been and fixed. Tomby/Russ to find spare 90-degree bend to add to hose tap fitting to limit water spray if this happens again. Plumber will install. 	Tomby/ RP
	<ul style="list-style-type: none"> Work in Progress: 	Tomby/ RP



	<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. ○ Ongoing operations and maintenance <ul style="list-style-type: none"> • Completed: <ul style="list-style-type: none"> ○ Ongoing operations and maintenance ○ Pipe supports installed at bridge • Critical Works Updates <ul style="list-style-type: none"> ○ None 	Tomby
Compliance Monitoring December 2025	<p>December 2025 Monthly Water Quality Compliance:</p> <ul style="list-style-type: none"> • Waitangi <ul style="list-style-type: none"> ○ No E. coli or Total Coliforms detected in raw, treated, or network samples. ○ Treated water turbidity (0.08 NTU) was below the operational target (0.3 NTU). ○ The UVT for treated water was satisfactory at 98.3%. <ul style="list-style-type: none"> ▪ Protozoa compliance is being met. • Kaingaroa <ul style="list-style-type: none"> ○ Chlorate measured at 0.33 mg/L, below the 0.8 mg/L MAV. ○ No E. coli or Total Coliforms detected in the treated, or network 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 (0.10 NTU) was below the operational target (0.3 NTU). ○ The UVT for treated water was not satisfactory on the day of sampling at 59.7%. <ul style="list-style-type: none"> ▪ Protozoa compliance may not have been provided for this period. • Recycling Center Supply <ul style="list-style-type: none"> ○ No E. coli or Total Coliforms detected in treated sample • Council Office Supply (not a CIC supply) <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"> ○ 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. ○ Need to increase the frequency that we empty the sludge return tank – 6 monthly • 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. ○ FH are waiting on a bearing to be sent from Steve Riley to repair the spare irrigation pump. Received still to install. ○ RP to send photos of sludge tank submersible pump ○ Ongoing operations and maintenance • Completed: <ul style="list-style-type: none"> ○ Ongoing operations and maintenance 	Tomby/ JB Tomby RP



	<ul style="list-style-type: none"> Critical Works Update <ul style="list-style-type: none"> None 	
Compliance Monitoring December 2025	<p>December 2025 Monthly Compliance Monitoring</p> <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. 	
AOB	<p>JB to add to TM M2M processer & Bruce Winter.</p> <p>Personal update: Derek Wisniewski is replacing Asheesh, starting 2 Feb 2026 Dylan Fraser will be looking after claims & general help behind scene</p> <p>JB talking to Pat Wall (Water Outlook) to finalise Taumata Arowai reporting.</p>	JB



Solid Waste Update – December 2025 to January 2026

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. 	<p>Actions – Stantec</p> <ul style="list-style-type: none"> To continue working with CIC and FH on operational matters. Stantec to undertake the Owenga Annual Report. <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. <p>Actions – Fulton Hogan</p> <ul style="list-style-type: none"> FH staff to accompany ECan staffer in the field to learn where the sampling locations are.
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 to follow up on providing 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, but there is no budget for this. FH noted that the on-site wastewater system is becoming blocked. As-built details have been provided by Stantec. FH and CIC to follow up on this matter. 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. Stantec provided details for security camera that could be installed at Te One. There is one container with recyclables that is ready to go. It has 46 bales, 6 of which are metal cans and the other are baled cardboard, but FH to confirm there is no baled plastic in the container. It is likely there will be only one container per year with baled recyclables. 	<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 work with FH on addressing wastewater issues at Te One. <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. Work with CIC on addressing wastewater issues at Te One. Follow up with EnviroNZ on acceptance of cardboard bales.
Other Waste Management Matters	
<p>Current Status:</p> <ul style="list-style-type: none"> Monthly solid waste matters meetings have been re-scheduled for 2nd Wednesday of each month. 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"> None noted. <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	19 February 2026
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 December 2025 monthly report from Fulton Hogan.

Recommendation

THAT the reports be received.



MAINTENANCE CONTRACT MONTHLY REPORT

DECEMBER 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.

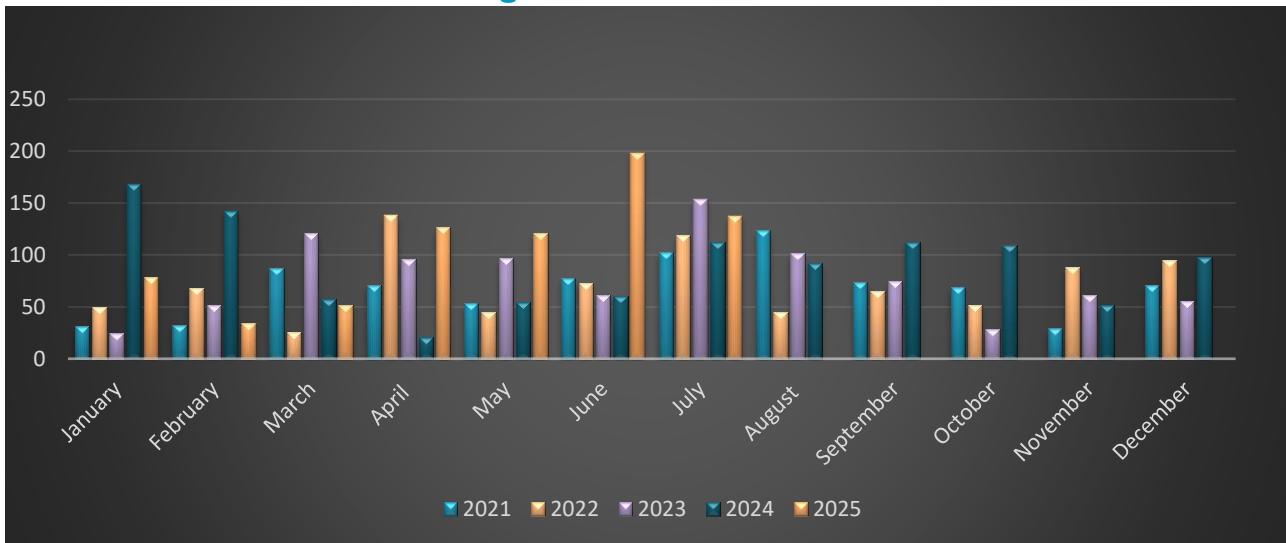
Summary of Monthly Progress Claim by Work Category

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

Photos

Work Summary

Outline of work carried out during the month.



94 mm rainfall recorded for 1st – 31st December in the Waitangi yard.

Routine Maintenance and Operations:

Starting to catch up on Maintenance metal and grading now that the rehabs and sealing is finished.

Pavement Renewals:

Rehabs and sealing are now finished.

Sealed Road Resurfacing:

All finished apart from a few driveways that will be done in the new year.

Drainage Renewals:

Bridge and Structure Renewals:

The new gluelam beams have been made for Maipito bridge replacement and are now awaiting shipment to the Chathams and are due after the 20th of January.

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:

Nothing this Month

Programmed Work for following month.

Get the last of the sealing finished.

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	6093	11	4440	20395	15955
Tuku Road	6096	111	456	14057	13601
North Road	6100	21	4440	20730	16290
TikiTiki Road	6104	96	0	665	665
Maipito Road	6105	101	205	2046	1841
Rapanui Road	6106	81	0	1155	1155
				Total	49507
					49.507km

2. Unsealed Maintenance Metaling

Next Month's Target

562m3 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

31/12/2025								
Site	AP40 Schist	AP65	AP32 Basalt	AP100 Schist	AP20	G3 Chip	G5 Chip	
Waitaha Schist	2,141	0	0	74	0			
Waitaha Basalt	0	528	2560	195	4	93	230	
Paritu	1,220	0	0	599	0			
Stoney Crossing	0	88	768	0	2123	201	92	
FH Yard	0	65	0	0	19			
Ohinemama	0	0	0	0	0			
Muirsons Schist	2,865	0	0	1,478	0			
MPA Yard	0	0	0	0	0	141	93	
	6,226	558	3339	2346	2127	435	415	

CIC Owned Materials

Signs

Item Description	Unit	Purchased	Used Dec 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	
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			
700mm	m			30
800mm	m			24
1000mm	m			

Builders Mix

CEMENT	T			0
GEOGRID Triax 160 3.8 x 75	Rolls			93
BIDIM CLOTH 3.9m x 100m	Rolls			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

We dumped some of our dig out material at the Norman Kirk to help fix some of the mud in winter.

Innovation

Summary of Monthly Progress Claim by Work Category

Dec-25	Seperable Portion One - Roading		
CIC GL Code	Value For Month	Value YTD	Annual Budget
201.2111.0144 - Sealed Pavement Maintenance	\$ 11,507.98	\$ 60,047.88	
201.2112.0144 - Unsealed Pavement Maintenance	\$ 53,798.91	\$ 363,944.07	
201.2113.0144 - Routine Drainage Maintenance	\$ 8,743.70	\$ 33,487.40	
201.2114.0144 - Structures Maintenance	\$ 6,220.00	\$ 43,540.00	
201.2121.0144 - Environmental Maintenance	\$ 14,408.41	\$ 90,776.74	
201.2122.0144 - Traffic Services	\$ 10,680.17	\$ 33,347.57	
201.2181.0144 - Council Facilities Maintenance	\$ 499.11	\$ 2,994.66	
202.9485.0214 - Traffic Services Renewal	\$ -	\$ 4,012.20	
202.9511.0214 - Unsealed Road Metalling	\$ 35,340.31	\$ 318,234.66	
202.9513.0214 - Drainage Renewals	\$ -	\$ 15,939.25	
202.9514.0214 - Sealed Pavement Rehab	\$ 25,921.22	\$ 667,462.38	
202.9512.0214 - Sealed Road Resurfacing	\$ 140,932.28	\$ 367,465.51	
SP1 - Split Codes	Cost Fluctuation	\$ 121,020.29	\$ 713,121.90
Total:		\$ 429,072.38	\$ 2,714,374.2
		\$ -	

1. Miscellaneous

2. Traffic Counting

Finished

3. Pitt Island

Still waiting for machines to come back on barge, grader coming back on the 06/01/2026.

4. Wind Damage

Nil this month.







4. Works & Services

4.3 Fulton Hogan Water and Wastewater Operation Contract Report

Date of meeting	19 February 2026
Agenda item number	4.3
Author/s	Fulton Hogan Contracts Manager

Purpose

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

Recommendations

THAT the report be received.

Background

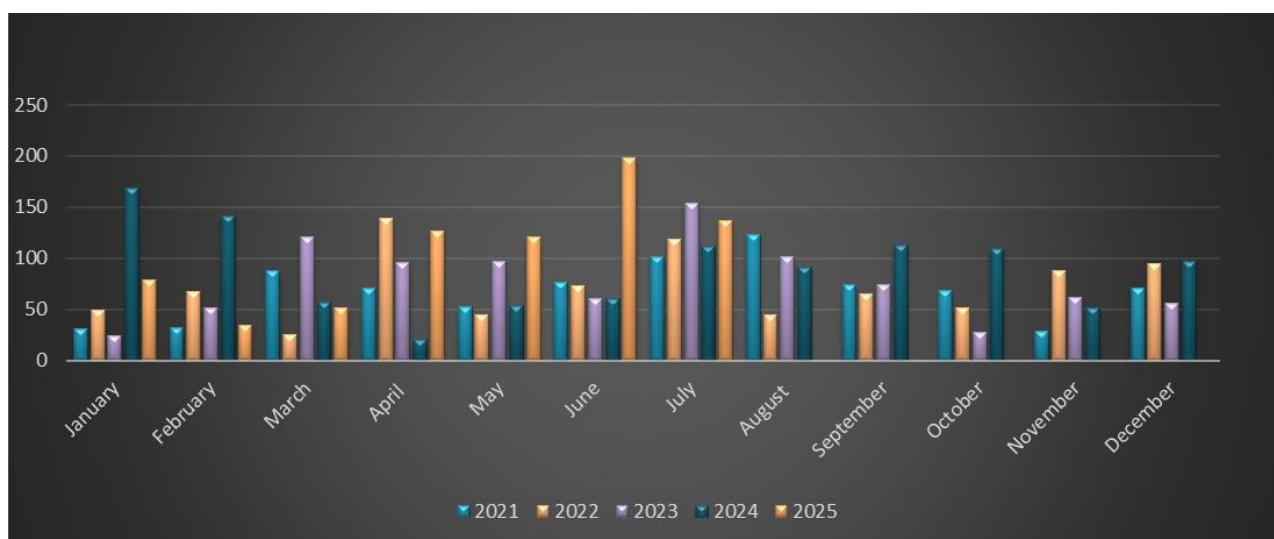
Attached is the December 2025 Water & Wastewater reports from Fulton Hogan.



CHATHAM ISLANDS WATER AND WASTEWATER OPERATION CONTRACT MONTHLY REPORT DECEMBER 2026

Work Summary

Outline of work carried out during the month:



94mm rainfall recorded for 1st – 31st December in the Waitangi yard.

Water Supply Operation & Maintenance:

Everything seems to be working as it Should this month with no problems reported.

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.

Wastewater Treatment Plant at Waitangi:

Everything is working well.

Dayworks – Water:

Nil

Dayworks – Wastewater:

Nil

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:

Dec-25	Seperable Portion Two - Water & Wastewater			
CIC GL Code	Value For Month	Value YTD	Annual Budget	% Of Annual Budget
General	\$ 23,228.07	\$ 23,228.07		
251.1741.0144 - Waitangi Wastewater	\$ 3,948.29	\$ 23,385.35		
271.1741.0144 - Water General	\$ 13,859.95	\$ 42,585.43		
271.1761.0255 - Waitangi Water Treatment	\$ 4,056.69	\$ 24,340.14		
271.1961.0255 Kaingaroa Water Treatment	\$ 4,507.29	\$ 22,812.27		
Total:	\$ 26,372.22	\$ 136,351.26	\$ -	

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 January.

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	113 bags
Chlorine	40	40 lts	20L	60 lts

PHOTOS

Chatham Islands Monthly Report





4. Works & Services

4.4 Owenga Wharf Lighting Update

Date of meeting	19 February 2026
Agenda item number	4.4
Author/s	Colette Peni, Acting Chief Executive

Purpose

To provide an update on the installation of lighting at Owenga Wharf.

Recommendations

THAT the reports be received.

Background

As part of the Owenga Wharf improvements, additional lighting has been approved to improve safety for fishermen loading and unloading vessels, particularly during early morning and evening operations.

Progress Update

Poles for the new lighting have now been installed on the wharf. An electrician has been engaged and is scheduled to complete installation of the lights during the month.

Funding

This project has been made possible through Better Off funding and forms part of the overall Owenga Wharf funding allocation.

Next Steps

Installation will be completed once electrical works are finalised, after which the lighting will be operational.



5. Community

5.1 Pitt Island Shed – Permission to Tender for Removal

Date of meeting	19 February 2026
Agenda item number	5.1
Author	Colette Peni, Acting Chief Executive

Purpose

To seek Council approval to instruct the Acting Chief Executive Officer to initiate a tender process for the removal of the Pitt Island shed.

Recommendation

That Council:

1. **Receives the report titled “Pitt Island Shed – Permission to Tender for Removal”; and**
2. **Instructs the Acting Chief Executive Officer to initiate a public tender process for the removal and site clearance of the Pitt Island shed; and**
3. **Receives a further report outlining tender results and associated costs prior to final contract award.**

Background

- A shed located on Pitt Island has been identified as being in a state of significant disrepair.
- At the request of the Mayor, Councillor Gregory-Hunt inspected the structure while visiting Pitt Island. Following her inspection, she advised that the shed is in poor condition and appears to be deteriorating further.
- It has also been confirmed that the shed is not situated on Council-owned land.

Discussion

The current condition of the shed presents the following concerns:

- Ongoing structural deterioration
- Potential public safety risks
- Reputational risk to Council if the structure continues to degrade
- Uncertainty regarding future liability

- Although the shed is not located on Council land, Council has historically been associated with the structure. Given its condition and the absence of any identified future use, removal is considered the most prudent course of action.

Undertaking a formal tender process will:

- Ensure transparency
- Provide competitive pricing
- Clarify scope of works
- Reduce potential liability exposure
- The tender would cover full removal of the shed and appropriate site clearance.

Legal and Risk Considerations

Key risks include:

- Public safety risk if the structure collapses or causes injury
- Potential liability exposure if Council is seen to have knowledge of the condition and fails to act
- Environmental or site impacts if deterioration continues
- Removal of the structure reduces these risks.

Financial Implications

There will be no financial implications to Council as Tender will be based on “As is Where is basis” and removal of shed and tidying of surrounds will be at the successful Tenderers own cost.

Consultation

- Informal inspection feedback has been received from Councillor Gregory-Hunt.
- Further engagement with relevant landowners will occur as required prior to works proceeding.

Options

Option 1: Approve tender for removal (Recommended)

- Proactively addresses safety and liability concerns
- Ensures competitive procurement

Option 2: Take no action

- Structure remains in disrepair
- Ongoing safety and liability risk

Public Excluded Agenda

19 February 2026

Mayor to Move

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

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
PE.1	PE Minutes 10 December 2025	Good reason to withhold exists under Section 7	Section 48(1)(a)
PE 2	Letter to Council – P Smith	Good reason to withhold exists under Section 7	Section 48(1)(a)
PE 3	Lime Pit – North Road	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 10 December 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.
PE 2	Letter to Council – P Smith	7(2)(b)(ii) Section 7(2)(a)	Would be likely to prejudice the commercial position of the person or persons who are the subject of the information To protect the privacy of natural persons, including that of deceased natural persons.
PE 3	Lime Pit – North Road	7(2)(b)(ii) Section 7(2)(a)	Would be likely to prejudice the commercial position of the person or persons who are the subject of the information To protect the privacy of natural persons, including that of deceased natural persons.

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