



chatham islands council

Chatham Islands Council

BOARD PACK

for

Extraordinary Meeting

Wednesday, 8 July 2026

5:00 pm (+1245)

Held at:

Chatham Islands Council

13 Tuku Road, Chatham Islands

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AGENDA

EXTRAORDINARY MEETING



Name:	Chatham Islands Council
Date:	Wednesday, 8 July 2026
Time:	5:00 pm to 7:00 pm (+1245)
Location:	Chatham Islands Council, 13 Tuku Road, Chatham Islands https://teams.microsoft.com/meet/4755721460825?p=FEBqMugDhvFkmLPNT5
Board Members:	Mayor Greg Horler, Cr Celine Gregory-Hunt, Cr Keri Day, Cr Bridget Gibb, Cr Graeme Hoare, Cr Jenna Hoverd, Cr Jacqui Southcombe, Cr Nathaniel Whaitiri
Attendees:	Mr Bob Penter, Ms Mereraina Hemara
Guests/Notes:	Public - Loretta Lanauze

1. Opening Meeting

1.1 Open Meeting

5:00 pm (2 min)

Mayor Greg Horler

For Noting

The purpose of the meeting is to consider the following matters:

1. Consideration of the public advertising of the Chief Executive position.
2. Delegation of the Mayor and Deputy Mayor to lead the Chief Executive appointment process and report a preferred candidate to Council for approval.
3. Approval of capital expenditure for urgent IT maintenance.

2. Apologies

2.1 Apologies

There were no apologies.

Cr Jacqui Southcombe joined the meeting at 5.10pm.

3. Conflicts of Interest

4. Agenda Items

4.1 Approval of Capital Expenditure for Urgent IT Maintenance

5:02 pm (10 min)

Ms Mereraina Hemara

For Decision

Supporting Documents:

4.1.a	4.3 Capital Expenditure Request - Urgent IT Maintenance.pdf	5
4.1.b	quote.pdf	8

5. Move to Public Excluded

5.1 Move to Public Excluded

Supporting Documents:

5.1.a	PE Cover Page 8 July 2026.pdf	9
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6. Public Excluded

6.1 Contract variation for Environment Canterbury support services

5:12 pm (10 min)

Mr Bob Penter

For Decision

This paper seeks Council approval to delegate authority to the Interim Chief Executive to finalise and enter into a contract variation with Environment Canterbury for the provision of support services to Chatham Islands Council from 1 July 2026.

Supporting Documents:

6.1.a	4.2 Contract variation for ECan support.pdf	10
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6.2 Recruitment and Appointment Process for the Chief Executive

5:22 pm (20 min)

Mayor Greg Horler

For Decision

The purpose of this report is to seek Council's approval to commence the recruitment and appointment process for the position of Chief Executive and to delegate responsibility for managing the recruitment process to the Chief Executive Review Committee.

Supporting Documents:

6.2.a	4.1 Recruitment and Appointment of Chief Executive.pdf	14
6.2.b	Appx 1. Chief Executive Recruitment Timeline.pdf	19
6.2.c	Appx 2. Chief Executive Advert.pdf	20

7. Close the Meeting

7.1 Close the meeting

5:42 pm

Next meeting: Council Meeting - 13 Aug 2026, 9:00 am

Next meeting - 26 March 2026 at 9.00am.



Extraordinary Meeting

4.3 Capital Expenditure Request – Urgent IT Maintenance

Date of meeting	8 July 2026
Agenda item number	4.3
Author/s	Mereraina Hemara, Operations Manager

Purpose

To seek Council approval for urgent capital expenditure of \$28,954.20 (including 20% contingency) to replace critical IT server infrastructure that has reached end of life and is now failing, in order to maintain continuity of Council operations, restore core security functionality, and reduce the risk of a full IT system outage.

Recommendations

That the Chatham Islands Council;

- 1. Receives the report, and;**
- 2. Approves the capital expenditure towards urgent IT hardware of \$28,954.20 (includes 20% contingency)**

Executive Summary

Council's remaining operational server infrastructure is at a critical point of failure and requires urgent replacement. One of Council's two servers reached end of life and expired last year. Its failure has already had operational consequences, including the loss of Council's security camera functionality. Council is now reliant on a single remaining server, which is also failing.

Background

Council's IT infrastructure includes server hardware that underpins core business systems and supports day-to-day operations across the organisation. These servers are a critical part of Council's operating environment, providing the platform for access to business applications such as rates and properties, shared files, network services, communications, and other essential functions.

Council previously operated with two servers. One of these servers reached the end of its useful life and expired last year. As a result of that failure, some supporting systems have already ceased functioning, including Council's security camera system. Council has since been operating with only one remaining server.

That remaining server is now also failing. This places Council in a highly vulnerable position, with no effective redundancy or resilience in place should the final server fail. Given the age and condition of the hardware (circa 2018-2021), continued reliance on the existing environment is no longer sustainable and presents an unacceptable risk to Council's ability to operate safely and effectively.

In addition, Council's UPS batteries have also reached end of life and require urgent replacement. These batteries are critical to protect IT hardware during the power outages experienced on the grid. Without functioning UPS batteries, Council's servers and associated equipment are exposed to sudden power loss and electrical damage, which could result in hardware frying during an outage.

The proposed expenditure relates to replacement of core server hardware, UPS batteries, and associated infrastructure.

Discussion

The current situation requires urgent intervention. Council is presently operating with a single remaining server after the expiry of the other server last year. The failure of the first server has already demonstrated the operational impacts of ageing and unsupported infrastructure, including the loss of security camera functionality. The failure now emerging in the last remaining server means Council is exposed to a much more serious organisation-wide risk.

Council has not invested any capital expenditure in IT infrastructure since early 2023, and as a result all hardware is now aged and increasingly unreliable. This lack of renewal has left Council with infrastructure that is beyond its optimal service life and more susceptible to failure. The current environment is therefore no longer fit for purpose and is becoming progressively more unstable.

Over the past month, the remaining server has caused multiple outages, resulting in repeated interruptions to Council's normal operations. These outages have led to loss of work and significant time being wasted during our most critical point of the year, as tasks have had to be paused, repeated, or delayed while systems were unavailable. This has had a direct impact on productivity across the team and has highlighted the increasing instability of the current environment.

Given Council's remote location and the practical realities of timely transportation of freight, replacement hardware, and implementation services, recovery from a full server failure may not be immediate. In a full outage scenario, Council could face a prolonged period of disruption while equipment is procured, configured, installed, and

systems are restored. During that time, staff productivity and service delivery would be significantly affected, and some functions may be unable to operate at all.

Risk Perspective

The risk of not proceeding with this expenditure is high.

Council is currently exposed to a single point of failure in its IT environment. With one server already expired and the final remaining server failing, there is a material risk of a complete outage of Council's core IT systems. If that occurs, Council may be unable to access critical systems, records, communications, and operational platforms required for day-to-day functioning.

Noting, the proposed capital expenditure is not an enhancement project; it is essential replacement of failing core infrastructure. ServerWorks estimates an investment of approximately \$240,000 is needed over the next 2 years to enhance Councils' IT infrastructure to a leading operating standard.

Significance and Engagement

The proposed expenditure is for replacement of essential internal infrastructure and is primarily an operational and asset management matter. As such, no specific external consultation is considered necessary. However, the decision is significant from an organisational risk perspective because failure to act could materially affect Council's ability to function.

Legal and Compliance Implications

Council has obligations to maintain systems and processes that support prudent administration, sound recordkeeping, financial management, rating & property maintenance, health and safety, and continuity of service delivery. While this request is primarily an operational infrastructure matter, failure of critical IT systems could adversely affect Council's ability to meet those obligations.

Attachments

1. Quote from Councils IT providers, ServerWorks, for the required hardware identified as critically failing.

Estimated Capex cost			
Item	QTY	Unit Cost	Total Cost
Ex lease Server	2	\$ 4,000.00	\$ 8,000.00
Ex lease UPS with battery refresh	1	\$ 3,500.00	\$ 3,500.00
CCTV Cameras	4	\$ 750.00	\$ 3,000.00
Replacement UPS for DG and ANZ	2	\$ 1,100.00	\$ 2,200.00
Switch for Starlink redundancy	2	\$ 1,100.00	\$ 2,200.00
NAS for more local storage	1	\$ 2,500.00	\$ 2,500.00
Estimated Freight	10%	\$ 2,140.00	\$ 2,140.00
Contingency	20%	\$ 5,414.20	\$ 5,414.20
			\$ 28,954.20
Excludes GST			

Public Excluded Agenda

8 July 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.6.1	Contract Variation for ECan Support Services	Good reason to withhold exists under Section 7	Section 48(1)(a)
PE 6.2	Recruitment and Appointment Process for Chief Executive	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.6.1	Contract Variation for ECan Support Services	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.
PE6.2	Recruitment and Appointment Process for Chief Executive	7(2)(b)(ii) 7(2)(h) 7(2)(i)	Would be likely to prejudice the commercial position of the person or persons who are the subject of the information To maintain legal professional privilege. To enable the Council holding the information to carry out, without prejudice or disadvantage, commercial activities.

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