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## Services and Assets Committee

### OPEN MINUTES

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Minutes of a meeting of Services and Assets Committee held in the Council Chamber, 15 Forth Street, Invercargill on Tuesday, 23 June 2020 at 9am. (9am – 9.01am, 10.59am – 12.01pm (PE 11.28 – 12.01pm)).

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#### PRESENT

**Chairperson**

Ebel Kremer  
Mayor Gary Tong

**Councillors**

Don Byars  
John Douglas  
Paul Duffy  
Bruce Ford  
Darren Frazer  
George Harpur  
Julie Keast  
Christine Menzies  
Karyn Owen  
Margie Ruddenklau (9am – 9.01am, 10.59am – 12.01pm)  
Rob Scott

#### IN ATTENDANCE

**Group Manager, Services and Assets  
Committee Advisor**

Matt Russell (via Zoom)  
Fiona Dunlop

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## Adjournment of meeting

Moved Councilor Kremer, seconded Councillor Owen, that the Services and Assets Committee meeting adjourns until the conclusion of the open section of the Council meeting.

**The motion was put and declared CARRIED.**

The meeting adjourned at 9.01am and reconvened at 10.58am.

Councillor Kremer (Chair), Mayor Tong and Councillors Byars, Douglas, Duffy, Ford, Frazer, Harpur, Keast, Menzies, Owen and Scott were present when the meeting reconvened.

### 1 Apologies

There were no apologies.

### 2 Leave of absence

There were no requests for leave of absence.

### 3 Conflict of Interest

There were no conflicts of interest declared.

### 4 Public Forum

There was no public forum.

### 5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

(Councillor Ruddenklau returned to the meeting at 10.59am.)

### 6 Confirmation of Minutes

#### Resolution

Moved Chairperson Kremer, seconded Cr Menzies **and resolved:**

**That the Services and Assets Committee confirms the minutes of the meeting held on 6 May 2020 as a true and correct record of that meeting.**

## Reports

### 7.1 Downer Water and Wastewater Maintenance Contract 10/01 - Monthly Report for April 2020

**Record No: R/20/5/11921**

Manager Operations Water and Waste – Bill Witham was in attendance for this item.

#### **Resolution**

Moved Cr Frazer, seconded Cr Menzies **and resolved:**

**That the Services and Assets Committee:**

- a) **Receives the report titled “Downer Water and Wastewater Maintenance Contract 10/01 - Monthly Report for April 2020” dated 8 June 2020.**

### 7.2 Roothing Operations - April and May 2020

**Record No: R/20/6/13144**

Strategic Manager Transport – Hartley Hare and Roothing Engineer – Rob Hayes were in attendance for this item.

#### **Resolution**

Moved Cr Scott, seconded Cr Ruddenklau **and resolved:**

**That the Services and Assets Committee:**

- a) **Receives the report titled “Roothing Operations - April and May 2020” dated 17 June 2020.**

### 7.3 Services and Assets Programme Report

**Record No: R/20/5/12333**

Project Delivery Manager – Nick Hamlin was in attendance for this item.

#### **Resolution**

Moved Chairperson Kremer, seconded Cr Owen **and resolved:**

**That the Services and Assets Committee:**

- a) **Receives the report titled “Services and Assets Programme Report” dated 17 June 2020.**

**Public Excluded**

**Exclusion of the Public: Local Government Official Information and Meetings Act 1987**

**Resolution**

Moved Chairperson Kremer, seconded Cr Ruddenklau **and resolved:**

**That the public be excluded from the following part(s) of the proceedings of this meeting.**

**C8.1 Contract 20/01 - Award of contract for Fiordland and Southland District Council Offices Cleaning**

**C8.2 Stewart Island Electrical Supply Authority Management and Service Agreement for the Provision of Power Supply to Stewart Island/Rakiura (Contract 12/23) - Three Month Extension**

**C8.3 Te Anau Wastewater Scheme Update to Committee**

**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:**

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
Contract 20/01 - Award of contract for Fiordland and Southland District Council Offices Cleaning	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Stewart Island Electrical Supply Authority Management and Service Agreement for the Provision of Power Supply to Stewart Island/Rakiura (Contract 12/23) - Three Month Extension	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.  s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Te Anau Wastewater Scheme Update to Committee	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

That the Group Manager- Services and Assets (via Zoom), Chief Executive, Group Manager - Environmental Services, Group Manager - Community and Futures, Chief Financial Officer, Group Manager - Customer Delivery, Communications Manager and Committee Advisor be permitted to

remain at this meeting, after the public has been excluded, because of their knowledge of the items C8.1 Contract 20/01 - Award of contract for Fiordland and Southland District Council Offices Cleaning, C8.2 Stewart Island Electrical Supply Authority Management and Service Agreement for the Provision of Power Supply to Stewart Island/Rakiura (Contract 12/23) - Three Month Extension and C8.3 Te Anau Wastewater Scheme Update to Committee. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

That the Contracts and Projects Administrator – Trudy Saunders, Commercial Infrastructure Manager – Ashby Brown and Community Facilities Manager – Mark Day be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C8.1 Contract 20/01 - Award of contract for Fiordland and Southland District Council Offices Cleaning. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed.

That the Commercial Infrastructure Manager – Ashby Brown and Contracts and Projects Administrator – Trudy Saunders be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C8.2 Stewart Island Electrical Supply Authority Management and Service Agreement for the Provision of Power Supply to Stewart Island/Rakiura (Contract 12/23) - Three Month Extension This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed.

That the Senior Projects Manager – Geoff Gray and Contracts and Projects Administrator – Trudy Saunders be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C8.3 Te Anau Wastewater Scheme Update to Committee. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed.

The public were excluded at 11.28am.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

The meeting concluded at 12.01pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE SERVICES AND ASSETS  
COMMITTEE HELD ON TUESDAY 23 JUNE 2020.

**DATE:**.....

**CHAIRPERSON:**.....