



Finance and Assurance Committee

OPEN MINUTES

Minutes of a meeting of Finance and Assurance Committee held in the Council Chamber, 15 Forth Street, Invercargill on Friday, 11 September 2020 at 9.01am. (9.01am – 10.46am, 11.02am – 12.35pm, 1.05pm – 2.10pm (PE 12.22pm – 12.35pm, 1.05pm – 2.10pm)).

PRESENT

Chairperson	Bruce Robertson Mayor Gary Tong (9.01am – 9.51am, 9.56am – 10.46am, 11.02am – 12.35pm, 1.05pm – 1.54pm))
Deputy Chair	Ebel Kremer (9.01am – 10.46am, 11.02am – 12.35pm, 1.05pm – 1.54pm)
Councillors	Don Byars John Douglas Paul Duffy Julie Keast

APOLOGIES

Mayor Tong (early departure)
Councillor Kremer (early departure)

IN ATTENDANCE

Councillor Menzies (9.02am – 9.46am, 10.45am – 11.54am, 12.13pm – 12.35pm)
Chief Financial Officer - Anne Robson
Committee Advisor - Fiona Dunlop

1 Apologies

Mayor Tong and Councillor Kremer advised that they would be early departures from the meeting.

Moved Cr Douglas, seconded Deputy Chairperson Kremer **and resolved:**

That the Finance and Assurance Committee accept the apologies.

(Councillor Menzies joined the meeting at 9.02am.)

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.

6 Confirmation of Minutes

Resolution

Moved Deputy Chairperson Kremer, seconded Cr Douglas **and resolved:**

That the Finance and Assurance Committee confirms the minutes of the meeting held on 22 June 2020 as a true and correct record of that meeting.

Reports

7.1 Finance & Assurance Committee Work plan for the year ended 30 June 2021

Record No: R/20/9/49837

Chief Financial Officer Anne Robson was in attendance for this item.

Resolution

Moved Mayor Tong, seconded Cr Keast **recommendations a and b (with changes as indicated with ~~striketrough~~ and underline) and resolved:**

That the Finance and Assurance Committee:

- a) **Receives the report titled "Finance & Assurance Committee Work plan for the year ended 30 June 2021" dated 4 September 2020.**
- b) **Notes the changes made to the Finance and Assurance ~~Audit~~ Committee Work plan for the year ended 30 June 2021 since the last meeting.**

7.4 Interim Performance Report - Period three - 1 July 2019 to 30 June 2020

Record No: R/20/8/47187

Planning and Reporting Analyst – Shannon Oliver was in attendance for this item.

Miss Oliver advised that the purpose of the report was to provide the Committee with the Interim Performance Report for the period 1 July 2019 to 30 June 2020 for review.

(During discussion on the report Mayor Tong left the meeting at 9.51am and returned at 9.56am.)

Resolution

Moved Chairperson Robertson, seconded Deputy Chairperson Kremer **and resolved:**

That the Finance and Assurance Committee:

- a) **Receives the report titled "Interim Performance Report - Period three - 1 July 2019 to 30 June 2020" dated 7 September 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

7.3 Draft unaudited Annual Report 2019/2020 for Endorsement

Record No: R/20/8/47696

Planning and Reporting Analyst – Shannon Oliver and Financial Accountant – Sheree Marrah were in attendance for this item.

Miss Oliver and Mrs Marrah advised that the purpose of the report was for the Committee to provide feedback and endorse the release of the draft unaudited Annual Report for the year ended 30 June 2020 to Audit New Zealand for their review.

(During discussion on the report Councillor Menzies left the meeting at 9.46am.)

(During discussion on the report Mayor Tong left the meeting at 9.51am and returned at 9.56am.)

(Councillor Menzies returned to the meeting at 10.45am.)

Resolution

Moved Chairperson Robertson, seconded Deputy Chairperson Kremer **recommendations a to c, d and e with deletions (as indicated) and e with changes (as indicated with strikethrough and underline) and resolved:**

That the Finance and Assurance Committee:

- a) **Receives the report titled “Draft unaudited Annual Report 2019/2020 for Endorsement” dated 7 September 2020.**
- b) **Determines that this matter or decision be recognised as significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Endorses the draft unaudited Annual Report for the year ended 30 June 2020; ~~including any amendments agreed at this meeting.~~**
- e) **Approves release of the draft unaudited Annual Report for the year ended 30 June 2020 to Audit New Zealand, ~~once any agreed amendments from this meeting have been incorporated.~~**
- f) **Delegate authority to the chief executive/acting chief executive to approve any further amendments to the draft unaudited Annual Report for the year ended 30 June 2020 subsequent to this meeting, and prior to final review by the Committee when it recommends adoption at its meeting on 16 October 2020.**

(The meeting adjourned for morning tea 10.46am and reconvened at 11.02am.)

(Mayor Tong, Chair Mr Bruce Robertson, Councillors Byars, Douglas, Duffy, Keast, Kremer and Menzies were present when the meeting reconvened.)

7.5 Quarterly risk management report - September 2020

Record No: R/20/6/23169

Policy Analyst – Jane Edwards and Strategy and Policy Manager – Michelle Stevenson were in attendance for this item.

Mrs Edwards advised that the purpose of the report was to advise the of the September 2020 Quarterly Risk Management report for consideration by the Committee

Resolution

Moved Mayor Tong, seconded Cr Douglas **and resolved:**

That the Finance and Assurance Committee:

- a) **Receives the report titled “Quarterly risk management report - September 2020” dated 7 September 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

7.6 Draft Policy on Development and Financial Contributions

Record No: R/20/8/32315

Intermediate Policy Analyst – Carrie Adams and Senior Management Accountant – Susan McNamara were in attendance for this item.

Mrs Adams advised that the purpose of the report was for the Committee to consider the draft Policy on Development and Financial Contributions prior to Council agreeing to the draft being released for public consultation.

Resolution

Moved Deputy Chairperson Kremer, seconded Cr Douglas **and resolved:**

That the Finance and Assurance Committee:

- a) **Receives the report titled “Draft Policy on Development and Financial Contributions” dated 7 September 2020.**

- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Considers the draft Policy on Development and Financial Contributions and provides feedback.**
- e) **Endorses the draft Policy on Development and Financial Contributions.**
- f) **Recommends to Council that it release the draft Policy on Development and Financial Contributions for public consultation in accordance with section 82 of the Local Government Act 2002, from 4 November to 4 December 2020.**

7.7 Draft Procurement Policy

Record No: R/20/8/47416

Policy Analyst – Robyn Rout and Commercial Infrastructure Manager – Ashby Brown were in attendance for this item.

Mrs Rout advised that the purpose of the report was for the Committee to consider the draft Procurement Policy prior to Council agreeing the release for public consultation.

(Councillor Menzies left the meeting at 11.54am and returned at 12.13pm.)

Resolution

Moved Mayor Tong, seconded Cr Duffy **and resolved:**

That the Finance and Assurance Committee:

- a) **Receives the report titled “Draft Procurement Policy” dated 11 September 2020.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Considers the draft Procurement Policy and provides feedback.**

- e) **Recommends to Council that it release the draft Procurement Policy for public consultation in accordance with section 82 of the Local Government Act 2002 from 4 November to 4 December 2020.**

7.2 Health and Safety Update

Record No: R/20/8/32317

People and Capability Manager – Janet Ellis and Health Safety and Wellbeing Advisor – Teri Black was in attendance for this item.

Resolution

Moved Chairperson Robertson, seconded Cr Keast **and resolved:**

That the Finance and Assurance Committee:

- a) **Receives the report titled “Health and Safety Update” dated 21 August 2020.**

Public Excluded

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

Resolution

Moved Chairperson Robertson, seconded Deputy Chairperson Kremer **and resolved:**

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

C8.1 Health and Safety Events

C8.2 Milford Opportunities Project contract update

C8.3 Southland District Council Resurfacing Tender Award - Contract 19/54 and 19/55

C8.4 Award of Contact for the Provision of Power Supply to Stewart Island/Rakiura

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
Health and Safety Events	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>s7(2)(d) - The withholding of the information is necessary to avoid prejudice to measures protecting the health and safety of members of the public.</p>	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.

Milford Opportunities Project contract update	<p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>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).</p>	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.
Southland District Council Resurfacing Tender Award - Contract 19/54 and 19/55	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.
Award of Contact for the Provision of Power Supply to Stewart Island/Rakiura	<p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>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).</p>	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 Chief Executive – Steve Ruru, Group Manager, Environmental Services – Fran Mikulicic, Group Manager, Community and Futures – Rex Capil, Chief Financial Officer – Anne Robson, People and Capability Manager – Janet Ellis, Group Manager, Communications Manager – Louise Pagan and Committee Advisor – Fiona Dunlop be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C8.1 Health and Safety Events, C8.2 Milford Opportunities Project contract update, C8.3 Southland District Council Resurfacing Tender Award - Contract 19/54 and 19/55 and C8.4 Award of Contact for the Provision of Power Supply to Stewart Island/Rakiura. 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 Health, Safety and Well Being Advisor – Teri Black be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the item C8.1 Health and Safety Events. 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 Community Partnership Leader – Simon Moran be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the item C8.2 Milford Opportunities Project contract update. 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 Strategic Rooding Manager – Hartley Hare be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the item C8.3 Southland District Council Resurfacing Tender Award - Contract 19/54 and 19/55. 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 be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the item C8.4 Award of Contract for the Provision of Power Supply to Stewart Island/Rakiura. 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 12.22pm.

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 adjourned for lunch at 12.35pm and reconvened at 1.05pm.

(Councillor Menzies left the meeting at 12.35pm.)

(Mayor Tong left the meeting at 1.54pm.)

(Councillor Kremer left the meeting at 1.54pm.)

The meeting concluded at 2.10pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE FINANCE AND ASSURANCE
COMMITTEE HELD ON FRIDAY 11 SEPTEMBER 2020

DATE:.....

CHAIRPERSON:.....