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## Finance and Assurance Committee

### OPEN MINUTES

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Minutes of a meeting of Finance and Assurance Committee held in the Council Chamber, 15 Forth Street, Invercargill on Tuesday, 10 November 2020 at 9.05am. (9.05am – 9.55am (open), 9.55am – 10.13am (PE), 10.13am – 10.15am (open), 10.15am – 10.42am (PE), 11.02am – 11.51am (open)).

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#### **PRESENT**

**Chairperson** Mr Bruce Robertson (external member)  
Mayor Gary Tong (9.05am – 10.42am, 11.02am – 11.32am)

**Councillors** Don Byars  
John Douglas  
Paul Duffy  
Julie Keast

#### **APOLOGIES**

Councillor Kremer

#### **IN ATTENDANCE**

Councillor Menzies (9.05am – 9.22am, 10.13am – 10.15am, 11.02am – 11.51am)  
Chief Financial Officer - Anne Robson  
Committee Advisor - Fiona Dunlop

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**1 Apologies**

There were apologies from Councillor Kremer.

Moved Chairperson Robertson, seconded Mayor Tong and **resolved:**

**That the Finance and Assurance Committee accept the apology.**

**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 Chairperson Robertson, seconded Cr Douglas and **resolved:**

**That the Finance and Assurance Committee confirms the minutes of the ordinary meeting held on 11 September 2020 and the extraordinary meeting held on 20 October 2020 as true and correct records of those meetings.**

**Reports**

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

**Record No: R/20/11/64663**

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

### Resolution

Moved Chairperson Robertson, seconded Cr Keast **recommendation a and b with changes (as indicated) 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 5 November 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.**

## 7.2 Draft Annual Report 2019/2020

**Record No: R/20/10/60155**

Corporate Performance Lead – Jason Domigan and Financial Accountant – Sheree Marrah were in attendance for this item.

Mr Domigan and Mrs Marrah presented the draft Annual Report 2019/2020 to the committee for recommendation to Council that it be adopted on 18 November 2020.

(During discussion on the item Councillor Menzies left the meeting at 9.22am.)

See further down the minutes for the resolutions relating to this item.

## Public Excluded

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

#### Resolution

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

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

#### Draft Annual Report 2019/2020

#### C8.1 Milford Opportunities contract update - 2

**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
Draft Annual Report 2019/2020	s7(2)(c)(i) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the	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.

	<p>authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied</p> <p>s7(2)(c)(ii) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to damage the public interest</p>	
Milford Opportunities contract update - 2	<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.

That the Chief Executive – Cameron McIntosh, Group Manager, Environmental Services – Fran Mikulicic, Group Manager, Services and Assets – Matt Russell, Group Manager, Community and Futures – Rex Capil, Chief Financial Officer – Anne Robson, People and Capability Manager – Janet Ellis, Group Manager, Customer Delivery – Trudie Hurst, Communications Manager – Louise Pagan, Community Partnership Leader – Simon Moran 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 Milford Opportunities contract update - 2. 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.

The public and staff were excluded at 9.55am to enable the Committee to have a discussion with the Auditors on the Draft Annual Report 2019/2020.

The meeting returned to open session at 10.13am.

(Councillor Menzies returned to the meeting at 10.13am.)

## **7.2 Draft Annual Report 2019/2020 (continued)**

**Record No: R/20/10/60155**

Following the public excluded session for the Committee and the Auditors to have a discussion on the annual report the recommendations were put.

**Resolution**

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

**That the Finance and Assurance Committee:**

- a) **Receives the report titled “Draft Annual Report 2019/2020” dated 5 November 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) **Recommends to Council the adoption of the Annual Report 2019/2020 incorporating any amendments agreed at this meeting.**

The meeting returned to public excluded at 10.15am.

The meeting returned to open session at 10.42am and then adjourned for morning tea.

The meeting reconvened at 11.02am.

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

**7.3 Analysis of Actual Results to Forecast for the year ended 30 June 2020**

**Record No: R/20/8/48220**

Management Accountant – Joanie Nel was in attendance for this item.

Mrs Nel advised that the purpose of the report was to compare the actual results for the financial year compared to the approved annual plan.

**Resolution**

Moved Cr Byars, seconded Cr Duffy **and resolved:**

**That the Finance and Assurance Committee:**

- a) **Receives the report titled “Analysis of Actual Results to Forecast for the year ended 30 June 2020” dated 6 November 2020.**

#### **7.4 Overall programme for 2020/2021 including projects carried forward 2019/2020**

**Record No: R/20/11/64324**

Management Accountant – Susan McNamara was in attendance for this item.

(Mayor Tong left the meeting at 11.32am.)

Miss McNamara advised that the purpose of the report was to update the Committee of the overall programme for the 2020/2021 financial year and includes a comparison to the two previous financial years.

##### **Resolution**

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

**That the Finance and Assurance Committee:**

- a) **Receives the report titled “Overall programme for 2020/2021 including projects carried forward 2019/2020” dated 5 November 2020.**

#### **7.5 Monthly Financial Report - September 2020**

**Record No: R/20/11/64798**

Management Accountant – Lesley Smith was in attendance for this item.

Mrs Smith advised that the purpose of the report was to provide Council with an overview of the financial results to date by the nine activity groups of Council, as well as the financial position, and the statement of cash flows.

The Committee noted that his report summaries Council financial results for the three months to 30 September 2020.

##### **Resolution**

Moved Cr Keast, seconded Cr Douglas **and resolved:**

**That the Finance and Assurance Committee:**

- a) **Receives the report titled “Monthly Financial Report - September 2020” dated 5 November 2020.**

#### **7.6 Finance Transactional Update as at 30 June 2020**

**Record No: R/20/8/47674**

Accountant – Shelley Dela Llana was in attendance for this item.

Mrs Dela Llana advised that the purpose of the report was to update the Committee on the activities of the financial transactions team during the 2019/2020 financial year.

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**Resolution**

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

**That the Finance and Assurance Committee:**

- a) **receives the report titled “Finance Transactional Update as at 30 June 2020” dated 5 November 2020.**

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 11.51am.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE FINANCE AND ASSURANCE  
COMMITTEE HELD ON TUESDAY 10 NOVEMBR 2020.

**DATE:**.....

**CHAIRPERSON:**.....