



Finance and Audit Committee

OPEN MINUTES

Minutes of a meeting of Finance and Audit Committee held in the Council Chamber, 15 Forth Street, Invercargill on Thursday, 29 August 2019 at 9am.

PRESENT

Chairperson	Ebel Kremer Mayor Gary Tong
Councillors	John Douglas Paul Duffy Bruce Robertson (external member)

IN ATTENDANCE

Chief Executive – Steve Ruru
Group Manager, Environmental Services – Bruce Halligan
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
Governance and Democracy Manager – Clare Sullivan
Committee Advisor – Fiona Dunlop

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.

6 Confirmation of Minutes

Resolution

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

That the Finance and Audit Committee confirms the minutes of meeting held on 18 June 2019 as a true and correct record of that meeting.

Reports

7.1 Progress on the Finance & Audit Committee Work plan for the year ended 30 June 2020

Record No: R/19/8/19305

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

Resolution

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

That the Finance and Audit Committee:

- a) Receives the report titled “Progress on the Finance & Audit Committee Work plan for the year ended 30 June 2020” dated 22 August 2019.**

- b) **Notes the changes made to the Finance and Audit Committee Work plan for the year ended 30 June 2020 since the last meeting.**

7.2 Interim Performance Report - Period Three - 1 July 2018 to 30 June 2019

Record No: R/19/8/15004

Planning and Reporting Analyst – Shannon Oliver and Corporate Performance Lead – Chantelle Subritzky were 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 review and feedback.

The Committee noted that the third interim performance report covers the period of 1 July to 30 June 2019 and is part of the corporate performance framework which was adopted in June 2018 as part of the 2018-2028 Long term plan.

Activity managers responsible for performance measures in the report were present for the item.

Resolution

Moved Mayor Tong, seconded External member Robertson **and resolved:**

That the Finance and Audit Committee:

- a) **Receives the report titled “Interim Performance Report - Period Three - 1 July 2018 to 30 June 2019” dated 22 August 2019.**
- 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 2018/2019 for Endorsement

Record No: R/19/8/15006

Planning and Reporting Analyst – Shannon Oliver, Corporate Performance Lead – Chantelle Subritzky, Financial Accountant – Sheree Marrah and Communications Manager – Louise Pagan were in attendance for this item.

Miss Oliver advised that the purpose of this report was for the Committee to endorse the release of the draft unaudited Annual Report for the year ended 30 June 2019 and to provide feedback to officers.

Resolution

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

That the Finance and Audit Committee:

- a) **Receives the report titled "Draft Unaudited Annual Report 2018/2019 for Endorsement" dated 22 August 2019.**
- 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 2019.**
- e) **Delegate authority to the chief executive to approve any further amendments to the draft unaudited Annual Report for the year ended 30 June 2019 subsequent to this meeting, and prior to final review by the Committee at its meeting on 23 September 2019.**

7.4 Health and Safety Update

Record No: R/19/8/15205

People and Capability Manager – Janet Ellis was in attendance for this item.

Resolution

Moved Mayor Tong, seconded External member Robertson **and resolved:**

That the Finance and Audit Committee:

- a) **Receives the report titled "Health and Safety Update" dated 10 August 2019.**

7.5 SDC's Property Register - June 2019

Record No: R/19/8/14825

Manager Property Services – Kevin McNaught was in attendance for this item.

Mr McNaught advised that the purpose of the report was to present the property register to the Committee for information.

Resolution

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

That the Finance and Audit Committee:

- a) **Receives the report titled "SDC's Property Register - June 2019" dated 23 August 2019.**
- 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.**

The meeting adjourned for morning tea at 10.11am and reconvened at 10.31am.

All members were present when the meeting reconvened.

Public Excluded

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

Resolution

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

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

C8.1 Information Technology Infrastructure Update for 2019/2020

C8.2 Core Systems Review Project - Work Program and unbudgeted expenditure report

C8.3 Fraud Risk Assessment Actions

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
Information Technology Infrastructure Update for 2019/2020	<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)(h) - The withholding of the information is necessary to enable the</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.

	local authority to carry out, without prejudice or disadvantage, commercial activities.	
Core Systems Review Project - Work Program and unbudgeted expenditure report	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.
Fraud Risk Assessment Actions	s7(2)(f)(ii) - The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment.	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, Group Manager, Environmental Services, Group Manager, Services and Assets, Group Manager, Community and Futures, Chief Financial Officer, People and Capability Manager, 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 Information Technology Infrastructure Update for 2019/2020, C8.2 Core Systems Review Project - Work Program and unbudgeted expenditure report and C8.3 Fraud Risk Assessment Actions. This knowledge, which was 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 Business Solutions Manager and Senior Management Accountant be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C8.1 Information Technology Infrastructure Update for 2019/2020, C8.2 Core Systems Review Project - Work Program and unbudgeted expenditure report. This knowledge, which was 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 Financial Accountant be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the item C8.3 Fraud Risk Assessment Actions. This knowledge, which was 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 10.32am.

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 11.29am.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE FINANCE AND AUDIT COMMITTEE
HELD ON THURSDAY 29 AUGUST 2019.

DATE:.....

CHAIRPERSON:.....