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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, 15 December 2020 at 9am. (9am – 10.41am, 10.59am – 12.15pm (PE 11.14am – 12.15pm))

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#### PRESENT

Chairperson	Mr Bruce Robertson (external member) (9.03am – 10.41am, 10.59am – 12.15pm – via Zoom)
	Mayor Gary Tong
Deputy Chair	Ebel Kremer
Councillors	Don Byars
	John Douglas
	Paul Duffy
	Julie Keast

#### APOLOGIES

Mr Bruce Robertson (lateness)

#### IN ATTENDANCE

Councillor Harpur  
Councillor Menzies  
Councillor Ruddenklau (9am – 10.27am, 10.39am - 10.41am, 10.59am – 12.15pm)  
Councillor Scott  
Chief Financial Officer - Anne Robson  
Committee Advisor - Fiona Dunlop

NOTE: - Councillor Kremer as deputy chair undertook the chairing of the meeting until Chair Bruce Robertson joined the meeting via Zoom (digital technology).

1 Apologies

There were apologies for lateness from Chair Mr Bruce Robertson.

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

That the Finance and Assurance Committee confirms the minutes of meeting held on 10 November 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/20/12/70484

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

(Mr Bruce Robertson joined the meeting via zoom at 9.03am.)

Resolution

Moved Mayor Tong, seconded Cr Keast 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 8 December 2020.**
- b) Notes the changes made to the Finance and Assurance Committee Work plan for the year ended 30 June 2021 since the last meeting.

7.2 Interim Performance Report - Period one - 1 July 2020 to 31 October 2020

Record No: R/20/11/66844

Planning and Reporting Analyst – Shannon Oliver and Corporate Performance Lead – Jason Domigan 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 results for the period 1 July 2020 to 31 October 2020.

Resolution

Moved Mayor Tong, seconded Cr Douglas and resolved:

That the Finance and Assurance Committee:

- a) **Receives the report titled “Interim Performance Report - Period one - 1 July 2020 to 31 October 2020” dated 8 December 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 Annual Report - Management Report from Audit NZ for the year ended 30 June 2020

Record No: R/20/11/67391

Financial Accountant – Sheree Marrah was in attendance for this item.

Audit NZ Audit Director – Dereck Ollsson was in attendance via zoom for this item.

To present the management report from Audit New Zealand which relates to the audit of the Annual Report 2019/2020 and to confirm the approach taken in the listed recommendations.

Resolution

Moved Cr Keast, seconded Mayor Tong and resolved:

That the Finance and Assurance Committee:

- a) Receives the report **titled “Annual Report - Management Report from Audit NZ for the year ended 30 June 2020” dated 9 December 2020.**

7.4 Quarterly risk management report - December 2020

Record No: R/20/10/62484

Intermediate Policy Analyst – Robyn Rout was in attendance for this item.

Mrs Rout advised that the report is to submit the December 2020 quarterly risk management report for consideration.

Resolution

Moved Cr Douglas, seconded Cr Keast and resolved:

That the Finance and Assurance Committee:

- a) **Receives the report titled “Quarterly risk management report - December 2020” dated 9 December 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.

7.5 Draft Accounting Policies for the Long Term Plan 2031

Record No: R/20/11/67396

Financial Accountant – Sheree Marrah was in attendance for this item.

Mrs Marrah advised that the purpose of the report was for the Committee to endorse the accounting policies to be used to compile the 2021-2031 Long Term Plan which will be adopted in June 2021.

Resolution

Moved Deputy Chairperson Kremer, seconded Mayor Tong and resolved:

That the Finance and Assurance Committee:

- a) **Receives the report titled “Draft Accounting Policies for the Long Term Plan 2031” dated 9 December 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) Agrees to endorse the accounting policies detailed in Attachment A (of the **officer’s report**), for use in the Long Term Plan 2031.

#### 7.6 Monthly Financial Report - October 2020

Record No: R/20/12/69569

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 this report summaries Council financial results for the three months to 31 October 2020.

Resolution

Moved Deputy Chairperson Kremer, seconded Cr Keast and resolved:

That the Finance and Assurance Committee:

- a) **Receives the report titled “Monthly Financial Report - October 2020” dated 9 December 2020.**

#### 7.7 Draft Revenue and Financing Policy and Rating Review - Submissions

Record No: R/20/12/69767

Financial Development Co-ordinator – Nicole Taylor was in attendance for this item.

Miss Taylor advised that the purpose of the report was for the Committee to consider the feedback from submitters on the draft Revenue and Financing Policy and associated rating review.

Miss Taylor also advised the Committee of a late submission from Federated Farmers of New Zealand Southland branch which the Committee would also need to agree to receive.

Resolution

Moved Cr Douglas, seconded Mayor Tong recommendations a to d and e with an addition (as indicated) and resolved:

That the Finance and Assurance Committee:

- a) **receives the report titled “Draft Revenue and Financing Policy and Rating Review - Submissions” dated 9 December 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) receives the submissions on the draft Revenue and Financing Policy and Rating Review (Attachment A)
- e) receives the submissions on the draft Revenue and Financing Policy and Rating Review (Attachment B) that were received after the closing date (5pm on 4 December 2020) from:
  - Stephen Hoskin (submitter number 27)
  - Colac Bay Progress League (submitter number 28)
  - Federated Farmers of New Zealand – Southland Branch.

7.8 Participation in the Local Government Funding Agency

Record No: R/20/12/70305

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

Miss Robson advised that the purpose of the report was to discuss the merits and process associated with joining the Local Government Funding Agency and to recommend to Council that it participate in the agency and proceed to undertake public consultation.

(During discussion Councillor Ruddenklau left the meeting at 10.27am and returned at 10.39am.)

Resolution

Moved Cr Douglas, seconded Cr Keast and resolved:

That the Finance and Assurance Committee:

- a) **Receives the report titled “Participation in the Local Government Funding Agency” dated 9 December 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) Recommends to Council that it participates in the Local Government Funding Agency as a Guaranteeing Participating Council.
- e) Acknowledges that in recommending to Council that it participate as a Guaranteeing Participating Council that it recognises it will need to become a party to a deed of guarantee and an equity commitment deed for the financial obligations of the Local Government Funding Agency.
- f) Recommends to Council to proceed to public consultation in regards to Council joining the Local Government Funding Agency.

NOTE: - Councillor Byars requested that his dissenting vote be recorded.

(The meeting adjourned for morning tea at 10.41am and reconvened at 10.59am.)

(Mayor Tong and Councillors Byars, Douglas, Duffy, Harpur, Keast and Kremer, Menzies, Scott and Ruddenklau and Mr Bruce Robertson (via Zoom) were present when the meeting reconvened.)

## 7.9 Health and Safety Update

Record No: R/20/11/67479

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

Mrs Ellis advised that the purpose of the report was to provide an update on health and safety related incidents and activity over the last quarter (1 July to 31 October 2020).

Resolution

Moved Cr Duffy, seconded Cr Douglas and resolved:

That the Finance and Assurance Committee:

- a) **Receives the report titled “Health and Safety Update” dated 9 December 2020.**
- b) Receives the Health and Safety Governance Review document undertaken by Impac.

Public Excluded

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

Resolution

Moved Deputy Chairperson Kremer, seconded Mayor Tong 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 Southland District Council - Cyber Health Report

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.
Southland District Council - Cyber Health Report	<p>s7(2)(e) - The withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public.</p> <p>s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.</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, Committee Advisor – Fiona Dunlop, Communications Manager – Louise Pagan and Governance and Democracy Manager – Melissa Brook 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 and C8.2 Southland District Council - Cyber Health Report. 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 Wellbeing Advisor – Teri Black 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. 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 Business Solutions Manager – Jock Hale and via Zoom Deloitte New Zealand Partner Risk Advisory – David Seath and Manager Risk Advisory Services – Jurie du Preez be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C8.2 Southland District Council - Cyber Health Report. 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 11.14am.

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 12.15pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE FINANCE AND ASSURANCE  
COMMITTEE HELD ON TUESDAY 15 DECEMBER 2020.

DATE:.....

CHAIRPERSON:.....