



Finance and Assurance Committee

OPEN MINUTES

Minutes of a meeting of Finance and Assurance Committee held in the Council Chamber, Level 2, 20 Don Street, Invercargill on Friday, 22 October 2021 at 9am (9am – 10.25am, 10.47am – 11.28am (PE 10.53am – 11.28am)).

PRESENT

Chairperson	Mr Bruce Robertson (external member) Mayor Gary Tong
Councillors	Don Byars John Douglas Julie Keast (via video link)

APOLOGIES

Councillor Paul Duffy
Councillor Ebel Kremer

IN ATTENDANCE

Chief financial officer	Anne Robson
Committee advisor	Fiona Dunlop

1 Apologies

There were apologies from Councillors Duffy and 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 the meeting held on 27 September 2021 as a true and correct record of that meeting.

Reports

7.1 Finance and Assurance Committee Work plan for the year ended 30 June 2022

Record No: R/21/10/56035

Project accountant – Emma Strong was in attendance for this item.

Resolution

Moved Chairperson Robertson, seconded Mayor Tong and resolved:

That the Finance and Assurance Committee:

- a) **receives the report titled “Finance and Assurance Committee Work plan for the year ended 30 June 2022” dated 19 October 2021.**
- b) notes the changes made to the Finance and Assurance Committee Work plan for the year ended 30 June 2022 since the last meeting.

7.3 Contract Management Internal Audit Report

Record No: R/21/10/55621

Group manager – infrastructure and environmental services – Matt Russell and Group manager programme delivery – Nick Hamlin and Deloitte Partner - Risk Advisory – David Seath (via video link) were in attendance for this item.

The purpose of the report was to present to the Committee internal audit review undertaken by Deloitte on contract management.

Resolution

Moved Chairperson Robertson, seconded Cr Douglas and resolved:

That the Finance and Assurance Committee:

- a) **Receives the report titled “Contract Management Internal Audit Report” dated 19 October 2021.**
- b) Accepts the commentary, including follow-up actions, provided against each **of the report’s recommendations** (attachment A of the officer report).

7.2 Draft unaudited Annual Report 2020/2021

Record No: R/21/9/49959

Corporate performance lead – Jason Domigan, Financial accountant – Sheree Marrah and Publications specialist – Chris Chilton were in attendance for this item.

Mr Domigan 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 2021 to Audit New Zealand.

Resolution

Moved Chairperson Robertson, seconded Mayor Tong recommendations a to c, d with a deletion (~~as indicated~~) and e and f and resolved:

That the Finance and Assurance Committee:

- a) **Receives the report titled “Draft unaudited Annual Report 2020/2021” dated 19 October 2021.**
- 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) Agrees to endorse the draft unaudited Annual Report for the year ended 30 June 2021, ~~including any amendments agreed at this meeting.~~
- e) Approves the release of the draft unaudited Annual Report for the year ended 30 June 2021 to Audit New Zealand, once any agreed amendments from this meeting have been incorporated.
- f) Agrees to delegate authority to the chief executive to approve any further amendments to the draft unaudited Annual Report for the year ended 30 June 2021 subsequent to this meeting, and prior to providing the draft to Audit NZ.

The meeting adjourned for morning tea at 10.25am and reconvened at 10.47am with all committee members present.

7.4 Annual Plan 2022/2023 - Project timetable key dates

Record No: R/21/9/54221

Corporate performance lead – Jason Domigan was in attendance for this item.

Mr Domigan advised that the purpose of the report was to seek approval for the project timetable for the 2022/2023 Annual Plan.

Resolution

Moved Chairperson Robertson, seconded Cr Douglas and resolved:

That the Finance and Assurance Committee:

- a) **receives the report titled “Annual Plan 2022/2023 - Project timetable key dates” dated 18 October 2021.**
- 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) approves the key dates for the Annual Plan 2022/2023 as follows:

Key milestone	Date	Notes
Direction setting workshops conducted with community boards	4 Nov to 29 Nov 2021	
Community board meetings - recommend variances and rates to Council	17 Nov to 13 Dec 2021	
Council workshop to discuss draft Annual Plan	Dec 2021	Date to be confirmed
Finance and Assurance Committee to recommend adoption of consultation document (if required)	Feb 2022	If required
Council meeting to consider and adopt budgets (and consultation document if required)	Feb 2022	If required
Public consultation (if required)	March to April 2022	If required
Council to hear annual plan submissions and deliberations	April 2022	If required
Council workshop or Finance and Assurance Committee meeting – Draft plan for review	June 2022	Date to be confirmed
Finance and Assurance meeting to recommend adoption of Annual Plan	June 2022	Date to be confirmed
Council meeting - Adoption Annual Plan	June 2022	Date to be confirmed

Public excluded

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

Resolution

Moved Chairperson Robertson, seconded Mayor Tong and resolved:

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

C8.1 Territorial Authority Waste Levy Expenditure Audit Report for Levy spend 2019/20

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
Territorial Authority Waste Levy Expenditure Audit Report for Levy spend 2019/20	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

	<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>There is a requirement that the audit report is not made available to other parties.</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> <p>There is a requirement that the audit report is not made available to other parties.</p>	<p>information for which good reason for withholding exists.</p>
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The public were excluded at 10.53am.

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 11.28am.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE FINANCE AND ASSURANCE
COMMITTEE HELD ON FRIDAY 22 OCTOBER 2021.

DATE:

CHAIRPERSON: