



Finance and Assurance Committee

OPEN MINUTES

(UNCONFIRMED)

Minutes of a meeting of Finance and Assurance Committee held in the Council Chamber, Level 2, 20 Don Street, Invercargill on 5 June 2024 at 10am. (10am – 10am, 11.10am – 4.25pm) (PE 2.40pm – 4.25pm))

PRESENT

Chairperson	Bruce Robertson Mayor Rob Scott
Councillors	Jaspreet Boparai Don Byars (10am – 2.18pm, 2.37pm – 4.25pm) Derek Chamberlain (10am – 4.18pm) Paul Duffy (10am – 4.17pm, 4.18pm – 4.19pm) Darren Frazer (10am – 3.06pm) Julie Keast Christine Menzies Tom O'Brien Margie Ruddenklau Jon Spraggon (10am – 3.23pm) Matt Wilson

APOLOGIES

Councillor Sarah Greaney
Councillor Frazer (early departure)
Councillor Spraggon (early departure)
Councillor Chamberlain (early departure)

IN ATTENDANCE

Group manager finance and assurance Committee advisor	Anne Robson Rachael Poole
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The meeting was adjourned at 10am and recommenced at 11.10am.

1 Apologies

There was an apology for absence from Councillor Greaney who was on an approved leave of absence.

Apologies for early departure were received from Councillor Frazer, Councillor Spraggon and Councillor Chamberlain.

Moved Chairperson Robertson, seconded Deputy Mayor Menzies and **resolved:**

That the Finance and Assurance Committee accept the apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of interest

Councillor Ruddenklau declared that in relation to item A1 - Legal issue steering group update on Te Anau Downs Station findings that she is a niece of Pam Charters, but that she will remain in the meeting and participate in discussion with an open mind.

Chairperson Robertson made a professional disclosure that he has a professional association with a couple of the entities involved in the public excluded part of the meeting, but these have no effect on his ability to Chair the meeting.

4 Extraordinary/urgent items

There were no late or urgent items

5 Confirmation of minutes

Resolution

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

That the Finance and Assurance Committee confirms the minutes of the meeting held on 24 April 2024 as a true and correct record of that meeting with the amendment to item 7.2 as follows:

- e) **Acknowledges that the committee-Council will be asked at its meeting on 15 May 2024 to endorse changes to the Performance measures previously endorsed at it's February 2024 meeting.**

6 Public participation

There was no public participation

Reports

7.1 Finance and Assurance Committee work plan to 30 June 2024

Record No: R/24/4/25673

Financial accountant, Teresa Morgan was in attendance for the item.

Resolution

Moved Chairperson Robertson, seconded Cr O'Brien **and resolved:**

That the Finance and Assurance Committee:

- a) **receives the report titled "Finance and Assurance Committee work plan to 30 June 2024".**
- b) **notes the changes made to the Finance and Assurance Committee Work plan for the year ended 30 June 2024 since the last meeting.**

7.2 Finance and Assurance Committee work plan for the year ended 30 June 2025

Record No: R/24/3/10709

Financial accountant, Teresa Morgan was in attendance for the item. Chairperson Robertson requested that a self-assessment on the performance of the committee is included for September 2025 with the work starting in June 2025.

Resolution

Moved Cr Keast, seconded Mayor Scott **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 2025" dated 29 May 2024.**
- b) **agrees the Finance and Assurance Committee Work plan for the year ended 30 June 2025.**

7.3 Financial Report for the period ended 30 April 2024

Record No: R/24/5/34024

Senior accountant, Joanie Neil was in attendance for this item and explained that the purpose of the report was to provide Council with an overview of the financial results for the ten months to 30 April 2024 by Council's seven activity groups, as well as the financial position and the statement of cashflows as at 30 April 2024.

Hartley Hare updated the committee on the roading budget, the bridging program will be completed as planned, but there is an underspend due to not utilising all of the contingency fund and pile driving costs being less than budgeted. Speed limit signage installation is also underbudget due to better buying power thorough joining with other

Councils to purchase the signs and the contract tender process. This funding is ringfenced so cannot be utilised elsewhere.

Chairperson Robertson requested that PWC treasury report, including 3 or 4 key treasury management areas of interest, is included as part of this report moving forward.

Resolution

Moved Cr Keast, seconded Cr O'Brien **and resolved:**

That Finance and Assurance Committee:

- a) **Receives the report titled "Financial Report for the period ended 30 April 2024" dated 29 May 2024.**

7.4 Balanced Funds Investment Review

Record No: R/24/5/36146

Anne Robson spoke to this report.

The purpose of the report was:

- to provide the Committee with information on the Milford Asset Management and Westpac (BT Funds Management) balanced funds and seek approval to invest the remaining three quarterly instalments for the 2023/24 financial year; and
- to review the request from Westpac (BT Funds Management) to a tiered management fee until Council gets a total of \$15million invested following the decision to invest in instalments.

Resolution

Moved Cr O'Brien, seconded Chairperson Robertson **and resolved:**

That the Finance and Assurance Committee:

- a) **receives the report titled "Balanced Funds Investment Review".**
- 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) **Requests staff invest a further three quarterly instalments of \$15million in total in Councils Balanced Investment funds at Milford Asset Management and Westpac (BTFM)**
- e) **Receives the letter from BT Funds Management requesting a tiered approach to its balanced fund management fee**

- f) **Agrees to the tiered approach to the BT Funds Management Fee as detailed in the attached letter**
- g) **Subject to resolution (f), delegates to the Group Manager Finance and Assurance to sign on Councils behalf the attached BT Funds Management letter.**

Councillors Wilson, Chamberlain, Boparai and Byars asked for their dissenting votes to be recorded.

A.1 Legal Issue Steering Group update on Te Anau Downs Station findings

Record No: R/24/5/35974

Michael Aitken was in attendance for this item. This item was included in the agenda, with the paper circulated separately to the agenda.

The purpose of the report was to update the Committee on the activity of the Legal Issue Steering Group in relation to the environment court decision regarding Te Anau Downs Station.

Councillor Byars asked if the total cost to Council was known. Staff will find this information and let Councillors know. Councillor Wilson also asked that the report is uploaded to Councils webpage, which it is.

Resolution

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

That the Finance and Assurance Committee:

- a) **Receives the report titled "Legal Issue Steering Group update on Te Anau Downs Station findings".**
- 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) **Notes the activity of the Legal Issue Steering Group.**

7.5 Te Anau Downs Station - Twelve Point Action Plan (TPAP)

Record No: R/24/5/35769

Michael Aitken was in attendance for this item and explained that purpose of the report was to provide an update on progress against a plan of work that emerged as a response to the recommendations in the independent review of the "Environment Court Decision On An Application For An Enforcement Order For Te Anau Downs Station".

Significance progress made in the regulatory team, in the process of putting together a legal panel but due to the uncertain nature of some of the policies coming from central government, other areas of the plan have not progressed as quickly, but once direction comes from central government this will improve.

Councillor Ruddenklau asked that the workshop for councillors around legal responsibilities in July will take place when as many councillors as possible can be in attendance, staff to communicate the date to councillors to enable them to diary this date.

Resolution

Moved Mayor Scott, seconded Deputy Mayor Menzies **and resolved:**

That the Finance and Assurance Committee:

- a) **receives the report titled "Te Anau Downs Station - Twelve Point Action Plan (TPAP)".**
- 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) **notes progress made against the recommendations.**

12 votes for, one vote against. Carried.

The meeting adjourned for lunch at 12.37pm and reconvened at 1.05pm.

7.6 Fraud Policy Review

Record No: R/24/5/31722

Theresa Cavanagh was in attendance for this item and explained that the purpose of the report Committee to consider and provide feedback on the draft Fraud Policy and to recommend to Council the adoption of the draft policy.

The current policy was extensively reviewed in 2021 and based on this and the policy has been working well. The only changes proposed were to include Audit NZ recommendations for *bribery* and *corruption* definitions, as well as further responsibility around *bribery* and *corruption* for the Fraud Control Officers.

Chairperson Robertson requested that in the definitions a stronger understanding of how fraud and serious wrong doing fit together in this policy and clarify how this policy fits with the protected disclosure policy.

Resolution

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

That the Finance and Assurance Committee:

- a) **receives the report titled "Fraud Policy Review".**
- 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 Fraud Policy and provides feedback.**
- e) **endorses the draft Fraud Policy, subject to any amendments suggested by the Committee.**
- f) **recommends to Council that it adopts the draft Fraud Policy.**

7.7 Draft Risk Management Policy

Record No: R/24/5/32475

Jane Edwards was in attendance for this item and explained that the purpose of the report was to present for consideration and then recommend to Council the draft risk management policy for adoption.

Resolution

Moved Deputy Mayor Menzies, seconded Mayor Scott **and resolved:**

That the Finance and Assurance Committee:

- a) **receives the report titled “Draft Risk Management Policy”.**
- 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 Risk Management Policy and provides feedback.**
- e) **endorses the draft Risk Management Policy, subject to any amendments suggested by the committee.**
- f) **recommends that Council adopt the draft Risk Management Policy to come into effect on the 1 July 2024.**

7.8 Health and safety update

Record No: R/24/5/36350

Organisational health and safety manager, David McCone was in attendance for this item. The purpose of this report was to provide an update on health and safety related events and activities over the last quarter.

First off time incident since 2022, significant focus on contractors in relation to plant and machinery. Chairperson Robertson has asked that the wellbeing aspect of health and safety is incorporated in this report moving forward. Mr McCone did give a verbal update on staff wellbeing to the Committee.

Chairperson Robertson requested a stronger focus around section 44 of the Act, lag and lead indicators as well as health and safety systems that are in place, along with a fuller picture of staff wellbeing including annual leave, accumulated leave, training and keeping it relevant and up to date. ISO 45001 is being updated and this will flow through into the reporting.

Resolution

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

That the Finance and Assurance Committee:

- a) Receives the report titled "Health and safety update" dated 30 May 2024 and attached appendices.**

7.9 Quarterly update to the Finance and Assurance Committee on progress for the Environmental Services Business Improvement Plan - 17a

Record No: R/24/5/35727

Jane Johnston and Louise Pagan were in attendance for this item and explained that the purpose of the report was for the Committee to receive an update on the Environmental Services Business Improvement Plan and to consider changes to delivery dates and oversight.

Nine actions have been completed leaving ten actions to be completed. The communications and engagement plan in regard to the website has built on the work the building team completed last year. E-newsletter to enable users to navigate easier to the information they need, removing duplication of information to remove clicks and rerun the customer satisfaction survey to compare against the previous results. Back end navigation of the website to allow analytics of the website to gain a clear view of what customers are viewing and how often staff are updating information.

Resolution

Moved Mayor Scott, seconded Cr Keast **and resolved:**

That the Finance and Assurance Committee:

- a) receives the report titled “Quarterly update to the Finance and Assurance Committee on progress for the Environmental Services Business Improvement Plan - 17a”.
- 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) note that a further 9 items have been resolved in the last quarter as listed below:

Action No	Action
23	Develop simple guides and fact sheets that explain the process for common activities/questions e.g. “How do I”
20a	Ensure links are pointing to the right information on SDC’s website
20b	Clarify responsibility for ensuring all existing website information is current and correct.
20c	Continue to test website layout to ensure that information can be found in intuitive locations.
19	Develop a targeted communication plan about the new online processes being introduced. Include what information customers are required to provide and where they find help if they need it.
17	Investigate and Implement strategies for administrative support for the team to complete administrative tasks and free up technical resources for technical tasks.
34	Investigate increased use of remote inspections.
21	Ensure satisfaction with protections and permissions in the District Plan in advance of the first regional plan. Communication, change, education.
Action No	Action
5	Explore potential for either joint procurement of individual contracts or joining contracts with other councils.

Councillor Byars left the meeting at 2.18pm.

7.10 Risk management - June 2024 quarterly update

Record No: R/24/3/22334

Risk advisor - Jane Edwards was in attendance for this report and explained that the purpose of this report was to provide the June 2024 Quarterly Risk Management report for consideration by the Finance and Assurance Committee and to seek a recommendation to Council for the adoption of Council's proposed priority strategic risks, to become effective 1 July 2024.

Resolution

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

That the Finance and Assurance Committee:

- a) **receives the report titled "Risk management - June 2024 quarterly update".**
- 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) **notes those risks currently assessed as of significant issue for the June 2024 quarter.**
- e) **agrees to recommend that Council adopt the proposed priority strategic risk areas as follows to become effective 1 July 2024:**
 - i. **adverse event – the risk that Council is unable to respond to the consequences of a natural or human-induced event impacting the District**
 - ii. **change – the risk that Council has inadequate adaptability to respond to a continuously changing environment**
 - iii. **climate response – the risk that Council fails to appropriately adapt to, or mitigate the effects of, a changing climate**
 - iv. **cyber security – the risk that Council's systems are vulnerable to cyber-attack and/or error**
 - v. **decision-making – the risk of suboptimal decision-making by Council**
 - vi. **finance – the risk that Council fails to manage its financial sustainability impacting its long term ability to fund essential services and projects**
 - vii. **health, safety and wellbeing – the risk of health, safety and wellbeing harm to staff, contractors and community**
 - viii. **social licence – the risk that Council fails to maintain acceptable levels of satisfaction and social licence within the community**
 - ix. **strategic relationships – the risk that Council fails to appropriately maintain its local, regional and national relationships**

7.11 Annual Report 2023/2024 timetable

Record No: R/24/5/35997

Robyn Laidlaw and Teresa Morgan were in attendance for this item.

Due to the late adoption of the 2024-2034 Long Term Plan it was proposed to extend the adoption of the Annual Report past the normal deadline of 31 October 2024.

Resolution

Moved Cr O'Brien, seconded Cr Wilson **and resolved:**

That the Finance and Assurance Committee:

- a) **Receives the report titled "Annual Report 2023/2024 timetable" dated 30 May 2024.**
- 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) **endorses and recommends to Council the key dates of the Annual Report timeline as follows:**

Key Tasks	Department leading	Due Date
Endorsement of timetable by Finance and Assurance committee	Project team	Wednesday 5 June
Approval of timetable by Council	Project team	Wednesday 5 June
Interim audit completed	Project team	Monday 17/6/2024 to Friday 28/6/2024
Finance and Assurance Committee meeting to review draft unaudited Annual Report (word version) and approve release of the draft to Deloitte (Table revised)	Finance and Assurance committee	Wed 16/10/24
Deloitte onsite for audit (3 weeks - onsite to be confirmed)	Finance	Monday 14/10/24 to Friday 15/11/24

Finance and Assurance committee - recommend the final Annual Report for adoption by Council	Finance and Assurance committee	Wednesday 04/12/24
Adoption of full Annual Report summary document and Audit opinion	Council	Wednesday 11/12/24
Annual Report and summary document online version on website	Communications	Friday 20/12/24
Public Notice of full and summary document availability.	Communications	Friday 20/12/24

- e) **endorses and recommends to Council the extension of the Annual Report adoption to the 11 December 2024 in line with section 47 of the Water Services Acts Repeal Act 2024.**

7.12 Accounting policies for the year ended 30 June 2024

Record No: R/24/4/25670

Teresa Morgan was in attendance for this item.

The purpose of the report was for the Committee to consider and recommend to Council the adoption of the accounting policies to be used to compile Council's Annual Report for the year ended 30 June 2024.

Resolution

Moved Mayor Scott, seconded Cr Keast **and resolved:**

That the Finance and Assurance Committee:

- a) **Receives the report titled "Accounting policies for the year ended 30 June 2024" dated 30 May 2024.**
- 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 deciding on this matter.**
- d) **Recommends to Council that the accounting policies as outlined in attachment A, including any amendments agreed at this meeting, be adopted for use in preparation of Council's Annual Report for the year ended 30 June 2024.**

7.13 Proposed Internal Audit Programme

Record No: R/24/5/35532

Anne Robson was in attendance for this item.

The three year timeframe was impacted by Covid 19 and along with other work priorities at Council. As a consequence, an extension to the contract with Deloitte was approved by the committee in June 2022 which agreed to see the remaining two audits of asset management and information integrity completed.

Subsequently Deloitte was also appointed as Councils auditors and permission was then needed for Deloitte to continue to undertake internal audit work. Permission was granted by the Office of the Auditor General.

Resolution

Moved Cr Ruddenklau, seconded Cr Spraggon **and resolved:**

That the Finance and Assurance Committee:

- a) **receives the report titled “Proposed Internal Audit Programme”.**
- 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 the addition of the following works to the internal audit programme being:**
 - **an audit of the Stewart Island/Rakiura Visitor Levy,**
 - **a review of the current document management system**
 - **a review of the request for service system**
- e) **Subject to resolution (d) request staff contact the Office of the Auditor General for approval for Deloitte to complete the review of the current document management system and a review of the request for service system**
- f) **Agrees to the increase in Deloitte audit fees for each piece of work from \$15000 plus GST to \$18000 plus GST to be funded from existing Internal audit budgets. Any changes to this will be requested as the scope for each audit is prepared.**

During discussion of item 7.13, Councillor Byars returned to the meeting at 2.37pm.

Public excluded

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

Resolution

Moved Chairperson Robertson, seconded Cr Keast **at 2.40pm**

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

C8.1 Annual Insurance Renewal (for the year 1 July 2024 to 30 June 2025)

C8.2 Cyber security update - March 2024 to May 2024

C8.3 Follow up audit action points

C8.4 Information System Update

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
Annual Insurance Renewal (for the year 1 July 2024 to 30 June 2025)	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.	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.
Cyber security update - March 2024 to May 2024	<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>Disclosure of operational security information which could lead to financial data breaches, personal information, infrastructure vulnerabilities and other data breaches. This information could be used for improper gain..</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> <p>Disclosure of operational security information which could lead to financial data breaches, personal information, infrastructure vulnerabilities and other data breaches. This information could be used for improper gain..</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.

Follow up audit action points	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.	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.
Information System Update	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.	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.

The public were excluded at 2.40pm.

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 4.25pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE FINANCE AND ASSURANCE
COMMITTEE HELD ON WEDNESDAY 7 AUGUST 2024.

DATE:.....

CHAIRPERSON:.....