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 27 August 2025 at 10am. (10.01am – 12.48pm)

PRESENT

Chairperson	Bruce Robertson
Deputy chairperson	Mayor Rob Scott
Councillors	Jaspreet Boparai
	Don Byars
	Paul Duffy
	Darren Frazer
	Julie Keast
	Christine Menzies
	Tom O'Brien
	Margie Ruddenklau
	Jon Spraggon (10.08am – 12.48pm)
	Matt Wilson

APOLOGIES

Cr Sarah Greaney
Cr Derek Chamberlain

IN ATTENDANCE

Group manager finance and assurance	Anne Robson
Committee advisor	Rachael Poole

1 Apologies

Apologies for non-attendance were received from Councillor Sarah Greaney and Councillor Derek Chamberlain, who was on an approved leave of absence and an apology for lateness was received from Cr Jon Spraggon.

Moved Chairperson Robertson, seconded Deputy chairperson Scott 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

There were no conflicts of interest declared.

4 Extraordinary/urgent items

There were no extraordinary/urgent items.

5 Confirmation of minutes

Resolution

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

That the Finance and Assurance Committee confirms the minutes of the meeting held on 25 June 2025 as a true and correct record of that meeting.

That the Finance and Assurance Committee confirms the minutes of the Extraordinary meeting held on 18 July 2025 as a true and correct record of that meeting.

6 Public participation

There was no public participation

Reports

7.1 Finance and Assurance Committee work plan for the year ended 30 June 2026

Record No: R/25/6/29203

GM finance and assurance, Anne Robson spoke to this report and update the Committee on changes to the workplan as reported.

Resolution

Moved Chairperson Robertson, seconded Cr Keast **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 2026"

b) notes amendments made to the workplan.

Cr Spraggon arrived at 10.08am.

7.2 Community facilities contract renewal update

Record No: R/25/8/40873

Community facilities manager, Mark Day and GM customer and community wellbeing spoke to this report and gave an update on the procurement strategy for renewing community facilities maintenance contracts across Southland District.

The proposed procurement model includes a revised contract packaging structure based on both activity type and geographic area, allowing flexibility for both local and regional providers. A detailed review of current levels of service has been completed with all nine community boards, with feedback used to inform contract scopes and expectations.

Staff also sought Council's direction on whether direct procurement may be appropriate in limited, low value cases where local capacity is constrained and community board support is evident. Assurance given that any contracts awarded aligns to the procurement policy guidelines and that contractors either are or will be approved contractors.

Resolution

Moved Deputy chairperson Scott, seconded Cr Ruddenklau **and resolved:**

That Finance and Assurance Committee:

a) receives the report titled "Community facilities contract renewal update".

b) determines that this matter or decision be recognised 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) have provided feedback and recommendations as appropriate to Council on the proposed procurement approach outlined in this report for the renewal of community facilities maintenance contracts.

e) have provided feedback and recommendations as appropriate to Council on the potential for direct procurement to be considered in specific instances where contract values are under $50,000, subject to market testing and community board support.

7.3 Capital delivery programme update - June 2025

Record No: R/25/8/39241

Programme delivery manager, David Connell and strategic manager transport, Hartley Hare spoke to the Committee and provided an update on the capital delivery programme to the end of the 2024/2025 year and outlined the quantum of programme completed, the extent of programme carried forward and the impacts with respect to the 2025/2026 programme.

Our initial assessment of the carry forward impact on an already large programme is likely to result in projects not fully delivered either through stretches on internal resourcing and or the external supply chain availability leading to further carry forwards in the future.

On this basis it is recommend that the size of the programme be reconsidered by staff and reported back.

Resolution

Moved Cr Ruddenklau, seconded Deputy Mayor Menzies **and resolved:**

That the Finance and Assurance Committee:

a) receives the report titled "Capital delivery programme update - June 2025".

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) acknowledges staff, as part of the Capital Delivery Governance Group (CPDGG) will review the 2025/2026 project programme, in terms of what can be delivered given the level of proposed carry forward work, and bring back a report in December 2025

e) **request staff report to the committee on a quarterly basis on how the capital delivery programme is progressing, comparing planned timeframes with actual timeframes.**

7.4 Draft unaudited Annual Report 2024/2025

Record No: R/25/7/31973

Staff sought feedback from the Finance and Assurance committee (the committee) and requested they endorse the release of the draft annual report (annual report) for the year ended 30 June 2025 for audit.

The final audited annual report is scheduled to be adopted on the 8 October 2025 to enable the current Council to complete this before the local body elections. To achieve this, Council's auditors are undertaking their work from the 25 August to the 19 September 2025, with their final opinion due around the 19 September 2025. The Committee will recommend the final annual report for adoption by Council at its 27 September meeting.

Any content which is yet to be finalised is shown in yellow highlighting. Any significant changes which occur subsequent to this report will be outlined to the committee when it is presented at the 27 August 2025 meeting.

Overall, the draft annual report shows an operating deficit of $6.2 million compared to the budgeted operating deficit of $6.4 million for the year ended 30 June 2025 before revaluations. Detailed information is provided in the financial results section. Any additional feedback can be given to GM finance and assurance manager, Anne Robson or Mayor Rob Scott.

Resolution

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

That the Finance and Assurance Committee:

a) **receives the report titled "Draft unaudited Annual Report 2024/2025".**

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 2025, including any amendments agreed at this meeting.**

e) **Approves the release of the draft unaudited annual report for the year ended 30 June 2025 for audit.**

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During the above discussion, Cr Byars left the meeting at 11.02am and returned at 11.05am.

Public excluded

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

Resolution

Moved Chairperson Robertson, seconded Deputy chairperson Scott **and resolved:**

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

C8.1 Manapouri wastewater treatment plant and pipeline business case and unbudgeted expenditure request

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
Manapouri wastewater treatment plant and pipeline business case and unbudgeted expenditure request	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).	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 11.20am.

The meeting adjourned at 11.20am for a short break and reconvened at 11.34am in public excluded.

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 12.48pm.

Confirmed as a true and correct record of a meeting of the Finance and Assurance Committee held on 27 August 2025.

DATE: 29 September 2025

CHAIRPERSON: