



Notice is hereby given that a meeting of the Executive Committee will be held on:

Date: Friday, 19 September 2025
Time: 2pm
Meeting room: Office of the Mayor
Venue: Southland District Council
Level 1,
15 Forth Street,
Invercargill

Executive Committee Agenda OPEN

MEMBERSHIP

| | |
|-------------|---|
| Chairperson | Rob Scott |
| Councillors | Christine Menzies Mr Bruce Robertson (external member – Chair Finance and Assurance Committee) |

Contact telephone: 0800 732 732
Postal address: PO Box 903, Invercargill 9840
Email: emailsdc@southlanddc.govt.nz
Website: www.southlanddc.govt.nz

Full agendas **are available on Council's website**
www.southlanddc.govt.nz

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

Health and safety

Toilets – The location of the toilets will be advised at the meeting.

Earthquake – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate the building to a safe location.

Evacuation – Should there be an evacuation for any reason please exit via the exits indicated at the venue.

Phones – Please turn your mobile devices to silent mode.

Recording - These proceedings may be recorded for the purpose of live video, both live streaming and downloading. By remaining in this meeting, you are consenting to being filmed for viewing by the public.

Terms of Reference – Executive Committee

| | |
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| TYPE OF COMMITTEE | Council committee |
| RESPONSIBLE TO | Council |
| SUBCOMMITTEES | None |
| LEGISLATIVE BASIS | Committee constituted by Council as per schedule 7, clause 30 (1)(a), LGA 2002 Committee delegated powers by Council as per schedule 7, clause 32, LGA 2002 |
| MEMBERSHIP | Mayor (chairperson), deputy mayor, chairperson Finance and Assurance Committee. |
| FREQUENCY OF MEETINGS | As required |
| QUORUM | Two members |
| SCOPE OF ACTIVITIES | The Executive Committee is responsible for: <ul style="list-style-type: none"> • overseeing the employment of the chief executive • managing code of conduct issues relating to elected members • making decisions on urgent matters arising between scheduled Council meetings • making decisions on specific matters referred to it by Council. |
| DELEGATIONS | Council delegates to the Executive Committee the following powers: <ol style="list-style-type: none"> (a) oversee the employment of the chief executive in accordance with the provisions of the Local Government Act 2002 (not to appoint a chief executive) (b) development of the chief executive's performance agreement for review and approval by Council (c) monitoring the chief executive's performance against the approved performance agreement (d) commissioning any market data required to assess appropriate remuneration for the chief executive for their annual review (e) developing a remuneration arrangement for the chief executive and making recommendations to Council (f) authority to investigate any complaints or issues about the actions of an elected member under the code of conduct (g) authority to make decisions on urgent matters between Council meetings (h) authority to make decisions on matters specifically referred to it by Council including the approval of unbudgeted expenditure requests that do not include the purchase of an asset not provided for in the Long Term Plan |

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| | <p>(i) To identify and recommend possible interim candidate(s) to Milford Sound Tourism Ltd. should Council wish to make such an appointment.</p> |
| FINANCIAL DELEGATIONS | <p>Council authorises the following delegated authority of financial powers to Council committees in regard to matters within each committee's jurisdiction.</p> <p>Contract Acceptance:</p> <ul style="list-style-type: none"> accept or decline any contract for the purchase of goods, services, capital works or other assets where the total value of the lump sum contract does not exceed the sum allocated in the Long Term Plan/Annual Plan and the contract relates to an activity that is within the scope of activities relating to the work of the Executive Committee accept or decline any contract for the disposal of goods, plant or other assets other than property or land that is provided for in the Long Term Plan. <p>Budget Reallocation</p> <p>Committee is authorised to reallocate funds from one existing budget item to another. Reallocation of this kind must not impact on current or future levels of service and must be:</p> <ul style="list-style-type: none"> funded by way of savings on existing budget items within the jurisdiction of the committee consistent with the Revenue and Financing Policy. |
| CONTACT WITH MEDIA | <p>The mayor is the authorised spokesperson for the committee in all matters where the committee has authority or a particular interest. Committee members do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the committee's delegations unless expressly given.</p> |

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1 Apologies

At the close of the agenda no apologies had been received.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

3 Conflict of interest

Committee members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Extraordinary/urgent items

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the chairperson must advise:

- (i) the reason why the item was not on the agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further **discussion.”**

5 Confirmation of minutes

5.1 Meeting minutes of Executive Committee, 15 July 2025

6 Public participation

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available at www.southlanddc.govt.nz or by phoning 0800 732 732.



Executive Committee

OPEN MINUTES

Minutes of a meeting of Executive Committee held in the Office of the Mayor, Southland District Council, Level 1, 15 Forth Street, Invercargill on Tuesday, 15 July 2025 at 8.30am. (8.30am – 11.23am (PE 8.32am – 11.23am)).

PRESENT

| | |
|-------------|---|
| Chairperson | Mayor Rob Scott |
| Councillors | Christine Menzies (Deputy Mayor) |
| | Mr Bruce Robertson (chair of the Finance and Assurance Committee) |

IN ATTENDANCE

Committee Advisor – Fiona Dunlop (until the exclusion of the public)

1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of interest

External member – Mr Bruce Robertson declared an interest as he is the independent reviewer for item C6.2 – Complaints. He advised that he would be present for the report but withdraw from debate and voting on the matter.

4 Extraordinary/urgent items

There were no extraordinary/urgent items.

5 Confirmation of minutes

Mayor Scott advised that he had not alerted the meeting to a late item for the meeting held on 3 April 2025.

The minutes for the 3 April 2025 meeting would need to be amended to include the late item.

The late item was to be considered in public excluded was regarding a complaint. The reason why the item was not on the agenda was that the complaint had been received after the agenda was circulated and it could not wait until a subsequent meeting as an investigation into the complaint was required to be commenced in a timely manner.

Bruce Robertson and Councillor Menzies agreed that the late item would be considered.

[Resolution

Moved Mr Robertson, seconded Deputy Mayor Menzies and resolved:

That the Executive Committee confirms the minutes of the meeting held on 3 April 2025 as a true and correct record of that meeting with the following amendment:

Late item.

There was a late public excluded item for the meeting being “Complaint”. The reason why the item was not on the agenda was that the complaint had been received after the agenda was circulated and it could not wait until a subsequent meeting as an investigation into the complaint was required to be commenced in a timely manner.

It was moved by External member Bruce Robertson and seconded by Councillor Menzies that pursuant section 46(A) of the Local Government and Meetings Act 1987 that the Committee would consider the late item.

The motion was put and declared CARRIED.

6 Public participation

There was no public participation.

Public excluded

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

Resolution

Moved Chairperson Scott, seconded Deputy Mayor Menzies and resolved:

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

C7.1 2024/2025 Chief Executive final appraisal

C7.2 Complaints

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 |
|---|---|--|
| 2024/2025 Chief Executive final appraisal | <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)(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 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>s7(2)(i) - the withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage,</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. |

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| | negotiations (including commercial and industrial negotiations). | |
| Complaints | s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. | 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 8.32am.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

Mr Bruce Robertson left the meeting at 9.59am and returned to the meeting at 10.23am.

The meeting concluded at 11.23am.

CONFIRMED AS A TRUE AND CORRECT RECORD OF A
MEETING OF THE EXECUTIVE COMMITTEE HELD ON
15 JULY 2025.

DATE:.....

CHAIRPERSON:.....

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

Recommendation

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

C7.1 Chief Executive - Performance and Remuneration review process

C7.2 Chief Executive - Draft Key Performance Indicators 2025/2026

C7.3 Chief Executive review process - draft guidelines

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 |
|---|--|--|
| Chief Executive - Performance and Remuneration review process | <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)(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 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>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).</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. |
| Chief Executive - Draft Key Performance Indicators 2025/2026 | <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)(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 authority of any enactment, where</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. |

| | | |
|---|--|---|
| | <p>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>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).</p> | |
| Chief Executive review process - draft guidelines | <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)(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 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>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).</p> | <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.</p> |