



Council

OPEN MINUTES

Minutes of a meeting of Council held in the Council Chamber, Level 2, 20 Don Street, Invercargill on Wednesday, 8 October 2025 at 3pm. (3pm – 4.17pm)

PRESENT

Mayor	Rob Scott
Deputy mayor	Christine Menzies
Councillors	Jaspreet Boparai
	Don Byars
	Derek Chamberlain
	Paul Duffy
	Darren Frazer
	Sarah Greaney
	Julie Keast
	Tom O'Brien
	Margie Ruddenklau
	Jon Spraggon (via video link)
	Matt Wilson

IN ATTENDANCE

Chief executive	Cameron McIntosh
Committee advisor	Fiona Dunlop

Mayor Scott opened the meeting with a karakia timatanga as follows:

Whakataka Te Hau
Whakataka te hau ki te uru
Whakataka te hau ki te tonga
Kia mākinakina ki uta
Kia mātaratara ki tai
E hī ake ana te atakura
He tio, he huka, he hau hū
Tihei mauri ora!

Cease the winds from the west
Cease the winds from the south
Let the breeze blow over the land
Let the breeze blow over the ocean
Let the red-tipped dawn come with a sharpened air.
A touch of frost, a promise of a glorious day.

1 Apologies

There were no 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 Council Minutes

Resolution

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

That the Council confirms the minutes of the meeting held on 29 September 2025 as a true and correct record of that meeting.

6 Public Participation

There was no public participation.

Reports

7.1 Adoption of Annual Report 2024/2025

Record No: R/25/9/48224

Finance Development Coordinator – Nicole Taylor and GM Finance and Assurance – Anne Robson were in attendance for this item.

The purpose of the report was to seek approval from Council for the adoption of the audited Annual Report and Summary Annual Report for the year ended 30 June 2025.

Deloitte Audit Director – Mike Hawken (Council's auditor) attended the Finance and Assurance Committee meeting on the 29 September 2025 to provide an overview of the audit process/findings. He advised that the audit report would be unmodified, which means that the financial statements present a true and fair reflection of Council's results to the 30 June 2025.

Resolution

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

That the Council:

- a) receives the report titled "Adoption of Annual Report 2024/2025".
- 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) Notes that the Finance and Assurance Committee endorsed the summary Annual Report and recommended that Council adopt the Annual Report for the year ended 30 June 2025.
- e) adopts the Annual Report and Annual Report Summary for the year ended 30 June 2025.
- f) delegates authority to the Chief Executive and Chair Finance and Assurance to approve any minor changes to the Annual Report 2024/2025 and Summary Annual Report subsequent to this meeting.

7.2 Draft Insurance Policy

Record No: R/25/9/48062

Senior Accountant – Joanie Nel and GM Finance and Assurance – Anne Robson were in attendance for the item.

The purpose of the report was to adopt Council's draft Insurance Policy as endorsed by the Finance and Assurance Committee.

Resolution

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

That Council:

- a) receives the report titled "Draft Insurance 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) agrees to continuing to include in the draft insurance policy the ability to insure existing non-council assets within its annual insurance renewal.
- e) adopts the draft Insurance Policy, as attached to the officers report and attached to the minutes as appendix 1.

7.3 Proposed changes to the Riskpool Trust deed

Record No: R/25/10/48533

GM Finance and Assurance – Anne Robson was in attendance for this item.

The purpose of the report was to seek approval from Council to the proposed amendments to the Riskpool Trust Deed, as requested by the Local Government Mutual Funds Trustee Ltd who are the trustees for the New Zealand Mutual Liability Riskpool Scheme.

Council noted that Riskpool was established in 1997 by local authorities and Civic Assurance (now Civic Financial Services Ltd) to provide collective risk protection for local government entities across New Zealand. It was formed in response to an unreliable and expensive commercial insurance market, particularly after the withdrawal of key insurers from the local government liability cover market.

Resolution

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

That the Council:

- a) receives the report titled "Proposed changes to the Riskpool Trust deed".
- 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 purpose and effect of the proposed amendments as outlined in this report and the attached papers;
- e) Approves the request to the amendments to the Riskpool Trust Deed, as set out in the attached letter (attachment A of the officer's report) dated 21 August 2025; and
- f) Authorises the Chief Executive to sign and return the attached consent form (attachment B of the officer's report) on behalf of Council.

7.4 End of triennium governance matters

Record No: R/25/6/25981

Democracy Advisor – Michal Gray was in attendance for this item.

The purpose of this report is to allow for Council to make two governance decisions before the end of the Council term:

- a delegation to the chief executive to make decisions during the period between the declaration of election results and elected members being sworn into office
- the continuation of three joint committees of Council (Waste Advisory Group (WasteNet), Southland Regional Heritage Committee and Great South Joint Shareholders Committee)
- the appointment of commissioners to the District Licencing Committee.

Resolution

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

That the Council:

- a) Receives the report titled "End of triennium governance matters ".
- 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) Authorises the chief executive, subject to the limitations set out in clause 32(1) of schedule 7 of the Local Government Act 2002, to make decisions on behalf of Council and the community boards during the period between the declaration of election results and elected members being sworn into office, in respect of urgent matters and where the Mayor-elect is known, in consultation with the Mayor-elect. All decisions made under this delegation will be reported to the first ordinary meeting of the new Council.
- e) resolves, under clause 30(7) of schedule 7 of the Local Government Act 2002, that the Southland Regional Heritage Committee, Great South Joint Shareholder Committee and WasteNet (Waste Advisory Group) are not discharged on the coming into office of the members of the Council elected at the October 2025 triennial elections.
- f) recommends that the chief executive appoints Councillor Duffy and Councillor Menzies as commissioners to the District Licensing Committee for the period from the declaration of election results until such a time as Council makes new appointments to the District Licensing Committee in the new triennium.

7.5 Drinking water supplies consolidated report - 1 July 2024 to 30 June 2025

Record No: R/25/8/40772

Asset Manager Water – Bill Witham, Strategic Manager Water and Waste - Grant Isaacs and GM Infrastructure and Capital Delivery - Fran Mikulicic were in attendance for this item.

The purpose of the report was to provide a summary on the drinking water supply schemes compliance in accordance with the Drinking Standard New Zealand 2022.

Resolution

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

That Council:

- a) **Receives the report titled "Drinking water supplies consolidated report - 1 July 2024 to 30 June 2025".**

7.6 Acknowledgement of retiring community board members

Record No: R/25/6/30517

Democracy Advisor – Michal Gray was in attendance for this item.

Mayor Scott advised that the following members from the Community Boards were not standing for re-election:

- Ardlussa Community Board – Hilary Kelso
- Fiordland Community Board - Kate Norris
- Northern Community Board - Pam Naylor and Sonya Taylor
- Oraka Aparima Community Board - Eve Welch
- Oreti Community Board - Colin Smith, Philip Dobson, Katie Allan, Dave Diack, Chris Herud and Tracy Kennedy
- Stewart Island/Rakiura Community Board - Rakiura Herzhoff
- Tuatapere Te Waewae Community Board - Paula McKenzie and Joanne Sanford
- Waihopai Toetoe Community Board - John McIntyre
- Wallace Takitimu Community Board – Bridget Mason

Mayor Scott extended his thanks to each of them for their input they had contributed to the Board that they had been part of.

Resolution

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

That the Council:

- a) **receives the report titled “Acknowledgement of retiring community board members”.**
- b) **expresses its thanks the following retiring community board members for their commitment and service to their communities:**
 - **Colin Smith, Philip Dobson, Katie Allan, Dave Diack, Chris Herud, Tracy Kennedy, Eve Welch, Paula McKenzie, Joanne Sanford, Rakiura Herzhoff, Kate Norris, John McIntyre, Pam Naylor, Sonya Taylor, Hilary Kelso and Bridget Mason.**

7.7 Valedictories

Record No: R/25/6/30521

Democracy Advisor – Michal Gray was in attendance for this item.

Mayor Scott advised that the following members were not standing for re-election:

- Councillor Margie Ruddenklau, Councillor Derek Chamberlain and Councillor Darren Frazer.

Mayor Scott thanked all for their efforts during the trienniums they have served.

Councillor Frazer was first elected to Council in October 2016, Councillor Ruddenklau in October 2019, Councillor Chamberlain in October 2022.

They all reflected on their time on Council.

Mayor Scott reflected on the triennium with special comments to each of the Councillors. He also thanked the staff.

Recommendation

That the Council:

- a) receives the report titled "Valedictories".
- b) expresses its thanks to Councillor Margie Ruddenklau, Councillor Derek Chamberlain and Councillor Darren Frazer for their service to the Southland District.

The meeting closed with a karakia whakamutunga as follows:

Kia hora te marino
Kia whakapapa pounamu te moana
Hei huarahi mā tātou i te rangi nei
Aroha atu, aroha mai
Tātou i a tātou katoa
Hui e! Tāiki e!

May peace be widespread
May the sea be like greenstone
A pathway for us all this day
Let us show respect for each other
For one another
Bind us all together!

The meeting concluded at 4.17pm.

CONFIRMED AS A TRUE AND CORRECT RECORD OF A
MEETING OF THE COUNCIL HELD ON WEDNESDAY 8
OCTOBER 2025.

DATE:.....

CHAIRPERSON:.....

CHIEF EXECUTIVE:.....

Insurance Policy 2025

Group responsible: Financial services

Date approved: 8 October 2025

File no: R/25/9/48386

1. Purpose

Council's approach to insurance is to insure all assets if possible, for replacement and mitigate any potential risks that may result in significant financial loss.

Accordingly, the purpose of this policy is to:

- set guidelines for Council staff to insure Council's assets and business risks
- mitigate Council's exposure to the effects of business risks
- mitigate Council's exposure to potential loss
- outline Council's approach to insurance.

2. Definitions and abbreviations

Term	Meaning
Contents	these are personal possessions, for example, things like furniture, computers, equipment, business tools, carpets, curtains etc.
Council	Southland District Council
Excess	the amount of a claim that you have to pay yourself. For example, a standard excess might be \$1,000. So you would pay the first \$1,000 of any claim on that policy, and your insurer pays the rest.
Indemnity value	this is an item's current value allowing for its age and condition, immediately before the loss or damage happened.
Insurance broker	a person or company registered as an adviser on matters of insurance and as an arranger of insurance cover with an insurer on behalf of a client.
Insurance premium	this is the amount you pay the insurer to have your property or personal effects insured. Depending on the type of cover you have, your premium can also include Earthquake Commission and Fire Service levies. When you pay your premium, you accept the policy offered by the insurance company.
Market value	the cost of replacing the same asset in the same condition in the current market.

Term	Meaning
Policy	a policy is a contract between you and your insurance company, setting out the terms, conditions and exclusions of your insurance cover.
Policy schedule	this sets out the individual details of your insurance including the items being insured, your details, and excesses, the premiums due and any exceptions or special terms.
Reinstatement value	the cost of replacing or reinstating on the same site, property of the same kind or type but not superior to or more extensive than the insured property when new.
Replacement value	the actual cost to replace an item or structure at its pre-loss condition.
Total loss	when damage to an asset is so severe that it becomes uneconomical to repair. For a building, this means it needs to be demolished and rebuilt.

3. Scope

This policy applies to Council's assets and business risks, including Stewart Island Electrical Supply Authority. In some instances, Council's policies also provide coverage for other Council related entities (specifically non-Council owned hall committees).

- Assets include:
 - underground infrastructure
 - above ground infrastructure (excluding roads, footpaths and bridges)
 - runways
 - public toilets
 - buildings
 - contents, plant and equipment (including SIESA)
 - jetties, wharves, sea walls and boat ramps
 - motor vehicles
 - standing timber/forestry
- Business risks include:
 - business interruption
 - crime/fidelity
 - employers liability
 - statutory liability
 - public liability/professional indemnity
- Harbour master's liability include:
 - airport owners and operators liability
 - personal accident
 - travel
 - cyber
 - other business risks as identified

4. Insurance policy renewal

Council's insurance policies are renewed on an annual basis, typically the 30 June each year.

5. Specified values

A number of Council's policies are insured based on a specified value. The specified value is determined after undertaking discussions with relevant Council staff and giving consideration to the relevant risk and the outcome of recent insurance events.

Guidance on specified values is obtained from Council's insurance broker based on their knowledge and expertise of the insurance market, local government and Council's operations and risks.

Specified values are approved by the Finance and Audit Committee at the time of the annual renewal.

6. Policy details

6.1 Infrastructure assets

Infrastructure assets insured under this policy:

- underground assets
 - water
 - wastewater
 - stormwater
- aboveground assets (included in the material damage policy)
 - water
 - wastewater

All Council owned infrastructure assets covered under this policy should be insured at replacement/reinstatement value. This value should be reviewed on an annual basis. Replacement/reinstatement value is established for water, wastewater and stormwater assets based on the annual revaluation provided for the preceding year's Annual Report.

Where relevant, demolition coverage is included for all above ground infrastructure assets.

Given the significant value of Council's underground assets and the limited market options for insurance these assets may be insured using non-traditional insurance policies, such as a cash accumulation mutual pool, whereby participants make an annual contribution in return for cover for the cost of restoring infrastructure as a result of a disaster. The contribution is set to cover the risk, administration costs, re-insurance premiums and a component for building the self-insurance fund. Claims are met from the investments in the fund and the reinsurance that it has in place.

Roads, footpaths and bridges:

Roads and footpaths are not insured.

Council will consider the insurance of bridges, if a market opportunity is available. The assets covered and the values agreed will be determined at that time.

6.2 Property, plant and equipment (material damage coverage)

Property, plant and equipment assets insured under this policy include, but are not limited to:

- residential buildings
- non-residential buildings (including specified non-Council owned buildings)
- airport buildings
- runways
- jetties, wharves, boat ramps
- public toilets
- playgrounds
- water and wastewater treatment structures and plant
- associated contents
- other specified assets as noted on the property schedule.

All Council owned property, plant and equipment covered under this policy is insured at replacement/reinstatement value. This value is reviewed on an annual basis.

Demolition coverage is included in the total sum insured where appropriate.

Where a specific reason exists for a building to be insured at less than replacement/reinstatement value (ie a specified value or indemnity value), this must be approved by the Finance and Audit Committee at the time of the annual renewal.

Replacement/reinstatement value is determined at the frequency outlined below:

- Buildings – revalued for insurance purposes as follows:
 - under \$1 million – 5 yearly
 - \$1 million - \$2 million – 3 yearly
 - over \$2 million – annually
- Water, wastewater and stormwater assets – revalued annually, based on the annual revaluation in the preceding year's Annual Report
- Other assets – revalued for insurance purposes every 5 years

In the years where an insurance valuation does not occur, Council staff will apply inflation to the prior year's insured value and review the assets for any know changes in value (additions, disposals, significant deterioration etc).

Inflation will be determined based on BERL cost indices for capital expenditure for the relevant year, or an equivalent publicly available inflation index.

6.3 Motor vehicles

Motor vehicle assets insured under this policy:

- vehicles
- trailers
- book bus
- rubbish trucks.

All Council owned motor vehicles covered under this policy will be insured at market value (or cost price for vehicles less than 12 months old). Market value is established from the depreciated cost of the vehicles at the 30 June prior to renewal. Adjustments to this will be made for any extensive customisation of the vehicle.

6.4 Forestry

Forestry assets insured under this policy:

- standing timber

All Council owned assets covered under this policy will be insured at market value.

Market value is based on the annual revaluation in the preceding year's Annual Report, completed by a suitably qualified party. Adjustments to this will be made for any extensive harvesting/planting that has subsequently occurred.

Insured events are fire and hail. Windstorm and earthquake/volcanic eruption events are excluded.

6.5 Public indemnity, public liability and environmental impairment liability

Types of liability insured under this policy:

- public liability - indemnity for legal liability in connection with the business arising from occurrences resulting in personal injury or property damage
- professional indemnity - indemnity for legal liability in respect of any negligent act, error or omission, including defense costs and expenses
- environmental impairment liability - indemnity for legal liability in connection with the business arising from pollution, including clean-up, bodily injury and/or property damage.

These risks are insured for specified values. The specified values are to be reviewed on an annual basis and amended as considered necessary.

6.6 Business interruption

Types of liability insured under this policy:

Business risk is a loss consequent upon interruption to the business as a result of damage to property insured by the material damage policy, resulting in losses or increased costs.



Business risk is insured based on a specified value. The specified value is determined based on specified revenues being:

- all individual revenue streams over \$10,000 per annum plus inflation
- all commercial rentals over \$10,000 per annum plus inflation
- all residential revenues over \$20,000 per annum plus inflation.

Inflation will be determined based on BERL local government cost index for the relevant year, or equivalent publicly available inflation index.

The indemnity period is 18 months (meaning revenues will be covered for up to 18 months in the event of a claim). The values are to be reviewed by the Finance team on an annual basis and amended as considered necessary.

6.7 Airport owners and operators liability

Types of liability insured under this policy:

Loss arising from the business of Airport Owner or Operator where Council is legally obligated to pay damages for bodily injury of any person (non-employees) and/or for loss or damage to property of others.

Airport owners and operators liability risk is insured based on a specified value. The value is to be reviewed on an annual basis and amended as considered necessary.

6.8 Employers liability

Types of liability insured under this policy:

Loss arising from legal liability to pay damages as a result of an employee sustaining personal injury in the course of their employment, and to pay the costs and expenses in the investigation, defence or settlement of claims, where such injury is not covered by Accident Insurance legislation.

This risk is insured based on a specified value. The value is to be reviewed on an annual basis and amended as considered necessary.

6.9 Statutory liability

Types of liability insured under this policy:

Costs of defense and penalties as a result of an alleged breach of any act of Parliament other than specifically excluded Acts. This policy coverage excludes fines imposed under the Health and Safety in Employment Act.

This risk is insured based on a specified value. The value is to be reviewed on an annual basis and amended as considered necessary.

6.10 Personal accident

Types of liability insured under this policy:

Provides financial assistance in the event a member of staff suffers death, disablement or significant injury. Executive management are covered 24 hours a day, worldwide. All other staff are covered 24 hours a day whilst on Council business.

This risk is insured based on a specified value. The value and level of indemnity is to be reviewed on an annual basis and amended as considered necessary.

6.11 Travel

Types of liability insured under this policy:

Disruption to travel, accident, illness, injury or death of a staff member and accompanying family members whilst travelling outside of New Zealand on authorised Council business and associated private travel.

This risk is insured based on the anticipated number of days of business and associated private overseas travel. The level of indemnity is to be reviewed on an annual basis and amended as considered necessary. The policy is revised retrospectively at the end of the term to adjust to the actual days travelled.

6.12 Crime/ fidelity guarantee

Types of liability insured under this policy:

Loss of money or goods, belonging to Council as a result of an act of dishonesty by an employee or elected member. It includes fraud, third party crime and electronic/computer crime.

This risk is insured based on a specified value. The value is to be reviewed on an annual basis and amended as considered necessary.

6.13 Harbour masters liability and wreck removal costs

Types of liability insured under this policy:

Loss arising from the business of Harbour mastering and wreck removal where Council is legally obligated to pay damages for bodily injury of any person (non-employees) and/or for loss or damage to property of others.

This risk is insured based on a specified value. The value is to be reviewed on an annual basis and amended as considered necessary.

6.14 Cyber

Types of liability insured under this policy:

Loss arising from cyber attacks such as computer hacking, ransomware, data theft and other cyber events.

This risk is insured based on a specified value. The value is to be reviewed on an annual basis and amended as considered necessary.

7. Other risks

As part of the annual insurance review process, Council staff will identify any other potential risks to Council that could be mitigated by insurance. These will be brought to the Finance and Audit Committee in a report for consideration and further action (as required).

8. Insurance broker

Council may engage an insurance broker to provide independent expert guidance and advice and facilitate the placement of the various policies with insurance companies.

9. Role and responsibilities

Party/ parties	Roles and responsibilities
General Manager Finance and Assurance	The GM Finance & Assurance is responsible for: <ul style="list-style-type: none"> • developing and maintaining the governance and strategy aspects of this policy • overall ownership of this policy.
Financial Controller	The Financial Controller has delegated authority to: <ul style="list-style-type: none"> • approve the placement of Council's insurance policies, including signing the relevant renewal documentation • approve payment of Council's insurance premiums within the set financial delegations • approve/authorise modification of any Council insurance policies during the policy period • approve write-off of any insurance related debts.
Financial Accountant	The Financial Accountant is responsible for: <ul style="list-style-type: none"> • developing, maintaining and implementing this policy • overall administration of this policy • oversight and review of the insurance broker and insurance process.
Activity manager	The activity manager is responsible for: <ul style="list-style-type: none"> • annual review of the assets to be insured and the associated values.

Party/ parties	Roles and responsibilities
	<ul style="list-style-type: none"> ensuring independent revaluations for insurance occur in accordance with this policy. <p>The activity manager has delegated authority to:</p> <ul style="list-style-type: none"> submit an insurance claim.
Senior Accountant	<p>The Senior Accountant is responsible for:</p> <ul style="list-style-type: none"> application of this policy. compilation of information to support the annual insurance renewal. oversight of insurance arrangements to ensure they are in compliance with this policy. maintenance of the various asset registers for insurance purposes and associated records. liaising with Council's insurance broker. ensuring Council's insurance records are accurate and up to date. providing reports on insurance as required. keeping the finance manager advised of any significant issues with insurance. communicating established insurance policies and procedures. following up with claimants, activity managers and the insurance broker. submitting an insurance claim. allocation of insurance premiums. on-charging of insurance premiums to external parties.

10. Associated documents

Risk management framework
Risk management policy
Corporate risk register
Delegations manual
Financial strategy

Revision Record

DATE	VERSION	REVISION DESCRIPTION
24 July 2019	1	2017 version of policy approved by Council
8 October 2025		<ul style="list-style-type: none"> Changes to the calculation of council vehicles older than one year from an independent valuation to using depreciated replacement cost.

		<ul style="list-style-type: none">• allow for the consideration of insurance cover for bridges as and when this is further explored• updates to the roles and responsibilities to reflect the current staffing structure.
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