



---

## **NOTICE OF MEETING**

**Notice is hereby given of the Meeting of the  
Risk and Assurance Committee  
to be held in the Council Chamber,  
First Floor, Civic Administration Building,  
101 Esk Street, Invercargill on  
Wednesday, 6 March 2019 at 8.30am**

Cr I R Pottinger (Chair)  
Sir T R Shadbolt KNZM JP  
Cr R R Amundsen (Deputy Mayor)  
Cr R L Abbott  
Cr D J Ludlow  
Cr L S Thomas

CLARE HADLEY  
CHIEF EXECUTIVE

## **Council's Values:**

Responsibility	<p>Take ownership of decisions and outcomes, both collectively and individually.</p> <ul style="list-style-type: none"><li>• We willingly share our knowledge.</li><li>• We acknowledge our mistakes, work to resolve them and learn from them.</li><li>• We give and receive feedback in a constructive manner to resolve issues.</li><li>• We do our job with total commitment.</li></ul>
Respect	<p>Everyone is important, as are their views.</p> <ul style="list-style-type: none"><li>• We support and care for each other.</li><li>• We stop to listen, learn and understand.</li><li>• We communicate in an honest, up-front and considerate manner.</li><li>• We maintain confidences and avoid hurtful gossip.</li></ul>
Positivity	<p>Always look on the bright side of life.</p> <ul style="list-style-type: none"><li>• We are approachable, interested and friendly.</li><li>• We are open and receptive to change.</li><li>• We acknowledge and praise the efforts of others.</li><li>• We work together as a team to get the job done.</li></ul>
Above and Beyond	<p>Take opportunities to go the extra mile.</p> <ul style="list-style-type: none"><li>• We take the initiative to improve our work practices to get the best results.</li><li>• We challenge ourselves and each other to make it better.</li><li>• We take pride in providing the best possible outcomes.</li><li>• We are ambassadors for our Council at all times.</li></ul>

## **Council's Vision for the City:**

Enhance our City and preserve its character, while embracing innovation and change.

## **Council's Vision:**

We are an energised, fun and innovative team that makes it better for each other and our community.

## **Council's Mission:**

Making it better by making it happen.

# A G E N D A

2. **APOLOGIES**

3. **INTEREST REGISTER**

4. **MINUTES OF THE MEETING OF RISK AND ASSURANCE HELD ON 13 DECEMBER 2018**

5. **PUBLIC EXCLUDED SESSION**

Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting; namely

- (a) Sensitive Expenditure*
- (b) Tax Review*
- (c) Due Diligence Feedback*
- (d) Health and Safety 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)(d) 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
(a) Sensitive Expenditure	<i>Maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty.</i>	7(2)(f)(i)
(b) Tax Review	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	7(2)(h)
(c) Due Diligence Feedback	<i>Maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty.</i>	7(2)(f)(i)
(d) Health and Safety Update	<i>Maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty.</i>	7(2)(f)(i)

\*\*\*\*\*

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS  
INTEREST REGISTER**

<b>ELECTED MEMBERS</b>			
<b>NAME</b>	<b>ENTITY</b>	<b>INTERESTS</b>	<b>PROPERTY</b>
<b>RONALD LINDSAY ABBOTT</b>	Invercargill City Council Kiwi-Pie Radio 88FM Invercargill Invercargill Art Gallery Invercargill Venues and Events Management	Councillor Director / Broadcaster Council Representative / Board Member Director	
<b>REBECCA RAE AMUNDSEN</b>	Invercargill City Council Arch Draught Ltd BP Orr Ltd Task Ltd Arts Murihiku Dan Davin Literary Foundation Heritage South Glengarry Community Action Group SMAG Board Venture Southland Southland Regional Heritage Committee	Councillor Director Director Director Trustee Trustee/Chair Contractor Events Co-ordinator (Volunteer)  Council Representative Council Representative Council Representative	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS  
INTEREST REGISTER**

<b>ALLAN JAMES ARNOLD</b>	Invercargill City Council Ziff's Café Bar Ltd Buster Crabb Ltd Ziff's Tour Ltd Ziff's HR Ltd Ziff's Trust NZMCA Southland Aero Club Invercargill Club Invercargill East Rotary	Councillor Executive Director Executive Director Executive Director Executive Director Trustee Administrator Member Member Member Member	
<b>KAREN FRANCES ARNOLD</b>	Invercargill City Council Electricity Invercargill Ltd Powernet Ltd Pylon Ltd Invercargill Creative Communities Funding Scheme Southland Warm Homes Trust	Councillor Director Director Director  Trustee/Chair Trustee	
<b>TONI MARIE BIDDLE</b>	Invercargill City Council Invercargill Venue and Events Management Limited Southland Museum and Art Gallery Trust Board McIntyre and Dick	Councillor Director  Trustee  Partner – Executive Team	

<b>INVERCARGILL CITY COUNCIL ELECTED MEMBERS</b> <b>INTEREST REGISTER</b>
--

<b>ALEX HOLLY CRACKETT</b>	Invercargill City Council Ride Southland Southland Youth Futures Advisory Board Venture Southland and Sub Committee Women in Sport Murihiku	Councillor Chair Chair  Council Representative  Trustee	High Street Invercargill
<b>IRWIN LLOYD ESLER</b>	Invercargill City Council Bluff Community Board Bluff Maritime Museum Otatara Landcare Group	Councillor Council Representative Council Representative Member	
<b>GRAHAM DAVID LEWIS</b>	Invercargill City Council Invercargill City Holdings Limited Southland Indoor Leisure Centre Charitable Trust Bluff 2024 Rejuvenation Invercargill Community Recreation & Sports Trust Hospice Southland	Councillor Director Trustee  Officer Trustee  Trustee	

<b>INVERCARGILL CITY COUNCIL ELECTED MEMBERS INTEREST REGISTER</b>
--

<b>DARREN JAMES LUDLOW</b>	Invercargill City Council Radio Southland Invercargill City Holdings Limited Invercargill Venue and Events Management Southland Museum and Art Gallery Trust Board Healthy Families Invercargill Murihiku Maori Wardens Southland Community Law Centre	Councillor Manager Director Director / Chairman  Trustee  Board Member Board Member Board Member	770 Queens Drive Invercargill
<b>IAN REAY POTTINGER</b>	Invercargill City Council Southland Electronics Limited Santa Parade Organiser	Councillor Director Alice Pottinger (Wife)	171 Terrace Street Invercargill 9810
<b>TIMOTHY RICHARD SHADBOLT</b>	Invercargill City Council Invercargill Airport Limited Kiwi Speakers Limited SIT Ambassador	Mayor Director Director Contractor	



**INVERCARGILL CITY COUNCIL ELECTED MEMBERS  
INTEREST REGISTER**

<b>LESLEY FRANCES SOPER</b>	Invercargill City Council Breathing Space Southland Trust (Emergency Housing) Omaui Tracks Trust National Council of Women (NCW) Active Communities Invercargill Public Art Gallery Citizens Advice Bureau Southland ACC Advocacy Trust	Councillor Chair Secretary/Treasurer Member Chair/Trustee Board Member Board Member Employee	137 Morton Street Strathern Invercargill  24 Margaret Street Richmond Invercargill
<b>LINDSAY STEWART THOMAS</b>	Invercargill City Council Invercargill City Holdings Limited Invercargill City Property Limited HWCP Management Limited	Councillor Director Director Director	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS  
INTEREST REGISTER**

<b>EXECUTIVE STAFF</b>			
<b>NAME</b>	<b>ENTITY</b>	<b>INTERESTS</b>	<b>PROPERTY</b>
<b>PAMELA GARE</b>	Invercargill City Council  DJ & PM Gare Family Trust	Director of Environmental and Planning Services  Trustee	
<b>CLARE HADLEY</b>	Invercargill City Council	Chief Executive	
<b>CAMERON MCINTOSH</b>	Invercargill City Council	Director of Works and Services	
<b>DAVID FOSTER</b>	Invercargill City Council	Acting Director of Finance and Corporate Services  Executive Director Foster and Associates Ltd	

**MINUTES OF THE MEETING OF THE RISK AND ASSURANCE COMMITTEE HELD IN  
THE COUNCIL CHAMBER, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET,  
INVERCARGILL, ON THURSDAY, 13 DECEMBER 2018 AT 8.30AM**

- PRESENT:** Cr I R Pottinger – Chair  
His Worship the Mayor T R Shadbolt  
Cr D J Ludlow  
Cr R L Abbott  
Cr R R Amundsen  
Cr L S Thomas
- IN ATTENDANCE:** Cr L F Soper  
Cr T M Biddle  
Cr K F Arnold  
Mr B Robertson – External Advisor  
Mr I Lothian – Audit New Zealand  
Ms J Hills – Audit New Zealand  
Mrs C Hadley – Chief Executive  
Mr D Foster – Interim Director of Finance  
Mr C A McIntosh – Director of Works and Services  
Mr D Booth – Manager – Financial Services  
Ms M Brook – Manager – Strategy and Policy  
Mr A Cameron – Policy Analyst  
Miss C Keen – Governance and Corporate Administrator

2. **APOLOGIES**

Nil.

3. **INTEREST REGISTER**

Nil.

4. **CONFIRMATION OF COMMITTEE MINUTES**

**8 OCTOBER 2018**

Mr Robertson requested a change to the minutes with regard to page 11 that he would send through for correction.

Moved Cr Abbott, seconded Cr Amundsen and **RESOLVED** that, with the amendment from Mr Robertson, the minutes be accepted as a true and correct record.

5. **COUNCIL INSURANCE**

Mr Booth took the Committee through the Council Insurance Report. It was confirmed that Council's insurance covered councillors when formally on Council business. Mrs Hadley added that councillors were responsible for their own insurance 24/7 and that Council insurance was a layer on top, if councillors were on Council business and incurred an accident or a sickness at that time.

It was agreed that the inclusion of defamation/professional indemnity in the policy be investigated and that this be included on the action sheet.

Moved Cr Pottinger, seconded Cr Thomas and **RESOLVED** that the Council Insurance Report be received.

**6. RISK MANAGEMENT FRAMEWORK**

Mr Cameron took the Committee through the Risk Management Framework Report. He informed the Committee that ICHL had adopted this framework.

Mr Cameron confirmed that Council currently did not have a Compliance, Fraud and Corruption Control Attestation. Mr Robertson suggested that this would be created through the Chief Executive driving it in conjunction with the Executive Leadership Team and she would be the collective owner of risk throughout the organisation.

Moved Cr Pottinger, seconded Cr Ludlow and **RESOLVED** that the Risk Management Framework report be received.

And that

Following completion of the enterprise wide risk assessment, Council develops a risk appetite and tolerance statement.

**7. PUBLIC EXCLUDED SESSION**

Cr Pottinger noted that two minor items of urgent business would be brought to the Committee’s attention. The matters concerned were trees in Queens Park and the nature of reports received from Invercargill City Holdings Company. Cr Pottinger also highlighted that at completion of discussion on the Audit Report, a brief Elected Members only time along with the independent representative and the auditors would occur.

Moved Cr Pottinger, seconded Cr Amundsen and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely

- (a) Sensitive Expenditure*
- (b) Audit Management Letter and Work Programme*
- (c) Myer Street Pump Station*

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)(d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) Sensitive Expenditure	<i>Maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or</i>	7(2)(f)(i)

	<i>employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty.</i>	
(b) Audit Management Letter and Work Programme	<i>Maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty.</i>	7(2)(f)(i)
(c) Myer Street Pump Station	<i>Maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty.</i>	7(2)(f)(i)

There being no further business the meeting closed at 11.25am.

\*\*\*\*\*