



NOTICE OF MEETING

**Notice is hereby given of the Meeting of the
Invercargill City Council
to be held in the Council Chamber,
First Floor, Civic Administration Building,
101 Esk Street, Invercargill on
Tuesday 22 September 2020 at 3.00 pm**

Sir T R Shadbolt, KNZM JP
Cr T M Biddle (Deputy Mayor)
Cr R L Abbott
Cr R R Amundsen
Cr A J Arnold
Cr W S Clark
Cr A H Crackett
Cr P W Kett
Cr G D Lewis
Cr D J Ludlow
Cr I R Pottinger
Cr N D Skelt
Cr L F Soper

CLARE HADLEY
CHIEF EXECUTIVE

A G E N D A

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2. **APOLOGIES**

3. **PUBLIC FORUM**

4. **INTEREST REGISTER**

A2279220

5. **MINUTES OF THE MEETING OF COUNCIL HELD ON
25 AUGUST 2020**

A3138184

To be moved:

That the minutes of Council Meeting held on 25 August 2020 be confirmed.

6. **MINUTES OF THE EXTRAORDINARY MEETING OF THE
INFRASTRUCTURAL SERVICES COMMITTEE HELD ON
25 AUGUST 2020**

A3138362

To be moved:

That the minutes of the Extraordinary Infrastructural Services Committee Meeting held on 25 August be received.

7. **MINUTES OF THE EXTRAORDINARY MEETING OF THE
PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE
HELD ON 25 AUGUST 2020**

A3138367

To be moved:

That the minutes of the Extraordinary Performance, Policy and Partnerships Committee Meeting held on 25 August be received.

8. **MINUTES OF THE EXTRAORDINARY COUNCIL MEETING
HELD ON 27 AUGUST 2020**

A3143110

To be moved:

That the minutes of the Extraordinary Council Meeting held on 27 August 2020 be confirmed.

9. **MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING HELD ON 28 AUGUST 2020**

A3140356

To be moved:

That the minutes of the Risk and Assurance Committee Meeting held on 28 August 2020 be received.

10. **MINUTES OF THE BLUFF COMMUNITY BOARD MEETING HELD ON 31 AUGUST 2020**

A3146954

To be moved:

That the Bluff Community Board Meeting held on 31 August 2020 be received.

11. **MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 1 SEPTEMBER 2020**

A3148116

To be moved:

That the minutes of the Extraordinary Council Meeting held on 1 September 2020 be confirmed.

12. **MINUTES OF THE INFRASTRUCTURAL SERVICES COMMITTEE MEETING HELD ON 1 SEPTEMBER 2020**

A3148046

To be moved:

That the minutes of the Infrastructural Services Committee Meeting held on 1 September 2020 be received.

RECOMMENDATION TO COUNCIL

12.1 DISPOSAL OF LAND FOR STATE HIGHWAY PURPOSES

That Council:

Approves:

1. That the land is disposed by way of vesting in the Crown as road (State Highway purposes) pursuant to Section 11(42)(c) of the Public Works Act 1981; and
2. The Chief Executive be given delegated authority to sign the Consent in the form presented as Appendix 1 (A311995).

13. **MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 4 SEPTEMBER 2020**

A3152398

To be moved:

That the minutes of the Extraordinary Council Meeting held on 4 September 2020 be confirmed.

14. **MINUTES OF THE PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE MEETING HELD ON 8 SEPTEMBER 2020**

A3153454

To be moved:

That the minutes of the Performance, Policy and Partnerships Committee Meeting held on 8 September 2020 be received.

15. **MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON 14 AUGUST 2020**

A3120769

To be moved:

That the minutes of the Events Committee Meeting held on 14 August 2020 be received.

18. **DEPUTY MAYOR'S REPORT**

To be tabled.

19. **MAYOR'S REPORT**

To be tabled.

20. **URGENT BUSINESS**

21. **PUBLIC EXCLUDED SESSION**

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

- (a) *Confirming of Minutes of the Public Excluded Session of Council Meeting held on 25 August 2020.*
- (b) *Receiving of Extraordinary Minutes of the Public Excluded Session of the Infrastructural Services Committee Meeting held on 25 August 2020.*
- (c) *Receiving of Minutes of the Public Excluded Session of the Performance, Policy and Partnerships Committee Meeting held on 25 August 2020.*

- (d) *Confirming of Extraordinary Minutes of the Public Excluded Session of the Council Meeting held on 27 August 2020.*
- (e) *Receiving of Minutes of the Public Excluded Session of the Risk and Assurance Committee Meeting held on 28 August 2020.*
- (f) *Receiving of Minutes of the Public Excluded Session of the Bluff Community Board Meeting held on 31 August 2020.*
- (g) *Confirming of Extraordinary Minutes of Public Excluded Session of the Council Meeting held on 1 September 2020.*
- (h) *Receiving of Minutes of the Public Excluded Session of the Infrastructural Services Committee Meeting held on 1 September 2020.*
- (i) *Receiving of Extraordinary Minutes of Public Excluded Session of Council Meeting held on 4 September 2020.*
- (j) *Receiving of Minutes of the Public Excluded Session of the Performance, Policy and Partnerships Committee Meeting held on 8 September 2020.*
- (k) *Receiving of Minutes of the Public Excluded Session of the Events Committee Meeting held on 14 August 2020.*

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
(a) Confirming of Minutes – Council 28 August 2020	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(b) Receiving of Extraordinary Minutes – Infrastructural Services Committee 25 August 2020	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

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| <p>(c) Receiving of Extraordinary Minutes – Performance, Policy and Partnerships Committee
25 August 2020</p> | <p>Section 7(2)(a)
Protect the privacy of natural persons, including that of deceased natural persons</p> | <p>Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7</p> |
| <p>(d) Confirming of Extraordinary Minutes – Council
27 August 2020</p> | <p>Section 7(2)(f)(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) applies, in the course of their duty</p> | <p>Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7</p> |
| <p>(e) Receiving of Minutes – Risk and Assurance Committee
28 August 2020</p> | <p>Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | <p>Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7</p> |
| <p>(f) Receiving of Minutes – Bluff Community Board 31 August 2020</p> | <p>Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | <p>Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7</p> |
| <p>(g) Confirming of Extraordinary Minutes – Council
1 September 2020</p> | <p>Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | <p>Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7</p> |

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| (h) Receiving of Minutes
– Infrastructural
Services Committee
1 September 2020 | Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| (i) Confirming of
Extraordinary
Minutes – Council
4 September 2020 | Section 7(2)(a)
Protect the privacy of natural persons, including that of deceased natural persons | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| (j) Receiving of Minutes
– Performance,
Policy and
Partnerships
Committee
8 September 2020 | Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| (k) Receiving of Minutes
– Event Committee
14 August 2020 | Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

A2279220

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

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

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ALLAN JAMES ARNOLD	Invercargill City Council Ziff's Café Bar Ltd Buster Crabb Ltd Ziff's HR Ltd Ziff's Trust Southland Aero Club Invercargill Club Invercargill East Rotary	Councillor Executive Director Executive Director Executive Director Trustee Administrator Member Member Member	
TONI MARIE BIDDLE	Invercargill City Council Southland Museum and Art Gallery Trust Board McIntyre and Dick Regional Leadership Skills Group	Councillor Trustee Husband (Kris MacLellan) – Chief Executive Officer Member	
WILLIAM STUART CLARK	Invercargill City Council Invercargill Ratepayers Advocacy Group	Councillor Member	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

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ALEX HOLLY CRACKETT	Invercargill City Council Ride Southland Southland Youth Futures Advisory Board Sport Southland McIntyre Dick Zone 6 - National LGNZ Young Elected Members Committee	Councillor Chair Chair Trustee Marketing Manager Representative	High Street Invercargill
PETER WARREN KETT	Invercargill City Council Age Concern Southland Kite Investments Limited Invercargill Harness Racing Club Board Member Ascot Consortium	Councillor Board Member Director Vice President and Life Member Member	
GRAHAM DAVID LEWIS	Invercargill City Council Bluff 2024 Rejuvenation Hospice Southland City Centre Heritage Steering Group Southland Regional Heritage Trust	Councillor Officer Trustee Member Member	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

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DARREN JAMES LUDLOW	Invercargill City Council Radio Southland Healthy Families Invercargill Murihiku Maori Wardens Southland Community Law Centre Thrive Community Trust Environment Southland	Councillor Manager Board Member Board Member Board Member Trustee Lyndal Ludlow (wife) – Councillor	770 Queens Drive Invercargill
IAN REAY POTTINGER	Invercargill City Council Southland Electronics Limited Santa Parade Organiser	Councillor Director Alice Pottinger (Wife)	171 Terrace Street Invercargill 9810
TIMOTHY RICHARD SHADBOLT	Invercargill City Council Kiwi Speakers Limited SIT Ambassador	Mayor Director Member	
NIGEL DEAN SKELT	Invercargill City Council Badminton New Zealand Badminton Oceania Badminton World Federation ILT Stadium Southland	Councillor Board Member Vice President Council Member (Chair of Communications and Media) General Manager	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

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LESLEY FRANCES SOPER	Invercargill City Council	Councillor	137 Morton Street
	Breathing Space Southland Trust (Emergency Housing)	Chair	Strathern
	Omaui Tracks Trust	Director	Invercargill
	National Council of Women (NCW)	Secretary / Treasurer	24 Margaret Street
	Citizens Advice Bureau	Member	Glengarry
	Southland ACC Advocacy Trust	Board Member	Invercargill
	Southern District Health Board	Employee	
	Southland Warm Homes Trust	Member	
	Southland Food Rescue Trust	Member	

**INVERCARGILL CITY COUNCIL ELECTED MEMBERS
INTEREST REGISTER**

A2279220

EXECUTIVE STAFF			
NAME	ENTITY	INTERESTS	PROPERTY
CLARE HADLEY	Invercargill City Council Hadley Family Trust	Chief Executive Trustee	
CAMERON MCINTOSH	Invercargill City Council	Group Manager – Strategy and Engagement	
DAVID FOSTER	Invercargill City Council	Interim Group Manager - Finance and Assurance Executive Director Foster and Associates Ltd	
DARREN EDWARDS	Invercargill City Council	Group Manager - Environmental and Planning Services Interim Group Manager – Leisure and Recreation	
JANE PARFITT	Invercargill City Council Dementia Canterbury Charitable Trust	Interim Group Manager – Infrastructure Board Member	

MINUTES OF THE MEETING OF THE INVERCARGILL CITY COUNCIL HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL, ON TUESDAY 25 AUGUST 2020 AT 3.00 PM

PRESENT: Sir T R Shadbolt, KNZM JP
Cr R L Abbott
Cr R R Amundsen
Cr A J Arnold
Cr T M Biddle
Cr W S Clark
Cr A H Crackett
Cr P W Kett
Cr G D Lewis
Cr D J Ludlow
Cr I R Pottinger
Cr L F Soper

IN ATTENDANCE: Mr N Peterson – Bluff Community Board
Mrs G Henderson – Bluff Community Board
Mrs C Hadley – Chief Executive
Mr C McIntosh – Group Manager – Strategy and Engagement
Mrs J Parfitt – Interim Group Manager – Infrastructure
Mr D Edwards – Group Manager – Customer and Environment
Mr A Cameron – Strategic Advisor
Ms J Conway – Manager Governance and Administration
Mr P Horner – Manager Building Assets
Ms M Frey – Interim Parks Manager
Ms H McLeod – Interim Team Leader Communications
Mrs T Amarasingha – Governance Advisor
Ms L Kuresa – Governance Officer

2. **NOTICE OF LATE ITEMS**

Moved Cr Biddle, seconded Cr Lewis and **RESOLVED** that the major late items under public excluded session, “Department of Internal Affairs – Request for Information” and “Report by His Worship the Mayor – Department of Internal Affairs”, be received, due to late receipt of materials.

3. **APOLOGIES**

Cr N D Skelt for lateness.

Moved Cr Abbott, seconded Cr Soper and **RESOLVED** that the apology be accepted.

4. **PUBLIC FORUM**

4.1 **Becoming a Living Wage Employer**

Council agreed to defer this item until Ms Huffstutler and Rev McGettigan arrived.

5. **INTEREST REGISTER**
A2279220

Nil.

6. **MINUTES OF THE MEETING OF COUNCIL HELD ON 28 JULY 2020**
A3103771

Moved Cr Soper, seconded Cr Abbott and **RESOLVED** that the minutes be confirmed.

7. **MINUTES OF THE BLUFF COMMUNITY BOARD HELD ON 27 JULY 2020**
A3102430

Moved Cr Arnold, seconded Cr Soper and **RESOLVED** that the minutes be received.

8. **MINUTES OF THE EXTRAORDINARY MEETING OF THE PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE HELD ON 4 AUGUST 2020**
A3111802

Moved Cr Ludlow, seconded Cr Soper and **RESOLVED** that the minutes be received.

9. **MINUTES OF THE MEETING OF THE INFRASTRUCTURAL SERVICES COMMITTEE HELD ON 4 AUGUST 2020**
A3111761

Moved Cr Pottinger, seconded Cr Amundsen and **RESOLVED** that the report be received.

10. **MINUTES OF THE MEETING OF THE PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE HELD ON 11 AUGUST 2020**
A3121104

Moved Cr Ludlow, seconded Soper and **RESOLVED** that the report be received.

11. **PUBLIC FORUM**

11.1 **Becoming a Living Wage Employer**

Anna Huffstutler and Rev Pat McGettigan, members of the Bluff Living Wage Group were in attendance to speak to this item.

Ms Huffstutler and Rev McGettigan took the meeting through the importance of Council becoming a Living Wage employer and noted the recent announcement of all major banks paying contracted workers the living wage.

The Living Wage movement was formed to provide workers with the basic necessities to enable them to live with dignity and participate as active citizens in the community. It was a way of reducing poverty and for citizens to have inclusion and to be valued in the community.

His Worship the Mayor thanked Ms Huffstutler and Rev McGettigan for taking the time to present to Council.

12. **GOVERNANCE STATEMENT 2019-2022**
A3132411

Moved Cr Soper, seconded Cr Amundsen and **RESOLVED** that:

1. That the report 'Governance Statement 2019-2022 – August 2020 Amendment' be received; and
2. That Council approves the disestablishment of the Chief Executive Appraisal Committee; and
3. That Council adopts the amended Governance Statement 2019-2020 as from 25 August 2020 as set out in Appendix 1(A3077680).

13. **REPORT OF THE DEPUTY MAYOR**
A3132411

Moved Cr Biddle, seconded Cr Abbott and **RESOLVED** that the report be received.

14. **MAYOR'S REPORT**
A2776450

Moved His Worship the Mayor, seconded Cr Biddle and **RESOLVED** that the report be received.

15. **URGENT BUSINESS**

Nil.

His Worship the Mayor explained that the meeting would be adjourned before Council moved into public excluded session and start the Infrastructural Services Committee Meeting.

Moved Cr Soper, seconded Cr Biddle and **RESOLVED** that the meeting be adjourned.

Note: The meeting adjourned at 3.40 and resumed at 3. 55 pm.

16. **COUNCIL IN PUBLIC EXCLUDED SESSION**

Moved Cr Biddle, seconded Cr Soper and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, with the exception of Richard Hardie from the Department of Internal Affairs, namely:

- (a) *Confirming of Minutes of the Public Excluded Session of Council held on 28 July 2020.*
- (b) *Receiving of Minutes of the Public Excluded Session of the Infrastructural Services Committee held on 4 August 2020.*
- (c) *Receiving of Minutes of the Public Excluded Session of the Performance, Policy and Partnerships Committee Meeting held on 11 August 2020.*
- (d) *Invercargill City Holdings Renewal of BNZ Facility.*
- (e) *Department of Internal Affairs – Request for Information.*

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
(a) Confirming of Minutes – Council 28 July 2020	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(b) Receiving of Minutes – Infrastructural Services Committee 4 August 2020	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(c) Receiving of Minutes – Performance, Policy and Partnerships Committee 11 August 2020	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

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| (d) Invercargill City Holdings
Renewal of BNZ Facility | Section 7(2)(i)
Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| (e) Department of Internal Affairs
– Request for Information | Section 7(2)(f)(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) applies, in the course of their duty | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| | Section 7(2)(f)(ii)
The protection of such members, officers, employees and persons from improper pressure or harassment | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |
| (f) Report by His Worship the Mayor – Department of Internal Affairs | Section 7(2)(f)
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) applies, in the course of their duty | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7 |

There being no further business, the meeting finished at 4.51 pm.

**MINUTES OF A MEETING OF THE EXTRAORDINARY INFRASTRUCTURAL SERVICES
COMMITTEE HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC
ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL ON TUESDAY
25 AUGUST 2020 AT 3.40 PM**

PRESENT:

- Cr I R Pottinger (Chair)
- Cr A H Crackett (Deputy Chair)
- Sir T R Shadbolt, KNZM JP
- Cr R L Abbott
- Cr R R Amundsen
- Cr A J Arnold
- Cr T M Biddle
- Cr W S Clark
- Cr P W Kett
- Cr G D Lewis
- Cr D J Ludlow
- Cr N D Skelt (via Zoom)
- Cr L F Soper

IN ATTENDANCE:

- Mr N Peterson – Bluff Community Board
- Mrs G Henderson – Bluff Community Board
- Mrs C Hadley – Chief Executive
- Mr C McIntosh – Group Manager – Strategy and Engagement
- Mrs J Parfitt – Interim Group Manager – Infrastructure
- Mr D Foster – Interim Group Manager – Finance and Assurance
(via Zoom)
- Mr D Edwards – Group Manager – Customer and Environment
- Mr A Cameron – Strategic Advisor
- Ms J Conway – Manager Governance and Administration
- Mr P Horner – Manager Building Assets
- Ms M Frey – Interim Manager Parks
- Ms H McLeod – Interim Team Leader Communications
- Mrs T Amarasingha – Governance Advisor
- Ms L Kuresa – Governance Officer

2. **APOLOGIES**

Nil.

3. **PUBLIC FORUM**

Nil.

4. **INTEREST REGISTER**

A2279220

Nil.

5. **RECEIVING OF LATE ITEMS**

Moved Cr Biddle, seconded Cr Soper and **RESOLVED** that the "Rugby Park Transfer of Ownership" item, to be discussed under public excluded session, be received as a major late item.

Moved Cr Biddle, seconded Cr Soper and **RESOLVED** that the "Rugby Park Stadium – Rugby Southland Supporters Club Lounge Refit" item, be received as a late item.

6. **RUGBY PARK STADIUM – RUGBY SOUTHLAND SUPPORTERS CLUB LOUNGE REFIT**
A3131787

Mr Horner took the meeting through the report including amendments under "Financial Implications", the correct amount should be \$100,000. Further on in the report, it should say, "the wallboard will be stopped but not painted".

Moved Cr Pottinger, seconded Cr Soper that:

1. The Infrastructural Services Committee receive the report "Rugby Park Stadium – Rugby Southland Supporters Club Lounge Refit"; and
2. The Committee note that completion of all necessary works by 13 September 2020 is dependent on a zero mould test result no later than 28 August 2020; and
3. The Committee request Rugby Southland Supporters' Club take responsibility for ensuring the integrity of the sealed doors between its lounge and Rugby Southland Offices.

Councillors discussed the recommendations and it was agreed that Recommendation 2 be amended as follows:

"The Committee note that completion of all necessary works by 13 September 2020 is dependent on a compliant mould test result no later than 28 August 2020".

With the permission of the mover and seconded, the resolution now read:

1. The Infrastructural Services Committee receive the report "Rugby Park Stadium – Rugby Southland Supporters Club Lounge Refit"; and
2. The Committee note that completion of all necessary works by 13 September 2020 is dependent on a compliant mould test result no later than 28 August 2020; and
3. The Committee request Rugby Southland Supporters' Club take responsibility for ensuring the integrity of the sealed doors between its lounge and Rugby Southland Offices.

Cr Clark said the Chair of Rugby Southland had raised the issue that two of the lights were not operating at the park and had not been replaced. This had been an issue for two seasons and needed to be resolved.

Note: Cr Soper raised a Point of Order and said that Cr Clark's comments did not relate to the report on the table.

Cr Pottinger agreed with Cr Soper and requested Mr Horner bring a report back to the next Committee meeting on this issue.

Note: Cr Skelt joined the meeting at 3.45 pm.

The motion, now being put, was **RESOLVED** in the **affirmative**.

5. **URGENT BUSINESS**

Nil.

Note: The meeting was adjourned at 3.50 pm and resumed at 3.59 pm.

7. **PUBLIC EXCLUDED SESSION**

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

(a) Rugby Park Transfer of Ownership.

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) Rugby Park Transfer of Ownership	Section 7(2)(h) Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 4.09 pm.

MINUTES OF A MEETING OF THE EXTRAORDINARY PERFORMANCE, POLICY AND PARTNERSHIPS HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL ON TUESDAY 25 AUGUST 2020 AT 3.52 PM

PRESENT: Cr D J Ludlow (Chair)
Cr R R Amundsen (Deputy Chair)
Sir T R Shadbolt, KNZM JP
Cr R L Abbott
Cr A J Arnold
Cr T M Biddle
Cr W S Clark
Cr A H Crackett
Cr P W Kett
Cr G D Lewis
Cr I R Pottinger
Cr N D Skelt (via Zoom)
Cr L F Soper

IN ATTENDANCE: Mr N Peterson – Bluff Community Board
Mrs G Henderson – Bluff Community Board
Mrs C Hadley – Chief Executive
Mr C McIntosh – Group Manager – Strategy and Engagement
Mrs J Parfitt – Interim Group Manager – Infrastructure
Mr D Edwards – Group Manager – Customer and Environment
Mr A Cameron – Strategic Advisor
Ms J Conway – Manager Governance and Administration
Mr P Horner – Manager Building Assets
Ms M Frey – Interim Manager Parks
Ms H McLeod – Interim Team Leader Communications
Mrs T Amarasingha – Governance Advisor
Ms L Kuresa – Governance Officer

2. **APOLOGIES**

Nil.

3. **PUBLIC FORUM**

Nil.

4. **INTEREST REGISTER**

A2279220

Nil.

5. **URGENT BUSINESS**

Nil.

Note: The meeting adjourned at 3.55 pm and resumed at 4.51 pm.

6. PUBLIC EXCLUDED SESSION

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

- (a) *Appointment of Investigators for Code of Conduct Matters.*
- (b) *Appointment of Great South Board of Directors.*

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) Appointment of Investigators for Code of Conduct Matters	Section 7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(b) Appointment of Great South Board of Directors	Section 7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 5.09 pm.

**MINUTES OF THE EXTRAORDINARY MEETING OF THE INVERCARGILL CITY
COUNCIL HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION
BUILDING, 101 ESK STREET, INVERCARGILL ON THURSDAY 27 AUGUST 2020
AT 3.00 PM**

PRESENT: Sir T R Shadbolt, KNZM JP
Cr R L Abbott (via Zoom)
Cr R R Amundsen
Cr A J Arnold
Cr T M Biddle
Cr W S Clark
Cr A H Crackett
Cr P W Kett
Cr G D Lewis
Cr D J Ludlow
Cr I R Pottinger
Cr N D Skelt (via Zoom)

IN ATTENDANCE: Mrs C Hadley – Chief Executive
Mr C McIntosh – Group Manager – Strategy and Engagement
Mr D Edwards – Group Manager – Customer and Environment
Mr D Foster – Interim Group Manager – Finance and Assurance (via Zoom)
Mr A Cameron – Strategic Advisor
Ms H McLeod – Interim Team Leader Communications
Mr B Robertson – Independent Governance Expert
Ms L Kuresa – Governance Officer

2. **APOLOGIES**

Nil.

3. **RECEIVING OF LATE ITEMS**

Moved Cr Amundsen, seconded Cr Lewis that the report, "*Framework for Department of Internal Affairs Plan*", be received as a late item for discussion under Public Excluded Session.

The question was asked as to when the report was available to Councillors before this meeting, and it was confirmed, ten minutes. Cr Biddle said the timeframe to receive reports should be longer than ten minutes before a meeting.

The motion, now being put, was **RESOLVED** in the **affirmative**.

Note: Cr Biddle and Cr Clark voted against the motion.

4. **INTEREST REGISTER**
A2279220

Nil.

5. **PUBLIC EXCLUDED SESSION**

Moved Cr Ludlow, seconded Cr Lewis and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting; with the exception of Bruce Robertson, namely;

(a) *Framework for Department of Internal Affairs Plan.*

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) Framework for Department of Internal Affairs Plan	Section 7(2)(f)(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) applies, in the course of their duty	Section 48(i)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 5.30 pm.

**MINUTES OF A MEETING OF THE RISK AND ASSURANCE COMMITTEE HELD IN THE
COUNCIL CHAMBER, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET,
INVERCARGILL, ON FRIDAY 28 AUGUST 2020 AT 8.30AM**

PRESENT: Mr B Robertson (Chair)
His Worship the Mayor, Sir T Shadbolt
Cr A Crackett (via Zoom)
Cr R Amundsen
Cr T M Biddle
Cr N Clark
Cr I R Pottinger
Cr D Ludlow
Mr R Jackson

IN ATTENDANCE: Mr A Burns – Audit New Zealand (via Zoom)
Ms J Hills – Audit New Zealand (via Zoom)
Mrs C Hadley – Chief Executive
Mr D Foster – Interim Group Manager Finance (via Zoom)
Mr D Edwards – Group Manager Customer and Environment
Mr A Cameron – Strategic Advisor
Mr J Botting – Management Accountant
Mr T O'Connor – Financial Accountant
Mrs R Suter – Strategy and Policy Manager
Ms M Sievwright – Governance Administrator

2. APOLOGY

Cr A Arnold and Cr A Crackett for lateness.

Moved Cr Biddle, seconded Cr Clark and **RESOLVED** that the apologies be accepted.

3. INTEREST REGISTER

Nil.

4. CONFIRMATION OF MINUTES OF MEETING HELD 23 JUNE 2020

Moved Mr Robertson, seconded Mr Jackson and **RESOLVED** that the minutes be taken as a true and correct record.

5. TAX GOVERNANCE AND RISK MANAGEMENT

Mr Foster noted that under item 2 of the proposed strategy, there was a low tolerance of risk which had an impact on the financials. A full tax review had been undertaken with staff so the Tax Risk Management Strategy made sense. It was agreed that the Holding company would report to the Risk and Assurance Committee. Mr Robertson acknowledged the work that PwC had undertaken.

Moved Cr Clark, seconded Cr Pottinger and **RESOLVED** that

1. the report "Tax Governance and Risk Management" be received; and
2. that the Risk and Assurance Committee adopt the proposed tax risk governance framework.

6. **RISK POLICY DEVELOPMENT**

This policy would be undertaken in consultation with the Procurement Policy. ELT would work with managers to further develop this policy.

Cr Biddle suggested changing the wording around iwi, so it was 'partnership' rather than 'relationship'.

In response to a question about whether there was sufficient resource to undertake this, Mr Foster said a consultant would be used in the first instance, however a risk advisor had been considered within the staff restructure.

Mr Robertson suggested a workshop be considered to discuss the risk framework for Council.

Moved Mr Robertson, seconded Cr Ludlow and **RESOLVED** that

1. the report "Risk Policy Development" be received; and
2. the Risk and Assurance Committee endorse the draft risk policy; and
3. the officers report back to the Committee with the results of the "testing" process; and
4. the Risk Policy be reported back to the Risk and Assurance Committee In November for finalisation.

7. **UPDATE ON CARBON CREDITS**

It was agreed that wilding pines were not included in this. In response to a question, Mr O'Connor undertook to provide clarification on the reference to ICC Parks as opposed to Sandy Point.

Moved Cr Amundsen, seconded Cr Clark and **RESOLVED** that the report "Update on Carbon Credits" be received.

8. **FINANCE SYSTEM IMPLEMENTATION UPDATE**

Note: Cr Crackett joined the meeting via zoom at 9.06 am

Mr Foster updated the committee on progress to date of the new finance system, Tech One. The 'go live' date was now 1 November due to the implications of the Annual Report.

In response to whether the planning could be better resourced, Mr Foster said it was anticipated that the original date was achievable, however certain parts of the configuration were not undertaken well and reworking this took longer than anticipated. It would still be completed within scope and budget.

Moved Cr Amundsen, seconded Cr Biddle and **RESOLVED** that

1. the report "Finance System Implementation Update" be received; and
2. the system implementation be a standing item for this committee, until the end of the 2020 calendar year.

9. **CAPITAL PROGRAMME DELIVERY**

In response to questions regarding carry forwards, Mr Foster said the assumption was that the work had been completed when it had not, so there was no clear understanding of what funding was actually available. There was no need for carry forwards if the work was included in the forecasts.

Moved Cr Biddle, seconded Cr Amundsen and **RESOLVED** that

1. the report "Capital Programme Delivery" be received; and
2. the committee notes the importance of capital programme delivery for both the Financial Strategy and for maintenance of levels of service; and
3. the committee receives quarterly updates on capital delivery performance and monitoring.

10. **LONG TERM PLAN UPDATE**

Mrs Suter took the meeting through the report, highlighting key issues to be aware of. The engagement process would now be moved from September to October due to the restrictions of Covid-19, and would be undertaken via media rather than in-person. Some of the key financial assumptions were a work-in-progress as there was uncertainty in the economy.

Moved Cr Ludlow, seconded Cr Amundsen and **RESOLVED** that the report "Long Term Plan Update" be received.

11. **ANNUAL REPORT UPDATE**

Resources had been stretched so the Annual Report was behind schedule. It was anticipated this would be available within two weeks, however this should be ready for when Audit NZ arrived. Generally audits were taking longer due to Covid-19. It was agreed the Annual Report would not make it to the 27 October Council meeting so an extraordinary meeting would need to be called in November.

Moved Mr Robertson, seconded Cr Ludlow and **RESOLVED** that

1. the report "Annual Report Update" be received; and
2. note the change of date for Council to adopt the audited annual report to mid-November.

Note: The meeting adjourned at 10.27 am

Note: The meeting resumed at 10.40 am

12. **FIRST DRAFT PROCUREMENT POLICY**

A discussion was held regarding social procurement and what this meant, particularly for local contractors. Mrs Hadley would contact Far North District Council as they had a social procurement policy.

Moved Cr Pottinger, seconded Cr Ludlow and **RESOLVED** that

1. the report "First Draft Procurement Policy" be received; and
2. the committee notes that Procurement Policy development has been an outstanding issue in Audit Management letters; and
3. the Procurement Policy be reported back to the Committee's November meeting.

13. **PUBLIC EXCLUDED SESSION**

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

- (a) *Confirmation of Public Excluded Session Minutes – 23 June 2020*
- (b) *Risk Update – Inner City Investments*
- (c) *Risk Update – Ticket Rocket*
- (d) *Report on the Interim Audit*
- (e) *Internal Audit Reports*
- (f) *Discussion with Chief Executive on Risk*
- (g) *Briefing on Emerging Issues – Verbal Update on Net Debt Strategy and Verbal Update on Litigation*

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) <i>Confirmation of Public Excluded Session Minutes – 23 June 2020</i>	<i>Section 7(2)(i) Enable any Local Authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>	<i>Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</i>

- | | | | |
|--|-------|--|--|
| (b) <i>Risk Update – Inner City Investments</i> | | Section 7(2)(h)
Enable any Local Authority holding the information to carry on, without prejudice or disadvantage, commercial activities. | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7. |
| (c) <i>Risk Update – Ticket Rocket</i> | | Section 7(2)(h)
Enable any Local Authority holding the information to carry on, without prejudice or disadvantage, commercial activities. | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7. |
| (d) <i>Report on the Interim Audit</i> | | Section 7(2)(i)
Enable any Local Authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7. |
| (e) <i>Internal Reports</i> | Audit | Section 7(2)(i)
Enable any Local Authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7. |
| (f) <i>Discussion with Chief Executive on Risk</i> | | Section 7(2)(i)
Enable any Local Authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). | Section 48(1)(a)
That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7. |

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| <p>(g) <i>Briefing on Emerging Issues – Verbal Update on Net Debt Strategy and Verbal Update on Litigation</i></p> | <p><i>Section 7(2)(i)</i>
<i>Enable any Local Authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i></p> | <p><i>Section 48(1)(a)</i>
<i>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</i></p> |
|--|--|--|

There being no further business the meeting closed at 12.41 pm.

**MINUTES OF A MEETING OF THE BLUFF COMMUNITY BOARD
THE MEETING WAS CONDUCTED BY
AUDIO / VISUAL LINK VIA THE PLATFORM OF ZOOM
ON MONDAY 31 AUGUST 2020 AT 7.07 PM**

PRESENT: Mr R Fife (Chair)
Mrs G Henderson (Deputy Chair)
Mr N Peterson
Miss T Topi
Mr G Laidlaw
Cr A J Arnold

IN ATTENDANCE: His Worship the Mayor, Sir T R Shadbolt
Mr R Pearson – Roading Manager
Ms M Frey – Interim Parks Manager
Ms L McCoy – Parks Planning Manager
Mrs N Allan – Service Centre Manager
Mr L Beer – Bluff Publicity/Promotions Officer
Ms L Kuresa – Committee Secretary

2. **APOLOGY**

Mrs G Henderson for lateness.

Moved R Fife, seconded N Peterson and **RESOLVED** that the apology be accepted.

3. **PUBLIC FORUM**

Nil.

4. **INTEREST REGISTER**

A2411889

Moved N Peterson, seconded Cr Arnold and **RESOLVED** that the report be received.

5. **MINUTES OF MEETING HELD 27 JULY 2020**

A3119479

Moved N Peterson, seconded His Worship the Mayor and **RESOLVED** that the minutes be accepted as a true and correct record.

6. **REPORT OF THE BLUFF PUBLICITY / PROMOTIONS OFFICER**

A3135149

Mr Beer spoke to the report.

Moved R Fife, seconded N Peterson that the report be received.

A3146954

Note: Mrs Henderson joined the meeting at 7.15 pm.

Note: Mr Laidlaw joined the meeting at 7.16 pm.

The motion, now being put, was **RESOLVED** in the **affirmative**.

7. **BLUFF ACTION SHEET**

Moved G Henderson, seconded N Peterson that the report be received.

Mr Pearson, Ms Frey and Ms McCoy took the meeting through the report.

Board members asked questions for clarity on items set out in the Action Sheet.

The motion, now being put, was **RESOLVED** in the **affirmative**.

8. **CHAIRPERSON'S REPORT**

The report was tabled and the Chairman took the meeting through it.

8.1 **Tour of Inspection**

The Chairperson reported that the Tour of Inspection was held on Monday 10 August 2020. They were able to make Council staff aware of areas that needed work going forward.

Moved R Fife, seconded His Worship the Mayor and **RESOLVED** that the report be received.

9. **URGENT BUSINESS**

Nil.

10. **PUBLIC EXCLUDED SESSION**

Moved R Fife, seconded G Henderson and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, with the exception of Nigel Gear, Chief Executive; Frank O'Boyle, Infrastructure Manager; Jamie May, Business Development Manager; and Kirsten Hoyle, namely:

(a) *Verbal Update by South Port.*

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) Verbal Update by South Port	Section 7(2)(h) Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

**MINUTES OF THE EXTRAORDINARY MEETING OF THE INVERCARGILL CITY
COUNCIL HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION
BUILDING, 101 ESK STREET, INVERCARGILL ON TUESDAY 1 SEPTEMBER 2020
AT 3.48 PM**

PRESENT: Sir T R Shadbolt, KNZM JP (via Zoom)
Cr T M Biddle – Deputy Mayor
Cr R L Abbott (via Zoom)
Cr R R Amundsen
Cr W S Clark
Cr A H Crackett
Cr G D Lewis
Cr D J Ludlow
Cr I R Pottinger
Cr N D Skelt
Cr L F Soper

IN ATTENDANCE: Mrs C Hadley – Chief Executive
Mrs J Parfitt – Interim Group Manager – Infrastructure
Mr D Edwards – Group Manager – Customer and Environment
Ms H McLeod – Interim Team Leader Communications
Mr A Cameron – Strategic Advisor / General Manager Holdco
Mr B Wood – Holdco Chair
Mrs J Bestwick – Holdco Director
Mr P Carnahan- Holdco Director
Mr J Schol – Holdco Director
Ms L Kuresa – Governance Officer

His Worship the Mayor opened the meeting and then agreed an adjournment was appropriate to allow time for all Directors to join the meeting.

Moved Cr Crackett, seconded Cr Ludlow and **RESOLVED** that the meeting be adjourned.

Note: The meeting adjourned at 3.49 pm and resumed at 4.06 pm.

2. **APOLOGIES**

Cr P Kett and Cr Arnold.

Moved Cr Biddle, seconded Cr Ludlow and **RESOLVED** that the apologies be accepted.

3. **INTEREST REGISTER**

A2279220

Nil.

4. **PUBLIC EXCLUDED SESSION**

Moved Cr Soper, seconded Cr Clark and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, with the exception of Mr Brian Wood, Holdco Chair, Mrs J Bestwick, Holdco Director, Mr J Schol, Holdco Director, Mr P Carnahan, Holdco Director, namely:

(a) *Presentation from Holdco.*

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) Presentation from Holdco	Section 7(2)(h) Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 5.10 pm.

**MINUTES OF A MEETING OF THE INFRASTRUCTURAL SERVICES COMMITTEE HELD
IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING,
101 ESK STREET, INVERCARGILL ON TUESDAY 1 SEPTEMBER 2020 AT 3.00 PM**

PRESENT: Cr I R Pottinger (Chair)
Cr A H Crackett (Deputy Chair)
Sir T R Shadbolt, KNZM JP (via Zoom)
Cr R L Abbott (via Zoom)
Cr R R Amundsen
Cr T M Biddle
Cr W S Clark
Cr G D Lewis
Cr D J Ludlow
Cr N D Skelt
Cr L F Soper

IN ATTENDANCE: Mrs G Henderson – Bluff Community Board
Mrs C Hadley – Chief Executive
Mrs J Parfitt – Interim Group Manager – Infrastructure
Mr C McIntosh – Group Manager – Strategy and Engagement
Mr D Edwards – Group Manager – Customer and Environment
Mr P Horner – Building Assets Manager
Ms M Frey Interim Parks Manager
Mrs H Guise – Senior Council Land Advisor
Ms L McCoy – Parks Planning Manager
Mr C Horton – Parks Recreation Planner
Ms H McLeod – Interim Team Leader Communications
Ms L Kuresa – Governance Officer

2. **APOLOGIES**

Cr Kett and Cr Arnold.

Moved Cr Soper, seconded Cr Amundsen and **RESOLVED** that the apologies be accepted

3. **RECEIVING OF MAJOR LATE ITEM**

Moved Cr Pottinger, seconded Cr Crackett that the major late item, “Three Waters Reform”, be received at this meeting in order that matters can be progressed in a timely manner.

Cr Biddle spoke against the major late item being received at this meeting as some Councillors had not had time to read the report.

Cr Lewis noted the report was available on boardbooks early this morning for viewing.

After further discussion it was agreed that the motion be put.

The motion, now being put, was **RESOLVED** in the **affirmative**.

Note: Cr Biddle, Cr Clark and Cr Abbott voted against the motion.

4. **PUBLIC FORUM**

4.1 **Surrey Park Commercial Sub-Lease Request**

Mr Dion Cameron from Fit4U was in attendance to speak to this item.

Mr Cameron informed the Committee that he and his wife started Fit4U five years ago at the ILT Indoor Southland and upon consultation with the ILT Indoor Stadium that it would be best for all parties to find suitable permanent location. Further negotiations led them to occupy the present building, which they had spent a lot of money to bring up to standard. They had 400 plus members from all walks of life. They offered more than 20 classes per week with conjunction with a variety of sports and community groups to ensure their positive message was spread far and wide. The community groups included school groups and those outside the Fit4U community. Fit4U was a sole income for his family and the adverse effects if they were ceased operation would be potentially devastating. They also had eight staff members who would also be forced to find alternative employment, which under today's current economic uncertainty would be less than ideal. He hoped for a favourable decision in this instance that allowed them to work their positive work in the community.

Cr Pottinger thanked Mr Cameron for taking the time to present to the Committee.

5. **INTEREST REGISTER**

A2279220

Nil.

6. **MINUTES OF MEETING OF INFRASTRUCTURAL SERVICES COMMITTEE HELD ON 4 AUGUST 2020**

A3111761

Moved Cr Soper, seconded Cr Biddle and **RESOLVED** that the minutes of the Infrastructural Services Committee held on 4 August 2020 be confirmed.

7. **DISPOSAL OF LAND FOR STATE HIGHWAY PURPOSES**

A3119678

Mrs Guise took the meeting through the report.

Moved Cr Amundsen, seconded Cr Soper and **RESOLVED** that:

1. The Infrastructural Services Committee receive the report "Disposal of Land for State Highway Purposes"; and that it be **RECOMMENDED** to Council that:
2. The land is disposed of by way of vesting in the Crown as road (State Highway purposes) pursuant to Section 114(2)(c) of the Public Works Act 1981; and
3. The Chief Executive be given delegated authority to sign the Consent in the form presented as Appendix 1 (A3119965).

8. **KEW PARK PROPOSED EXCHANGE OF LAND**
A3106383

Mrs Horton took the meeting through the report.

Moved Cr Abbott, seconded Cr Ludlow and **RESOLVED** that:

1. The Infrastructural Services Committee receive the report "Kew Park Proposed Exchange of Land"; and
2. Support the exchange of land at Kew Park via public consultation subject to the following:
 - Permission is obtained from the Minister of Conservation (DOC) and Ngai Tahu to vesting of the land known as Kew Park in ICC and the proposed exchange of land requested;
 - The necessary resource consents are obtained to enable the subdivision;
 - Required public consultation pursuant to the Reserves Act 1977 is favourable towards the exchange; and
 - The areas to be exchanged are equal as required under the Reserves Act 1977.

9. **SURREY PARK COMMERCIAL SUB-LEASE REQUEST**
A3126425

Ms McCoy took the meeting through the report.

Moved Cr Lewis, seconded Cr Soper and **RESOLVED** that:

1. The Infrastructural Services Committee receive the report "Surrey Park Commercial Sub-lease Request"; and
2. Invercargill Netball Centre are supported by Council to sub-lease their building to Fit4U; and
3. Parks and Recreation initiate the process for a change in classification of Surrey Park Domain from Local Purpose Reserve to Recreation Reserve, and undertake public consultation as required.

Note: Cr Biddle declared a conflict of interest and abstained from voting.

10. **TEMPORARY ROAD CLOSURE**
A3121578

Moved Cr Ludlow, seconded Cr Lewis and **RESOLVED** that:

1. The Infrastructural Services Committee receive the report "Temporary Road Closures"; and
2. The Committee agrees that the proposed event as listed in the report will not impede traffic unreasonably; and
3. As permitted under the Local Government Act 1974 (Section 342 and Schedule 10) the Committee approves the temporary closure of roads for the event included in the document attached (A3122094).

11. **THREE WATERS REFORM**
A3145940

Mrs Parfitt took the meeting through the report.

Moved Cr Crackett, seconded Cr Lewis that the Infrastructural Services Committee:

- a. Receives the report titled "Three Waters Reform"; and
- b. Resolve to enter into the Funding Agreement (Appendix A - reference A3146408) with the Crown and delegate authority to the Chief Executive to finalise and execute the documents noting that this decision needs to be made by 30 September 2020; and
- c. Note that the Council has been allocated \$3.02 million of funding, which will be received as a grant as soon as practicable once the signed Funding Agreement is returned to the Department of Internal Affairs, and a Delivery Plan has been supplied and approved; and
- d. Resolve to delegate decisions about the allocation of regional funding (\$11.15million) between the different territorial authorities to the Chief Executive noting that participation by two-thirds of territorial authorities within the Southland region is required before local authorities within the region can access the regional allocation and that it will be important that agreement is achieved between the three territorial authorities quickly given the need for the Delivery Plan (Appendix B - reference A3146411) to be submitted by 30 September 2020; and
- e. Note that the Delivery Plan must show that the funding is to be applied to operating and / or capital expenditure relating to three waters infrastructure and service delivery, and which:
 - supports economic recovery through job creation; and
 - maintains, increases, and / or accelerates investment in core water infrastructure renewal and maintenance
- f. Approve the broad allocation of three waters stimulus funding to the packages of work as outlined in Appendix C (reference A3146416) and in so doing notes that the funding needs to be spent before 31 March 2022
- g. Delegate authority to the chief executive to approve and submit a final delivery plan to Crown Infrastructure Partners (CIP) for approval
- h. Delegate authority to the Chief Executive to finalise and execute the final Service Delivery Plan after it is signed off by the CIP
- i. Approve unbudgeted expenditure of up to \$6.05 million noting that the final value of the works to be funded will be dependent upon confirmation of the proportion of regional funding allocated to Council
- j. Resolve that the unbudgeted expenditure will ultimately be funded by way of the grant provided by government as part of the three waters reform programme
- k. Delegate authority to the Chief Executive to approve the procurement plan and the negotiation and award of contracts for these works
- l. Notes that it supports working together with both SDC and GDC on this programme of works to capture any efficiencies on behalf of the region and with others in the Otago / Southland region and the Crown to progress discussions on a new entity / operating model.

Councillors spoke to and asked questions for clarity on this item.

The motion, now being put, was **RESOLVED** in the **affirmative**.

Note: His Worship the Mayor, Cr Clark and Cr Biddle abstained from voting.

12. **URGENT BUSINESS**

Nil.

13. **PUBLIC EXCLUDED SESSION**

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

- (a) Confirming of Public Excluded Session Minutes of the Infrastructural Services Meeting held on 4 August 2020.
- (b) Freeholding of Land.

General subject of each matter to be considered	of	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Confirming Minutes 4 August 2020	of –	Section 7(2)(h) Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(b) Freeholding Land	of	Section 7(2)(h) Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 3.47 pm.

**MINUTES OF THE EXTRAORDINARY MEETING OF THE INVERCARGILL CITY
COUNCIL HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION
BUILDING, 101 ESK STREET, INVERCARGILL ON 4 SEPTEMBER 2020 AT 9.00 AM**

PRESENT: Sir T R Shadbolt, KNZM JP
Cr R L Abbott (via Zoom)
Cr R R Amundsen
Cr A J Arnold
Cr T M Biddle
Cr W S Clark (via Zoom)
Cr A H Crackett
Cr P W Kett
Cr G D Lewis
Cr D J Ludlow
Cr I R Pottinger
Cr N D Skelt
Cr L F Soper

IN ATTENDANCE: Mrs C Hadley – Chief Executive
Mr D Edwards – Group Manager – Customer and Environment
Mr C McIntosh – Group Manager - Strategy and Engagement
Ms J Conway – Manager Governance and Administration
Mr B Robertson – Independent Governance Expert
Ms H McLeod – Interim Team Leader – Communications
Ms L Kuresa – Governance Officer

2. **APOLOGIES**

Nil.

3. **RECEIVING OF MAJOR AND MINOR LATE ITEMS**

Moved Cr Soper, seconded Cr Kett and **RESOLVED** that:

1. The late report in Public, entitled: 'Progress Update on Plan for Department of Internal Affairs'; be received and considered today as the material was not available in time for distribution and Council is required to respond to the issues in a timely manner"; and
2. The major late item in public excluded, entitled: 'Appointment of Independent Evaluator'; be received and considered today as the material was not available in time for distribution and Council is required to make a decision today for reasons of timeliness",
Reason for Exclusion: Local Government Information and Meetings Act 1987 – (7) Other reasons for withholding official information"; (2) (a) Protect the privacy of natural persons, including that of deceased natural persons; and
3. The minor late item in public excluded, entitled: 'Summary Key Issues' by Mr Robertson be received and considered today",
Reason for Exclusion: Local Government Information and Meetings Act 1987 – (7) Other reasons for withholding official information"; (2) (a) Protect the privacy of natural persons, including that of deceased natural persons; and
4. That Mr Bruce Robertson remains during public excluded session as Council's appointed Governance expert.

4. **INTEREST REGISTER**
A2279220

Nil.

5. **PROGRESS UPDATE ON PLAN FOR DEPARTMENT OF INTERNAL AFFAIRS**
A3149745

Moved Cr Soper, seconded Cr Ludlow and **RESOLVED** that:

1. The report "Progress Update on Plan for Department of Internal Affairs" be received; and
2. The Council considers and adopts the terms of reference for the independent evaluation; and
3. That Council considers and confirms the key decisions required to be made through to 30 June 2021; and
4. That Council considers the draft plan for progress on the issues and adopts this for updating the Department of Internal Affairs; and
5. That Council notes the budget estimate of \$70,000 for work set out in the draft plan, approves this expenditure and requests its inclusion in the quarterly financial update.

Note: Cr Biddle voted against the recommendation.

6. **PUBLIC EXCLUDED SESSION**

Moved Cr Biddle, seconded Cr Abbott and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, with the exception of Mr Bruce Robertson, Council's Governance Expert, namely:

(a) Appointment of Independent Evaluator.

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
(a) Appointment of Independent Evaluator	Section 7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 10.04 am.

**MINUTES OF A MEETING OF THE PERFORMANCE, POLICY AND PARTNERSHIPS
HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION
BUILDING, 101 ESK STREET, INVERCARGILL ON TUESDAY 8 SEPTEMBER 2020
AT 3.00 PM**

PRESENT:

- Cr D J Ludlow (Chair)
- Cr R R Amundsen (Deputy Chair)
- Sir T R Shadbolt, KNZM JP (via Zoom)
- Cr A J Arnold
- Cr T M Biddle
- Cr W S Clark
- Cr A H Crackett
- Cr P W Kett
- Cr G D Lewis
- Cr I R Pottinger
- Cr N D Skelt
- Cr L F Soper

IN ATTENDANCE:

- Mr D Edwards - Group Manager – Customer and Environment
- Mrs J Parfitt – Interim Group Manger – Infrastructure
- Mr D Foster – Interim Group Manager – Finance and Assurance
- Mr C McIntosh – Group Manager – Strategy and Engagement
- Ms J Conway – Manager Governance and Administration
- Ms R Suter – Manager Strategy and Policy
- Mr M Morris – Legal Counsel
- Ms S Baxter – Policy Planner
- Ms G Crawford – Community Development
- Ms B Mager – Manager Digital and Communications
- Ms L Kuresa – Governance Officer

2. **APOLOGIES**

Cr R L Abbott.

Moved Cr Lewis, seconded Cr Soper and **RESOLVED** that the apology be accepted

3. **PUBLIC FORUM**

Nil.

4. **INTEREST REGISTER**

A2279220

Nil.

5. **REPORT OF THE INVERCARGILL YOUTH COUNCIL**
A3129517

Moved Cr Biddle, seconded Cr Kett that the report be received.

Ms Crawford took the meeting through the report and asked if there were any Council agenda items that the Committee wanted the Youth Council to comment on for the next Committee Meeting.

Councillors suggested that the Youth Council comment on their experience of the upcoming General Elections in relation to the length of term and the voting system used. It was also suggested that it would be interesting to receive feedback around the temporary Museum premises that was due to open on 12 September.

The motion, now being put, was **RESOLVED** in the **affirmative**.

6. **MINUTES OF THE MEETING OF THE PERFORMANCE, POLICY AND PARTNERSHIPS COMMITTEE HELD ON 11 AUGUST 2020**
A3121104

Moved Cr Amundsen, seconded Cr Skelt and **RESOLVED** that the minutes of the Performance, Policy and Partnerships Committee Meeting held on 11 August 2020 be confirmed.

7. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 4 AUGUST 2020**
A3152398

Moved Cr Skelt, seconded Cr Lewis and **RESOLVED** that the Extraordinary minutes of the Performance, Policy and Partnerships Committee Meeting held on 4 August 2020 be confirmed.

8. **MINUTES OF EXTRAORDINARY MEETING HELD ON 25 AUGUST 2020**
A3138367

Moved Cr Kett, seconded Cr Skelt and **RESOLVED** that the Extraordinary minutes of the Performance, Policy and Partnerships Committee Meeting held on 25 August 2020 be confirmed.

9. **DRAFT PRINCIPLES FOR NON-RATES REVENUE**
A1323940

Mr Foster took the meeting through the report.

Cr Crackett said she had been approached by a member of the public who was a midwife at the hospital as to whether parents have to pay to cremate their babies when they die at birth. She wanted to explore the Committee's appetite for absorbing these costs as there were several other costs that Council absorbed for the benefit of the community.

After discussion Mr Foster explained the report was talking about policy. It would come into play if it referred to particular charges where there was a generic approach as to how those fees and charges were set. That would be the point of which particular exclusions Council may waive and the conditions around it. It was agreed that this would be investigated further.

Moved Cr Lewis, seconded Cr Soper and **RESOLVED** that:

1. The report "Draft principles for non-rates revenue" be received; and
2. That Council endorse the "Provisional Policy for Funding Operating costs from Non Rates sources"; and
3. That Council finalises the draft revenue and Financing policy following consideration of the rates review; and
4. That Council notes that the particular wording may alter when the section for rates revenue is completed.

10. **DRAFT SMOKEFREE POLICY**
A3150986

Ms Suter took the meeting through the report.

Moved Cr Ludlow, seconded Cr Amundsen that the report, "Draft Smokefree Policy" be received; and the Smokefree Policy be adopted.

Councillors agreed that consultation not be undertaken as there were a lot of significant projects happening in the community and this was also a difficult time to be consulting.

Councillors spoke to and asked questions for clarity on this item.

The motion, now being put, was **RESOLVED** in the **affirmative**.

11. **CITY CENTRE HERITAGE STEERING GROUP – ONE YEAR REVIEW OF HERITAGE STRATEGY**
A3001434

Ms Baxter took the meeting through the report.

Councillors thanked Ms Baxter and her team for all the hard work they had undertaken to complete the Heritage Strategy document.

Moved Cr Amundsen, seconded Cr Lewis and **RESOLVED** that:

1. The report, "City Centre Heritage Steering Group – One-Year Review of Heritage Strategy", be received; and
2. The recommendations made by the City Centre Heritage Steering Group (Steering Group) for revisions to the Heritage Strategy be received.

12 **URGENT BUSINESS**

Nil.

13. **PUBLIC EXCLUDED SESSION**

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

- (a) *Confirmation of the Public Excluded Session Minutes of the Meeting held on 11 August 2020.*
- (b) *Confirmation of the Public Excluded Session Extraordinary Minutes of the Meeting held on 25 August 2020.*

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) Confirmation of Minutes – 11 August 2020	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(b) Confirmation of Extraordinary Minutes – 25 August 2020	Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 3.42 pm.

MINUTES OF THE MEETING OF THE EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL, ON FRIDAY 14 AUGUST 2020 AT 9.00 AM

PRESENT: Cr G Lewis (Chairperson)
His Worship the Mayor, Sir T Shadbolt
Cr L Abbott (via Zoom)
Cr A Crackett (via Zoom)
Cr N Skelt

IN ATTENDANCE: Ms R Suter, Strategy and Policy Manager
Ms M Sievwright, Personal Assistant

1. **APOLOGIES**

Cr D Ludlow.

Moved Cr Lewis, seconded Cr Skelt and **RESOLVED** that the apology be received.

2. **MINUTES OF THE MEETING OF THE EVENTS COMMITTEE HELD ON 10 JULY 2020**

Moved Cr Lewis, seconded Cr Skelt and **RESOLVED** that the minutes be received as a true and correct record.

3. **MATTERS ARISING**

Nil.

4. **FINANCIAL UPDATE**

The financial report had been circulated.

Cr Skelt asked whether funds needed to be returned if an event was cancelled due to Covid-19, and it was agreed that the funds should be returned.

Moved Cr Abbott, seconded Cr Crackett and **RESOLVED** that the Financial Update be received.

5. **GENERAL BUSINESS**

Nil.

6. **URGENT BUSINESS**

Nil.

7. COMMITTEE IN PUBLIC EXCLUDED SESSION

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

- (a) *Funding Application – Volleyball Southland – New Zealand South Island Secondary Schools Junior Beach Tournament*
- (b) *Funding Application – ILT Christmas Variety Show*
- (c) *Accountability Report – Burt Munro Challenge*
- (d) *Accountability Report – Cycling Southland – 2020 Oceania Track Cycling Champs*
- (e) *Accountability Report – 2019 ILT Christmas Show*
- (f) *Accountability Report – Stadium Southland – NZ Breakers*
- (g) *Confirmation of Public Excluded Minutes of Events Committee Meeting held on 10 July 2020*

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) <i>Funding Application – Volleyball Southland – New Zealand South Island Secondary Schools Junior Beach Tournament</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
(b) <i>Funding Application – ILT Christmas Variety Show</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
(c) <i>Accountability Report – Burt Munro Challenge</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

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
(d) <i>Accountability Report – Cycling Southland – 2020 Oceania Track Cycling Champs</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
(e) <i>Accountability Report – 2019 ILT Christmas Show</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
(f) <i>Accountability Report – Stadium Southland – NZ Breakers</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
(g) <i>Confirmation of Public Excluded Minutes of Events Committee Meeting held on 10 July 2020</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

There being no further business, the meeting concluded at 9.42 am.