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 Thursday 24 March 2022 at 8.30 AM

Mr B Robertson (Chair)
Cr R R Amundsen
Cr A J Arnold
Cr W S Clark
Cr A H Crackett
Mr R Jackson
Cr D J Ludlow
Cr I R Pottinger

CLARE HADLEY
CHIEF EXECUTIVE

A3803794

Risk and Assurance Committee - Public

24 March 2022 08:30 AM

Agenda Topic

Page

1. Apologies

2. Declaration of Interest
   a. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.
   b. Elected members are reminded to update their register of interests as soon as practicable, including amending the register at this meeting if necessary.

3. Public Forum

4. Minutes of the Risk and Assurance Committee Meeting Held on 16 December 2021 (A3611847) 7

5. Minutes of the Extraordinary Meeting of the Risk and Assurance Committee Held on 21 December 2021 (A3652733) 14

6. Annual Report 2022 – Work Programme (A3840303) 18

7. Health and Safety Risk Update (A3828129) 21

8. Update on Working on Working Together Project (A3836090) 23

9. Development of 'Organisational Risks' - Verbal Update

10. Internal Audit and Continuous Improvement Update (A3812559) 35

11. Project Management Office Status Report (A3846866) 38

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    12.1 Appendix 1 - Engagement Calendar for 2022 (A3454811) 47

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13. Quarterly Performance Report - Verbal Update

14. Delivery of the 2022/2023 Annual Plan (A3824675) 80

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16. Urgent Business

17. Public Excluded Session

Public Excluded Session

Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting, with the exception of the External Appointees, Mr Jeff Grant and Mr Lindsay McKenzie; namely:

a) Confirmation of Minutes of the Public Excluded Session of the Risk and Assurance Committee held on 16 December 2021
b) Confirmation of Minutes of the Public Excluded Session of the Extraordinary Meeting of the Risk and Assurance Committee held on 21 December 2021
c) Annual Report 2021 - Audit New Zealand Management Report
d) Financial Risks Update
e) Procurement Risk and Policy Compliance Report
f) Council Litigation Update
g) Risk Management Update March 2022
h) Establishment of Business Enhancement Programme – Verbal Update
i) ICL Project Update
j) ICC v Shadbolt – Verbal 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) 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) Confirmation of Minutes of the Public Excluded Session of the Risk and Assurance Committee held on 16 December 2021	**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 Minutes of the Public Excluded Session of the Extraordinary Meeting of the Risk and Assurance Committee held on 21 December 2021	**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) Annual Report 2021 - Audit New Zealand Management Report	**Section 7(2)(f)(ii)** The protection of such members, officers, employees, and persons from improper pressure or harassment **Section 7(2)(i)** Enable any local authority	**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

		holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
d)	Financial Risks Update	**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 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
e)	Procurement Risk and Policy Compliance Report	**Section 7(2)(b)(ii)** Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	**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)	Council Litigation Update	**Section 6(a)** The maintenance of law including the right to a fair trial **Section 7(2)(g)** Maintain legal professional privilege	**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
g)	Risk Management Update March 2022	**Section 7(2)(c)(ii)** Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information — (ii) would be likely otherwise to damage the public interest	**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)(e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public **Section 7(2)(j)** Prevent the disclosure or use of official information for improper gain or improper advantage	
h)	Establishment of Business Enhancement Programme – Verbal Update	**Section 7(2)(b)(i)** Protect information where the making available of the information would disclose a trade secret	**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)	ICL Project Update	**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
j)	ICC v Shadbolt – Verbal Update	**Section 7(2)(g)** Maintain legal professional privilege	**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 MEETING OF THE RISK AND ASSURANCE COMMITTEE HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL ON THURSDAY 16 DECEMBER 2021 AT 8.30 AM

PRESENT: Mr R Jackson (Acting Chair)
Mr B Robertson (via zoom)
Cr R R Amundsen
Cr A J Arnold
Cr W S Clark
Cr D J Ludlow

IN ATTENDANCE: Cr G D Lewis
Cr N Skelt
Mr N Peterson – Bluff Community Board Member
Mrs C Hadley – Chief Executive
Mr M Day – Group Manager – Finance and Assurance
Ms T Hurst – Group Manager – Customer and Environment
Ms E Moogan – Group Manager – Infrastructure
Mr S Gibling – Group Manager – Leisure and Recreation
Mrs J Parfitt – Advisor – Office of the Chief Executive (via zoom)
Mr A Cameron – Strategic Advisor/GM - ICHL
Mr M Morris – Manager – Governance and Legal
Mr A Eng – Digital and Communications Advisor
Ms M Sievwright – Senior Executive Support

1. **APOLOGIES**

Mr L McKenzie, Cr A Crackett, Cr I Pottinger

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

2. **DECLARATION OF INTEREST**

Nil.

3. **PUBLIC FORUM**

Nil.

4. **MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING HELD ON 29 SEPTEMBER 2021**
A3539829

Moved Cr Ludlow, seconded Cr Clark and **RESOLVED** that the minutes of the Risk and Assurance Committee held on 29 September 2021 be confirmed.

5. **MINUTES OF THE EXTRAORDINARY MEETING OF THE RISK AND ASSURANCE COMMITTEE HELD ON 3 NOVEMBER 2021**
A3598810

Moved Cr Amundsen, seconded Cr Ludlow and **RESOLVED** that the minutes of the Extraordinary Meeting of the Risk and Assurance Committee held on 3 November 2021 be confirmed.

6. **MINUTES OF THE EXTRAORDINARY MEETING OF THE RISK AND ASSURANCE COMMITTEE HELD ON 15 NOVEMBER 2021**
A3585257

Moved Cr Clark, seconded Cr Ludlow and **RESOLVED** that the minutes of the Extraordinary Meeting of the Risk and Assurance Committee held on 15 November 2021 be confirmed.

7. **MAJOR LATE ITEM**

7.1 **Financial Risks Update – Overdue Debt**

Moved Cr Ludlow, seconded Cr Amundsen and **RESOLVED** that the Risk and Assurance Committee receive the Major Late Item '*Financial Risks Update – Overdue Debt*'.

8. **MINOR LATE ITEM**

8.1 **Annual Report – Verbal Update**

Moved Cr Ludlow, seconded Cr Amundsen and **RESOLVED** that the Risk and Assurance Committee receive the Minor Late Item '*Annual Report – Verbal Update*.

9. **UPDATE ON WORKING ON WORKING TOGETHER PROJECT**
A3639920

Mrs Jane Parfitt was in attendance via zoom to speak to this item.

It was anticipated the budget would come in under as the external advisors would be working less. In an update on the Supporting the Mayor's workgroup, Cr Abbott had indicated that he would attempt to chair this in the New Year. A legacy report would be presented to Council, reviewing the project. This would be done with a view to going to DIA.

Moved Cr Clark, seconded Cr Ludlow and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the Working on Working Together Project Report.

10. **HEALTH AND SAFETY RISK UPDATE**
A3630353

In response to the positions within council which required double vaccine, it was confirmed there were 160 positions which were high risk. It was suggested that staff should be required to scan into the council chambers as it did not sit well with the public perception. The position of the organisation was that any staff going to library, pools and museum would be required to scan in also. Staff signed into each floor using their swipe card access. Additional cleaning, wearing masks, hand sanitiser and food delivery was also being monitored. MBIE questions had been considered with high risk roles. ELT were assessing public facing positions and working through any employment issues if required but had an obligation to protect privacy.

A discussion was held regarding staff requiring the need to scan into the chambers each time and whether it was considered their workspace or a public space. It was stated that it was the government's job to determine health issues, not local government.

Moved Cr Amundsen, seconded Cr Ludlow and **RESOLVED** that the Risk and Assurance Committee:

1. That the Committee receives the report titled "Health and Safety Risk Update".

11. **PROJECT MANAGEMENT OFFICE STATUS REPORT**
A3645191

Mr Lee Butcher was in attendance for this item.

Moved Cr Clark, seconded Cr Ludlow and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the "Project Management Office Status Report".

12. **QUARTERLY REPORT**
A3644645

Mrs Patricia Christie was in attendance for this item.

The Treasury Report was removed from this report and would be discussed later in the meeting.

Moved Cr Ludlow, seconded Cr Clark and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the report "Performance Report for three months to 30 September 2021".
2. Notes the performance to date.
3. Recommend to Council that it approve the following budget/forecast changes:
   - $3.476 million budgeted for the demolition of the Esk Street West buildings is no longer required with the sale of those properties. The funding for the demolition is to be transferred to the Capital Contingency.

13. **ANNUAL PLAN 2022/2023 ASSUMPTIONS UPDATE**
A3634559

Mrs Christie took the meeting through this item.

In response to a question around the issue of diversity, it was noted that the Maori population was 9.8% and not the stated 17% to 19%.

Assets and activities levels referenced forestry and it was clarified this was Sandy Point and not Invercargill City Forests Limited.

Moved Cr Amundsen, seconded Cr Ludlow and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the report 'Annual Plan Assumptions Update'
2. Notes the assumptions to be used in the Annual Plan 2022/2023 will be updated to reflect current interest rate projections and construction market impacts.

14. **INTERNAL AUDIT PLAN AND CONTINUOUS IMPROVEMENT UPDATE REPORT**
A3597183

Mr Peter Patton was in attendance for this item.

The recommendations from Deloitte were being actioned as part of the Continuous Improvement programme. Clarity was requested around credit card usage and this was discussed. A sensitive expenditure report would be provided at the next meeting.

Moved Cr Arnold, seconded Cr Amundsen and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the report "Invercargill City Council Review of Sensitive Expenditure dated November 2021.
2. Note the recommendations from Deloitte relating to the Sensitive Expenditure Review.
3. Receive and approve the ICC Business Assurance Plan 2022 – 2023.
4. Note the Internal Audit and Continuous Improvement Programmes updates.

15. **RISK MANAGEMENT UPDATE / QUARTERLY RISK REPORT**
A3605698

Mr Peter Patton was in attendance for this item.

The risk register highlighted a risk to the computer system and it was suggested that more work was required to be done in this space. A cyber risk update would be provided at the next Risk and Assurance Committee meeting.

Moved Cr Amundsen, seconded Cr Clark and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the Risk Management Update report.
2. Note the risk examples and the information provided by the Promapp Risk module.

16. **RISK AND ASSURANCE COMMITTEE WORK PROGRAMME**
A3634608

Mr Michael Day took the meeting through this item.

Moved Cr Amundsen, seconded Cr Clark and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the report "Risk and Assurance Annual Work Programme FY22.
2. Approve the Risk and Assurance Annual Work Programme for FY21/22.

17. **POLICY PROGRAMME PLAN**
A3617905

Ms Rhiannon Suter and Mr Hayden Powell were in attendance for this item.

There was an opportunity to consult on more than one bylaw at a time and it was agreed this would happen.

Moved Cr Amundsen, seconded Cr Ludlow and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the report "Bylaws and Policies Review Process Update".
2. Note the engagement calendar for 2022 (A3454811) and the Policy Schedule (A3633229).
3. Note Electronic Access Acceptable Use for Staff (A3381906) and Electronic Access Acceptable Use for Non-Staff (A3381905) policies.

18. **FINANCIAL RISKS UPDATE**
A3616158

Mrs Patricia Christie was in attendance for this item.

The credit rating had been confirmed at AA+ which would allow Council to continue to borrow at the same levels.

Moved Cr Ludlow, seconded Cr Clark and **RESOLVED** that the Risk and Assurance Committee:

1. Receive the report 'Financial Risks Update'.
2. Note the information provided.

19. **URGENT BUSINESS**

Nil.

20. **PUBLIC EXCLUDED SESSION**

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

(a) Confirmation of Minutes of the Public Excluded Session of the Risk and Assurance Committee held on 29 September 2021
(b) Confirmation of Minutes of the Public Excluded Session of the Extraordinary Meeting of the Risk and Assurance Committee held on 3 November 2021
(c) Council Litigation Update
(d) ICL Project Update
(e) Annual Report (Verbal Update)
(f) Financial Risks Update – Overdue Debt

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)	Confirmation of Minutes of the Public Excluded Session of the Risk and Assurance Committee held on 29 September 2021	**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 Minutes of the Public Excluded Session of the Extraordinary Meeting of the Risk and Assurance Committee held on 3 November 2021	**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)	Council Litigation Update	**Section 6(a)** The maintenance of law including the right to a fair trial; and **Section 7(2)(g)** Maintain legal professional privilege	**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)	ICL Project Update	**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)	Annual Report (Verbal Update)	**Section 7(2)(b)(ii)** Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information **Section 7(2)(h)** Enable any local authority holding the information to carry out, 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
f)	Financial Risks Update – Overdue Debt	**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 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

There being no further business, the meeting finished at 10.39 am.

MINUTES OF THE EXTRAORDINARY MEETING OF THE RISK AND ASSURANCE COMMITTEE HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL ON TUESDAY 21 DECEMBER 2021 AT 2.40 PM

PRESENT: Mr B Robertson (Chair)
Cr R R Amundsen
Cr A J Arnold
Cr W S Clark
Cr A H Crackett
Mr R Jackson
Cr D J Ludlow
Cr I R Pottinger
Mr J Grant – External Appointee
Mr L McKenzie – External Appointee

IN ATTENDANCE: His Worship the Mayor, Sir T R Shadbolt
Cr P W Kett
Cr G D Lewis
Cr M Lush
Cr L F Soper
Ms E Cook – Māngai – Waihopai
Mrs P Coote – Kaikaunihera Māori – Awarua (via zoom)
Mrs C Hadley – Chief Executive
Mr M Day – Group Manager – Finance and Assurance
Ms T Hurst – Group Manager – Customer and Environment
Ms E Moogan – Group Manager – Infrastructure
Mr S Gibling – Group Manager – Leisure and Recreation
Mr M Morris – Manager – Governance and Legal
Ms P Christie – Manager – Financial Services
Ms L Knight – Manager – Strategic Communications
Mr A Eng – Digital and Communications Advisor
Ms M Cassiere – Executive Governance Officer
Mr D Ollson – Audit New Zealand (via zoom)
Mr C Genet – Audit New Zealand (via zoom)

1. **APOLOGIES**

Cr Abbott, Cr Skelt. Mr Ross Jackson for lateness.

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

2. **DECLARATION OF INTEREST**

Nil.

3. **MAJOR LATE ITEM**

4.1 Shadbolt v ICC – Update (in Public Excluded Session)

The reason that the item was not in the agenda	The reason why the discussion of the item could not be delayed
The item came to hand after the agenda was published.	So that matters can be progressed in a timely manner.

Moved Mr Robertson, seconded Cr Amundsen and **RESOLVED** that the Major Late Item '*Shadbolt v ICC – Update*' be received in Public Excluded Session.

4. **PUBLIC EXCLUDED SESSION**

Moved Mr Robertson, seconded Cr Kett that the public be excluded from the following parts of the proceedings of this meeting; with the exception of the external appointees, Mr Jeff Grant and Mr Lindsay McKenzie, namely,

(a) Shadbolt v ICC - 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) 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) Shadbolt v ICC - Update	**Section 7(2)(g)** Maintain legal professional privilege	**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

Note: The meeting was adjourned at 3.26 pm.

Note: The meeting was re-convened at 5.35 pm.

Note: Crs Kett, Crackett and Arnold left the meeting at 5.35 pm.

Note: Mr Ross Jackson joined the meeting at 5.36 pm.

5. **ANNUAL REPORT 2020/21 – VERBAL UPDATE**

The Chair noted additional documents had been distributed to the members and invited staff to provide information around the additional documents. Officers noted the additional documents included the draft Audit Opinion and a Letter of Representation which Council need to provide to Audit New Zealand.

Officers advised the Letter of Representation noted processes were done correctly and that two uncorrected misstatements were listed. Officers stated that an agreement had been reached that the two uncorrected misstatements would not be corrected as they were not material.

6. MAJOR LATE ITEMS

6.1 Annual Report 2020/21

6.2 Letter of Representation

6.3 Proposed Audit Opinion

The reason that the items were not in the agenda	The reason why the discussion of the items could not be delayed
The items had not been previously available.	So that matters could be dealt with to comply with statutory timeframes.

Moved Mr Robertson, seconded Cr Ludlow that the Major Late Items '*Annual Report 2020/21, Letter of Representation and Proposed Audit Opinion*' be accepted.

7. ANNUAL REPORT 2020/21 ADOPTION

A3630210

Ms Patricia Christie spoke to the report and stated the Annual Report was different from previous years as there was a difference of opinion between Invercargill City Council (ICC) and Audit New Zealand on the valuation of Infrastructure assets. She said that although there had been indicators of increase in prices in the past two quarters, ICC had not considered the price increase to be significant enough to revalue the assets. However, Audit New Zealand had arrived at a different conclusion to ICC which had formed the basis for qualification of the Infrastructure assets and Operational Land and Building assets. Ms Christie further stated these assets would be due for a revaluation on 30 June 2022.

Ms Christie provided a summary of the late changes to the audit report including the Council group numbers in which an error had been corrected; the total assets figure now stood at $1.3 Billion, the comprehensive revenue and expense changed from $12.5 Million to $14 Million and that all errors would be corrected prior to publishing the Annual Report. She further noted there were other minor late errors which would require correction.

Mr Ollsen was invited to speak to the meeting. He noted the reduction of expenditure and profits for ICC's associate companies had reduced however investments in the associate companies had also increased, which was an anomaly and could affect the balance sheet.

It was noted that this would not negatively impact the Fitch credit rating and would improve ICC's bottom line although it would also mean that ICC would be financially cautious and prudent.

Note: Cr Clark left the meeting at 6.01 pm.

Note: Cr Soper left the meeting at 6.03 pm.

Note: Cr Crackett re-joined the meeting by zoom at 6.05 pm

Discussion took place around how it would be possible to undertake the audit process earlier, the matrix used to evaluate councils, and the service level from Audit New Zealand with a view to the Council's audit being done earlier in the audit window, and the appropriateness of assessing the fair value of assets looking at price indices at both 30 September 2021 and 30 June 2021 as well as taking into account other environmental factors.

8. **PUBLIC EXCLUDED SESSION**

Moved Mr Robertson, seconded Mr Jackson that management, staff and public be excluded from the following parts of the proceedings of this meeting; with the exception of the external appointees, Mr Jeff Grant and Mr Lindsay McKenzie, in order to facilitate a free and frank discussion with Mr Dereck Ollsen and Mr Chris Genet of Audit New Zealand.

Moved Mr Robertson, seconded Cr Pottinger and **RESOLVED** that the meeting moves back into open meeting.

9. **ANNUAL REPORT 2020/21 ADOPTION**
A3630210

Moved Cr Pottinger, seconded Mr Jackson that the Risk and Assurance Committee:

1. Notes that the Risk and Assurance Committee have reviewed the draft Annual Report.
2. Notes that Audit New Zealand's opinion will have a limited scope, and will not cover the valuation of Council's Infrastructure and Operational assets. The limitation of scope is based on the conclusion that based on the increases in economic indicators available to Council from March to June 2021, Council should have revalued these assets.
3. The Risk and Assurance Committee recommends that Council adopts the 2020/21 Annual Report for the Invercargill City Council Group.
4. Authorises the General Manager – Finance and Assurance to make minor changes to the 2020/21 Annual Report prior to publication.
5. Authorises the Mayor and Chief Executive to sign the Audit New Zealand Letter of Representation for the 2021 Annual Report.
6. Authorises the Mayor and Chief Executive to sign the Statement of Compliance within the 2021 Annual Report.
7. Authorises the General Manager – Finance and Assurance to make changes necessary to the Summary Annual Report document and release it for publication within 20 working days of signing.
8. Exempt Invercargill Community Recreation and Sports Trust from being a Council Controlled Organisation from 1 July 2021 for a further three years, noting that a decision of Council earlier in 2021 has indicated that this entity will be wound up by 30 June 2022.

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

There being no further business, the meeting finished at 6.28 pm.

A3652733

ANNUAL REPORT 2022 – WORK PROGRAMME

To:	Risk and Assurance Committee
Meeting Date:	Thursday 24 March 2022
From:	Patricia Christie – Manager Financial Services
Approved:	Michael Day - Group Manager - Finance and Assurance
Approved Date:	Wednesday 16 March 2022
Open Agenda:	No
Public Excluded Agenda:	No

Purpose and Summary

The purpose of this report is to update the Risk and Assurance Committee on the Annual Report 2022 work programme and the proposed external audit programme.

Recommendations

That the Risk and Assurance Committee:

1. Receive the report 'Annual Report 2022 – Work Programme'.
2. Requests that Officers:
    a. Continue to work with Audit New Zealand on the audit implications of the work programme and achieving the sign off deadlines.
    b. Provide the Committee with a more detailed plan at the next Committee Meeting
    c. Update the Committee on critical judgements, assumptions and decisions made that affect the Annual Report in upcoming meetings
3. Recommends that the Chief Executive and the Chair of Risk and Assurance write to Audit New Zealand and advise them that it is the Council's intention that the outgoing Council will approve a draft unaudited annual report to provide assurance to the new Council to adopt the annual report and provide the representations required by Audit New Zealand.

Background

The Council Annual Report covers both the financial and non-financial performance of Council and its subsidiaries. This is prepared annually and is required to be audited. The statutory deadline for the audit of the 2022 annual report is 31 December 2022. For 2023 it is expected to return to a 31 October deadline.

Issues

Local Authority Elections 2022

Ahead of the election the Chief Executive is required to prepare a pre-election report. The purpose of the report is to provide information to promote public discussion about the issues facing the Council.

The pre-election report is prepared and issued by Chief Executive rather than the elected members who would normally adopt the annual report. The pre-election report is required to be issued two weeks prior to the nomination date, making 29 July 2022 the deadline. The pre-election report will include unaudited forecast financial information for the year ended 30 June 2022.

The 2022 elections may also impact the adoption date for the Annual and Summary Annual Report for 2021/22.

Annual Report 2022

Officers will be working to provide a draft annual report to the final meeting of the outgoing Council. Ideally Audit New Zealand will have started their audit work by this time. Ideally officers would like the annual report adopted by Council in mid November 2022.

By providing a draft annual report the outgoing Council can provide a level of assurance and representation to the incoming Council who will need to adopt the annual report and provide the necessary representations.

However there are a number of risks that may crystallise that prevents this goal being achieved.

The risks that have been identified to date include:

- resourcing of both the Council finance and Audit New Zealand teams,
- material changes or delays in Council asset valuations.
- delays in the audits of the ICHL group and joint venture entities.

Audit New Zealand and Officers are working closely to address these risks. As with the 2021 audit, resourcing continues to be a major issue and at the time of writing although spaces were set aside in managed isolation for international audit staff in November 2021 it is unclear whether there is an increase in resourcing available.

It is also noted that Audit New Zealand are still to start the audits of the 30 June 2021 financial statements of a number of our small Council Controlled Organisations. These are planned to take place in March and April.

Another risk the Council faces is in the revaluation of assets. This was the significant issue in the 2021 audit. The planning for the revaluation is underway and at present Officers are planning on the revaluations being available in late June 2022. It is expected that there will be constraints on the valuation market given the number of entities that are being required to undertaken revaluations outside of normal revaluation cycles.

Critical Assumptions, Decisions and Judgements

Officers will be working closely with Audit New Zealand staff to ensure that the adoption of two new accounting standards, IPSAS 41 Financial Instruments and FRS 48 Service Performance, meets the necessary disclosure requirements.

IPSAS 41 is less problematic than FRS 48 which has increased the level of disclosure for service performance measures. Changes in what the Council is required to disclose under FRS 48 may result in a change in the format of the Council's annual report.

Next Steps

Officers will continue to work with Audit New Zealand to plan the audit and interim audits with a view to meeting the deadlines outlined above.

To confirm the approach for the Annual Report it is recommended that the Chief Executive and Chair write to Audit New Zealand to advise of the approach to be taken.

Attachments

Not Applicable

HEALTH AND SAFETY RISK UPDATE

To:	Risk and Assurance Committee
Meeting Date:	Thursday 24 March 2022
From:	Gary Andrews Manager – People and Capability
Approved:	Michael Day - Group Manager - Finance and Assurance
Approved Date:	Tuesday 15 March 2022
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

This report details the main areas of Health and Safety focus within ICC since 1 December 2021 and provides an update on the work untaken to identify, address and record these.

Recommendations

That the Risk and Assurance Committee:

1. Receive the Health and Safety Risk Update.

Background

This report has been prepared for the Risk and Assurance Committee to ensure that it is kept informed of the high level activities being dealt with by the Health and Safety Team.

Issues

Covid 19

The ICC COVID Response Team are continuing to work through the challenges of ensuring that our critical services can continue to be delivered irrespective of the number of staff absent through COVID. 24 critical roles, as defined within the Close Contact Exemption Scheme, have been identified across our 3-Waters, Solid Waste and Animal Care areas and as a consequence detailed Business Continuity Plans have been developed. In addition 20 'ICC Essential' positions have also been identified and again detailed Business Continuity Plans have been developed to ensure that the organisation can continue to function, even at a reduced capacity.

ICC has secured 1000 RAT testing kits, but these will only be issued to those staff identified as either critical or ICC essential within our Business Continuity Plans.

Go Bus

On 15 February an ICC employee was involved in a near miss whilst they were using a light controlled crossing on Tay Street when a Go bus failed to stop at a red light. Go bus undertook an investigation and whilst the driver confirmed the details of the incident two of the root causes were identified as a parked van obstructing one of the lights and foliage obscuring the other light, as a result he Roading team are following up on both of these aspects.

Stead Street Works

On Thursday 27 January a sub-contract Digger Operator from Wilson Contracting, working on behalf of HEB Construction, fell from his digger resulting in bruised and cracked ribs. The digger was not operational at the time as one of the hydraulic hoses had split. As the Operator was cleaning up the hydraulic oil he missed a hand hold and fell off the digger onto concrete. He did not report it to HEB staff at the time and continued to work. He finally attended A&E on Sunday where an X-ray showed that he had a cracked rib and extensive bruising which resulted in two days off work. The fact that this incident was not reported until 1 February highlights the need for a continuing focus on reviewing and improving reporting mechanisms between Contractors and ICC.

Sandy Point Fire

On 16 February ADC Tree Services were working in the Sandy Point Reserve when one of their vehicles, which was unattended at the time, caught fire. On discovering the fire the Fire Service was immediately called and the fire was extinguished before it was able to spread. Both the Police and FENZ attended the scene and undertook a fire investigation. The FENZ has not yet been completed but early indications are that the fire was not suspicious and that the probable cause was a lithium battery pack.

Splash Palace Fire Alarm – Root Cause Analysis

As reported on the16 December work has been undertaken to upgrade the fire alarm system at Splash Palace to minimise the chances of further false alarms. As a result of the initial investigation and report a full Root Cause Analysis was conducted to enable the organisation to examine in more detail the full life cycle of the incident, define further actions, document the learnings from this process and to provide a generic investigation framework which can be used across the organisation.

Next Steps

The Health and Safety Team will continue to work with all stakeholders to ensure that all identified actions are completed, regular audits are undertaken and the ongoing improvements in the way we manage our Health and Safety are continued.

Attachments

N/A.

UPDATE ON WORKING ON WORKING TOGETHER PROJECT

To:	Risk and Assurance Committee
Meeting Date:	Thursday 24 March 2022
From:	Jane Parfitt (Advisor, Office of the Chief Executive)
Approved:	Clare Hadley - Chief Executive
Approved Date:	Thursday 17 March 2022
Open Agenda:	Yes

Purpose and Summary

The purpose of this report is to provide an update on the work of the Working on Working Together Project Governance Group (PGG) for the first part of 2022 as it moves to conclude its business.

It is expected that the project will be delivered well within budget.

The risk profile is currently positive. Since the work of the PGG is coming to an end, it has not included any risks associated with the run up to the October election. The Risk and Assurance Committee may wish to turn their minds to steps that could be taken to mitigate the risk of project gains being eroded by political statements which appear to criticise the performance of the organisation or the staff, even although that may not have been the intent.

A table to monitor Future Reporting against Outcomes has been included as it may become the responsibility of this Committee when the Project Governance Group finishes. The Group is particularly keen to ensure that momentum continues on the professional development and induction programmes for councillors.

The remaining task for the group is to deliver a comprehensive Legacy Report to Council in May.

Recommendations

That the Risk and Assurance Committee:

1. Receive report titled 'Update on Working on Working Together Project' report.

Background

The Project Governance Group (PGG) was appointed to oversee the final formulation of Council's Action Plan to address the findings of the Independent Governance Review (the Thomson Report, October 2020), oversee delivery and measure progress of the Plan, provide

regular reports to Council and the Department of Internal Affairs (DIA), and ensure key stakeholders are kept informed. Two External Appointees (EAs) were appointed to support this work.

The Chair of the group changed from one of the External Appointees to the Deputy Mayor in December 2021 and the membership was increased to include Councillors Soper, Skelt and Lewis, with an open invitation for other Councillors to attend. Meetings have been held in public since February.

It is anticipated that this Group will have concluded its business within the next two to three months and residual monitoring functions for risk and project outcomes may then transition to this Committee.

Budget

The budget has been tracking along very well. The project as a whole will be delivered on or under budget.

However there will need to be an increased spend as this project comes to its conclusion as there is a large amount of work to bring together the Legacy report, the final surveys, seek input from Councillors and the Mayor as well as the final workshops and meetings.

	Budget 2021-2022	**Actual Spend to 28 February 2022**	**Forecast 2021 - 2022**
External Appointees			
Fees	120,000	49,950	75,000
Disbursements	30,000	12,914	20,000
	150,000	62,864	95,000
Councillors Professional Development	30,000	-	15,000
Support for Mayor	10,000	-	-
Project Governance, support and other workstreams	209,000	129,672	205,000
Total	399,000	192,536	315,000

Risk Register

PROJECT DIRECTORATE – RISK REGISTER								
	EVENT	**CONSEQUENCES**	**IMPACT**	**LIKELIHOOD**	**MITIGATIONS**	**PERSON RESPONSIBLE**	**POST – MITIGATION LIKELIHOOD**	**UPDATE AT 31 JANUARY 2022**
1.	Unable to find suitable external appointees	*Governance improvements take longer and Councillors revert to the status quo*	*H*	*L/M*	*Very high priority being given to sourcing suitable appointees.*	*PD/CEO*	*L*	***CLOSED***
2.	Specialist resources are unavailable within project timelines	Inability to deliver withinplanned timeframes	M	M	Ensure that theneed for any external specialist resource is identified early to ensure they can be engaged when required.	PD	L	***CLOSED***
3.	The work groups don't deliver within the required timelines	Inability to deliveran ambitious approach within planned timeframes	M	M	Recalibrated Phase 2 delivery dates – more than 80% now completed or on track. Phase 3 to be reassessed after 6 month review complete.	Secretariat	L	***CLOSED***
4	Political concerns are raised about scope, process and/or the advice received	Political pressures both within and external to Councilcan potentially affect timing and achievement of outcomes	M	M	Active management by CEO and Independent Governance advisor. Keep DIA wellinformed	Independent Governance Advisor	L	Likelihood decreased. Positive outcome from Thomson report.
5	Communications are not effective and misunderstandings arise, particularly in the community, with staff and with Central Government	Poor communications toall stakeholders will impact assurance and engagement with the process	H	H	1. Actively develop and manage frequent high level updates from the CE	Strategic Comms Manager	L	Likelihood decreased.
					2. Comms Framework developed (complete)			Strategic Communications Manager now in place
					3. Bring on additional comms support resource (complete)			

PROJECT DIRECTORATE – RISK REGISTER								
	EVENT	**CONSEQUENCES**	**IMPACT**	**LIKELIHOOD**	**MITIGATIONS**	**PERSON RESPONSIBLE**	**POST – MITIGATION LIKELIHOOD**	**UPDATE AT 31 JANUARY 2022**
6	Lack of willingness by Council to take action based on advice from this project	The status quo becomes a default and the project objectives are not achieved	M	M/H	Communicate freely in a style that is acceptable to Council. Make notes from all work streams available to allEMs.	CE/ External Appointees	L	Likelihood decreased. Thomson report reinforced that Councillors are now working well together.
7	Budget is not adequate and Council are unwilling to commit more	Work is unable to proceed to schedule and/or some work streams drop off	H	L	Recast prior to21/22 year (complete). Keep Governance group informedand owning the budget. High end of most likely is starting point	Secretariat	L	No Change. Budget on track.
8	Council staff do not have capacity or capability to support the project	Deadlines which impact the implementation of change not met	H	H	Ensure budget is available for external resources, and internal capability is built before contractors transition out	CEO	L/M	Likelihood decreased Governance and Legal Manager has commenced in role.
9	The potential to lose focus on the foundations to The governance framework	The focus shifts to the detail of the tasks we've set ourselves rather than achieving the necessary change outlined in the Thomson Report	H	M	Regularly reflect back to the Thomson Report and how we're progressing the response to the key issues raised	PGG/ External Appointees	M	The 4 foundations are in place. Strategies to support embedding the values are being implemented Thomson Six Month Review completed, need to ensure momentum continues
10	The work group outputs are not accepted by members of Council.	Council's reputation suffers and the changes recommended in the Governance Review are not implemented in accordance with the Council resolutions.	M	H	Work towards consensus decisions even if deadlines are not met	External Appointees	L/M	Likelihood decreased.

PROJECT DIRECTORATE – RISK REGISTER								
	EVENT	**CONSEQUENCES**	**IMPACT**	**LIKELIHOOD**	**MITIGATIONS**	**PERSON RESPONSIBLE**	**POST – MITIGATION LIKELIHOOD**	**UPDATE AT 31 JANUARY 2022**
11	Complacency during the transition period	Momentum is lost and Councillors revert to previous behaviours	H	M	EAs will actively support, mentor and ensure process is followed. PGG discipline continues.	External Appointees, PGG Chair	L/M	

POST MITIGATION ASSESSMENT	**FEB 2021**	**MARCH 2021**	**MARCH/ APRIL2021**	**MAY 2021**	**JUNE 2021**	**JULY 2021**	**AUG 2021**	**SEPT 2021**	**OCT 2021**	**NOV 2021**	**JAN 2022**	**FEB 2022**
High	1	2	2	3	3	2	2					
Med/high	1	2	3	2	1	1	1					
Med	2	2	2	2	1	2	3	3	3	1	1	1
Low/med	2	2	1	1	2	2	1			3	3	3
Low	1	1	1	1	3	3	2	5	5	4	4	4
Closed	1	1	1	1			1	2	2	3	3	3

When the project concludes, it is anticipated that any residual risks will become part of the organisation's risk register.

Future Reporting against Outcomes (as at February 2022)

NO.	OUTCOME	KEY RESULT AREA	KEY PERFORMANCE INDICATOR	FREQUENCY AND METHOD OF MEASUREMENT	PROGRESS INDICATOR (TRAFFIC LIGHTS)	COMMENTS
1.	The elected Council is able to function as a governing body	a) The Council Charter is adopted	Charter behaviours are demonstrated	a. Quarterly self-assessment, led by Chairs' Group – this will be covered in wrap up review		The 2021 six month review confirmed that this is on track.
				The next Residents Survey to include governance KPIs and survey results are positive	Not yet due	Next Residents survey scheduled for 1st quarter 2022. Relevant questions have been included
		b) The LTP is adopted by 30 June	Governance oversight ensures timely decisions are made and implementation risks and challenges are addressed on an ongoing basis.	Active engagement by Risk and Assurance Committee of quarterly reports		LTP has been adopted therefore this can be closed
		c) Effective Support is in place for decision making	Staff reports reflect good practice and meet statutory requirements so that Council can make timely, informed decisions.	Internal quality assurance check (quarterly report by Governance & Admin Team (G&A)	Not yet due	Due end of 3rd quarter 2021/2022. New templates are in place and being used.
2.	The Mayor, Deputy Mayor, and Committee / Deputy Chairs are able to provide leadership to other Elected Members and the Council organisation	The role of the Deputy Mayor is agreed.	Expectations are agreed by Council.	Six month feedback by all Councillors, against agreed expectations.	Not yet due	The 2021 six month review confirmed that this is on track.
		Key governance issues are identified and progressed	Notes from Chairs Group meetings demonstrate "raising the bar"	Each Chairs Group agenda concludes with a short assessment of how the meeting went/what it achieved		The 2021 six month review confirmed that this is on track.

NO.	OUTCOME	KEY RESULT AREA	KEY PERFORMANCE INDICATOR	FREQUENCY AND METHOD OF MEASUREMENT	PROGRESS INDICATOR (TRAFFIC LIGHTS)	COMMENTS
			Council and committee discussions (captured in Minutes) demonstrate that Council addresses both high level strategic issues in a timely manner as well as routine business.	Internal quality assurance check (quarterly report by G&A)	Not yet due	Due end of 3rd quarter 2021/2022 – as this is linked to the new report templates and training A small delay to align with the introduction of the new templates.
3.	Elected Council Members have the understanding required to carry out their local governance role.	a) Support for Councillors Working Group ensures an appropriate 12 monthly professional development programme is in place.	80% of Councillors attend each workshop Feedback is positive	Monthly Post workshop surveys		To date attendance has been more than 80% Feedback after the first course generally positive Appendix B contains the current programme for information.
4.	Elected Council members have the capability and knowledge to make decisions effectively.	a) The Strategic Projects Working Group ensures a clear decision-making framework is in place.	Decision-making framework is followed.	The next Residents Survey to include governance KPIs and survey results are positive.	Not yet due	Next Residents survey scheduled for 1st quarter 2022 Relevant questions have been included.
		b) Effective support is in place for decision-making	Staff reports reflect good practice and meet statutory requirements so that Council can make timely, informed decisions.	Internal quality assurance check (quarterly report by G&A)	Not yet due	Due end of 3rd quarter 2021/2022
		c) Comprehensive induction programme is in place for all new elected members.	Feedback is positive.	Survey of Elected Members held triennially, or subsequent to any by-election.	Not yet due	Survey of elected members after next election or any by-election - G&A team.

NO.	OUTCOME	KEY RESULT AREA	KEY PERFORMANCE INDICATOR	FREQUENCY AND METHOD OF MEASUREMENT	PROGRESS INDICATOR (TRAFFIC LIGHTS)	COMMENTS
5.	Elected council members are able to work effectively with the council Chief Executive and ELT.	There is mutual trust and confidence between elected Council members and management (especially the Chief Executive) to deliver successful community outcomes.	The Mayor, elected members and Chief Executive project a publicly united view on all strategic matters	Monthly assessment by the Deputy Mayor, Chief Executive and External Appointees		The 2021 six month review confirmed that this is on track.
6.	A lasting legacy for future councils will be provided	a) Comprehensive induction programme is in place for all new elected members	Feedback is positive	Survey held triennially or subsequent to any by-election.	Not yet due	Survey of elected members after next election or any by-election. Undertaken by the G&A team to ensure a quality induction programme is delivered. Review and redevelopment of the programme to begin January 2022. Preparation for legacy report underway
		b) Professional development programme remains in place and evolves according to need.	80% attendance attend workshops on initial schedule	Monthly		Attendance to recent workshop was above 80%
		c) Effective support is in place for decision making	Staff reports reflect good practice and meet statutory requirements so that Council can make timely, informed decisions	Internal quality assurance check (quarterly report by G&A)	Not yet due	Due end of 3rd quarter 2021/2022

NO.	OUTCOME	KEY RESULT AREA	KEY PERFORMANCE INDICATOR	FREQUENCY AND METHOD OF MEASUREMENT	PROGRESS INDICATOR (TRAFFIC LIGHTS)	COMMENTS
		d) ICC has a clear vision supported by agreed community outcomes for the city and its community	Reflected in all Council strategic documents	Annual audit of Council documents show linkage to clear Vision and Outcomes		2021 Audit excerpt: "…The linkages between the financial Strategy, asset management plans, infrastructure strategy and consultation document are evident, with clear and consistent messages flowing through all documents" Audit New Zealand (2021) *Report to the Council on the audit of ICC's long-term plan consultation document 2021-2031*.
		e) Council is in a financially sustainable position	1) Sustainability measures: • Balanced budget benchmark (Operating revenue exceeds operating expenditure) current and future years plan • Essential Services benchmark (Capital expenditure on the five network infrastructure services exceeds depreciation on those 5 services) • Debt servicing benchmark (Interest expense is less than 10% of operating revenue)	Annually – Annual Report		Achieved for 2020/21 at 104.4% (Operating Revenue $113,896,000; Operating Expenses $109,140,000) Not Achieved for 2020/21 at 66.6% (Capital Expenditure $14,547,000 Depreciation $21,851,000 Achieved 2.4% The lower than depreciation capital expenditure was largely due to some capital project scheduled to be completed during the year have been started by not completed. Not achieved 183.1%. Actual net debt $56,733,000.

NO.	OUTCOME	KEY RESULT AREA	KEY PERFORMANCE INDICATOR	FREQUENCY AND METHOD OF MEASUREMENT	PROGRESS INDICATOR (TRAFFIC LIGHTS)	COMMENTS
			2) Predictability measures: • Debt Control benchmark (Net debt is less than or equal to forecast debt in the LTP) • Operations control benchmark (Net cash flow from operations equals or exceeds budget)			Budgeted net debt $30,992,000 Target was not met due to higher than planned trade and other payables balance which included subsidy revenue received in advance but not spent for shovel ready and 3 waters stimulus projects and the purchase of shares in ICHL to fund the city centre investment. Achieved 125% Actual net cash from operations $32,971,000 Budgeted net cash from operations $26,414,000
7.	A reputation is established as a high performing council.	a) There is trust and confidence in the Council's ability to make effective decisions in the best interest of the community	Key local stakeholders are positive with regard to Council's performance.	The next Residents Survey to include governance KPIs and survey results are positive Annual interviews conducted with local key stakeholders	Not yet due	Next Residents survey scheduled for 1st quarter 2022. Timing still to be confirmed.
		Positive media coverage	Media monitor assesses negative/neutral/ positive stories	Monthly		Improving
8.	Council is seen to continues being proactive and responsive and to encourage and value diversity of thought	a) Regular media coverage of Council activity	Regular proactive media releases and social media posts.	Monitored Monthly from March 2022.	Not yet due	

NO.	OUTCOME	KEY RESULT AREA	KEY PERFORMANCE INDICATOR	FREQUENCY AND METHOD OF MEASUREMENT	PROGRESS INDICATOR (TRAFFIC LIGHTS)	COMMENTS
	and public participation.	b) Public participation is diverse	Public participation is proactively encouraged and measured.	Monitored Quarterly from June 2022	Not yet due	
9.	Council's work programme maintains a focus on strategic priority issues.	Council and Committee agendas reflect a focus on strategic issues	Advice on strategic issues provided each month	Quarterly internal quality assurance check	Not yet due	

KEY	
Declining	High risk or major issues to progress – requires action
Stable	Progress but requires "watched"
Improving	On track

The PGG wish to ensuring that the work on supporting Councillors, in particular their professional development, the induction programme for the new Council and other improvements identified by the Working Groups are captured by the organisation, hence we anticipate that monitoring this table may become the responsibility of the Risk and Assurance Committee

Concluding Steps

Initially we anticipated that we would report separately on the March review. As a reminder, this review is about how Councillors feel they have addressed the core issues faced at the start of the project, what we have learnt and what is the landscape ahead when the WOWT programme, including the EAs, will not be in place to support our work as governors.

It has since become apparent that this review (i.e. both the Impact online survey and the wrap up review which the Chair of Risk and Assurance is leading) will be an integral part of the legacy report. The PGG have therefore decided to prepare one comprehensive legacy report which will include the final review. It will be presented to Council in May.

INTERNAL AUDIT AND CONTINUOUS IMPROVEMENT UPDATE

To:	Risk and Assurance Committee
Meeting Date:	Thursday 24 March 2022
From:	Peter Patton – Manager Quality Assurance
Approved:	Michael Day - Group Manager - Finance and Assurance
Approved Date:	Wednesday 16 March 2022
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

The purpose of this report is to provide an update on the internal audits conducted as part of Council's Internal Audit Programme and to provide an update on the recommended action from audits/reviews and the current state of the continuous improvements programme.

Recommendations

That the Risk and Assurance Committee:

1. Receive the report "Internal Audit and Continuous Improvement Update".

Background

In March 2021, Deloitte were engaged to undertake a portion of Councils internal audit programme. Reports from these audits/reviews, those conducted by the Councils Internal Auditor and an update on the continuous improvement programme are to be reported quarterly to the Risk and Assurance Committee.

Internal Audit Programme

December 2021 the Quality Auditor was selected for a secondment to the Environmental Services team, this secondment is until March 2023 and as such the internal audit programme has been on hold whilst recruiting fill the role is completed. The internal audit programme had minimal audits/reviews planned for the period December 2021 – April 2022 so there has been little disruption to date. It is expected that the Quality Auditor position will be filled early April 2022.

The Audit New Zealand Report "Report to the Council on the audit of Invercargill City Council and group" dated 04 March 2022 notes the work conducted as part of the internal audit programme, notes the progress made and endorses the recommendations made by Deloitte.

Continuous Improvement Programme

There are no issues to report in this update, table 1 below provides a summary of the continuous improvement requests currently under action. These 24 requests contain 48 recommendations ranging from correcting spelling to an update to a process. The continuous improvement risk rating scale is at table 3.

Continuous Improvement Request	Recommendations		
	Made	Closed	Open
Quality	5	5	0
Animal Services – Animal Care Facility	3	2	1 (1 mod)
Animal Services	10	10	0
Alcohol Services	1	1	0
Environmental Health Services - IANZ	11	7	4 (4 low)
Planning Services	1	1	0
Building Services	17	9	8 (8 low)

Table 1 – Continuous Improvement Requests

Table 2 provides an update on the recommended actions from the Deloitte reviews.

Review	Recommendations		
	Made	Closed	Open
TechnologyOne Post Implementation	11	9	2 (no rating assigned)
Cash Handling and Petty Cash	20	5	15 (13 moderate, 2 low)
Accounts Payable	19	17	2 (2 moderate)
Sensitive Expenditure	4	0	4(2 moderate, 2 low)
Total	54	31	23 (⬇ 5)

Table 2 – Deloitte Reviews – Recommended Actions

ICC Continuous Improvement Risk Rating Scale

The findings from each internal audit/review will include a risk rating based on the perceived risk Council may be exposed to.

Rating	Description
Very High	Issue represents a severe control weakness.
	This could cause or is causing severe disruption to process/service, or severe adverse effect on the ability to achieve objectives.
High	Issue represents a significant control weakness.
	This could cause or is causing significant disruption to process/service, or significant adverse effect on the ability to achieve objectives.
Moderate	Issue represents a moderate control weakness.
	This could cause or is causing some disruption to process/service.
	There may be a level of short-term tolerance due to compensating controls or remedial plans underway.
Low	Issue represents a minor control weakness.
	This could cause or is causing inefficiencies in process, or is a lack of formality in documentation or process.
Process Improvement	Observation represents an identified opportunity to improve process/service efficiency.

Table 3 – ICC Continuous Improvement Risk Scale

Note: To date the recommendations in tables 1 and 2 have not caused any inefficiencies or disruption to Councils' processes/services.

Next Steps

The recommendations and actions from all internal audits will continue to be monitored and reported on using the Promapp Improvements module.

PROJECT MANAGEMENT OFFICE STATUS REPORT

To:	Risk and Assurance Committee
Meeting Date:	Thursday 24 March 2022
From:	Lee Butcher – Programme Director
Approved:	Erin Moogan - Group Manager - Infrastructure Services
Approved Date:	Thursday 17 March 2022
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

This report updates the Council on the status of Strategic Projects being delivered by the Project Management Office (PMO).

Recommendations

1. That the Risk and Assurance Committee receives the report "Project Management Office Status Report".

Background

The PMO carry out oversight and management of several strategic projects. Through the PMO, the ICC develops tools and internal staff to manger and deliver projects directly and support better internal processes.

The PMO provides a snap shop of progress, risk, and commentary on the programme through this report.

Issues

Branxholme – The project budget estimate at the outset did not align well with the scope and complexity of the project; there have also been significant increases in contractor and material costs. The design is now complete and materials sourced; this has brought about better cost certainty and allowed staff to prioritise and make changes to the broader 3 waters programme to support the budget gap.

Museum – The Council has indicated a preference for the more expensive option (option 2) for consultation; the PMO has added this into the budget summary to show the project's potential impacts should the Council and public endorse that option. The staff recommended

(Option 3) after untaken a broader view of the overall programme and rationalising the cost/benefits.

Covid 19 & Global Unrest – the pandemic has had and continues to have a broad impact in New Zealand and around the globe; this has been further exasperated by the invasion of Ukraine and the moves by world leaders to pose sanctions on Russia. The current sanctions are long-term as world leaders consider their approach to undertaking trade with Russia now and into the future. Pressure on the construction industry is at an all-time high and is expected to increase this year. We expect to see ongoing cost and logistic challenges in the programme through 2022, 2023 and likely 2024. The PMO has seen an increase in the market engagement with ICC tenders and taken a strong interest in our programme; this is encouraging.

Next Steps

N/A

Attachments

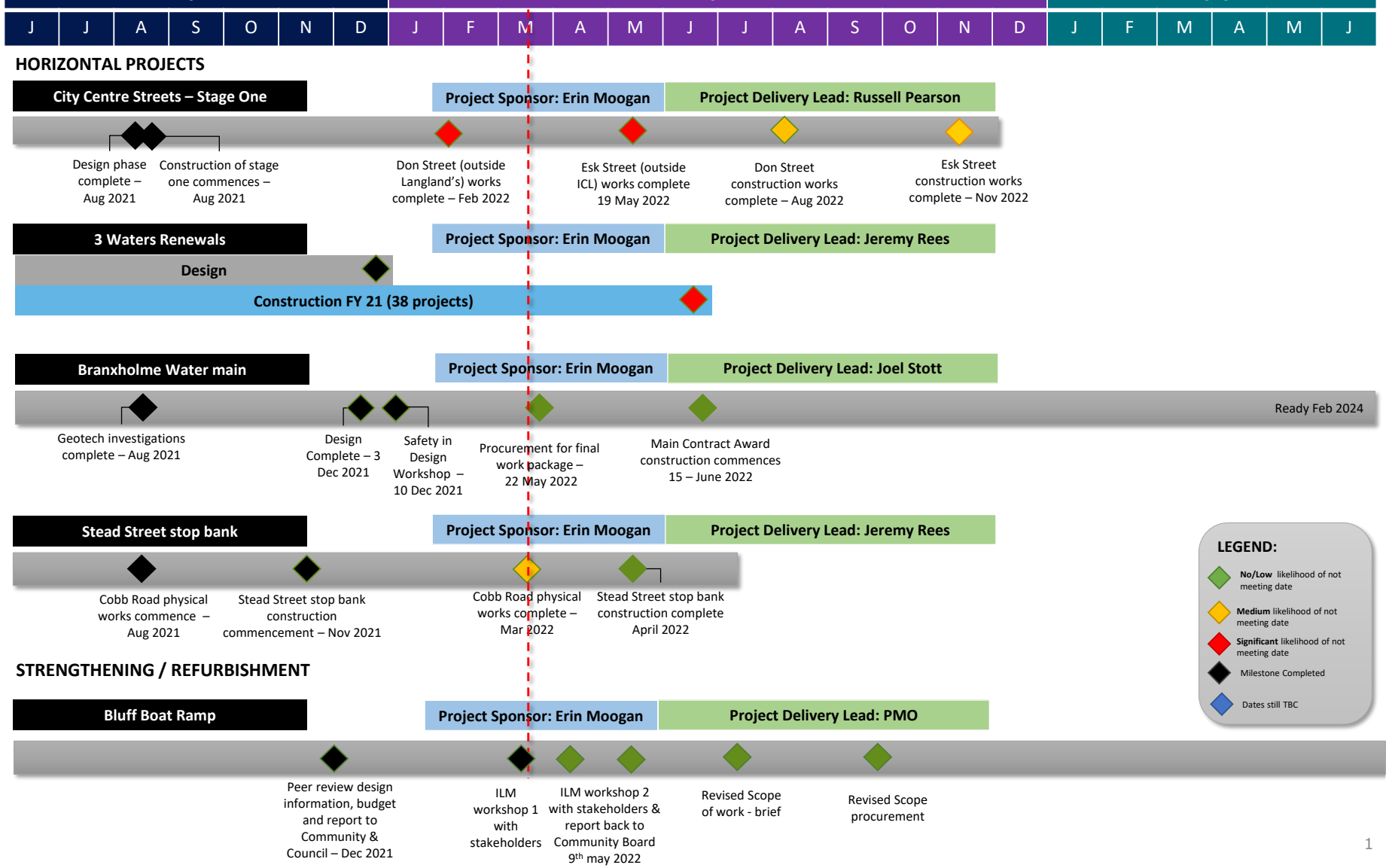
PMO Dashboard (A3846869)

A3846869

ICC PMO Programme Dashboard R&A Update

Report to 24 March 2022 | Programme Sponsor: Erin Moogan | Programme Lead: Lee Butcher

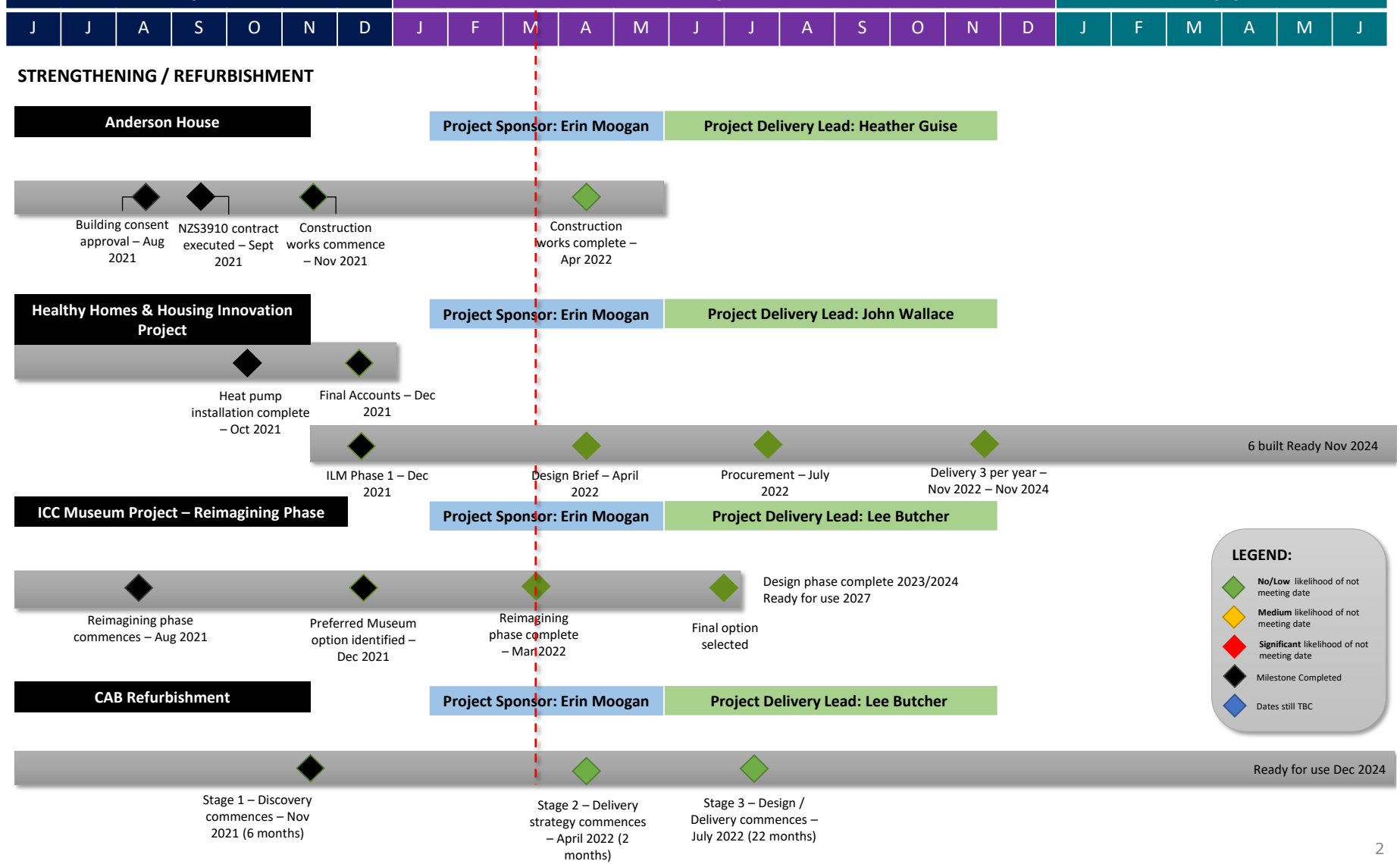
PROGRAMME SCHEDULE



ICC PMO Programme Dashboard R&A Update

Report to 24 March 2022 | Programme Sponsor: Erin Moogan | Programme Lead: Lee Butcher

PROGRAMME SCHEDULE



ICC PMO Programme Dashboard R&A Update

Report to 24 March 2022 | Programme Sponsor: Erin Moogan | Programme Lead: Lee Butcher

Project Budget	Spend to date			Overcall forecast				
Project	**Budget**	**Actuals**	**Remaining**	**Budget**	**Contingency**	**Variations**	**RAG**	**Comments**
City Centre Streets – Stage 1 – (100229)	$ 18,947,800	$ 7,709,716	$ 11,238,084	$ 18,947,800	$ 1,565,768 ($603,522)	$ 0		Programme challenges continue with impacts at Don street due to Leigh's/Southroads. This has effected the progress around the Don street – Hotel entrance. Esk street works progressing at pace, team planning around opening of the Retail area, 11th June. **Programme remains a Risk**.
Stead Street stop bank – (100298)	$ 15,500,000	$8,242,880	$ 7,257,120	$ 15,500,000	$ 1,500,000 ($550,000)	$ 0		Sheet piling completing to programme, other works progressing well. Airport Ave only area of concern (easement / Land / Access)
Branxholme Water main (100349)	$ 11,500,000	$ 2,749,170	$ 8,750,830	$ 25,348,575	$ 2,163,105	-$ 13,848,575		Funding Report to be provided to give confidence in budget gap – 3 Waters re-formatted programme to support some funding. Drill shot programme underway Pipe supply 80% complete
Anderson House – (100307)	$ 1,400,000	$ 557,687	$ 842,313	$ 1,400,000	$ 147,611 ($132,214)	$ 0		Works well underway with very limited issues, small variations as we uncover issues. Project team and contractor performing well.
CAB Refurbishment – (100315)	$ 16,000,000	$ 45,834	$ 15,954,166	$ 27,944,000	$ 1,600,000	-$ 11,944,000		Stage 1 team appointed and progressing well, good project interest at tender. Initial paper ready for ELT 29th March.
Museum – (100551)	$ 39,000,000	$ 360,273	$ 38,639,727	$ 72,500,000	$ 0	-$ 33,500,000		Council have indicated preferred option 2 (**72.5 million**) – consultation to start soon.
Bluff Boat Ramp – (100335)	$ 1,800,000	$ 249,887	$ 1,550,113	$ 1,800,000	$ 0	$ 0		ILM Workshop 1 complete, a clear direction from stakeholders. Scope to tackle safety of facility to users.
Housing Innovation – (100653)	$ 2,145,000	$ 3,232	$ 2,141,768	$ 2,145,000	$ 0	$ 0		Project brief at 40% - site 1&2 selected. Key experts appointed.
Programme total	$ 106,292,800	$ 19,918,679	$ 86,374,121	$ 165,585,375	$ 6,976,484	*-$ 59,292,575*		

Key Messages: 3 Waters programme

- Deferred Bond / Spay to next FY (delivery)
- Racecourse / Yarrow budget increase.
- Final delivery programme is subject to resource coordination with SDC and Construction Panel and contractor performance.
- Balmoral, Deveron SW, Bluff Hill Outlet all nearing design.
- 3 Water to start to report Ex – PMO

Projects in Renewal Programme	Renewals 27	Reform 14
Projects to commence	2	0
Projects in Design / scoping	13	2
Projects in Procurement	3	1
Projects in Construction / implementation	3	6
Projects in Close Out	5	0
Projects Completed	1	5

ICC PMO Programme Dashboard R&A Update

Report to 24 March 2022 | Programme Sponsor: Erin Moogan | Programme Lead: Lee Butcher

PROGRAMME STATUS

PROGRAMME HEALTH STATUS (1 = Green (OK), 2 = Amber (ON WATCH), 3 = Red (ESCALATE))

ID#	ITEM	City Streets	Stead Street	Anderson House	CAB Refurb	Museum	Branxholme	3 Waters Renewal	Bluff Boat Ramp	Healthy Homes	DESCRIPTION
1	Schedule	3	2	1	1	1	1	3	1	1	**City Streets**, the project team are working very hard to maintain progress with ongoing challenges at Don and Esk. Stead street, Small delay on the Cobbe road section, small changes to master programme with increased scope (kerbs) **3 Waters**, a number of projects are coming out of design and into delivery, overall behind the spend profile due to design resource issues. PMO and ESG looking and next years programme to get ahead with design where possible. Proposed that 3 Waters moves to its own reporting. Will not deliver FY 21/22 programme this year.
2	Financials	2	1	2	2	3	3	2	1	1	**City Streets**, The project has expended contingency sums in the reporting period (overall budget risk amber). **Anderson House**, a small number of variations being tracked (well within budget) **CAB**, PQS will review all past budgets and reports. Being reported as amber until full confidence in budget. **Museum**, Council have indicated Option 2 as preferred, this is the highest cost option. **Branxholme** remains a significant risk project due to being under budgeted, reports due to Council with budget impacts and part funding solution. Some extra (un-reported costs) we identified in this reporting period.
3	Scope	1	1	1	2	2	1	1	1	1	**CAB**, the team will build an accurate brief to resolve historical design and information gaps. **Museum**, the vision of the MGG fails to meet councils approval due to affordability.
4	Resources	2	2	1	1	1	1	2	1	1	**City Streets,** Downer having difficulties obtaining local resource **Stead street,** with scope increase ICC needs confirmation works package can be completed quickly to limit disruption in roadway**. 3 Waters**, both projects has had design resource issues. Mostly resolved at this point ESG to looking at early engagement for next FY. ICC project manager has resigned, RCP will provide short term external support to ensure an effective handover.
5	Dependencies	2	1	1	1	2	1	2	1	1	**City Streets,** The project has lots of interface with external private developments, not all delays are fully understood at this point. **Museum**, funding will play a big part in fulfilling any funding gap. **3 Waters** has a significant reliance on contractors workload to perform and deliver this Programme.
6	Quality	2	1	1	1	1	2	2	1	1	**City Streets,** There remains risk around quality control in particular the natural granite stone paving across both streets. **Stead street**, Comms could have been better planned. **Branxholme**, Pipe sitting in the yard has raised some concerns, wrapping solutions being considered at cost. **3 Waters**, design delivery has been slower than planned and put pressure on delivery.
7	Stakeholder	1	2	1	1	2	2	2	1	1	**Stead street,** Airport and ICC to confirm access to airport road asap **– at risk activity.** **All,** Early concerns and negative press on a number of projects has reduced, ICC needs to improve budgeting, control costs and deliver on the Road Map to Renewal for all stakeholders.
8	Benefits	1	1	1	1	2	1	1	1	1	**All,** delivery will bring varied benefits to the city and region. It is an opportunity to lift stakeholders confidence in the ICC ability to manager major capital delivery.
9	Health & Safety	2	1	1	1	1	1	2	1	1	**All,** Health and Safety remains a focus to all projects, the PMO has directed that projects pick up external auditing while the Internal ICC team build capacity and systems to audit and monitor our capital programme.
Overall		3	1	1	1	3	3	2	1	1	**Overall,** the Programme is at amber, Mixed performance across the projects has created Budget challenges. This could impact on the overall affordability of the "roadmap to renewal" The PMO continue to work on better

POLICY PROGRAMME UPDATE

To:	Risk and Assurance Committee
Meeting Date:	Thursday 24 March 2022
From:	Rhiannon Suter, Manager - Strategy and Policy Hayden Powell, Policy Advisor
Approved:	Michael Day - Group Manager - Finance and Assurance
Approved Date:	Wednesday 16 March 2022
Open Agenda:	Yes

Purpose and Summary

This report provides the Risk and Assurance Committee an update on the current status on Council's bylaws and polices. The report will highlight what has been completed recently, what has been planned for the remainder of 2022 and highlight any potential risks.

Recommendations

That the Risk and Assurance Committee;

1. Receive the report "Policy Programme Update".

2. Note the engagement calendar for 2022 (A3454811) and the Policy Schedule (A3838123)

3. Note the Motor Vehicle (A3630594), LGOIMA and Proactive Release (A3600780), and Electronic Access Acceptable Use policy (A3653935).

Background

As detailed in the last update, a significant number of bylaws are due for review or require amendments in 2022 and these will make up a large portion of the calendar for engagement over the next year. In addition Council still has a number of policies that are in need of routine review.

A number of policies have been reviewed and updated since the last report to Risk and Assurance. These are attached for reference.

2022 has commenced with two Bylaw consultations which closed on 7 March. 190 submissions were received on the Speed Review – Roading and Traffic Bylaw consultation and 14 on the Stormwater Bylaw consultation. Hearings are planned for the 22 March and 5 April respectively.

The Infrastructure Committee will deliberate on these bylaws on 5 April and 5 May respectively before adoption by Council. It is intended that both Bylaws will be in force by 1 July 2022.

Agreement has been reached with Southland District Council on the approach to reviewing the bylaws regulating infrastructure for subdivisions and land development. This will result in two codes of practice which will be aligned to support developers in the region to have consistent approaches from each Council. Work will begin now with a view to consultation taking place in early 2023.

Issues

Policy schedule

As detailed in the last update, the following priorities are being used to prioritise the policy workload.

- Identifying areas of risk to Council and addressing this risk through improved policy and practice.
- Alignment of policies with good practice within New Zealand
- Addressing gaps in policy
- Combining and aligning policies where there is duplication
- Working with the Quality Assurance team and managers, to support implementation of process improvements to ensure policies are being implemented correctly
- Monitoring of the effectiveness of policies and processes.

The following engagements and consultations are planned for the next quarter:

- Dog Control Bylaw and Policy
- Keeping Animals, Poultry and Bees Bylaw
- Equity and access for people with disabilities policy
- UAV Policy

The Noise Control Policy consultation will be delayed until the new Environmental Services manager is in place.

Work is also underway on a number of policies for which consultation is not expected to be necessary, including a combined parking exemption policy and a combined financial services policy (internal).

Engagement

Significant resource is being put into engagement for bylaw consultations. Council has invested in new technology to support online engagement and is utilising a range of methods including Facebook Live, zoom webinars and online videos to raise awareness. Nevertheless, it is clear that the public has many issues of concern at present and desire to attend real world events is limited because of Covid-19. Numbers of submissions for both the Speed review and the Stormwater Bylaw were lower than expected. However, the extent of engagement combined with the quality of submissions mean that Council feel confident to deliberate on these matters.

Policy resource

Recruitment is ongoing for:

- a Mayoral Forum Policy Advisor who will support the work of the Mayoral Forum; this role is a shared service
- a dedicated Iwi Policy and Engagement Officer. This role will bring expertise in Matauranga Maori, Te Reo and Tikanga to the team.

Next Steps

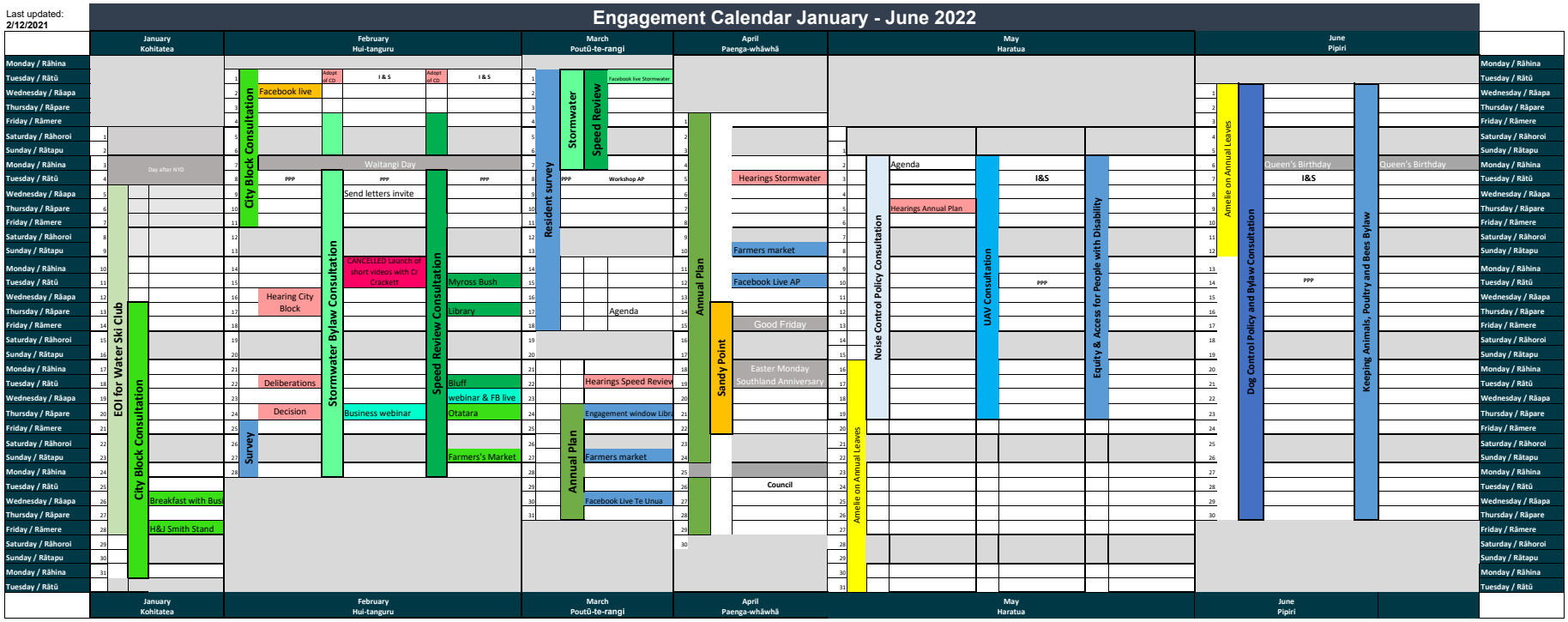
The 2022 Engagement Calendar is provided for information, noting that this calendar is subject to regular change. Progress reports will be brought to the Risk and Assurance Committee on a regular basis.

Attachments

1. Engagement Calendar for 2022 (A3454811)
2. Policy Schedule (A3838123)
3. Motor Vehicle (A3630594)
4. LGOIMA and Proactive Release (A3600780)
5. Electronic Access Acceptable Use policy (A3653935)

Appendix 1

A3454811



Colour codes:

GREEN	Consultation dates and activites booked
ORANGE	Tentative dates - to be booked by Engagement Coordinator
BLUE	Concept - to be approved by Strategy & Policy Manager
RED	Council activities - Hearings, deliberations and decisions

Appendix 2

A3838123

Policy Information March 2022							
Status	**Type**	**Policy**	**Regulation**	**Department**	**Policy Owner (Role)**	**Objective Reference**	**Review Date**
Current	By-law	**Cemeteries and Cremation Bylaw**	Local Government Act 2002	Parks	Parks Planning Manager	A2945219	Nov-27
In progress	By-law	**Code of Practice for Land Development and Subdivision Infrastructure Bylaw**	Local Government Act 2002	Engineering Services	Engineering Services Manager	A2945220	Jul-21
Current	By-law	**Dog Control Bylaw**	Local Government Act 2002	Animal Services	Environmental Services Manager	A2945217	Aug-23
Current	By-law	**Environmental Health Bylaw**	Local Government Act 2002	Environmental Health	Environmental Services Manager	A2945214	Nov-22
Current	By-law	**Health and Hygiene Bylaw**	Local Government Act 2002	Environmental Health	Environmental Services Manager	A2945223	Jul-24
Current	By-law	**Keeping of Animals Bylaw**	Local Government Act 2002	Animal Services	Environmental Services Manager	A2945216	Mar-29
Current	By-law	**Parking Control Bylaw**	Local Government Act 2002	Roading	Roading Manager	A3366036	Mar-27
Draft	By-law	**Roading and Traffic Bylaw**	Local Government Act 2002	Roading	Roading Manager	A3371202	Mar-27
Current	By-law	**Significant Events Bylaw**	Local Government Act 2002	Strategy and Policy	Strategy and Policy Manager	A2945213	Aug-27
Draft	By-law	**Storm Water Bylaw**	Resource Management Act 1991	Engineering Services	Engineering Services Manager		
Current	By-law	**Trade Waste Bylaw**	Local Government Act 2002	Engineering Services	GM - Infrastructure	A2945218	Nov-27
Current	By-law	**Water Supply Bylaw**	Local Government Act 2002	Water Supply	Water Supply Manager	A2945221	Nov-22
Current	Community Policy	**Access Policy for Public Office Archives**		Records	Records Manager	A1310321	
Due for review	Community Policy	**Child Family and Youth Policy**		Strategy and Policy	Strategy and Policy Manager	A1667998	Apr-18
Current	Community Policy	**Community Wellbeing Fund Policy**		Strategy and Policy	Strategy and Policy Manager	A3249063	Dec-26
Current	Community Policy	**Enforcement Policy**		Regulatory	Governance Manager	A3392357	Jun-26
Due for review	Community Policy	**Equity and Access for People with Disabilities Policy**		Strategy and Policy	Strategy and Policy Manager	A2886101	Apr-21

Current	Community Policy	**LGOIMA and Proactive Release Policy**		Regulatory	Governance Manager	A3600780	Nov-27
Due for review	Community Policy	**Noise Control Policy**		Compliance	Environmental Services Manager	A1445031	Oct-18
Current	Community Policy	**Privacy Policy**		Governance	Strategic Advisor	A2160977	
Current	Community Policy	**Resource Management Infringement Offences Policy**	Resource Management (Infringement Offences) regulations 1999	Resource Management	Planning Manager	A2357978	Sep-21
Draft	Community Policy	**Road Naming Policy**	Local Government Act 1974	Finance and Assurance	Finance Manager	A3579347	
Current	Community policy	**Smokefree Policy**		Environmental Health	Environmental Services Manager	A3053987	Jun-25
In progress	Community Policy	**Temporary Traffic Control Policy**		Roading	Roading Manager	A954909	
Due for review	Community Policy	**Unmanned Aerial Vehicles Policy**		Property	Property Manager	A1480313	Dec-18
Current	LTP - Required	**Development Contributions**	Local Government Act 2002	Strategy and Policy	Strategy and Policy Manager	A3417789	Jun-27
Current	LTP - Required	**Maori Capacity in Decision Making**	Local Government Act 2002	Finance and Assurance	Strategy and Policy Manager	A1418573	Jun-27
Current	LTP - Required	**Rates Postponement and Remissions Policy**	Local Government Act 2002	Finance and Assurance	Finance Manager	A2987167	Jun-27
Current	LTP - Required	**Rating of Maori Freehold Land Policy**	Local Government Act 2002	Finance and Assurance	Finance Manager	A1214017	Jun-27
Current	LTP - Required	**Rating Policy**	Local Government Act 2002	Finance and Assurance	Finance Manager	A3427787	Jun-24
Current	LTP - Required	**Revenue and Finance Policy**	Local Government Act 2002	Finance and Assurance	Finance Manager	A3275564	Jun-27
Current	LTP - Required	**Significance and Engagement Policy**	Local Government Act 2002	Strategy and Policy	Strategy and Policy Manager	A3418918	Jun-27
In progress	Management Policy	**Closed Circuit Television Policy**		Building Assets	Property Manager	A368222	Aug-16
In progress	Management Policy	**Conflicts of Interest Policy**		People and Capability	People and Capability Manager	A2269332	
In progress	Management Policy	**Credit Card Policy**		Finance and Assurance	Finance Manager	A2395575 / A1185032	Dec-17

In progress	Management Policy	**Debtors Policy**		Finance and Assurance	Finance Manager	A1185055	Aug-18
Current	Management Policy	**Delegations Register - Chief Executive version**		Governance	Governance Manager	A3518036	Oct-22
Current	Management Policy	**Delegations Register - Council and Finance version**		Governance	Governance Manager	A3481914	Oct-22
In progress	Management Policy	**Fraud Policy**		Finance and Assurance	Finance Manager	A1302278	Aug-18
To be retired	Management Policy	**Parking Exemption - Elected Members Policy**		Compliance	Environmental Services Manager	A1904097	Aug-20
To be retired	Management Policy	**Parking Exemptions - over 80's**		Compliance	Environmental Services Manager	A1904098	Aug-20
To be retired	Management Policy	**Parking Exemptions - Special Circumstances**		Compliance	Environmental Services Manager	A1904099	Aug-20
Draft	Community Policy	**Parking Exemptions Policy**		Compliance	Reaewyn Thompson	A3661428	Mar-22
Due for review	Management Policy	**Parks Disposal Policy**		Parks	Parks Planning Manager	A1176247	Feb-18
Current	Management Policy	**Procurement Policy**		Procurement	Procurement Manager	A3479409	Jan-25
In progress	Management Policy	**Professional Indemnity Insurance Policy**		Finance and Assurance	Finance Manager	A1283472	Oct-18
In progress	Management Policy	**Property Services Policy**		Property	Property Manager	A1174642	Nov-18
In progress	Management Policy	**Public Liability and Professional Indemnity Insurance Coverage for Council Contractors and Consultants**		Finance and Assurance	Finance Manager	A1283472	Feb-18
Current	Management Policy	**Risk Management Framework Policy**		Quality Assurance	Quality Assurance Manager	A3441050	Jun-24
In progress	Management Policy	**Sensitive Expenditure Policy**		Finance and Assurance	Finance Manager	A773994	2019
Current	Management Policy	**Tax Governance Policy**			Finance Manager	A3542789	Sep-24
Due for review	Management Policy	**Asset Management Policy**	Local Government Act 2002	Infrastructure	Engineering Services Manager	A1741710	Apr-20
Current	Management Policy	**Electronic Access Acceptable Use Policy**		Infromation Systems	Mark Radcliffe	A3653935	Feb-25
In progress	Management Policy	**Energy Policy**		Building Assets	Property Manager	A1520994	Mar-19

Current	Regulatory - Voluntary	**Local Alcohol Policy**	Sale and Supply of Alcohol Act 2012	Environmental Health	Environmental Services Manager	A2975976	Mar-26
Current	Regulatory - Voluntary	**Local Approved Products Policy**	The Psychoactive Substances Act 2013	Environmental Health	Environmental Services Manager	A1267286	2023
Current	Regulatory Policy	**Board Venues Gambling Policy**	Racing Act 2003	Environmental Health	Environmental Services Manager	A2998806	May-23
Current	Regulatory Policy	**Class 4 Gambling Venues Policy**	Gambling Act 2003	Environmental Health	Environmental Services Manager	A2998435	May-23
Due for review	Regulatory Policy	**Connections to water supply policy**		Water	Water Supply Manager	A3463626	
Current	Regulatory Policy	**Dangerous Buildings Policy**	Building Act 2004	Building & Planning Services	Planning Manager	A844062	Nov-23
In progress	Regulatory Policy	**Dog Control Policy**	Dog Control Act 1996	Environmental Health	Environmental Services Manager	A2133717	Aug-21
In progress	Regulatory Policy	**Earthquake Prone Buildings Policy**	Building Act 2004	Building & Planning Services	Planning Manager	A1597349	Nov-20
Current	Regulatory Policy	**Insanitary Buildings Policy**	Building Act 2004	Building & Planning Services	Planning Manager	A844059	Nov-23
Current	Regulatory Policy	**Liability Management Policy**	Local Government Act 2002	Finance and Assurance	Finance Manager	A3411478	Jun-27
Current	Regulatory Policy	**Investment Policy**	Local Government Act 2002	Finance and Assurance	Finance Manager	A3420180	Jun-27
Draft	Procedural - P&C/ H&S	**Property Removal Authorisation Policy**		People and Capability	Manager - People and Capability		
In progress	Community Policy	**Customer Feedback Policy**			Manager - Customer Services		

Motor Vehicle Policy

08 February 2022

Purpose

The purpose of the Motor Vehicle Policy is to provide clear and concise instructions on the Council vehicle fleet. This policy will highlight how to access and utilise vehicles, who can drive them and what their responsibilities are and the applicable legal and health and safety requirements.

Scope

The Motor Vehicle Policy applies to all drivers authorised to operate a Council vehicle. The policy also applies if, with prior approval from the driver's manager, a private vehicle is being used in the execution of work related duties. There are minor exclusions pertaining to the procurement and operation of specialist vehicles such as ATV, mowers, tractors, which are covered by separate regulations.

Definitions

Authorised Driver: (hereby referred to as "Driver") a person who is authorised to drive a Council Vehicle and has provided the information required, has signed a Vehicle User Agreement (refer Appendix E) and is authorised to use a vehicle by management.

Elected Representatives: all Members of Council who are elected at each local government election or by any By-Election held within the three year period. This includes the Mayor, Councillors, Bluff Community Board Members, Mana Whenua Representatives and any persons appointed to participate in a governing body.

Employee: Any person employed by the ICC to do any work for hire or reward under a contract of service and will include elected members using a Council vehicle.

Tools of the Trade: Vehicles that are configured for a specific work purpose and are part of the general fleet in order to meet Council's operational requirements.

Work Related Vehicles: Vehicles which meet all four conditions (as listed by the IRD) to qualify as a "work-related vehicle" for fringe benefit tax purposes. For the avoidance of doubt, no private use of the vehicle is permitted.

Council Vehicles

Council has a variety of vehicles available to employees and elected representatives to utilise in the performance of their work duties.

Fleet Guidelines and Safety Requirements

The vehicle acquisition guidelines are detailed in appendix A. The following points are highlighted so all drivers are aware of Council's commitment to improving safety and reducing emissions.

- Council aims to purchase cars that have a 5-star ANCAP safety rating and automatic transmissions.
- Council is committed to purchasing a more sustainable vehicle fleet. Council aims to purchase fleet vehicles that have a 4-star fuel efficiency rating or better. Where feasible, electric and hybrid vehicles will be considered.

General Vehicle Fleet Provisions

- All vehicles are considered "pool vehicles" unless a vehicle is allocated to a person as a part of that person's remuneration package.
- Central pool vehicles, which are kept at the Civic Administration Building, are available for all Council employees to book as necessary for work purposes.
- Some pool vehicles are ringed-fenced for certain areas, for example the parks or water treatment vehicles are only available for those respective working areas.
- All costs involved with operating Council vehicles will be paid for by Council.
- Council plans to have all pool vehicles fitted with GPS tracking devices. These systems operate automatically and the data can be accessed by Council for legitimate work purposes.

Booking Central Pool Vehicles

All pool vehicles must be booked via the respective Microsoft Office Shared Calendar prior to their use. If the vehicle is no longer required, the booking needs to be removed as soon as possible so others can book the vehicles. Please see further instructions on Kermit.

Refuelling Vehicles

Fuel cards are kept in each vehicle. When refuelling the vehicle, you are not required to keep the receipt from the fuel card, however, you are required to enter the correct odometer reading for auditing purposes.

Fuel status - It is unknown what the vehicle will be used for next and it could be needed for civil defence or emergency purposes. As such, the vehicle must be returned with at least half a tank of fuel for the next driver. If the tank has less than half a tank of fuel, you must refuel it before it is returned.

Maintenance and Inspection of Vehicles

The Council procurement team (or delegate) will complete comprehensive monthly inspections of Council vehicles to help identify faults and ensure they are maintained and safe to use. Parks controlled vehicles are managed and inspected internally within the Parks team and the inspection process to be followed is an exemption from this policy approved by GM Finance and Assurance. All drivers are required to complete basic daily checks before they operate a vehicle.

Vehicles that have been driven by a person who may transfer infection may be removed from use and subject to a special purpose clean. Consult with the procurement team who have a cleaning process for this.

Full Private Use Vehicles

Some Council employees or elected representatives may have a vehicle allocated to them for full private use as part of their remuneration package. While the intent of this policy should be taken in to account with these vehicles, the conditions of use and accountabilities are detailed within their respective individual employment agreements.

Tools of Trade with Commuting Use

Employees who are allocated a vehicle for Tools of Trade with Commuting Use are required to comply with the contents of this policy. The only exception is an entitlement to use the vehicle for travel from work to home and vice versa. A number of roles have been identified based on the following criteria as requiring a specific vehicle during, and possibly outside of, office hours:

- job function;
- community emergency response;
- council emergency response (level of callout required); and
- the use of transport in the role (if 50-60 percent of the function of the role requires the use of a vehicle, this may justify this role having a vehicle assigned).

For a role to be assigned a vehicle on the basis of a callout, the employee in this role must be able to respond on their allocated on-call days in a timely manner and be no more than 20km away from the work location. An employee allocated a role specific vehicle for this reason is required to notify their manager and the People and Capability Department if they move (permanently or temporarily) outside of this range. This may result in a loss of vehicle usage or a change to the vehicle provisions in their employment agreement.

The vehicle is not available to the employee for private use.

Drivers of vehicles that are driven to and from work and meet the conditions of a, "work related vehicle," must receive a letter annually that states the restrictions of this use, as required by law. http://www.ird.govt.nz/fbt/categories/motor-vehicles/vehicles-generalexempt.html

Vehicles are to be secured at a depot, nominated car park or other similar prearranged storage, outside working hours. Where employees may be required to take a vehicle home on an ad-hoc basis to fit in with work needs, the employee is not allowed to use the vehicle for any other purpose aside from driving to and from the workplace or place of business. Such situations may arise when the employee is travelling out of town early the next morning for a meeting, or is arriving back late at night.

Vehicle Drivers

Drivers have a high level of personal responsibility and accountability to ensure they meet the requirements of this policy. Drivers are responsible for the following:

- Drivers must have completed the Authorised Driver form (appendix B) so Council has confidence everyone operating Council vehicles is appropriately licenced and understands the rules and conditions of operating Council vehicles.
- Drivers must be in possession of their drivers licence when operating a vehicle and, if required, the appropriate endorsements and certifications (e.g. dangerous goods, forklift).
- Drivers must keep their licence records up to date. If they receive a new licence for any reason, they need to supply a copy to Council. If an employee has their licence cancelled or suspended, they must advise their manager in writing within one working day. While not a comprehensive list, below are examples of when an employee must advise their manager of a change in licence status:
    - any medical restriction or revocation to driving a vehicle in accordance with New Zealand Transport Agency (NZTA) Waka Kotahi policy;

  - the addition of a new licence class or endorsements to their licence; or
  - if the licence has been cancelled, suspended or restricted in any way from the Courts or New Zealand Police.

- Employees must advise their manager if they receive an infringement notice while operating a council vehicle, as part of Council's commitment to health and safety. They will be liable for any of the penalties imposed, unless it can be proven that the liability should be placed elsewhere.
- Drivers must check the vehicle for a current WOF/COF, registration or obvious faults. A comprehensive vehicle inspection will be completed monthly (appendix C). Any issues identified need to be notified immediately to the Council procurement team via vehicle.issues@icc.govt.nz. Council employees are not to drive any vehicle owned or leased by the Council which has known or suspected defects.
- All vehicles which are taken to a private residence must be kept secure overnight, off road and where possible garaged. If the vehicle cannot be stored off road the employee's manager should be advised.
- Drivers who use a Council vehicle must take all reasonable efforts to secure it against theft and vandalism.
- Drivers must operate the vehicle in accordance with the New Zealand Road Code. Particular attention should be given to the rules about using mobile phones while driving, distractions and impaired driving.
- Drivers involved in an accident or incident causing damage to a Council vehicle must promptly report it, to their immediate manager and the Procurement Manager. A Vehicle Accident Report (refer appendix D) will need to be completed at the earliest convenience.
- Drivers can be held responsible for insurance excess for all non-work related damage to the vehicle or insurance claims denied by the Council's insurer due to driver negligence.
- Drivers must operate any vehicle within its intended purpose and applicable limits. For example, do not take a 2wd car off-road or do not overload a truck or trailer beyond its limits.
- Drivers must not operate or park a vehicle in a manner that will bring the Council in to disrepute.

Health and Safety

Vehicle operations are a significant Health and Safety risks to Council and its employees. Council takes the health and safety of its people seriously and is looking to procure vehicles with high safety ratings. The biggest risk in vehicle operations is driver behaviour, fatigue and distractions that take away focus from driving. Appendix E provides further clarification for safe vehicle operation. Key points are set out below for all drivers to be aware of and ensure they comply with.

- All vehicles will have a safety kit in them which include:
    - a vehicle first aid kit;
    - high- visibility vests; and
    - a hazard triangle and glow stick or torch.
- Vehicles may also have additional safety equipment such as Covid-19 protection kits.
- Vehicles are designated smoke-free in accordance with the Council Smoke-free Policy.
- Vehicles may only be operated by Authorised Drivers; except in an emergency when an unauthorised person may drive a Council vehicle. This rule does not apply to full private use vehicles.
- Vehicles may be fitted with GPS tracking. The data is used to assist with health and safety compliance, and monitoring driver behaviour.
- The Drug and Alcohol Policy must be read in conjunction with this policy and strictly adhered to.

Accidents and incidents

Drivers must promptly report any damage, including minor mishaps, involving a Council vehicle to their manager and complete all necessary health and safety accident/incident, insurance and damage reports. Damage to be reported includes any motor vehicle accidents, damage while parked, a cracked or broken windscreen or vandalism.

Council's accident procedure:

- Ensure your own safety and that of your passengers.
- If required and capable, offer and/or seek medical attention if needed.
- If appropriate contact emergency services including Police.
- If a serious event, secure the site for a health and safety investigation.
- Do not admit liability or responsibility until an investigation determines who is at fault.
- Obtain the name, address, make of vehicle and vehicle registration of any other party involved including their insurance company.
- Obtain contact details of any witnesses.
- Take note of the damages.
- Make contact with your direct manager as soon as possible, and if not available a senior manager from your directorate within one hour of an incident, during business hours. After hours contact Council after hours service on (03) 211 1679.
- Make reasonable efforts to have the vehicle transported to a safe location.
- In the event of an accident the driver is to undergo a drug and/or alcohol test as per Council's drug and alcohol policy.

- Complete an accident/incident report form and return to your manager to complete and forward to the Health and Safety Advisor.
- Complete insurance claim form and return to GM Finance and Assurance.
- Forward any correspondence to GM Finance and Assurance, noting that employees are not permitted to enter into negotiations with any party who may be concerned with a claim.

Deviation from Policy

There will be situations where deviations from this policy are needed. Any deviation from policy needs to be authorised by the manager who needs to consider the reason for operating outside of this policy and ultimately be accountable for that decision.

Relevant Legislation

This policy should be read in conjunction with:

- Land Transport Act 1998
- Health and Safety at Work Act 2015
- Finance Act 2005

Authorised By: _____

Clare Hadley
Chief Executive

Revision History:	2014, 2017, 2020
Effective Date:	08 February 2022
Review Period:	This policy will be reviewed every five (5) years unless earlier review is required due to legislative change, or is warranted by another reason.
New Review Date:	08 February 2027
Associated Documents / References:	Land Transport Act 1998 Health and Safety at Work Act 2015 Education initiatives | Waka Kotahi NZ Transport Agency (nzta.govt.nz)
Supersedes:	Motor Vehicle Policy 2017 / Vehicle Acquisition and Allocation Guidelines 2020
Reference Number:	A3630594
Policy Owner:	Manager - Procurement

Appendix A: Vehicle Acquisition Guidelines

All of Government Purchasing Options

All of Government Vehicle Contracts will be used to source vehicles (any exceptions to be approved by the Executive Leadership Team) with NZ Government Broader Procurement Outcomes also forming part of the process (refer Procurement Policy and Procurement Manual). All new vehicles should have a minimum of 130,000km and five years warranty, and meet carbon dioxide emissions and fuel consumption per kilometre as detailed on the Acquisition Template. This template must be completed for all purchases, all exceptions are to be approved by the GM Finance and Assurance.

Vehicle Replacement

The following is a guideline for the provision and allocation of Council vehicles. The Chief Executive may approve a higher replacement allocation in circumstances where needs dictate a different vehicle.

Specific terms and conditions of usage may be specified within the terms and conditions of the individual employment agreements and will prevail over this policy. Vehicles with high maintenance may be replaced earlier.

The Council will purchase from All of Government Contracts (AOG).

Authorised Position	Level	Replacement Allocation (excl GST)	Authorised by	Usage	Style	Replacement
Mayor	**Mayor**	As per Remuneration Authority	Council	Full Private	Open Choice (AoG)	36 months
Chief Executive	**(E1)**	$60,000	Council	Full Private	Open Choice (AoG)	36 months
Full Private Use Vehicles		$50,000	CE	Full Private	Open Choice (AoG)	48 months
Tool of Trade / Specific Role	**(S3)**	$50,000 (incl fit-out)	CE or GM depending on role	Specified in Agreement	Fit for Purpose (AoG)	130,000km or 60 months

Sustainability and Safety

Exceptions to purchasing a vehicle that is below ANCAP 5 or whose safety rating has not been determined must have a business case and vehicle risk assessment developed by the Manager, recommended by the Group Manager and be approved by the Group Manager Finance and Assurance and Manager People and Capability. Hybrid and electric vehicles will be considered if not required to meet emergency management or Civil Defence obligations, or not regularly used to navigate floods and waterways. All vehicles must be “team fit for purpose” including usable by all team members and create no safety issues for individual drivers.

Vehicle Colour

Vehicles with be white, unless a workplace safety or chain of responsibility justification clearly demonstrates an alternative colour should be selected for a specific vehicle.

Logo

FBT Guidelines requires the business identification (e.g. name or logo acronym) regularly used by the employer must be permanently and prominently displayed on the exterior of the vehicle. The standard “Invercargill Grass Logo” will be affixed to the two front doors with no other logos being added unless approved by GM Finance and Assurance or the Chief Executive. Vehicles that are “Full Use” can, at the employee’s request, have no logos.

Vehicle Disposals and Transfers

The disposal of vehicles will be managed by designated persons in the Finance and Assurance team. Transferring a vehicle between work units will be considered if it is in Council’s interest to do so.

All vehicles will be sold through a recognised public auction house or “traded in” and should comply with NZTA Warrant of Fitness requirements. All Council assets and logos will be removed prior to sale of all vehicles.

A3630594

Appendix B: Authorised Driver Form

Employee / Elected Members	Contractor / Consultant	Volunteer / Approved Driver
Cross out which is NOT applicable		
Address of Contractor/ Consultant / Volunteer and any other Authorised Driver		

I, _____ (please print your name) hereby acknowledge receipt and have read this policy and accepted the terms and conditions of the Council's Motor Vehicle Usage Policy, including appendices and have provided a copy of my driver licence.

I agree that Invercargill City Council can monitor the currency of my Motor Vehicle Driver Licence through NZ Transport Agency – Waka Kotahi Driver check program.

I understand that in the event of an accident where, as a result of my actions, the Council's insurance is invalid (for example – driver licence not current), then as the driver I may be liable for costs associated with the accident (includes all vehicle damage).

EMPLOYEES and ELECTED MEMBERS (only)
I acknowledge that any breach by me of these guidelines may result in disciplinary action.

CONTRACTOR, CONSULTANT, VOLUNTEERS and APPROVED DRIVERS (excludes Employees and Elected Members)
I acknowledge that any breach by me of these guidelines may result in any contract or work with the Council being terminated.

I acknowledge in the event of an accident if found at fault (including partially) I may at Councils discretion be liable for the Insurance Excess of $500 and for drivers under 25 or who have held a NZ Licence under 12 months $1,500.

I have a current full New Zealand driver's licence.

Copy of Licence attached:
Please attach here both sides of licence

Licence Number: _____

Signed: _____ Date: _____

Council Fleet Administration Use:

Licence sighted: Yes / No – Number: _____

Fleet Co-ordinator / P&C Sign Off: Date: _____

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APPENDIX C: VEHICLE ACCIDENT REPORT

ICC VEHICLE ACCIDENT REPORT

Accident details / damage to vehicles to be recorded IMMEDIATELY

This sheet will assist you 'at the scene of an accident' to obtain the necessary details required to complete an insurance claim form.
IMPORTANT:

1. KEEP this sheet in your GLOVEBOX.
2. DO NOT ADMIT LIABILITY and DO NOT make any statement to anyone except proper authorities or an authorised representative of ICC.

Instructions:

- ☐ Check to make sure no one is injured. If so, request medical assistance immediately
- ☐ **Do not argue with the others involved, admit fault or discuss the accident with anyone except the police.**
- ☐ If your vehicle is drivable, move it off of the roadway as soon as practical. If not drivable, turn on hazard lights, and if available, set up flares or reflector triangles to warn traffic. Stay close to the vehicle, but in a safe position away from traffic.
- ☐ Call the police immediately, even if it appears minor. If police are unable to attend the scene, fill out an accident report at the nearest police station to you. Ask the police officer, if completed, where and when you can get a copy of their report.
- ☐ Gather as much information about the accident as possible. Photograph the scene and vehicle damage if possible.

Driver Information

Driver Name	Driver License Number	Department

Vehicle Information

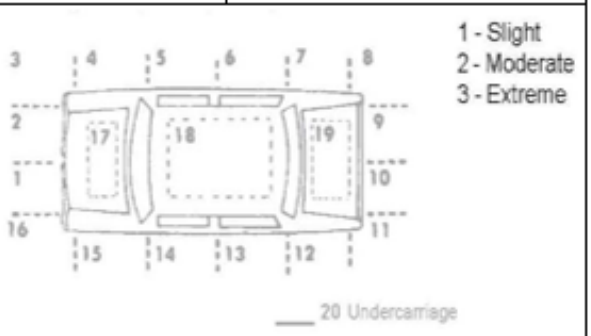
Vehicle #, if applicable	Year	Make	Model	Vehicle Identification Number (VIN)

License Plate Number	Odometer Reading

Accident during business use? Yes No	Council Fleet Vehicle? Yes No

Location of Vehicle / Tow Company

Describe Damage to vehicle (Attach Photos)



Accident Information

Date of Accident	Time	Location of Accident (Street, Intersection, State Highway)	Suburb / Town / City

Other Vehicle Information (use additional sheet if necessary)

Year	Make	Model	License Plate Number	Driver's License Number

Owners Name	Phone	Address	City

Driver Name (if other than owner)	Phone	Address	City

Insurance Company	Policy Number (if known)	Agent Name / Phone Number

Area of Damage to Vehicle (Also show on provided sheet)	Vehicle Location

Conditions and Accident Description (Additional space on other side if necessary)

Weather Conditions (Circle those that apply) Rainy Clear Fog Snow / Ice Wind	Road Conditions (Circle those that apply) Paved Dirt / Gravel Dry Wet Slippery	Air Bag Deployed? Yes No

Traffic Controls (Signs, Signals, Lights)	Posted Speed Limit km/h	How fast were you travelling? km/h	Seat Belts Worn Yes No

OVER

A3630594

Passengers (If none, write N/A) **circle one**

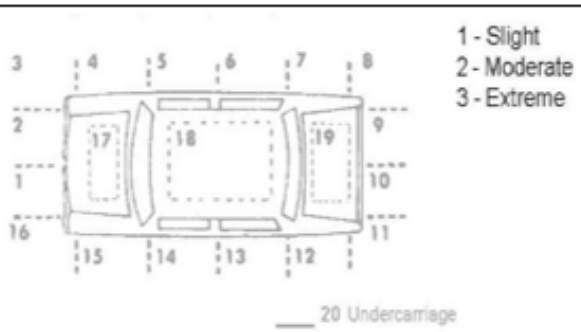
Name	Address	City	Phone	Your vehicle. Other vehicle.
Name	Address	City	Phone	Your vehicle. Other vehicle.

Witnesses (If none, write N/A)

Name	Address	City	Zip	Phone
Name	Address	City	Zip	Phone

Description of the Accident and other vehicle damage

Accident Details

Draw picture and if possible note area of damage on other vehicle:	

Emergency Services Information

Were Police Called? **Yes No**	Officer Name and Badge No.	Officer Name and Badge No.	Police Car Registration
Police Report Number	Drug & Alcohol Test at the scene **Yes No**	Ambulance Called? **Yes No**	Driver Assessed Safe to Drive? **Yes No**

Additional Space

ICC Driver Name **Title** **Phone** **Date**

Supervisor Signature **Title** **Phone** **Date**

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Appendix D: Council Vehicle Health and Safety Rules

Vehicle operations present one of the greater health and safety risks to Council and its employees. Council takes the health and safety of its people seriously and is looking to procure vehicles which have high safety ratings. The biggest risk in vehicle operations is driver behaviour, distractions and fatigue.

Driver Behaviour and Distractions

The NZTA provides information on driver distractions which, if followed, will reduce the likelihood of having an accident. Please refer to the linked website for detailed information, however, there are four main categories of driver distraction:

- taking your eyes off the road (e.g. driving past a scene that emergency services are responding to);
- taking your hands of the wheel (e.g. to change the radio station, eating or using a mobile device);
- noises that distract you (e.g. music playing loudly in a car); and
- thinking about something other than driving.

All of these distractions are potentially dangerous and some of them, such as mobile phones, can be illegal. All drivers are to actively identify and look to reduce as many driver distractions as possible, so they stay focused on their driving duties.

Driver Fatigue

The risks of operating vehicles in a fatigued state are well documented. Managers and drivers need to be cognisant of fatigue and allow sufficient breaks and maximum periods of duty to minimise the risk. Council requires drivers to follow the applicable driving time rules and limits that applies to drivers of heavy trucks (class 2-5). The full requirements can be found on the NZTA website. A summary of the main points are listed below:

- After 5 hours and 30 minutes of driving, the driver must have at least a 30 minute break.
    - It is further recommended that for every 2-3 hours of continuous driving, drivers should take a 10 minute break. (This 10 minutes break is still considered a part of the “continuous driving” period for the 5 hour 30 minute timeframe mentioned above).
- Drivers are not allowed to operate vehicles beyond a 13 hour work day. Emergency response to critical services or civil defence have some exclusions to this.
- Drivers must have a minimum of a 10 hour break before they recommence driving duties.
- If a driver has reached a cumulative driving time of 70 hours without a 24 hour break, they must take a 24 hour break before they can recommence driving duties.

Fleet Monitoring

Council light vehicles and trucks, will be equipped with a GPS monitoring unit to ensure that in an emergency or accident the driver and any passengers can be located. Electronic monitoring systems record vehicle location, speed, idling events, and driving behaviour such as harsh braking and acceleration, and are intended to increase fleet efficiency and driver safety. Data is monitored and periodically compiled into reports. The data is securely kept and is only accessible for authorised Council use. In collecting this data, Council commits to the following:

- the data will be kept confidential and will not be used to invade an employee’s personal privacy;
- that where there is a breach of policy, it will be brought to the attention of the employee with a view to allowing the employee to provide an explanation; and
- access to the data will be restricted to relevant managers, team leaders and fleet managers.

An employee demonstrating below average driving skills may be required to participate in a driver assessment and remediation program or defensive driving course as a condition of ongoing access to driving a Council vehicle.

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APPENDIX E: VEHICLE INSPECTION SHEET

Section 1 - All Vehicles: Details

Please indicate your department below

Inspection Date		**Name**		**Department Name**	
Make/Model		**Reg. No.**		**Odometer** kilometre	
WoF/ CoF Expiry date		**Reg.** Expiry date		**Next Service** kilometre	
Drivers are responsible for ensuring current WoF, CoF, Registration and RuCs labels are affixed to the vehicle before driving the vehicle					
HUB Reading kilometre		**RUC Expiry** kilometre		**Do you need more RUCS in the next 6 weeks?**	**YES / NO** Please Circle One

Section 2 – ALL VEHICLES: Safe Operation

(☑ for Acceptable Condition; ☒ Not Acceptable Condition; **N/A** Not Applicable)

Steering: ***Check Operation***		Horn: ***Check Operation***		Service Brake: ***Check Operation***			Park Brake: ***Check Operation***
Reversing camera ***Check Operation***		Satellite Navigation ***Check Operation***		Rear View Mirrors: ***Check Condition***		Interior Lights: ***Check Operation and Condition***	
Seatbelt - Driver ***Check for Damage***		Seatbelt - Passengers ***Check for Damage***		Ice Scraper/Water Bottle/Cloth ***Damage Check / Bottle Filled***		First Aid Kit: ***Check Condition, Stock Level***	
Vehicle Accident Form ***Clean Copy in Vehicle***		Fire Extinguisher: ***Check for Valid Certificate***		Vehicle Interior: ***Check Cleanliness***		Windscreen Wipers/ Washer: ***Check Operation, Condition, Level***	
Windscreen: ***Check for Cracks and Chips***		Lights and Lenses: ***Check Operation and Condition***		Emergency/ Safety Lights: ***Check Operation and Condition***		Brake Fluid: ***Check Level***	
Engine Coolant: ***Check Level***		Engine Oil: ***Check Level and Quality***		Power Steering Fluid: ***Check Level***		Antennas ***Check for Damage***	
Spotlight/ Revolving Lights: ***Check Operation and Condition***		Roof rack: ***Check for Damage***		Other exterior fittings: ***Check for Damage***		Tow Coupling: ***Check Wear and Securing***	
Hazard Triangle ***Check for Damage***		Vehicle Hi Vis ***Check for Damage***		Vehicle Signage ***Check for Damage***		Vehicle Exterior: ***Check Cleanliness***	
Front Tyres (L&R): ***Tyre depth mm***	*L* *R*	Left Rear Tyres: ***Tyre depth mm***		Right Rear Tyres ***Tyre depth mm***		Spare tyre ***Tyre depth mm***	
Front Tyres (L&R): ***Check Condition/ tread/pressure***	*L* *R*	Left Rear Tyres: ***Check Condition, tread / pressure***		Right Rear Tyres ***Check Condition, tread / pressure***		Spare tyre ***Check Condition, tread / pressure***	
Drivers are responsible for checking tyre pressures at least once a month, or if there is evidence of loss of tyre pressure. Road and all terrain tyres to be replaced at 2mm and off-road and mud tyres at 4mm.							

Physical damage / rust found

(☑ Acceptable Condition; ☒ Not Acceptable Condition; **N/A** Not Applicable)

Vehicle Damage Interior		Vehicle Damage Exterior		Vehicle Rust		Equipment Damage	
All equipment, interior, panel & body work damage or rust found, must be reported in Section 3 below.							

Section 3 - All Vehicles: Repairs and maintenance required

(☑ Acceptable Condition; ☒ Not Acceptable Condition; **N/A** Not Applicable)

No.	The following items have been noted as requiring attention.

NOTE: **The driver must immediately advise their Supervisor / Fleet Person if any remedial action is not properly completed by the repairer**

The preparer of this vehicle inspection sheet confirms that the information is complete and accurate with all vehicle safety issues requiring action being properly detailed.

Prepared By (Driver / Fleet Coordinator)	PRINT NAME	Signature	SIGNATURE/ DATE
Checked By (Preparers Supervisor)	PRINT NAME	Signature	

Email to: vehicle.issues@icc.govt.nz

This form is on Pathways using an Inform document

A3630594

LOCAL GOVERNMENT OFFICAL INFORMATION AND MEETING ACT REQUESTS AND PROACTIVE RELEASE POLICY

Effective from 20 December 2021

Purpose

The purpose of the Local Government Official Information and Meetings Act 1987 (LGOIMA) Requests and Proactive Release Policy is to:

- make decision-making processes and information available, accessible and understandable to our customers;
- enable more effective public participation in decision-making and promote the accountability of elected members and officials; and
- provide clear guidance for requesters of information; and for Council staff when reactively or proactively providing information.

Scope

This policy applies to all Council employees including elected and appointed representatives, contractors and consultants working on Council business.

Definitions

Information subject to LGOIMA: Information held for the purposes of this policy includes all information which is paper-based, electronic or in a person's memory. It also includes information held by elected members in their capacity as an elected member and information held by an independent contractor engaged by any local authority in their capacity as an independent contractor.

Elected Representatives: Means all Members of Council who are elected at each local government election triennium or by any By-Election held within the three year period and includes the Mayor, Councillors, Bluff Community Board Members and Mana Whenua Representatives.

LGOIMA Request: Can be received verbally, electronically, via social media or in writing. If the request is only received verbally we will record our understanding of what was asked for, provide

our understanding to the requestor, and process accordingly. Within this definition there are four trigger events which would characterise a request as a LGOIMA request:

- the requestor uses the words 'request for information', 'official information', 'OIA' or 'LGOIMA';
- the response requires substantial time to collate or research;
- the material requested is likely to be withheld by Invercargill City Council; and
- the subject matter of the request has significant public or political interest, generating numerous requests and a coordinated response is required across the organisation.

Working days: means any day that is not:

- a weekend day or public holiday[1]; and
- a day between 20 December and 10 January inclusive.

Responsibilities

Council's Governance team is responsible for the accepting, processing and administering the release or withholding of information under the LGOIMA. All LGOIMA requests are independently reviewed by an approved Council Officer to ensure there are appropriate checks and balances in place to ensure Council is meeting its responsibilities under the Act.

Principles

Official information pertains to material held in any format including, but not limited to:

- reports, policies, letters, emails, information held on our databases, text messages;
- video footage;
- information that is known to an agency but not yet recorded in writing;
- information held by our independent contractors;
- information held by elected members in their official capacity; and
- recollections.

Requests may only be made for information already held; there is no obligation to create new information for the purposes of responding to a request. Requests for opinion are not requests for official information.

In accordance with the general duty towards transparency and assistance under LGOIMA; the default position should be to release information. There are some justifiable reasons to withhold the release of information, provided that reason is not otherwise overridden by the public interest. This duty also extends to providing assistance to requestors through the request process, including helping requestors to clearly frame their request.

[1] The LGOIMA defines a working day as any day of the week other than—
Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, and Waitangi Day. If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, the following Monday. The day observed in the appropriate area as the anniversary of the province of which the area forms a part (For Southland, this is the day after Easter Monday). A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

LGOIMA Request – Cost Recovery

Sometimes we may need to charge for an official information request. If we decide to charge, we will tell you the cost of your request before processing it. You can then decide to proceed, withdraw or refine your request.

Council could seek cost recovery when:

- answering your request requires substantial collation or research; or
- costs are incurred pursuant to a request response being needed urgently.

We might ask for some or all of the cost to be paid in advance. Our charging guidelines are detailed below. The New Zealand Government has issued reasonable Charging Guidelines. The standard charges at the time of adoption of this policy are:

- $38 per half hour of staff time in excess of one hour; and
- $0.20 per page for photocopying in excess of 20 pages.
- Office of the Ombudsman guidance can be accessed here.
- Note: These charges are subject to change in accordance with the Ombudsman guidance.

Charges can be found within the Council's Fees and Charges Schedule available online.

Responses

Council will respond as quickly as possible to LGOIMA requests, and within a maximum of 20 working days. For clarification, day one of the 20 working day requirement is the first working day after the day on which the request is received.
Council may extend the 20 working day limit in accordance with the section 14 of the LGOIMA. Any extension shall be effected by giving or posting notice of the extension to the person who made the request within 20 working days after the day on which the request is received. These reasons are;

- the request is for a large quantity of official information or necessitates a search through a large quantity of information and meeting the original time limit would unreasonably interfere with the operations of the local authority; or
- consultations necessary to make a decision on the request are such that a proper response to the request cannot reasonably be made within the original time limit.

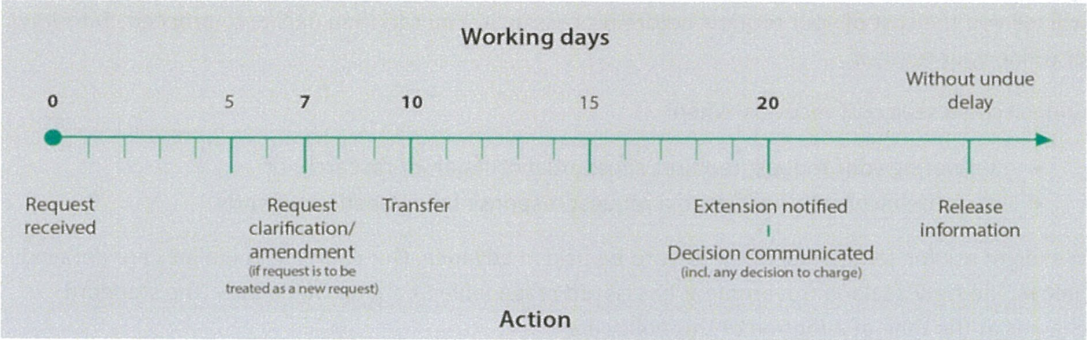
Request for Clarification

If the request is very broad, Council can explore refining the request. In these circumstances, Council will request clarification of a request within seven working days, if the amended request is to be treated as a new request. This is covered under Section 13 (7) of the Act. This does not include where the council has asked for clarifications of amendments.

Transferring a LGOIMA Request

In accordance with Section 12 of the LGOIMA, Council will seek to transfer the LGOIMA request to another agency if they are best placed to respond to the request. Council will transfer the request to another agency promptly, and no later than 10 working days, after the request is received.

Figure One – Council LGOIMA Request Processing Timeline



Urgency

If a requester asks for a request to be treated as urgent, they must give reasons. If the Council cannot meet the urgent timetable sought by the requester, Council will advise the requestor accordingly and provide a timeframe on when to expect a response.

In the case of multiple requests for information, Council may ask that the requester to prioritise their requests so that we can focus on the information sought under urgency first, before considering the remaining information within the normal LGOIMA 20 working day timeframes.

Proactive Release of Information

Council will publish information that helps inform the public about how ICC undertakes its core functions. The publication of reports and advice to elected members, as well as project information and data analysis, are some examples of what may assist the public in being better informed of ICC core functions.

Proactive release of information can be either;

- the publication of official information that ICC deems to be of interest to the wider public; for example, this could include information such as strategic intentions and briefings to elected members; or
- the publication of information that ICC has provided in response to a request under the LGOIMA.

Proactive release of information not subject to a request

Council will publish information that helps inform the public about how ICC undertakes its core functions. The publication of reports and advice to elected members, as well as project information and data analysis, are some examples of what may assist the public in being better informed of Council core functions.

Proactive release of LGOIMA responses

At least once a quarter, Council will select appropriate LGOIMA responses for publication on the Council website. When determining whether to proactively publish a response to a request, relevant considerations may include:

- Whether there has been more than one request for the information, or on the topic the information covers; and

- Whether the information would be of general interest to the public.

ICC will advise LGOIMA requesters that the ICC's response to them may be published on the ICC website, making it publicly available. Before publication, all personal details will be removed from the response to ensure the identity of the request is not revealed.

Withholding Information/Refusal of Request

Council will release information unless there are reasons not to and they are not overridden by the need for the public interest. The partial release of information is possible of only parts of the request meet the LGOIMA criteria for refusal. Sections 6, 7, 8 and 17 of the LGOIMA stipulate the conditions under which Council can refuse to release information subject to a LGOIMA request. These relevant sections should be referred to for the exhaustive list, however the main reasons for withholding official information include:

- prejudice the maintenance of the law;
- endanger the safety of any person;
- breach the privacy of any person;
- disclose confidential or commercially sensitive information;
- cause serious offence to Tikanga Maori;
- disclose the location of Waahi Tapu;
- breach an obligation of confidence; and
- prejudice: public health or safety; the Council's right to legal professional privilege; the commercial activities of the Council; or negotiations being carried out by the Council.

These reasons have to be weighed up against the overall public interest of releasing the information. If a requester is not satisfied with Council's response, they can contact the Office of the Ombudsman.

Exceptions

LIMs

Land Information Memorandums (LIMs) are covered by section 44A of LGOIMA and are subject to a separate timeframe and charging regime. LIMs are only valid at their time of issue. Historical LIMs may be provided under this policy, clearly marked "not valid as a Land Information Memorandum".

Personal Information

All requests for Personal Information are dealt with under the Privacy Act 2020 and Councils Privacy Policy and are separate to a request under LGOIMA.

Criminal Disclosure

The Criminal Disclosure Act 2008 sets out the requirements and obligations of Council when it is undertaking a criminal prosecution. This is a separate process to LGOIMA and is part of Council's obligation to the Courts of New Zealand as a Prosecuting Authority.

Relevant Legislation

This policy should be read in conjunction with:

- Local Government Official Information and Meetings Act 1987;
- Official Information Act 1982;
- Privacy Act 2020;
- Ombudsman Act 1975;
- Public Records Act 2005; and
- Copyright Act 1994.

Authorised By:

Clare Hadley
Chief Executive

Revision History:	November 2021
Effective Date:	20 December 2021
Review Period:	This policy will be reviewed every six (6) years unless earlier review is required due to legislative change, or is warranted by another reason.
New Review Date:	20 December 2027
Associated Documents / References:	Local Government official Information and Meetings Act 1987 Official Information Act 1982 Privacy Act 2020 Ombudsman Act 1975 Public Records Act 2005 Copyright Act 1994
Supersedes:	N/A
Reference Number:	A3654776
Policy Owner:	Manager - Governance and Legal

ELECTRONIC ACCESS ACCEPTABLE USE POLICY

Effective from 23 February 2022

Purpose

This policy governs the access and use of all Invercargill City Council networks, Internet/Intranet, social media, software, email systems, and electronic equipment such as telephones, mobile devices and photocopiers.

Scope

This policy applies to all employees, contractors and representatives of Invercargill City Council.

Access to Invercargill City Council systems extends throughout an employee's term of employment, a contractor's term of contract or a representative's term of office, providing the employee, contractor or representatives do not violate Invercargill City Council's policies regarding electronic access.

Definition

Representative	Representative means elected representatives via the triennial election cycle and representatives appointed to Council – for example Mana Whenua Representatives.
User	A user is defined as a Council employee, a contractor working under authorisation of Invercargill City Council and representatives.

Introduction

Invercargill City Council provides users with electronic access as a business tool. Access can include an email system, network connectivity, telephones, print devices, and internet access.

This policy is applicable to all users and governs all access and use of Invercargill City Council's networks, internet, telephones, mobile devices, print devices, email systems and social media. Users must act responsibly when using any electronic services, respecting other users' rights, the integrity of the system and the reputation of Council.

Email

Email Usage Policies and Procedures

Invercargill City Council's email system is designed to improve service to our customers, enhance internal communications, and reduce paperwork. Users of Invercargill City Council's email system must adhere to the following policies and procedures:

- Invercargill City Council's email system is provided primarily for Council business related activities. Personal use is to be minimal, appropriate and not impact staff productivity, system performance or bring Invercargill City Council into disrepute. Misuse will be managed by existing Invercargill City Council disciplinary procedures.
- The email system must not be used for any unlawful activity and must not be used to compromise the security or operation of any computer system or network whether or not it is owned or managed by Invercargill City Council.
- Users must not create, send or forward any email messages which contravene human rights legislation, and which may be considered discriminatory, defamatory, intend harassment or hatred. Any actions of this nature will be handled in accordance with existing Invercargill City Council disciplinary procedures.
- Users may access the email system for personal use to the same extent that personal telephone calls are occasionally made and received during business hours. Personal usage should not be excessive. Private use of the email system is unreasonable if it interferes with your employment / contract or it is for personal profit.
- Invercargill City Council reserves the right to restrict use of the email system without notice or explanation.
- The email system is the property of Invercargill City Council and all messages sent or received by it, or stored within it, are owned by Invercargill City Council. Invercargill City Council reserves the right to access and disclose all messages sent over its email system if required by law or valid business purpose providing permission has been granted by a Group Manager or the Chief Executive
- Users must exercise care when sending emails containing confidential information or correspondence subject to legal privilege. Users are prohibited from using personal email accounts and web-based email to transmit business information or documents of any kind. All business email must be sent and received via an Invercargill City Council provided email account.
- Users shall not attempt to monitor or tamper with another user's email, send on behalf of another user, or send emails attributed to another user, without that user's agreement, unless specifically authorised to do so by the Chief Executive or Group Manager. Only authorised managers are permitted to access another person's email without consent.
- Email messages must contain professional and appropriate language at all times. Users are prohibited from sending abusive, harassing, intimidating, threatening, discriminatory or otherwise offensive messages via email.
- All emails are archived by Invercargill City Council's email archive system and are recoverable as required by law or valid business purpose.
- Invercargill City Council has a legal requirement to retain corporate emails. Users must regularly move corporate emails from email folders to Invercargill City Council's Electronic Document Records Management System. Corporate email is defined as the following:

  - Emails that form part of the corporate record, emails that document the business activities of Invercargill City Council, e.g. a direction for an important course of action, business correspondence or a communication between users in which a formal approval is recorded.
- Informal business emails can be destroyed as part of normal administrative practice. Informal business emails are defined as the following:
  - Emails used to facilitate Invercargill City Council business, but which does not need to be retained for business purposes, e.g. notice of meetings, staff movements, copies of reports or newsletters, advertising material, or any other publicly available material.
- Personal email should be destroyed as soon as it is no longer required. Personal email is defined as the following:
  - Emails that form part of the corporate record, emails that document the business activities of Invercargill City Council, e.g. a direction for an important course of action, business correspondence or a communication between users in which a formal approval is recorded.
- Files received from an unknown, suspicious or untrustworthy source must be deleted immediately without opening. Under no circumstances should users click on links contained within an email message sent from an unknown or untrusted source.
- Misuse and / or abuse of the email system in breach of the Email Usage Policies and Procedures listed above, will be managed by existing Invercargill City Council disciplinary procedures.

Internet

Personal Responsibility

Users agree that by accepting a network enabled account, related information, and accessing Invercargill City Council's internet, they agree to adhere to Invercargill City Council policies regarding their use. Users also agree to report any misuse or policy violation(s) to their supervisor, the Manager – Information Systems or Department Manager.

Permitted Use

Use of the network and the internet is a privilege, not a right. Access to Invercargill City Council's internet is provided primarily for Council business related activities. Personal use must be reasonable and appropriate, not impact on staff productivity or system performance or bring Invercargill City Council into disrepute. Access will be granted at the discretion of the Chief Executive, Group Managers and the Manager – Information Systems.

Invercargill City Council monitors and logs web sites visited and files downloaded. Group Managers can request reports that allow them to monitor and moderate internet use. Users viewing or downloading content that is deemed inappropriate for the workplace may be subject to disciplinary actions.

Availability and Access

Invercargill City Council reserves the right to suspend Internet access at any time, without notice, for technical reasons, policy and copyright violations, security or any other reason.

Alternate internet connections to Invercargill City Council's network are not permitted unless expressly authorised by the Manager – Information Systems.

When working on electronic equipment within Invercargill City Council premises, users must use the internet connection provided from its equipment. Users must not circumvent internet security by using personal hotspots, mobile wireless devices or other devices without approval by the Manager – Information Systems. Alternative methods of connecting to the internet will be allocated to users working remotely as required. The Manager – Information Systems will record all instances where alternative methods of connecting to the internet have been provided.

The internet shall not be accessed from another employee's PC, unless the user is logged on with their own username and password.

Network

Availability and Access

Remote access to enable users to remotely connect to Invercargill City Council's computer network and related services is subject to the conditions of this Policy.

Content and Communication

Invercargill City Council, at its sole discretion, will determine what materials, files, information, software, communications, and other content and/or activity will be permitted or prohibited.

Security Breaches or Disruptions

Any actions or activities which cause or could cause the computer systems, information or networks of Invercargill City Council to be compromised in any way may result in disciplinary action.

Privacy

Network and internet access is provided as a tool for Invercargill City Council's business. Invercargill City Council reserves the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the internet, as well as any and all materials, files, information, software, communications, and other content transmitted, received or stored in connection with this usage. All such information, content, and files are the property of Invercargill City Council. Users should have no expectation of privacy regarding them. Information Systems staff members may review files and intercept communications for any reason including, but not limited to, maintaining system integrity and ensuring users are using the system consistently with this Policy.

Downloading Files

Downloading of files from the email system or the internet is permitted only where the data is directly relevant to Invercargill City Council's business.

No applications or programs shall be downloaded and/or installed without the prior permission of the Manager – Information Systems. Users are reminded that information obtained from the Internet is not always reliable and should be verified for accuracy before use.

Access to the internet is only permitted by users applying their own user credentials.

Electronic Equipment

Users shall not install or connect any equipment (including personal devices) to Invercargill City Council's network without prior approval of the Manager – Information Systems, or engage in any activity which has any impact on the computer system or network.

Users should adhere to the following:

- Electronic equipment is not to be removed from the building without appropriate authority from departmental managers or the Manager – Information Systems.
- Electronic equipment taken off site must not be left unattended in public areas and not left on display in a vehicle.
- Electronic equipment such as laptops must be carried as hand luggage during air travel.
- The computer systems and networks owned or managed by Invercargill City Council are to be used in an effective, safe, ethical and lawful manner. Misuse of IT resources will be handled in accordance with existing disciplinary procedures.
- The computer systems are to be used for business purposes in the course of normal day to day operations. Personal use must be reasonable and appropriate and not impact on staff productivity, system performance or bring Invercargill City Council into disrepute.
- All changes to configuration or maintenance of electronic equipment must be carried out by Information Systems staff or their designated agent.
- Users must not lend electronic equipment that has been allocated to them by Invercargill City Council for business activities to anyone external to Invercargill City Council including friends and family.
- Particular care should be taken with the use of mobile devices such as laptops, mobile phones and tablets. They must be protected at least by a password or a Personal Identification Number (PIN) and, where available, encryption.
- In order to ensure legislative compliance, Invercargill City Council reserves the right to undertake an investigation of any Invercargill City Council electronic device if there are reasonable grounds to suspect there is content or activity that could cause reputational or operational risk, or a breach of Invercargill City Council's Code of Conduct. This applies to all content on Invercargill City Council electronic devices, including computers, mobile phones and tablets. All data capture and analysis will be performed by the Information Systems team in a secure environment.

Security

Passwords and Authentication

All access to Invercargill City Council network, internet and electronic equipment is available to authorised users only. A unique user account is allocated to each user individually, except in areas where shared access is permitted and services approved by Information Systems.

Users are only permitted to access information, applications and systems that they have been allocated access rights for. Rights are granted on the basis of business needs. Any other access is considered unauthorised and is in breach of this requirement.

Users must not disclose, record or share their logon details such as username and password under any circumstances with anyone.

All electronic equipment such as laptops, mobile phones and tablets must be protected by a password and PIN and, where available, encryption.

Prohibited Activities

Users are prohibited from using Invercargill City Council's electronic equipment, email system, network, or internet access for the following activities:

- Downloading software without the prior written approval of the Manager – Information Systems.
- Downloading, printing or distributing copyrighted materials.
- Using software that is not licensed and approved for use by Invercargill City Council.
- Sending, printing, or otherwise disseminating Invercargill City Council's proprietary data or any other information deemed confidential by Invercargill City Council, to unauthorised persons.
- Storage of Invercargill City Council information in any unauthorised location such as non-Invercargill City Council provided cloud storage or removable storage devices.
- Operating a business, soliciting money for personal gain or otherwise engaging in commercial activity outside the scope of employment, without the prior authorisation of the Chief Executive.
- Making offensive or harassing statements that breach the Human Rights Act 1993 or brings the Invercargill City Council in to disrepute.
- Sending or forwarding messages containing defamatory, obscene, offensive, sexually oriented content, bullying or harassing statements. A user should notify their departmental manager and/or Manager – People and Capability immediately upon receiving such a message.
- Sending or forwarding a message that discloses personal information without Invercargill City Council authorisation. This shall also include accessing, transmitting, receiving, or seeking confidential information about customers or fellow employees without authorisation.
- Sending, forwarding, or soliciting sexually oriented messages or images.
- Attempting to access or visit sites featuring pornography, terrorism, espionage, explosive devices, or illegal drugs, or those which promote illegal activity of any form.
- Engaging in any criminal activity in violation of New Zealand Law.
- Spending excessive time using personal email accounts, internet access and social media sites during Invercargill City Council time, for non-business purposes.
- Participating in activities, including the preparation or dissemination of content, which could damage Invercargill City Council's professional image, reputation and/or financial stability.
- Permitting or granting use of an email or system account to another user or person outside Invercargill City Council. Permitting another user to use an account or password to access the Invercargill City Council network or internet, including, but not limited to, someone whose access has been denied or terminated.
- Using another user's account or password or impersonating another person while communicating or accessing Invercargill City Council's network or internet.
- Introducing a virus, harmful component, corrupted data or any malicious tampering.
- Deliberate attempt to access data that users are not authorised to use or access.
- Users must not store personal files such as music, video, photographs or software on Invercargill City Council electronic equipment.

Any breaches of this policy will be dealt with in accordance with the Non-Compliance section of this Policy.

Software Usage

Software piracy is both a crime and a violation of this Policy. Users are to use software strictly in accordance with its license agreement.

To ensure compliance with software license agreements and the Invercargill City Council's Software Usage Policy, Users must adhere to the following:

- All software used by Invercargill City Council must have appropriate licenses for use in place. Software must be used in accordance with the supplier's terms and conditions.
- Any user who knowingly makes, acquires, or uses unauthorised copies of computer software licensed to Invercargill City Council, or who places or uses unauthorised software on Invercargill City Council's premises or equipment may be managed by existing Invercargill City Council disciplinary procedures.
- Users are not permitted to install their personal software onto Invercargill City Council's computer system.
- Users are not permitted to copy software from Invercargill City Council's computer system for installation on home or other computers without prior authorisation.
- Users are prohibited from distributing software or licenses to customers, vendors, and other persons not in the employ of Invercargill City Council. Under no circumstances will Invercargill City Council permit use of software from an unauthorised source, including, but not limited to, the Internet, home, friends and/or colleagues.
- Users who suspect or become aware of software misuse are required to notify their supervisor, Manager – Information Systems, Manager – People and Capability, or department manager.

All software used on Invercargill City Council owned equipment must be purchased through Information Systems. Consult the Manager – Information Systems, or your department manager for appropriate procedures.

General

Acknowledgement of Receipt and Understanding Form

All access to the Invercargill City Council network, internet and application systems will only be granted upon receipt of a signed copy of the attached Acknowledgement of Receipt and Understanding form. There are two different forms that are applicable to different categories of users. They can be found at appendix one and appendix two of this policy.

Compliance

Though each individual is responsible for their own actions, managers are responsible for ensuring employee compliance with the Electronic Access and Acceptable Use Policy.

Users must consult with Information Systems or their manager if they are unsure on any aspects of this policy.

Any user aware of a policy violation should immediately report the violation to their manager, Manager – Information Systems, Manager – People and Capability or departmental manager.

Non Compliance

Invercargill City Council reserves the right to suspend, at any time, a user's rights to use Council's electronic access services, for any violation of the Electronic Access and Acceptable Use Policy or for using the service for improper purposes.

Non-compliance with this policy may result in further action being taken against a user, depending on the seriousness of the breach. For employees, the Staff Code of Conduct and the Discipline and Procedural Fairness policies will be followed. For Council Representatives and contractors, the Invercargill City Council Code of Conduct and/or contractor agreements will be utilised as the primary documents to investigate. If non-compliance with this policy is proven, these documents provide the framework for what sanctions could be taken.

Actions upon Termination of Contract

All Invercargill City Council electronic equipment and information, including computers, laptops, mobile devices, USB storage devices and other electronic media, must be returned to Invercargill City Council at termination of employment or contract.

All Invercargill City Council data or intellectual property developed or gained during the period of employment remains the property of Invercargill City Council and must not be retained beyond termination or reused for any other purpose.

Breach of this Policy

Any breach to the requirements of this Policy may result in disciplinary action, up to and including ending your employment or contract, in line with our Code of Conduct, and Discipline and Procedural Fairness Policy.

Date: 23/2/2022

Authorised By: C V Hadley
CHIEF EXECUTIVE

Revision History:	2016, 2021
Reference Number:	A3653935
Effective Date:	23 February 2022
Review Period:	This Policy will be reviewed every three (3) years, unless earlier review is required due to legislative changes, or is warranted by another reason requested by Council.
Supersedes:	A3381905 / A3381906
New Review Date:	23 February 2025
Associated Documents / References:	Software Usage Policy Disciplinary Procedures Code of Conduct Discipline and Procedural Fairness Policy
Policy Owner:	The Manager – Information Systems

A3653935

Appendix Two

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FORM

COUNCIL EMPLOYEES

I hereby certify that:

- I have read and fully understand the content of the Electronic Access Acceptable Use Policy.
- I have been given the opportunity to discuss and clarify any information contained therein or any concerns that I may have.
- I understand that my access to the Invercargill City Council systems, and continued access, is based in part upon my willingness to abide by and follow the Invercargill City Council's policies, rules, regulations and procedures.
- I acknowledge that the Invercargill City Council reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between the Invercargill City Council and its employees.
- My signature below certifies my knowledge, acceptance and adherence to the Invercargill City Council's policies, rules, regulations and procedures regarding Electronic Access.

Signature: _____ Date: _____

A3653935

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FORM

FOR CONTRACTORS AND REPRESENTATIVES

I hereby certify that:

- I have read and fully understand the content of the Electronic Access Acceptable Use Policy.
- I have been given the opportunity to discuss and clarify any information contained therein or any concerns that I may have.
- I understand that my access to the Invercargill City Council systems, and continued access, is based in part upon my willingness to abide by and follow the Invercargill City Council's policies, rules, regulations and procedures.
- I acknowledge that the Invercargill City Council reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between the Invercargill City Council and its contractors and representatives.
- My signature below certifies my knowledge, acceptance and adherence to the Invercargill City Council's policies, rules, regulations and procedures regarding Electronic Access.

Signature: _____ Date: _____

A3653935

DELIVERY OF THE 2022/2023 ANNUAL PLAN

To:	Risk and Assurance Committee
Meeting Date:	Thursday 24 March 2022
From:	Rhiannon Suter, Manager – Strategy and Policy and Patricia Christie, Manager – Financial Services
Approved:	Michael Day - Group Manager - Finance and Assurance
Approved Date:	Wednesday 16 March 2022
Open Agenda:	Yes

Purpose and Summary

This report provides an update on progress in delivering the 2022/2023 Annual Plan.

Recommendations

1. That the Risk and Assurance Committee receive the report 'Delivery of the 2022/2023 Annual Plan'.

Background

The 2022/2023 Annual Plan is Year 2 of the 2021 – 2031 Long-term plan. The rates increase forecast in the Long-term Plan for 2022/2023 was 4%.

Issues

Timetable for delivery

Action	Date
Consultation document and supporting documentation complete	17 March
Annual Plan consultation document adopted for Consultation	22 March
Submissions open	24 March
Submissions close	29 April
Hearings	10/11 May
Deliberations	17 May
Adoption of the Annual Plan	Early June – 30 June

Budgets

Budgets were reviewed by managers in November 2021 and requests for additional funds have been reviewed by managers, Executive Leadership Team and workshopped with Councillors ahead of the adoption of the draft annual plan.

Additions to the budget include:

- the additional costs as a result of the City Streets and City Block and Stormwater consultation processes.
- the government's increase in the adult minimum wage from 1 April 2022 ,to ensure that the ICC Fair Wage differential to adult minimum wage is maintained.
- The additional cost associated with the Council's museum preferred option.
- Additional maintenance for the Council's property portfolio
- The additional costs to undertake earthquake prone building, asbestos and condition assessments of Council's property portfolio.
- The additional costs in our parks activity from additional traffic management compliance costs, increased waste disposal costs and to meet our obligations under the Regional Pest Management Plan and Predator Free 2050.

Plans are in place to allow the incorporation any further changes to the budgets as a result of deliberations in a timely manner. Should the COVID situation mean key staff are unavailable additional time has been factored into the plan to ensure the annual plan can be adopted by 30 June 2022.

Benchmarks and Strategy Risks

The draft Annual Plan has identified some potential breaches strategy and measures

Measure	Limit / target	Plan & explanation
Financial Strategy		
Council limit on rates rises	"The rates rise in any year will not be higher than 7.5%"	Rates rise = 7.77% Additional expenditure is to be incurred by Council next year. Includes Council made decisions since LTP, macro economic impacts, museum options & increase operational costs
Council limit on rates rises	"The total rates take in any year will be no higher than a compounding annual rates rise of 7.5% per annum plus growth within the rating base"	Total rates revenue = 7.6% See Council limit on rates rises above
Funding Depreciation	Aim to rate 100% Depreciation	Maintain at LTP levels = 93% of depreciation Due to fluctuation of asset values, Council will reassess funding of depreciation level once revaluation process is completed.
Benchmarks		
Rates affordability benchmark - Increases	Rates will be limited to LGCI + 3% = 5.4%	Current projection = 7.77% See Council limit on rates rises above
Balanced budget benchmark	100%	99.7% See funding depreciation above

Assumptions

Infometrics have been engaged to provide input to key assumptions for the Annual Plan and upcoming Long-term Plan.

The following assumptions have had updates sought prior to consultation:

- The inflation assumption has been reviewed and retained at the Long Term Plan assumption of 2.9%.
- The capital programme delivery assumption has been reduced from 75% to 70% in line with feedback from the infrastructure group that Covid-related supply chain logistics issues are creating unique challenges in delivering the capital works programme

The following factors will be considered prior to finalising the Annual Plan and will be likely to be addressed for 2023/2024 and for the Long-term Plan:

- Population
- Household composition
- Covid-19 economic assumption
- Potential impact of Tiwai and SIT business changes

Consultation

Consultation will take place between 24 March and 29 May 2022.

Consultation documents are available and submissions can be made online, at the Civic Building, the Bluff Service Centre, He Waka Tuia and the Invercargill Public Library.

The consultation process has been designed to be digital led while providing as many opportunities as possible for people to engage.

Bang the Table software has been implemented to enable richer online content and engagement.

Engagement stands will be held at the Southern Farmers Market for people to share their views. This venue is outside which means that we anticipate numbers at this event will remain stronger in the midst of Covid. People will have the opportunity to share their vision on a wall display at the library and via a children's drawing competition.

Online webinars and Facebook Live will be held to ensure that people have the opportunity to share their views online.

Risk Management

Risk	**Mitigation**
Covid-19 impacts on engagement or workstream delivery	See detail below
Financial modelling is inaccurate on key variables with flow on impact to the budget	Work has been commissioned from Infometrics to test key variables including inflation, population and economic growth.
The required rates increase is not politically acceptable	Workshops with Councillors have been used to test understanding and finalise planning with Councillors

Risk	Mitigation
The Annual Plan process does not meet legal requirements	Legal advice has been sought from Simpson Grierson to ensure that the consultation on the museum options is in line with requirements and to test understanding that an LTP amendment is not required.
Engagement on the museum options is not effective	A communications consultant has been engaged to shape the narrative.
Consultation software not complete	Bang the Table is being introduced. Survey Monkey will be retained as a back-up if the new solution is not ready

Covid Management

There are two aspects to the management of the risks which Covid-19 presents to the Annual Plan process. The first risk is to the availability of key staff, primarily in the Financial Services and Strategy and Policy teams to ensure that the work can be delivered. Business continuity plans are in place. All relevant staff are able to work from home if required. There are back up options for a circumstance where key personnel are sick. The budgeting process at the end of consultation can be delayed for up to three weeks if necessary while still enabling the Annual Plan to be adopted and rates struck by the end of June.

The second key area is impact on public engagement. The consultation has been planned with fewer events and activations in the physical world and more online. Investment in Bang the Table engagement software has been brought forward to enable a more effective digital led engagement process.

Next Steps

Consultation commences 24 March 2022. Council will hear submissions on 10/11 May 2021.

Attachments

Consultation document (A3850247)

APPENDIX 1
A3850247
What do you want for our museum?
He aha a koutou wawata mō te Whare Taoka Hou?
He Ngākau Aroha
our City with heart
Annual Plan - Te Unua Museum Consultation
Invercargill
CITY COUNCIL

Mayor's comment

Te kōrero a te Koromatua

In 2021 we set out our Long-term Plan for the city in our Roadmap to Renewal.

We are making good progress on delivering the first projects in the Roadmap, as well as the wider capital works programme. However, Covid-19 challenges mean we need to make some changes to the budget and schedule.

We know one of the most important projects to community is the museum.

When we finalised the Long-term Plan, we agreed to look further at options for a new building. We set up a Museum Governance Group to advise us on what the vision of the museum should be, where it should be located and what experience it should offer. They have presented the vision for Te Unua, a future-focused, interactive experience that will tell our stories while also providing a space to attract international exhibits.

We need to ask you now about what you think of our plans for Te Unua.

Take some time to read through this consultation document, which explains what has changed since 2021, and then make sure you submit your feedback to us before 5pm on 29 April.

His Worship the Mayor Sir Tim Shadbolt.

What is an Annual Plan?

He aha he Take a Tau?

The Annual Plan shows what Council will deliver and how it will be funded in the 2022/2023 financial year (July 2022 – June 2023). Every three years the Council sets out its Long-term Plan and, in the two years in between, the Annual Plan shows what updates are needed to reflect changing prices, changes to projects and new information we have about the economy.

What has changed since the Long-term Plan?

He aha kā mea rerekē tae atu kie Te Take Mahere Tūroa?

Changes to Our Roadmap to Renewal Projects
The budget for the second stage in City Streets Stage 2 has been updated following the Next Steps for City Block consultation. Now we are asking you what you think about our proposals for the Te Unua Museum Redevelopment project.

Capital programme delivery
Covid-19 has had a significant impact on the construction market. Demand for contractors to complete work is high. At the same time there are supply chain delays and rising costs. This is making it more difficult to complete the work in our capital programme. As a result we are estimating that 70% of the programme will be delivered in 2022/2023, 5% less than we originally thought.

Changes to operational activities
To support the success of our investment in the city centre, it's important we provide resource to enable activities to attract more people into the City Centre.

Council has introduced a new Stormwater Bylaw to improve water quality. This requires that we resource enforcement and education activities. We have also provided resource to enable mana whenua to have representatives on our committees.

Council owns property valued at $169m. We need to allocate more funding now to make sure we understand what maintenance is needed and what we need to do to make our assets earthquake safe.

Changes to costs of goods and services
Inflation has increased. Council uses the Berl Local Government Cost Index to make sure we budget appropriately for increasing costs. In the Long-term Plan we forecast 2.9% inflation. While we have retained 2.9% as our overall inflation assumption, the significant increase in other inflation measures has resulted in us applying a higher inflation assumption to specific costs. This has resulted in an increase in some costs. Next year we anticipate that our depreciation cost will be $2.3 million higher than in the Long-term Plan, as a result of the expected increase in asset values from 5% to 10%. We are due to revalue all our assets at 30 June 2022, which will allow us to provide a better estimate of both asset value and depreciation expense for the 2023/2024 Annual Plan.

Our approach is to fund depreciation expense with rates. However, given the uncertainty over the value of assets and the subsequent depreciation cost we plan to only rates fund 93% of the forecast depreciation expense.

Changes in the labour market
Since last year, two significant changes have impacted our budgets: Government has increased the minimum wage from $20.00 to $21.20 from 1 April 2022 and the recruitment market has become much tighter. Council needs to ensure it has the right number of staff with the right skills to deliver the level of service the community needs, as described in the Long-term Plan. Council has increased its ICC fair wage and as a result the cost of employing people has increased.

Changes to income
The sale of one of our investment properties has reduced Council's debt but there is also an associated reduction of operational revenue and expenses.

In setting this Annual Plan we have balanced how to deliver the services and projects the community wants to see with the rates increases required to fund them.

What are we consulting on?

We are asking you what you think about:

- our plans for the Te Unua Museum Redevelopment
- the proposed change to reserve status for Tisbury Reserve to enable storage for the Museum project to proceed.
- 2022/2023 Fees and Charges
- the Annual Plan.

What will it cost?

He aha te utu?

In the Long-term Plan, the forecast expenditure for 2022/2023 was:

- **$45.4 million capital expenditure**
  (The money we spend on assets, such as roads, pipes, buildings and other infrastructure)
- **$110.9 million operational expenditure**
  (The money we spend to operate all the facilities in the city and provide the services the community needs)

As a result of the changes described on p3, these forecasts are rising to:

- **$72.6 million capital expenditure**
- **$115.9 million operational expenditure**

What's changed in our capital programme?

Increasing prices and potential supply chain delays have been factored in to the Capital Works Programme. Some projects have been significantly impacted, including the Branxholme Pipeline Upgrade. We have also added in the cost of City Centre Streets Stage 2 and the preferred option for the museum. Over the time of the Long-term Plan this is forecast to increase costs by $88.6 million. Council has implemented a Project Management Office in order to assist with improved delivery of the capital programme. Due to supply chain issues we estimate 70% of the capital programme will be delivered rather than the 75% estimated in the Long-term Plan. 93% of depreciation (the cost to replace our assets) is funded in 2022/2023 rising to 100% in later years of the plan.

What's changed in our operational programme?

Council will spend more to undertake earthquake prone building, asbestos and condition assessments on our property to ensure these buildings are safe for the next generation. There are also additional costs within our parks activity from additional traffic management compliance costs, increased waste disposal costs and to meet our obligations under the Regional Pest Management Plan and Predator Free 2050.

What does this mean for rates?

He aha te whakanekeneke mō kā take kaunihera?

In the Long-term Plan we forecast a 4% rates increase in 2022/2023. As a result of the new projects and the changes to the external environment described on p3 we are now forecasting a 7.78% increase in rates for 2022/2023.

What will it cost me?

- The average rates bill for residential ratepayers for this year of the Long -term Plan was forecast to be $2,475. This would increase to $2,668 in 2022/2023. That's an increase of $193 a year, or $3.71 a week.
  Note: Every property has a different value – this is an average example.
- In the Long-term Plan, the rates revenue was forecast to be $62.6 million in 2022/2023. This will rise to $66.1 million.

Benchmarking our Financial Plans

The required increase in rates for 2022/2023 means that we will exceed a number of limits set for ourselves within the Financial Strategy. Rates will increase 7.78% instead of the maximum 7.5%, which means that the revenue from rates will also rise higher than allowed for in the Strategy. There will also be an impact on the Rates Affordability Benchmark Inflation (Local Government Cost Index + 3%). For 2022/2023 this benchmark is 5.4%, which the rates increase exceeds.

In our Financial Strategy we aimed to fund 100% of depreciation. While it will rise to 100% in later years, in 2022/2023 we will only fund 93% due to uncertainty over the value of assets and subsequent depreciation costs.

What does this mean for debt?

He aha te whakaaweawe mō te nama?

Council manages its debt through setting a net debt limit (Net debt is total borrowing less cash investments). Rates are used to pay the interest and principal on the debt Council holds. In the Long-term Plan the net debt limit was set at no more than 150% of revenue ($147 million - $211 million).

Net debt will remain below 150% of revenue but will peak at $190 million in 2026/27 as work on the Te Unua is completed.

Net debt levels will increase in 2022/2023 in order to fund the increased expenditure on capital projects, including Te Unua, City Block and City Streets Stage 2 and increased forecast costs across the rest of the capital programme.

You can find more information about our financial plans, including the Annual Plan Draft Financial Statements online at letstalk.icc.govt.nz

Roadmap to Renewal Delivery Process - Progress to date

Invercargill CITY COUNCIL

July 2021 | October 2021 | January 2022 | April 2022 | July 2022 | October 2022 | January 2023 | April 2023 | July 2023 | October 2023 | January 2024 | April 2024 | July 2024 | October 2024 | January 2025 | April 2025 | July 2025 | October 2025 | January 2026 | April 2026 | July 2026 | October 2026 | January 2027 | April 2027 | July 2027 | October 2027 | January 2028 | April 2028 | July 2028 | October 2028 | January 2029 | April 2029 | July 2029 | October 2029 | January 2030 | April 2030 | July 2030 | October 2030 | January 2031 | April 2031 | June 2031

2021 - 2023 Anderson House

2021 - 2024 City Centre Upgrade Pt1

2021 - 2022 Bluff Boat Ramp Renewal

2021 - 2027 Southland Museum and Art Gallery

Council laid out our Roadmap to Renewal in the 2021 – 2031 Long-term Plan. You can see our progress in delivering these key projects on this infographic.

- Anderson House and City Centre Streets Stage 1 are on schedule and on budget.
- The Bluff Boat Ramp project has been delayed due to budget increases linked to the complex marine environment. The project is now expected to commence later in 2022.
- Options for next steps for the Southland Museum and Art Gallery project are presented here for your feedback.
- The rest of the projects are not scheduled to commence until future years of the Plan. Work on the Water Tower will commence later but will still be finished in 2026/2027.

PHASES

CONCEPT | PLAN | DESIGN | CONSTRUCTION

LINE OF PROGRESS

ESTIMATED COST

ROADMAP TO RENEWAL BUDGET

$119.3 MILLION

$113.6 MILLION

$5.7 MILLION SPEND-TO-DATE

BALANCE

Te Unua -
Reimagining
the Museum
Kapahewatia Te Whare Taoka

Te Unua – Museum Redevelopment | options for feedback

Te Unua -Whakaahu Hou | Urupare kōwhirika

What we're asking you

He aha a mātou pātai

Based on your feedback in last year's Long-term Plan, the Council is pushing ahead with the development of a new cultural facility for Invercargill. When we agreed to move ahead with this project we asked whether a new building would better meet the needs of the community.

Over the past year, an independent Museum Governance Group was formed and has prepared a report outlining a vision for the reimagined facility, establishing critical success factors that will ensure the right outcome for the community and identifying three options for the future of the facility.

As part of the process, the project has been gifted the name Te Unua by Waihōpai Rūnaka and Te Rūnanga o Awarua.

We're now asking for your views, thoughts and feedback on three options for our future cultural facility.

What do you want for our museum?

Background

Tuarongo

The potential redevelopment of the Southland Museum and Art Gallery has been the subject of discussion in the local community for the past 10 years. In April 2018, the facility was closed because it did not meet earthquake seismic codes, and the conversation about the future of the facility was accelerated.

Following feedback from the community last year, the Council committed in its Long-term Plan 2021-31 to invest $39.4 million to redevelop the city's museum and art gallery. This was to be part of a $52.5m total budget, including $13.1m of third party funding.

At the same time, Council noted that there were differing views on the right option for the future of the facility itself and agreed that more options should be considered.

A Governance Group was formed in August 2021 to reimagine the museum and art gallery and make recommendations to Council on the best outcomes to deliver a future cultural facility in the city. It was also tasked with creating measurable success factors, considering the preferred location of the facility and testing whether there were any alternative sites.

Timeline

Rārangai Wā

2012, 2015 & 2017
Southland Museum and Art Gallery (SMAG) Trust Board redevelopment proposals considered but not progressed.

April 2018
SMAG closed due to earthquake risk.

2020
Release of strategic review of facility and redevelopment options.

April-May 2021
Council asks for public feedback on future of facility in Long Term Plan consultation.

June 2021
Based on feedback, Council agrees to fund the redevelopment of the Southland Museum and Art Gallery and consider whether a new building would be a better option.

August 2021
Museum Governance Group formed.

August-November 2021
Museum Governance Group meets to consider the future of the facility.

December 2021
Museum Governance Group report presented to Council.

February 2022
Te Unua name gifted by Waihōpai Rūnaka and Te Rūnanga o Awarua.

March 2022
Council Infrastructure Committee agrees to consult on options for the future of Te Unua.

March-April 2022
Consultation on Te Unua options through Annual Plan.

June 2022
Council makes a decision on future cultural facility.

2022-2023
Cultural facility design phase.

November 2022
Storage facility construction begins.

2024-2026
Cultural facility construction, fit-out and occupation.

2027
Cultural facility opens to public.

COMPLETED

TO BE COMPLETED

Museum Governance Group

Te Rōpu Mana Whakaruruhau a Te Whare Taonga

As part of its Long Term Plan deliberations, the Invercargill City Council in 2021 resolved to establish a governance group to provide advice on reimagining a cultural facility for the region.

The purpose of the group was to create a unique and compelling vision for the museum that defines the nature of the service for the community of Invercargill and solidifies its role in the Southland region.

Experienced South Island director Rex Williams was appointed Independent Chairman of the group in August 2021. The appointed members of the group: Rūnaka appointee Evelyn Cook, Gavin Bishop, Trish Lindsay, Lou Sanson, Roger Beattie and Simon Owen.

Over 16 weeks, the Governance Group developed a vision, pillars and critical success factors to deliver a new cultural facility. The exercise considered community views, iwi partnerships and aspirational goals for the region.

Vision Te Unua - Exploring the Stories of Southland

Moemoeā Te Unua – Kimihia kā Pūrākau o te takiwā

Pillars Pou

- **Connecting** with Murihiku, the land, sea and sky
- **Involving** he tākata through diversity and inclusion
- **Inspiring** with stories shaped by our people, our land, and our waters
- **Aspiring** to bring change and understanding
- **Protecting** our taoka for future generations
- **Engaging** with the past, the present, and the future
- **Value** balancing cost with quality.

Critical success factors

Piki kā tauwehe mātua

What will Te Unua need to deliver for visitors and the community?

Connecting

Visitors to Te Unua will enjoy an immersive experience. This experience, be it exhibition, education, research, staff contact, performance or reflection, will leave the visitor with a deeper awareness of Murihiku's land, sea, sky, and its people. This will make Te Unua unique to Southland and unprecedented in New Zealand.

Te Unua will be inviting, a community precinct of internal and external spaces that connect people. Welcoming all, Te Unua is inclusive, accessible and diversely appealing to all ages, cultures and demographics of the region, nation, and the world – a reflection of the people of Southland. This will be achieved through consultation and collaboration with the community.

Inspiring

Te Unua will be an experiential visitor journey based on taoka, art, the natural world and compelling storytelling. The visitor experience will be a narrative through people and time rather than an ordered sequence of artefacts. The visitor will leave Te Unua with a deeper understanding of the history of Murihiku and New Zealand, and the people and stories behind the exhibited collection.

Aspiring

Te Unua will be an enquiry hub that sparks curiosity for continuous learning. It will offer a variety of formal and informal learning opportunities, within the built space and throughout the adjoining precinct.
Te Unua's approach to storytelling will include tactile and technological interactive exhibits that engage both young and more mature minds.

Protecting

Te Unua will be a safe environment for people and collection, achieving agreed resilience for seismic and flood risks and providing appropriate environmental controls to protect taoka over time. Design approach, materials and systems will be selected to ensure permanence and managed to reduce load on the present and future environment.

Engaging

Te Unua will be designed as a highly flexible space for exhibition and service with sufficient volume, floor area, and systems to enable future reconfiguration. Physical and technological aspects of development are provided to accommodate future change and development.
Te Unua will be responsive to cultural change, how that affects the collection and how it is reflected in the stories we tell.

Value

When complete, Te Unua will represent excellent value for the community's investment. This consideration, while including monetary assessment, will extend to non-monetised aspects such as culture, energy, and resources. Te Unua will have delivered all foreseeable operational requirements, with appropriate materials for permanence, durability, and maintenance, while offering optimised ongoing running costs for future efficiency.

Te Unua – Explore the Stories of Murihiku Southland

Te Unua – Kimihia kā Pūrākau o te takiwā

Based on public feedback and the findings of the Governance Group report, the Council has decided:

- **The cultural facility will remain in Queens Park** – the community has a strong connection with the park and has been clear they wish the facility to remain there.
- **A new home for the tuatara** – Southlanders love the tuatara and a new home is proposed for them near Te Unua andconnecting with other Queens Park facilities. Discussions are ongoing with iwi and the Department of Conservation before final decisions are made.
- **A separate storage facility** – an alternative location of Tisbury Reserve has been identified for a separate storage facility to support the redevelopment.

What visitors can expect from Te Unua

Te Unua will provide a major additional attraction in Queens Park, and will be the pre-eminent cultural facility in Invercargill where visitors will engage in the stories of Murihiku Southland.

A journey

You arrive at your new facility – Te Unua – where the strength of two waka lashed together will invite you on a journey into our community. The sound of the sea, a volcanic eruption, the screech of a seabird and a blast of cold air will quicken the senses as your eye adjusts from natural light, and you enter the world of Te Ao Mārama.

You will be able to taste the salt air, smell the upheaval of the sea, hear the cries of life as they are constantly challenged in a changing landscape; touch the fossils of life embedded forever in a cocoon of sedimentary preservation; and witness the impossibility of how life beat the odds and survived.

Throughout time the layers of our landscape will be revealed – the human story comes much later than geography, geology, and flora and fauna. These will include, but not be limited to:

- **The story of Minnie Dean** – as a hologram
- **The violence of the sea** – the loss of Tuhawaiki, wreck of the Endeavour, Tararua and General Grant
- **When nature wins** – The Enderby Settlement
- **The unscrupulous** – Joseph Hatch and the Macquarie Island Hatchery
- **The dreamers** – Ernest Robert Godward, Peter Beck
- **Lost opportunities** – Southland Provincial Council – gold and railway
- **The legacy** – The Underwood Milk Company (Highlander Condensed Milk); Owen McShane; Richard Henry
- **Conflict** – Tuturau, Spencer, South African War, world wars
- **The Home Front** – Coast Watchers, women
- **Commerce** – H & J Smith; Broad Smalls, Calder McKay

Public spaces

For all options, the arrival area includes main entry point, foyer and reception. Close by will be visitor spaces including retail, cafe, kitchen and back-of-house, parents' room, toilets, lockers and light storage.

A multi-use space is included for temporary displays, functions (suitable for holding medium-sized groups), pōwhiri and other cultural welcoming ceremonies. Adjacent will be an "education space". The public spaces will have easy flow between key visitor touchpoints with links to the nearby exhibition spaces on ground and upper levels.

Exhibition spaces

In all options, there will be four different spaces for different types of exhibitions:

- **Long-term storytelling** – encapsulating the stories of the region using immersive displays, in-built technology, cases and display mounts, and reflecting the surrounding Queens Park area.
- **Short-term storytelling** – content will change over time using collections of art and visual media.
- **Special exhibition space(s)** – a flexible area that can be open to support large travelling or international exhibitions, or separated into smaller spaces to display special collections.
- **Education-focused space** – aimed at school-aged children and operating as an on-site learning space, this area will change depending on the local or visiting exhibition topics.

What are the options for Te Unua?

He aha kā kōwhirika mō Te Unua?

Three options have been identified for the redevelopment of the museum. The Council's preferred option is the largest 4150m² rebuild. There is a significant difference in experience offered by each option.

WILL THIS OPTION OFFER...	PYRAMID STRENGTHENING AND REFURBISHMENT (OPTION 1)	NEW BUILD 3550M² (OPTION 3)	PREFERRED OPTION NEW BUILD 4150M² (OPTION 2)
A captivating and immersive experience?	A refurbished building would allow the experience at the museum to be improved, but we would be severely restricted by the constraints of the shape, size, fabric and structure of the current building. It will limit our ability to create new experiences within the current building and to implement new technology. It's also unclear at this stage how much the seismic structural strengthening work would impact on the already-limited space and flexibility of exhibitions. ★	This option would also give us the opportunity to build and design a thrilling and enveloping experience from scratch. While there won't be quite as much space as option 2, we would not be limited by space or technological capabilities like in option A. ★★★	This option would give us the opportunity to start from scratch in creating the most captivating and immersive experience possible, with the building designed and built purposefully. There would be a huge amount of space for technology and an experience that captures your imagination from the beginning. ★★★
Science, Technology, Engineering, Arts and Mathematics?	STEAM is all about learning and in the current building we do have a classroom space, but it's not spacious enough to allow large groups of our tamariki and it doesn't have capacity for additional technology and learning tools. ★	This new build option will offer expansive educational spaces with hands-on technology and learning tools for tamariki to experience STEAM in new ways. ★★★	The biggest new build option would allow the learning areas to expand in space and in the technology and tools we could provide, giving an entirely new and flexible hands-on educational experience. ★★★

★Okay ★★Great ★★★Excellent

What are the options for Te Unua continued?

Ka haere tonu te kōrero

WILL THIS OPTION OFFER...	PYRAMID STRENGTHENING AND REFURBISHMENT (OPTION 1)	NEW BUILD 3550M² (OPTION 3)	PREFERRED OPTION NEW BUILD 4150M² (OPTION 2)
National and international touring exhibitions?	The physical space, structure and layout of the current building means we are limited in our ability to receive touring exhibitions. But, more importantly, the maximum rating of the seismic building standards we could achieve at the pyramid building are still not enough to allow us to house touring exhibitions, or even to borrow items from other national collections. While we would make the building as safe as possible, there would be insurance impacts that mean we may not have the ability to fully protect taoka or treasured items in this building. There may even be cases where we can't display items from our own collection. (-)	This option will deliver an extremely resilient and safe building to house our collections and to welcome visiting exhibitions and items. We would see national and international exhibitions through our doors frequently and we would have the flexibility to house many of them. While we'll have the opportunity for most of them, it is possible we could miss out on a few really big ones if they are larger than the space available. ★★	A new and resilient building means we could completely and confidently protect our own taoka and those borrowed from other collections. We would have enough space and flexibility to house exciting national and international exhibitions that we've never seen in Murihiku before, and like those many of our residents travel to Dunedin or further afar to see. ★★★
Spatial rethinking and opportunities?	The current structure of the pyramid building is what we have to work with in this option. It means we can't be as flexible with moving exhibitions and displays in and out to utilise different spaces and make it fresh and interesting. ★	We'd be able to provide an exciting, flexible and changing space with this option. With no limits on structure and layout, you could expect to see something new and different at every visit. ★★★	This option would provide a huge amount of space and flexibility to change and adapt our displays, move exhibitions in and out and create a constantly changing and engaging cultural experience. ★★★
An enhanced physical connection to Queens Park?	At the moment, while the building is set within Queens Park, you can't see much of it from inside. ★	This option means we could design a building that is physically and visually connected to Queens Park so you would know that this cultural facility is part of the park, and not just set within it. ★★★	To design a new building would give us the opportunity to create a clear physical connection with Queens Park. We could create indoor-outdoor flow with the special spaces we know and love in the park, and we could include windows and spaces that are directly connected. ★★★

★Okay ★★Great ★★★Excellent

WILL THIS OPTION OFFER...	PYRAMID STRENGTHENING AND REFURBISHMENT (OPTION 1)	NEW BUILD 3550M² (OPTION 3)	PREFERRED OPTION NEW BUILD 4150M² (OPTION 2)
Improved retail and hospitality opportunities?	The current museum café is limited by its size and a commercial kitchen that is only capable of basic fare. The space for retail is also limited here. (-)	This new build would give us the opportunity for a larger and more flexible kitchen, café, retail and function space. It wouldn't be as sizeable as option 2, but we could still accommodate events and more people. ★★	A new build would allow us to create a larger kitchen, more space for hospitality and functions, and a new area for retail. We would have the flexibility to expand and shift this area to showcase our region's products or to allow for events. ★★★
Suitable staff and back-of-house facilities?	In this option, there is almost no space for back-of-house activities, such as preparing and setting up new exhibitions. It limits staff's capability to plan and create the best displays possible. (-)	This new build would give us the opportunity for a larger and more flexible kitchen, café, retail and function space. It wouldn't be as sizeable as option 2, but we could still accommodate events and more people. ★★	This option allows for a significant increase in back-of-house facilities. It would ensure staff would have plenty of space to prepare, set up, create and pack down as we shift between exhibits. There would also be storage solutions and great spaces for our staff. ★★★
Opportunities for visitors to return, connect and engage?	With less ability to change exhibitions, show precious taoka, create expansive or immersive experiences, or attract touring exhibitions, it's less likely that our visitors will want to come back time and again. ★	More space, changing exhibitions and displays, clever and creative learning tools and facilities, and touring exhibitions, mean option 2 would provide a multitude of opportunities for visitors and residents to consistently visit, engage and connect with the facility. ★★★	The huge space on offer in this option, the ability to be flexible and change displays, create engaging experiences and learning opportunities, as well as draw large and unique touring exhibitions, means this option creates the most opportunities and incentive for visitors to return, connect and engage. ★★★
A user-friendly experience?	The current building has limitations in accessibility and it can be difficult to find your way around. This could potentially be limited further after the building has been seismically strengthened. ★	This option means we can ensure accessibility for everyone, and create a wayfinding experience that is easy, enjoyable and natural. ★★★	A new building gives us the opportunity to ensure our spaces are completely accessible for those who use wheelchairs or other mobility devices. It also means we can create a purposeful flow and focus on clear, natural and clever wayfinding. ★★★
A resilient facility that will be around for many years?	We know the pyramid has seismic strength issues, and the maximum we could achieve with structural support is 67% of the national building standards. While it would be improved and safe, if there was an earthquake event, this building could be damaged beyond repair. (-)	This option would provide an extremely resilient building that meets 100% of building standards. It would be large enough for us now and into the future, but at some point, it's likely our collection and ambitions may outgrow the physical size and space. ★★	A large new building would be built to meet 100% of the national building standards. It would be safe, secure and physically last many years, and it would also be large enough to allow us to expand our collection and grow our experiences into the future. ★★★

★Okay ★★Great ★★★Excellent

Options and funding

Kōwhirika me te putea.

The 2021-31 Long-term Plan set aside funding of $52.5m for a new cultural facility, with $39.4m from Council and the remaining $12.9m from external funding. This included $4.5m for storage. It was expected that the new facility would be delivered in 2026/27.

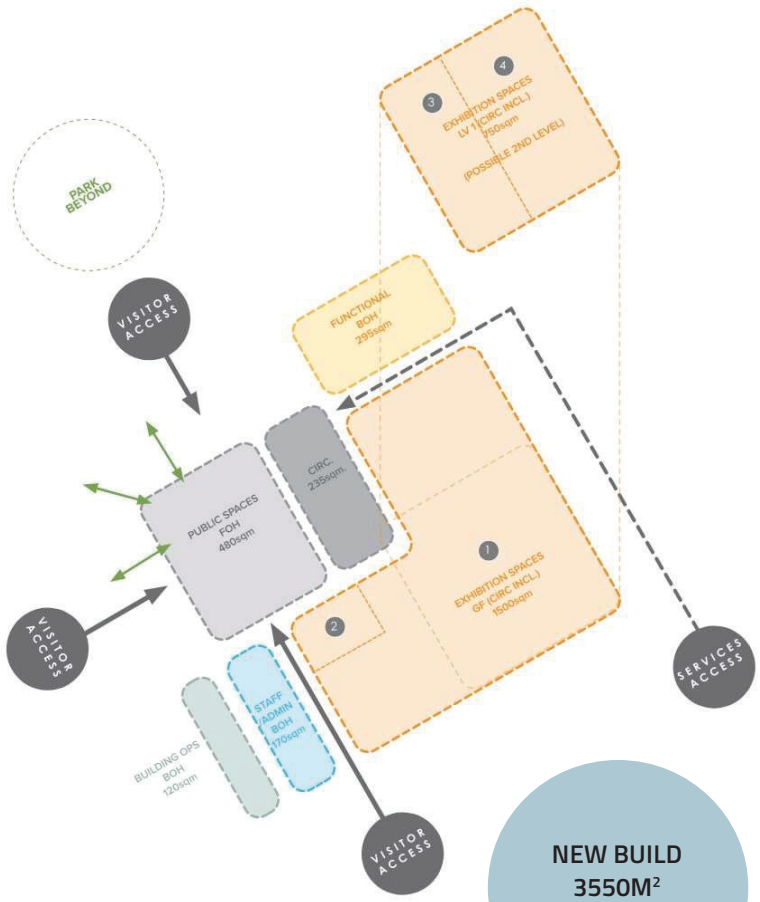
Three options have been identified for the development of the museum. All of the options will require additional Council funding over what was set out in last year's Long-term Plan. This is variously due to cost escalations, higher build costs for new builds and current circumstances reflecting a lower expected level of external funding.

For all three options, Council will be required to manage the role of acheiving the expected level of external funding by underwriting these costs.

For the option to redevelop the pyramid, this is $6 million, which equates to a 0.72% rates increase.
For the smaller new build option, this is $11 million, which equates to a 1.32% rates increase.
For the preferred option, this is $20 million, which equates to a 2.4% rates increase.

PYRAMID STRENGTHENING AND REFURBISHMENT

PYRAMID STRENGTHENING AND REFURBISHMENT (OPTION 1)				
DESCRIPTION	COSTS	RATES IMPACT	ECONOMIC IMPACT	OPERATING COSTS
Strengthen the Pyramid to 67% of new building standards and refurbish. **This option addresses the structural issues of highest concern and increases the building's ability to withstand an earthquake.** **It does not address increased seismic requirements for storage.** **It does not comply with the Te Unua vision, critical success factors, services or functional brief.** **Forecast to open 2027.**	**Total** $57.1m **Council** $51.1m **External** $6m **Additional to LTP** $11.7m **Investment required** 2022/2023 $2.9m	**2022/23** +0.30% **2023/24** +0.55% **2024/25** +0.52% **Total average rates per year** (includes increase already rated in 2021) $158.05 per year *THE AVERAGE DOLLAR INCREASE PER WEEK. **$3.04**	Generates between **$1.15** and **$3.66** for the Southland region for every dollar invested	**$0.1-$0.3m** additional operational costs during the construction phase



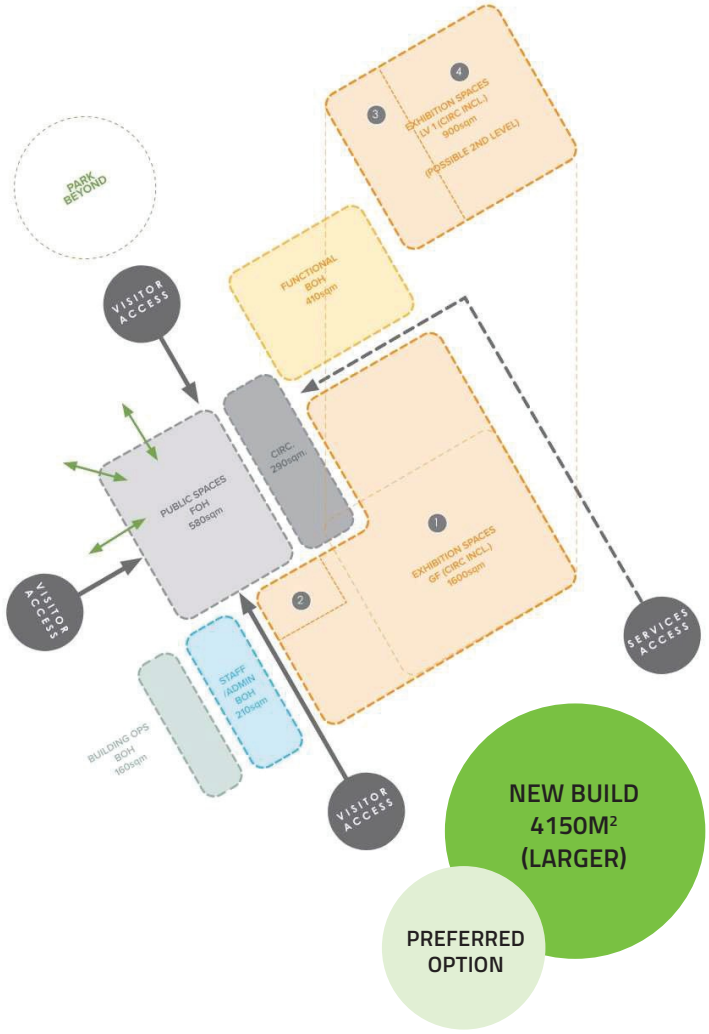
NEW BUILD 3550M² (SMALLER)

NEW BUILD 3550M² (SMALLER) (OPTION 3)				
DESCRIPTION	COSTS	RATES IMPACT	ECONOMIC IMPACT	OPERATING COSTS
The Pyramid is demolished and a replacement building positioned within the current footprint. A new standalone storage facility is built off-site. The design is a smaller version of option two, but also provides a modern new building with similar features. The 600m² reduction in space means smaller public, exhibition and staff areas. This would not adversely affect the delivery on the vision and critical success factors; it requires a more flexible approach.	**Total** $65.3m **Council** $54.3m **External** $11m **Additional to LTP** $14.9m **Investment required** 2022/2023 1$1.7m	**2022/23** +0.60% **2023/24** +0.55% **2024/25** +0.59% **Total average rates per year** (includes increase already rated in 2021) $167.23 per year	Generates between **$1.26** and **$3.69** for the Southland region for every dollar invested	**$0.1-$0.3m** additional operational costs during the construction phase

*THE AVERAGE DOLLAR INCREASE PER WEEK.
$3.22

Options and funding continued

Ka haere tonu te kaupapa



THE PREFERRED OPTION - NEW BUILD 4150M² (LARGER) (OPTION 2)				
DESCRIPTION	COSTS	RATES IMPACT	ECONOMIC IMPACT	OPERATING COSTS
The Pyramid is demolished and a replacement building positioned within the current footprint. A new standalone storage facility is built off-site. The design offers a world-class, spacious and modern new building, maximised opportunities to showcase the stories of Murihiku Southland, and right-size for future requirements.	**Total** $75.7m **Council** $55.7m **External** $20m **Additional to LTP** $16.3m **Investment required** 2022/2023 $12.5m	**2022/23** +0.61% **2023/24** +0.64% **2024/25** +0.66% **Total average rates per year** (includes increase already rated in 2021) $171.34 per year	Generates between **$1.19** and **$3.60** for the Southland region for every dollar invested	**0.2m** additional ongoing operational costs

***THE AVERAGE DOLLAR INCREASE PER WEEK.**

$3.30

Frequently asked questions

Kā pātai pūputu

Why are we consulting on this again?
Public feedback during the Long Term Plan consultation made it clear that people wanted to see the facility reopened, however, there were differing views about options for the future, with some people agreeing the refurbishment of the pyramid was the right way to go, and others suggesting a rebuild would be better. As a result, the Council decided to look a little deeper into the options, forming a Governance Group to advise on a future cultural facility for Invercargill and consider a range of options. We now want your feedback on the options considered so we can make decisions for the future.

What will be the name of the facility?
The new facility has been gifted the name "Te Unua" by Waihōpai Rūnaka and Te Rūnanga o Awarua.

When will the museum open?
Under proposed plans, the museum is scheduled to be opened in 2027.

Why is the pyramid building no longer suitable?
The existing pyramid building had to be closed in 2018 due to the fact it did not meet earthquake building code and is considered a significant safety risk. As work has progressed on options to reopen the facility, it has become clear that significant work and cost would be incurred to bring the pyramid building to 67% of New Building Standards – the minimum allowed for existing buildings. During public consultation in 2021, the idea of a new build was raised and the option of a new, modern facility that meets all building standards and can offer larger spaces has arisen.

What parking will be available?
There will be plenty of free parking available at the new facility.

What will happen to the pyramid building?
We know the local community has developed a strong connection to the pyramid over the years. While the building would need to be demolished to make way for a new structure, we would like to work with the community to capture the memories and feelings associated with the pyramid as part of the process.

What will happen to Henry the Tuatara and his mates?
Through the reimagining phase it was agreed that a new enclosure for the tuatara should be built separate from the new cultural facility but remaining within Queens Park. It was also agreed they should have some level of visibility and accessibility within Te Unua. Tuatara are now seen by many as an important part of the Invercargill and Southland story. However, Council does not own the tuatara so we are talking with iwi and the Department of Conservation about the proposed changes to ensure the solution is suitable for everyone.

Will entry to the museum be free?
Entry to the main areas of the museum will be free for locals and visitors alike. Special exhibitions will require an entry fee.

What kind of exhibitions will there be?
Entry and public spaces will lead through to a multi-use space for temporary displays, functions (suitable for holding medium sized groups), pōwhiri and other cultural welcoming ceremonies. The public spaces will have easy flow between key visitor touchpoints with links to the nearby exhibition spaces on ground and upper levels. Exhibition spaces will include long-term storytelling, shorter-term exhibitions, space for special exhibitions and touring shows, and an education exhibition space. Both new build options will provide greater opportunity for visiting exhibitions.

How much is this going to cost ratepayers?
Each option has a different cost. The full details on costs and the impact on rates can be found on page 5.

What happens if Council is not successful in achieving the level of external funding required?
Council will be required to underwrite all costs. This means that if external funders provide less than expected, Council will need to make up the shortfall and this will need to be paid from rates.

Frequently asked questions

Kā pātai pūputu

Where is the museum going to be?
There was strong public feedback in 2021 that Queens Park is the right location for Te Unua and the Council has decided it should remain there. A separate storage facility is planned off-site on Tisbury Reserve.

What is happening with the material (artwork, exhibitions, artefacts) the museum has in it?
Right now, these are being catalogued to go into long-term storage at the planned new facility. These will be used in the long-term and short-term storytelling spaces in Te Unua as well as part of other changing exhibitions.

Why is the storage facility being built first and the museum not being prioritised?
The delivery of the new cultural facility in 2026-27 is intrinsically linked to a storage solution. The reimagining phase tested and confirmed the preferred location for Te Unua as Queens Park; however, this approach will require the alternative storage solution to be completed and the collection decanted in full by early 2024. Should the storage project be delayed, this will impact the start date and potentially the completion date of Te Unua.

To mitigate the risk to the Te Unua programme, the Project Control Group agreed to decouple the storage project from the delivery of the new facility. There is funding available within the Long Term Plan ($4.5m) to allow this process to commence immediately, reducing any delay associated with the public consultation of Te Unua. It has been estimated that the design and construction period for a new storage facility is 24 months. The new location meets requirements for seismic and flooding risk management.

Further consideration for temporary storage should be carried through to the next phase of the project; should the storage project experience delays that negatively impact Te Unua construction programme ie. delay the commencement of demolition.

What will happen to the Arts and Creativity Invercargill project?
Arts and Creativity Invercargill (ACI) is a facility to enable art activity in the central city. This project is still planned for delivery in 2027 – 2030. Council will consider the projects focus as part of future planning.

Why is it taking so long to make a decision about rebuilding the museum?
The museum is an integral part of the Invercargill community and people have strong feelings about what happens next. The redevelopment of the facility will also cost ratepayers a significant amount of money and will result in an outstanding facility for the region and visitors alike. It's important to take time to hear from experts, compare with other facilities and listen to public views to make sure we get the best possible outcome for Invercargill.

Why are workers allowed to access the museum and not us?
Earthquake building standards mean the museum is unsafe for public. Workers are allowed on site to carry out essential work under strict health and safety guidelines and following correct procedures.

Will the new building be a pyramid shape?
The pyramid shape is not intended to be replicated in any of the proposed new builds. The Council does, however, recognise the community's affiliation with the pyramid and would like to consider how memories and feelings could be shared through the redevelopment process.

What modern/tech features are being built into the new museum?
Te Unua will reflect modern exhibition and display techniques and include special technological features. This may include virtual or augmented reality displays as well as screens and other tech concepts. There will be more options to include these in the new build options.

What about He Waka Tuia? Doesn't that building have an earthquake risk too? Will He Waka Tuia be open until the new museum is complete? What will happen to that space afterwards?
While the building in the inner city that is host to He Waka Tuia has been identified as an earthquake-prone building, Council is working with the landlord of the building to address the identified issues. This building is not considered to be the same level of critically earthquake-prone as the pyramid.

No decision has been made on the future of He Waka Tuia after Te Unua is opened, but it will remain open until then.

Storage facility for the Museum – Tisbury Reserve

Te Whata mau taoka – Te Whenua Rāhui

We are proposing to amend Rural Reserves Omnibus Management Plan 2012 to reclassify Tisbury Reserve to allow for the museum storage facility development.

Creating somewhere safe to store the region's taoka (artefacts) will be key to the success of the project. It is proposed to build a new storage facility (Te Unua) on Tisbury Reserve. This location meets the requirements for a seismically safe location that is within a good distance to Queens Park. Tisbury Reserve is currently used for grazing (lease soon expiring) and pony club activities. Discussions are being made to look at alternative locations if needed.

Submissions are invited on a proposal to amend the Rural Reserves Omnibus Management Plan 2012 to change the classification of Tisbury Reserve from Recreation Reserve to Local Purpose (Museum) Reserve for Te Unua Development.

Location:	800 and 820 Rockdale Road
Legal Description:	Secs 68, 69,71 and part Section 70 Blk II Town of Seaward Bush, Sec 72 Blk II Town of Seaward Bush SO 1278
Reserve Status:	Recreation Reserve – Proposed to change to Local Purpose (Museum) Reserve
Area:	9.0364 hectares

Looking ahead to 2023/2024

Titiro whakamua 2023/2024

This is a time of significant change for Local Government.

The Three Waters Reform and Local Government Reform processes will change the way councils operate. These changes do not impact the 2022/2023 Annual Plan but our plans next year will reflect these issues.

The transition process for Three Waters is expected to start in 2023 with the service taken over by the new entity in 2024. Council is preparing the information that the Government will need to ensure a smooth handover. This will support services for the community and good stewardship of the assets owned by the community.

The Future of Local Government review has commenced. The interim report was published in 2021. This report outlines the Government's intention to create a new local government structure that is more focused on community services rather than infrastructure and will introduce co-governance principles with Iwi.

The Government is intending to release the draft report and recommendations for public consultation later this year, with the final recommendations agreed in 2023. No changes to operations are expected until the new Long-term Plan in 2024. Council has commenced work considering what community capacity building could look like for Invercargill in partnership with the Ministry of Business, Innovation and Employment's Just Transitions Programme, which seeks to build community resilience through any closure process for Tiwai Point Aluminium Smelter.

In 2023/2034 we also expect to have more information about how Covid-19 has impacted the economy, including how our population has been impacted by border closures and the long-term impact on inflation. We will take this information into account in putting together the Annual Plan next year and in our Long-term planning.

FOLD

Tell us what you think about our Annual Plan

Scan this QRcode to learn more and make your submission

Kōrero mai ōu whakaaro e pa ana tēnei Take a Tau

Now we want your submissions to help Council agree the plans for the museum and finalise the Annual Plan.

Submissions are due by 5pm, 29 April 2022.

Online submission

Complete a submission form online:
letstalk.icc.govt.nz

Face to face

Come and tell us face to face.
You can find our programme of events here:
letstalk.icc.govt.nz

Postal Submission

Complete the submission form and post it to us:

FREEPOST - ICC CONSULATION
Invercargill City Council
Private Bag 90104
INVERCARGILL 9810

FOLD

Make a submission on the future of Te Unua.

Tukua mai a koutou tāpaetaka e pa ana I Te Unua

Tell us what you think of our Annual Plan, including options for Te Unua. Submissions are due by 5pm, 29 April 2022.

Full name: _____

Organisation: _____

Address: _____

_____

Email: _____

☐ **I would like to speak on my submission**

Hearings are planned for 10 and 11 May. There will be the option to speak in person, on Zoom or via phone, subject to Covid-19 requirements.
Note: Your name and location will appear in the Council agenda with your submission. All other information will be kept confidential.

Phone: _____ Please provide your phone number if you wish to be heard.

FOLD

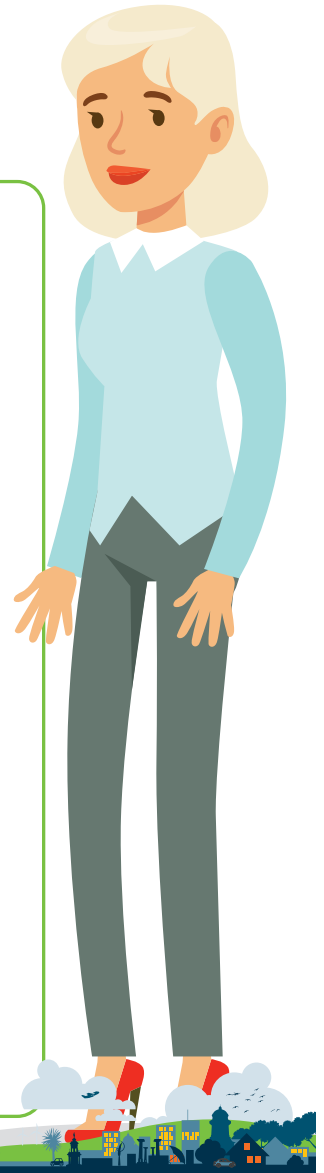
Do you agree with our preferred option for Te Unua or do you support another option?

(See pages 9 and 16) If you need more room, please attach another piece of paper.

Option 1
Redevelop the existing building
Tell us why

Option 3
3,550m² New Building
Tell us why

Preferred Option (Option 2)
4,150m² New Building
Tell us why



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Do you agree with the proposal to change the Reserve status of Tisbury Reserve? (See page 16)

- ○ **Yes, I do agree**
  Tell us why
- ○ **No, I don't agree**
  Tell us why

What is your submission on the fees and charges schedule?
(See icc.govt.nz/Annualplan/Feesandcharges)

Do you have other feedback on our Annual Plan?

If you need more room, please attach another piece of paper.

FOLD

Do you live in the Invercargill District? ◯ Yes ◯ No

How did you hear about the Annual Plan consultation?

◯ Website ◯ Facebook ◯ Public meeting ◯ Event ◯ Newspaper ◯ Radio

◯ Other _____

_____

_____

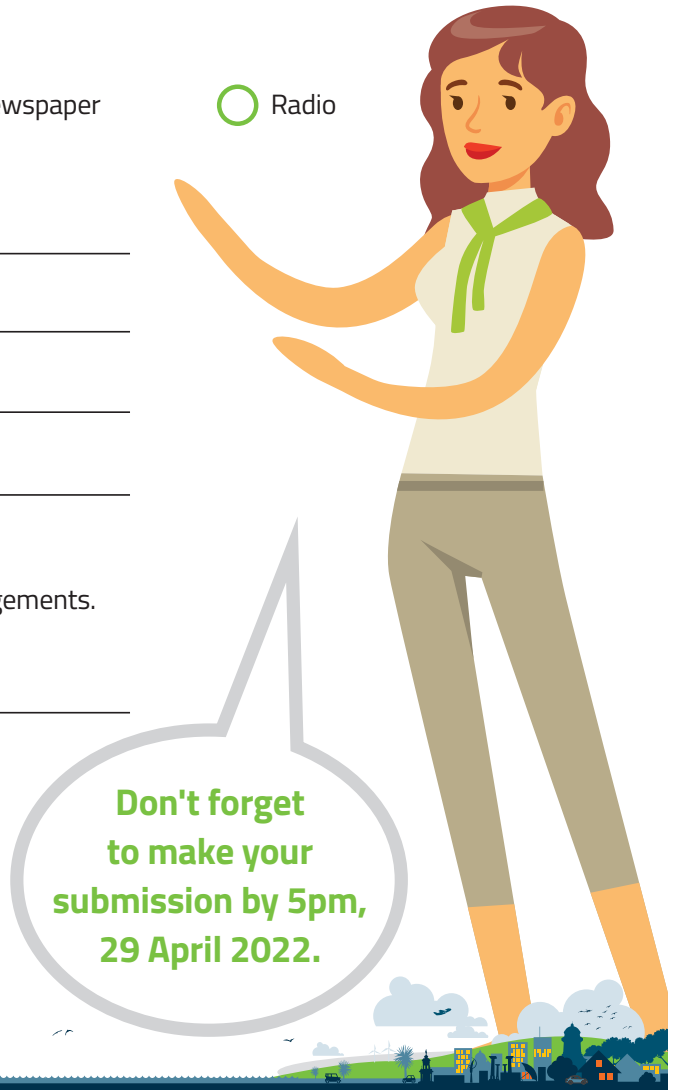
_____

Please provide your email address if you would like to stay up to date on Council consultations and engagements.

_____

How will consultation be impacted by Covid-19?

The consultation will still continue, for more details go to **www.icc.govt.nz/roadmaptorenewal/covid-19-plan/**



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Invercargill
CITY COUNCIL

Tell us what you think of our Annual Plan.

It's important you have your say on the plans for Te Unua.

↑Secure here

↑Secure here

Risk and Assurance Committee - Public - Delivery of the 2022/2023 Annual Plan (A3824675)

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Invercargill
CITY COUNCIL

FREEPOST - ICC
Roadmap to Renewal
Te Unua Submission
Invercargill City Council
Private Bag 90104
INVERCARGILL 9810

our Invercargill City with heart

FINANCIAL RISKS UPDATE

To:	Risk and Assurance Committee
Meeting Date:	Thursday 24 March 2022
From:	Patricia Christie – Manager – Financial Services
Approved:	Michael Day - Group Manager - Finance and Assurance
Approved Date:	Wednesday 16 March 2022
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

The purpose of this report is to provide an update on the Council's financial risks including:

- Treasury (report to 31 December 2021 with additional commentary on changes in January and February)
- Level of debt owed to Council from rates and operations to 31 December 2021.
- Sensitive Expenditure reporting for the 6 months from 1 July to 31 December 2021.

Recommendations

That the Risk and Assurance Committee:

1. Receive the report 'Financial Risks Update'
2. Note that:
   - Since the preparation of the Treasury Report for the December 2021 quarter, the CPI for the December quarter has been released and the Reserve Bank has announced an increase in the OCR, while increases in both were expected the steep increase in CPI was not fully reflected in interest rates.
   - At 31 December 2021 Council had $87 million of debt outstanding and $50 million of cash and cash investments, resulting in a Net Debt balance of $38 million.
   - There is a minor breach recorded in the Treasury report in the fixed rate hedging percentage in the 2-4 year category where Council has slightly less than the minimum 25% of fixed rate hedges. This breach is based on the debt level increasing to $150 million as a result of future capital expenditure. This breach will not occur if the debt level doesn't increase to the forecasted level or the Council mitigate the risk with more fixed cover. It is not recommended to take the forward cover and this stage but to continue to monitor the debt levels.
   - The current interest rates are still within the Long Term Plan assumptions.
   - Outstanding debt of all types continues to reduce.
   - The insurance programme for Council owned assets is about to commence for 2022/23 and updates will be provided to the committee as this progresses.

Background

This report provides the Council with an update on key financial risks associated with the management of debt – both of Council (Treasury report) and debt owed to Council (Debt Management). In this quarter an update is also provided on the work programme associated with the annual insurance renewal and key issues arising from the annual report.

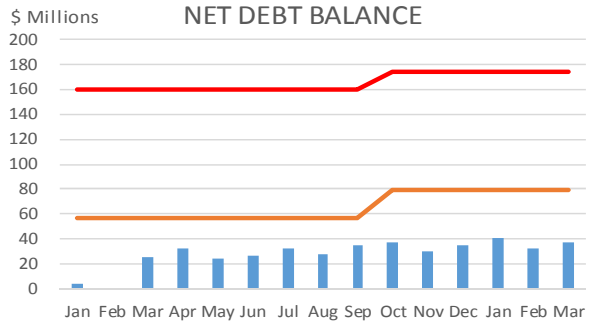
Issues

Treasury

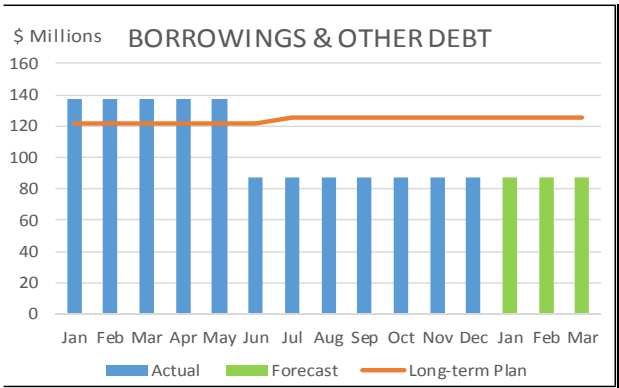
The highlights for the quarter are provided below. The full report is available in Appendix 1.

As at 31 December 2021

Credit Rating	Net Debt Balance	*Borrowings & other debt*
		$87m
AA+	$38m	*LESS: Cash & Cash Investments*
		$50m

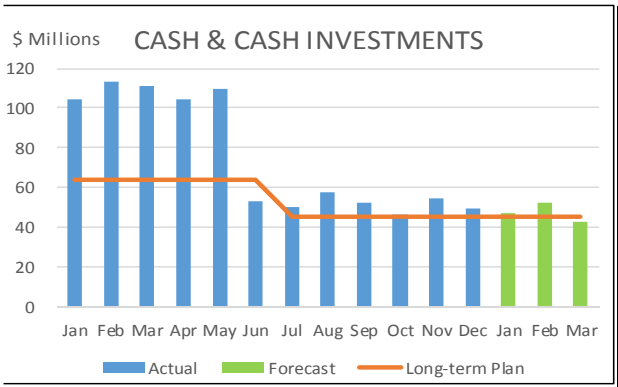


Debt ceiling cap is set at 2.5 times total revenue less a provision for uncalled capital of $100m



June 2021: $30m borrowings used to advance funds to ICHL was repaid; $20m borrowings was repaid using funds from maturing term deposits.

Forecast: Drawdowns expected in Q4 including $7.5m for city centre investment in ICHL and $23m advance to ICL.



June 2021: $30m advanced funds to ICHL repaid to Council; $20m term deposits funds and surplus cash was used to repay borrowings.

Forecast: Withdrawal of term deposits (instead of drawdown of borrowings) expected to fund capital expenditure; Advance of $23m funds to ICL to occur in Q4.

Net Debt Breakdown

Borrowings & other debt

Borrowings

Party	Maturity date	Interest rate		
LGFA	*Apr-22*	*1.01% Fixed*	*$10,000,000*	
ANZ	*Oct-22*	*1.07% Floating*	*$20,000,000*	
LGFA	*Oct-23*	*0.44% Fixed*	*$5,000,000*	
LGFA	*Apr-24*	*0.96% Floating*	*$10,000,000*	
LGFA	*Apr-25*	*1.49% Fixed*	*$15,000,000*	
LGFA	*Oct-25*	*0.59% Fixed*	*$8,500,000*	
LGFA	*Apr-26*	*1.09% Fixed*	*$10,000,000*	
LGFA	*Apr-27*	*2.62% Fixed*	*$10,000,000*	
			Total	**$88,500,000**

Other debt

LGFA Borrower Notes	*($1,217,500)*	
Environment Southland -Clean Air Scheme	*$200,000*	
Total		**($1,017,500)**

TOTAL BORROWINGS & OTHER DEBT **$87,482,500**

LESS: **Cash & Cash Investments**

Cash and cash equivalents **$9,070,894**

Term Deposits

Party	Maturity date	Interest rate		
SBS	*Jan-22*	*1.00%*	*$6,695,972*	
SBS	*Jan-22*	*0.59%*	*$4,111,951*	
SBS	*Jan-22*	*1.04%*	*$121,382*	
SBS	*Apr-22*	*1.45%*	*$4,104,354*	
SBS	*Apr-22*	*1.45%*	*$4,106,054*	
BNZ	*Apr-22*	*1.40%*	*$4,100,473*	
BNZ	*Apr-22*	*1.40%*	*$4,076,501*	
WP	*Jul-22*	*1.34%*	*$7,134,755*	
WP	*Oct-22*	*1.50%*	*$5,075,531*	
			Total	**$39,526,973**

Other Investments

Share investments	*$1,107,989*	
Loan advances issued	*$46,265*	
Total		**$1,154,254**

TOTAL CASH & CASH INVESTMENTS **$49,752,121**

NET DEBT BALANCE **$37,730,379**

Debt Management

Sundry (Non-rates) Debt

At 31 December 2021 the non-rates debtors outstanding was $4.1 million, a decrease of $0.3 million from 31 October 2021($4.4 million). The largest single outstanding was $3.2 million due from MBIE for the Stead Street Stop Bank project which has recently been paid.

The table below details the area of Council from which the debt originates and the age of the debt.

ICC Department	1 Month	2 Months	3 Months	4 + Months	Total
3 Waters Operations	-	-	-	2,630	2,630
Aquatic Services	648	1,345	-	2,244	4,237
Building Services	98,405	15,491	348	51,958	166,201
Building Services - WOF	1,362	814	163	2,806	5,144
Carparking	1,829	932	348	18,062	21,171
Cemeteries	23,264	395	703	6,103	30,465
Customer Services	-	-	-	375	375
Engineering Services	3,188,009	25,511	-	473	3,213,992
Environmental Services - Animal Compliance	-	175	-	10,242	10,417
Environmental Services - Bylaws	-	-	-	30,443	30,443
Environmental Services - Health/Food/Alcohol Licensing	3,708	1,378	316	2,018	7,420
Library	50	70	-	3,261	3,381
Museum	-	-	-	519	519
Other	90	-	0	5,119	5,209
Parks	694	6,098	-	4,491	11,283
Planning	79,632	21,194	470	43,677	144,972
Property Services	25,787	5,057	3,347	33,042	67,232
Roading	-	-	-	8,558	8,558
Solid Waste	233,362	29,742	6,821	134,373	404,297
Venues & Events	1,200	600	600	1,431	3,831
Water Testing	1,999	805	293	394	3,491
Grand Total	**3,660,037**	**109,606**	**13,409**	**362,217**	**4,145,270**

Of the above balance $0.3 million relates to debtors with outstanding debts over $5,000 and more than 2 months overdue. Details of these are provided in the public excluded paper.

No sundry (non-rates) debt has been written off in the 2021/22 financial year to date. An extensive review of the debts of two or more months overdue is in progress and it is expected that a portion of this will be written off or sent for debt recovery within the next month.

Rates Debtors

The table below summarises at February the amount of rates arrears and penalties charged. These relate to rates levied in the 2020/21 financial years or earlier. This table does not include any unpaid 2021/22 rates.

	February 2022		November 2021	
Rates	**$**	**Ratepayers**	**$**	**Ratepayers**
Arrears	660,825		987,065	
Penalties	84,111		118,745	
Total	**744,937**	**469**	**1,105,810**	**747**
Arrears < $1000	72,615	235	152,552	382
Arrears > $1000	672,322	234	953,259	365

90.3% (November: 86.2%) of Council's rates arrears by value are owed on 234 (November: 365) properties with amounts greater than $1,000 outstanding.

Council has a number of debt recovery methods available to it under the Rating Act should normal reminder activities be unsuccessful. Currently we have nine properties where Summary Judgement proceedings have been filed in the District Court and a further property where an abandoned land sale has being progressed through the Courts and will go to auction on 17 March 2022.

Water Billing

The total value of water bills overdue at February is $26,867 (November: $30,403) relating to 178 (November: 201) customers. This relates to water charged in the 2020/21 financial years or earlier. The vast majority of these are for amounts under $1,000 while 50.9% ($13,676) of the outstanding amount relates to 9 customers.

Dog Registrations

The total value of dog registrations unpaid at February is $111,223 (November: $117,507) relating to 1,149 animals (November: 1,860). $90,100 of this debt relates to the current 2022 dog registration period.

Infringements

The table below summarises the total number and value of infringements which have been sent to the Ministry of Justice for collection as at 31 January 2021.

	February 2022		November 2021	
Fines per Category	**$**	**Count**	**$**	**Count**
Parking	540,559	5,272	573,600	5,537
Dogs	72,686	291	75,939	309
RMA	8,084	2	8,084	2
Noise	6,386	15	6,449	15
Litter	450	1	450	1
Total	**628,165**	**5,581**	**664,522**	**5,864**

Infringements are sent to the Ministry of Justice for collection after Council have completed its collection processes.

Sensitive Expenditure

In accordance with Council's Sensitive Expenditure policy the list of sensitive expenditure for the Mayor, Councillors, CEO and Executive Team is reported to the Risk and Assurance Committee. The attached list (Appendix 2) covers the period from 1 July 2021 to 31 December 2021.

Sensitive expenditure is broadly defined in the Sensitive Expenditure Policy and for the purpose of reporting sensitive expenditure is interpreted to include travel, meals, training and hospitality for the Mayor, Councillors, CEO and Executive Team.

Insurance

Work is beginning on the annual renewal of the various aspects of the insurance programme. With the revaluation of assets for financial reporting purposes at 30 June 2022, insurance valuations will also be requested at that date to inform the insurance renewal process.

As each component of the insurance programme renews this will be reported to the committee.

Next Steps

The finance team will continue to monitor and follow up on the Treasury position and outstanding debts.

Attachments

3. 2022 03 08 Risk and Assurance - Financial Risk January 2022 - Invercargill City Council Treasury Report - December 2021 (A3827296)
4. 2022 03 08 Risk and Assurance - Financial Risk January 2022 – Sensitive Expenditure 1 July 2021 to 31 December 2021 (A3830508)

Appendix A

CONFIDENTIAL

TREASURY REPORT

FOR

Invercargill
CITY COUNCIL

AS AT 31 DECEMBER 2021

BANCORP
BANCORP TREASURY SERVICES LIMITED

AUCKLAND • CHRISTCHURCH

A3827296

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1. MARKET ENVIRONMENT

1.1 GLOBAL – OVERVIEW (FOR THE DECEMBER 2021 QUARTER)

Although the impact of COVID-19 and the new Omicron variant is still significant as we start 2022, financial market focus has shifted to the ongoing inflationary pressures being felt, the removal of monetary stimulus in a number of jurisdictions to counter this, and the impact that the realignment of China's economic goals (and its zero COVID-19 policy) could have on global growth.

Bond rates were up globally over 2021 which has carried through into the beginning of 2022. At the beginning of 2021 the US 10-year Treasury bond yield was trading at 0.92%, on 31 December it was at 1.52%. While most central banks focused on decreasing stimulus by winding down their bond buying programmes, the Reserve Bank of New Zealand (+0.50%) and the Bank of England (+0.15%) hiked their cash rates and implied more hikes over 2022. The US Federal Reserve and the Bank of Canada have indicated that rates will be going up some time in 2022, and the Reserve Bank of Australia has dropped its assertion that there will be no hikes until late 2023. The European Central Bank is now talking about winding down its bond buying programme but, after 20+ years of below target (mainly negative) inflation, the Bank of Japan sees no change to its current monetary settings for the foreseeable future.

Despite the prospect of higher interest rates, most equity markets had another solid year with near zero cash rates in the major economies giving solid support. However, residential housing markets were the star performer in most jurisdictions, supported by low mortgage rates, while closed borders saw tight labour markets push wages higher in many places. According to Knight Frank International's 2021 Q3 survey (released late December), of the 56 countries surveyed, annual house prices fell in only two places: Morocco, and Malaysia. Turkey was number one with +35.5% growth for the 12-months reviewed, with South Korea next at +26.4% and New Zealand third at +21.9%. In Australia prices were up 18.9%, in the US they increased by 18.7%, and in the UK, they were up 11.8%. They were even up in Japan (by 8.9%) although China posted gains of 'only' 3.2% as the impact of the Government's 'common prosperity' goal impacted on property speculation. Frank Knight did note however that the annual rate of price increases moderated in Q3 2021, with this trend expected to continue over Q4 and into 2022.

Looking ahead the World Bank slashed its global growth forecast to 4.1% in 2022 and 3.2% in 2023 as nations start to unwind the unprecedented levels of fiscal and monetary policy support as the sharp rise in inflation, debt and income inequality jeopardises the global recovery. Also, Goldman Sachs lowered its growth projections for China from 4.8% to 4.3% based on the expectation of increased restrictions on business activity to contain COVID-19.

1.2 New Zealand – Overview (for the December 2021 Quarter)

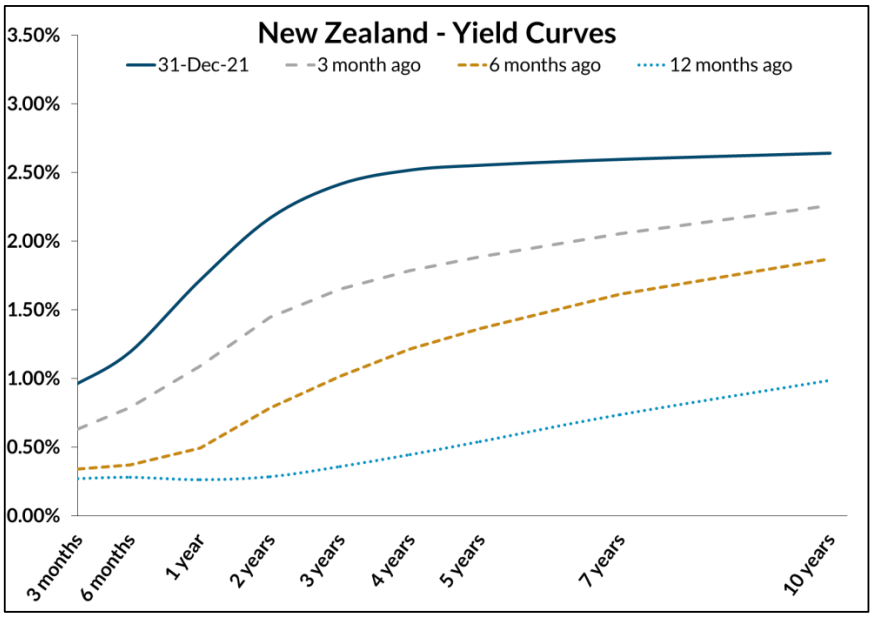
	OCR	90 day	2 years	3 years	5 years	7 years	10 years
30 September 2021	0.25%	0.60%	1.43%	1.63%	1.87%	2.04%	2.26%
31 December 2021	0.75%	0.92%	2.17%	2.42%	2.55%	2.60%	2.64%
Change	+0.50%	+0.27%	+0.74%	+0.79%	+0.68%	+0.56%	+0.38%

Data released during the fourth quarter showed that the New Zealand economy contracted -3.7% in the September quarter but increased +4.9% for the year as the COVID-19 induced lockdown that commenced in mid-August had a significant effect on economic activity. However, the unemployment rate fell to a record equalling low of 3.4% in the September quarter while inflation climbed sharply, increasing by 2.2% in the September quarter and 4.9% for the year ending 30 September. Retail sales declined by a seasonally adjusted -7.0% in the September quarter which came as no surprise given the lockdown and the major impact it has on consumer spending.

Despite the surge in COVID-19 Omicron cases around the world, the focus for interest rate markets is squarely on increases in global inflation levels and how 'transitory' current supply chain pressures may be. This is seeing an end to quantitative easing and/or rate hikes priced in throughout the OECD. Domestic financial market pricing has a projected cash rate of 2.25% by the end of 2022, with this quantum of hikes reflected in current swap rates. The 3-year swap rate is up 2.06% from its level of 31 December 2020 whereas the cash rate is 'only' up 0.50%. However, given that financial markets are forward looking, there would need to be a more aggressive tightening cycle factored in to see swap rates out to 5-years increase much more, although longer-term rates are influenced by US bond rate moves and, if the US10-year rate continues to move higher, then the local curve could steepen.

On balance it appears that interest rate markets have priced in a lot of good news, and it appears that the current 2.75% to 3.00% peak for the OCR priced in for this tightening cycle being the best (worst) case scenario, depending on if you are a borrower or a lender. It may transpire that any significant surprises are to the downside, given the uncertain global outlook, but it is clear that the OCR will go higher this year - the question is, by how much.

Looking ahead, the economy in 2022 could look quite different to the artificially positive economic outcomes of 2020 and 2021 where massive monetary and fiscal stimulus drove up asset prices and underpinned consumer spending. Interest rates are set to rise higher and bank lending has tightened which will hamstring consumer and business sentiment. Our expectation remains for domestic economic data to print softer over coming months which could see a slower interest rate hiking cycle than the market is currently pricing. The chart on the following page shows the changes in the shape of the New Zealand yield curve over the past 12 months and highlights the significant increase in rates, that has occurred.



1.3 Local Authority Funding

Listed below are the credit spreads and applicable interest rates as at 18 January (these were not published as at 31 December) for Commercial Paper ("CP"), Floating Rate Notes ("FRN") and Fixed Rate Bonds ("FRB"), at which Invercargill City Council ("ICC") could source debt from the Local Government Funding Agency ("LGFA").

Maturity	Margin	FRN (or CP) Rate	FRB
3 month CP	0.15%	1.19%	N/A
6 month CP	0.15%	1.53%	N/A
April 2022	0.17%	1.22%	1.26%
April 2023	0.18%	1.23%	2.10%
April 2024	0.19%	1.24%	2.49%
April 2025	0.22%	1.27%	2.74%
April 2026	0.27%	1.32%	2.87%
April 2027	0.34%	1.39%	3.07%
May 2028	0.40%	1.45%	3.09%
April 2029	0.44%	1.49%	3.16%
May 2031	0.51%	1.56%	3.25%
April 2033	0.61%	1.66%	3.40%
May-2035	0.69%	1.74%	3.54%
April 2037	0.73%	1.78%	3.62%

Margins for LGFA debt were little changed over the December quarter, however the rise in the underlying 90 day bank bill rate over the quarter pushed the yields for FRNs higher. The yields for FRBs increased significantly in line with the increase in the underlying swap rates. For example, the April 2026 bond yield rose from 2.17% to 2.87% and the May 2031 yield from 2.64% to 3.25%.

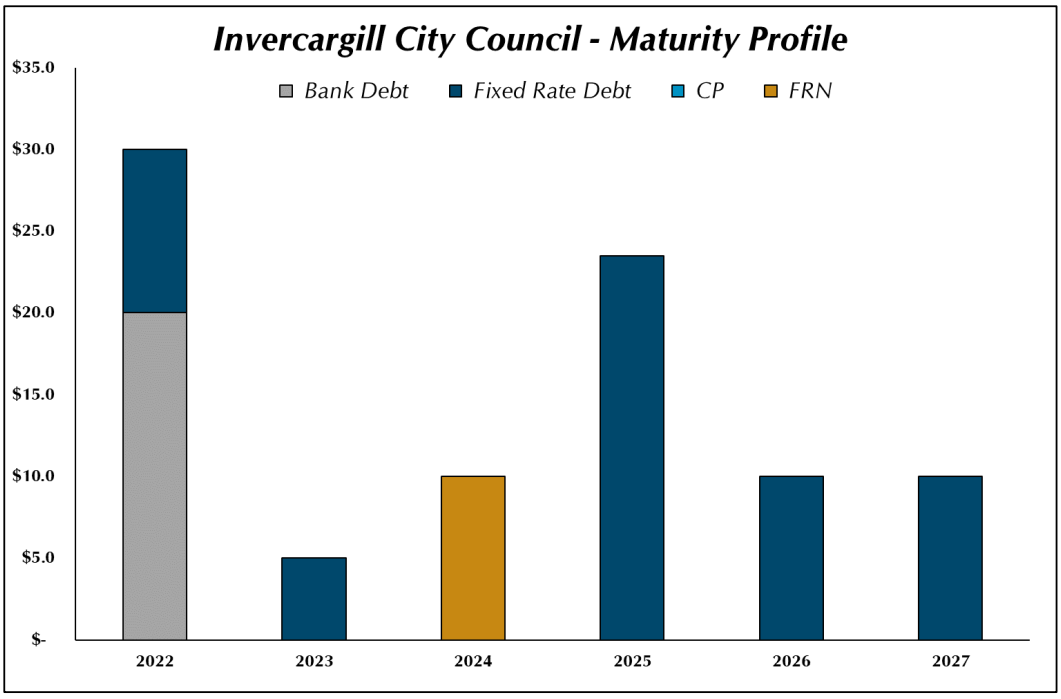
2. CURRENT POSITION

2.1 SUMMARY OF CURRENT POSITION

As at 31 December, ICC's core debt was $88,500,000. Details for the core debt are below:

Issuer/Type	Amount	Maturity	Margin	Rate
LGFA FRB	$10,000,000	14-Apr-22	55 bps	1.01%
ICC FRN	$20,000,000	29-Oct-22	60 bps	1.40%
LGFA FRB	$5,000,000	1-Oct-23	43 bps	0.44%
LGFA FRN	$10,000,000	29-Apr-24	48.75 bps	1.287%
LGFA FRB	$15,000,000	15-Apr-25	80 bps	1.49%
LGFA FRB	$8,500,000	15-Oct-25	48 bps	0.59%
LGFA FRB	$10,000,000	15-Apr-26	63 bps	1.09%
LGFA FRB	$10,000,000	15-Apr-27	70 bps	2.62%
Total	**$88,500,000**			

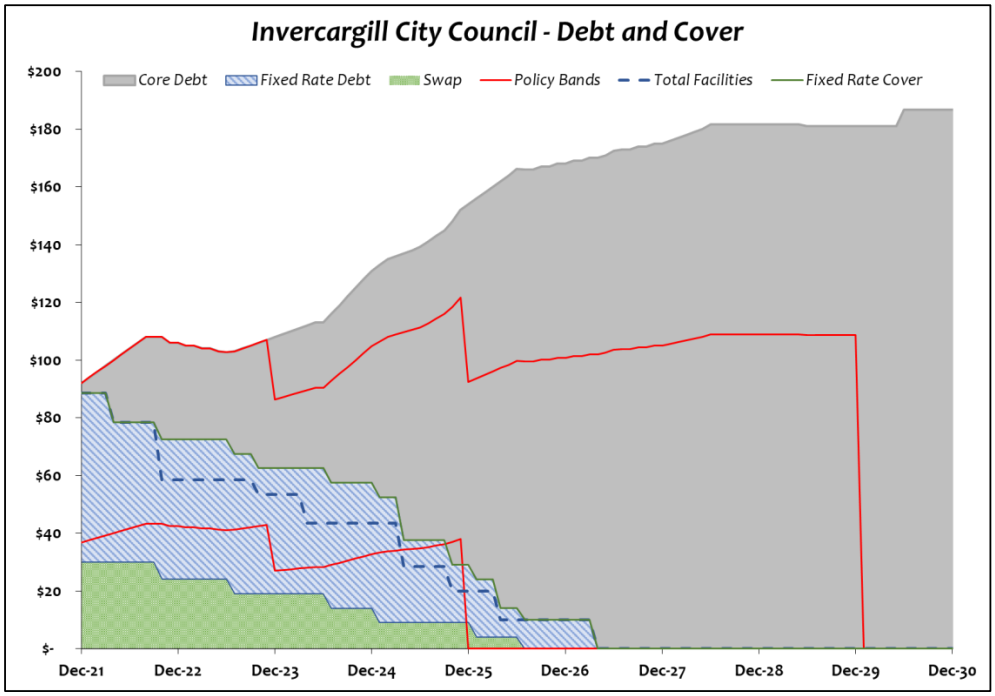
The debt maturity profile incorporating the core debt of $88,500,000 is depicted in the chart below. The profile does not include the undrawn bank facility with BNZ.



The policy parameters under which ICC manages its interest rate risk on this debt are detailed below.

Fixed Rate Hedging Percentages		
	Minimum Fixed Rate Amount	**Maximum Fixed Rate Amount**
0 - 2 years	40%	100%
2 - 4 years	25%	80%
4 - 8 years	0%	60%

The debt and cover profile incorporating the above parameters is as follows:

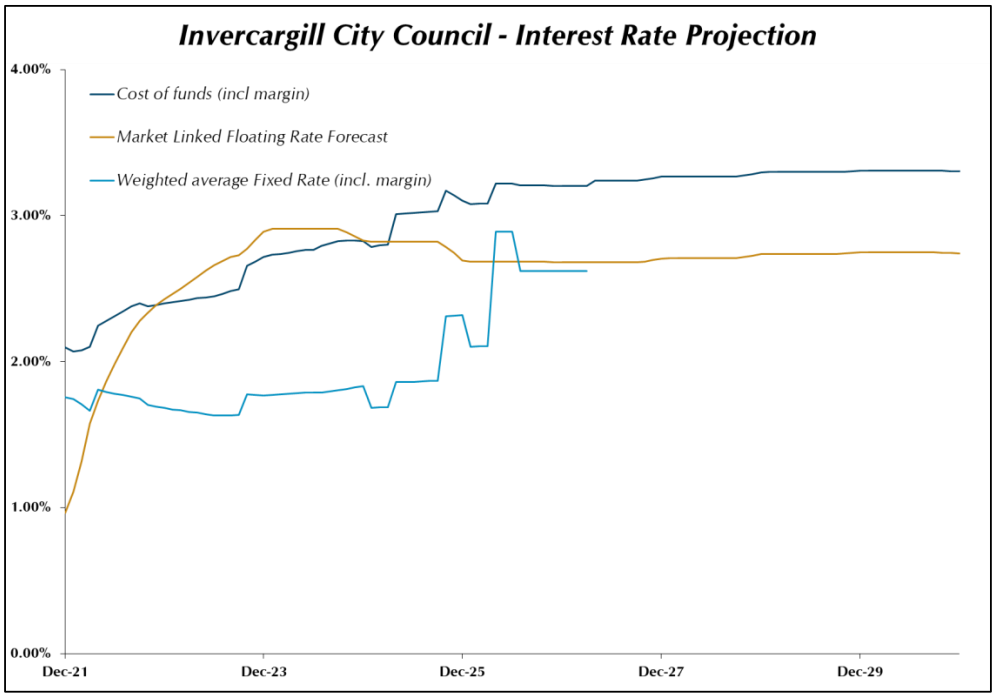


The graph shows that as at 31 December 2021 ICC had a very minor breach 2 – 4 year bucket from September 2025 to December 2025 when it is marginally under-covered. However this breach is predicated on the debt level increasing to circa $150.0 as a result of future capital expenditure which has not yet being confirmed. If the debt does not reach the current forecasted level the breach will most likely not occur.

2.2 Projected Interest Rates

The chart on the following page shows the interest rate projections including margins for the next eight years. This assumes debt follows the forecast illustrated in the preceding chart and that the 90 day rate bank bill rate will move in line with the futures market's prevailing projected track, and that margins remain unchanged on the rolling over of debt facilities. The chart shows that the all-up interest rate will increase slowly from the current level of 2.10% to around 3.00% by early 2026. The projected cost of funds is based on the floating rate increasing to around 2.90% in three years' time. As stated in this report we have doubts as to whether such an

aggressive increase in floating rates will actually materialise and if this is the case then the cost of funds will not increase to the extent that is depicted in the graph.



For borrowers who have historical legacy debt, ICC's cost of funds is one of the lowest in the local government sector that Bancorp Treasury is aware of.

3. POLICY COMPLIANCE REPORT

Core debt for ICC as at 31 December 2021: **$88.5 million**

Total swap cover is detailed in the table below.

Swaps				
Start Date	Maturity Date	Rate	Amount	Market Value
29-Oct-2020	31-Oct-2022	2.830%	6,000,000	($83,036)
29-Jul-2016	31-Jul-2023	2.580%	5,000,000	($93,054)
20-Jun-2016	29-Jul-2024	2.650%	5,000,000	($91,086)
29-Jan-2019	29-Jan-2025	3.965%	5,000,000	($307,722)
30-Oct-2017	29-Jan-2026	3.220%	5,000,000	($199,036)
29-Jul-2020	29-Jul-2026	3.200%	4,000,000	($164,580)
Total current hedging			30,000,000	
			TOTAL	**($938,513)**

Total cover (including fixed rate bonds): **$88.5 million**

Current fixed rate cover as percentage of core debt: 100%

		POLICY	BREACH
Fixed rate cover bands			
0-2 years	*50% - 100%*	✓	
2-4 years	*30% - 80%*		✓
4-8 years	*0% - 60%*	✓	
Floating rate at last roll date			0.80%
Weighted average borrowing margin			1.06%
Weighted average cost of debt excluding bank line fee**			2.10%

** Does not include forward starting swaps*

***This is the weighted average rate as at 31 December 2021 and does not represent a cumulative average rate for the current financial year.*

Appendix B

Sensitive expenditure for the period from 1 July 2021 to 31 December 2021

Cost Centre	Period	Short Description	Amount	Details	Who	Supplier
Chief Executive	Oct-21	Airfares - Domestic	$293.39	LGNZ Zone 5 & 6 meeting	C Hadley	Air New Zealand
Chief Executive	Oct-21	Airfares - Domestic	$510.61	LGNZ meeting	C Hadley	Air New Zealand
Chief Executive	Nov-21	Airfares - Domestic	$176.50	Rural & Provincial meeting	C Hadley	Air New Zealand
Chief Executive	Dec-21	Accommodation and meals - Domestic	$8.35	Meeting re Community Development	M Stevenson, C Hadley	The Auction House
Chief Executive	Nov-21	Accommodation and meals - Domestic	$38.26	Meeting re Great South	I Collier, C Hadley	The Batch Café
Chief Executive	Nov-21	Accommodation and meals - Domestic	$47.48	LGNZ Zone 5 & 6 meeting	C Hadley, N Clark	Blue Star Taxi
Chief Executive	Nov-21	Accommodation and meals - Domestic	$17.39	LGNZ Zone 5 & 6 meeting	C Hadley	Invercargill Airport
Chief Executive	Nov-21	Accommodation and meals - Domestic	$8.61	LGNZ Zone 5 & 6 meeting	C Hadley, L Crossen	The Coffee Club
Chief Executive	Nov-21	Accommodation and meals - Domestic	$50.78	LGNZ Zone 5 & 6 meeting	C Hadley, N Clark	Gold Band Taxis
Chief Executive	Nov-21	Accommodation and meals - Domestic	$83.82	LGNZ Zone 5 & 6 meeting	C Hadley, I Pottinger, A Crackett	Eat Thai Restaurant
Chief Executive	Nov-21	Accommodation and meals - Domestic	$17.13	LGNZ conference	C Hadley	CBD Café Blenheim

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Cost Centre	Period	Short Description	Amount	Details	Who	Supplier
Chief Executive	Nov-21	Accommodation and meals - Domestic	$44.35	LGNZ conference	C Hadley, I Pottinger	1 Dodson Street
Chief Executive	Nov-21	Accommodation and meals - Domestic	$16.09	LGNZ Zone 5 & 6 meeting	C Hadley	Vanguard Speciality Coffee
Chief Executive	Nov-21	Accommodation and meals - Domestic	$26.96	LGNZ Zone 5 & 6 meeting	C Hadley	Del Sol
Chief Executive	Nov-21	Accommodation and meals - Domestic	$20.00	Rural & Provincial meeting	C Hadley	Invercargill Airport
Chief Executive	Nov-21	Accommodation and meals - Domestic	$11.74	Rural & Provincial meeting	C Hadley	Mojo Coffee
Chief Executive	Nov-21	Accommodation and meals - Domestic	$47.39	Rural & Provincial meeting	C Hadley	Juniper
Chief Executive	Nov-21	Accommodation and meals - Domestic	$11.74	Rural & Provincial meeting	C Hadley	Mojo Coffee
Chief Executive	Nov-21	Accommodation and meals - Domestic	$36.09	Meeting with DIA	C Hadley, R Hardie	The Batch Café
Chief Executive	Aug-21	Accommodation and meals - Domestic	$213.48	LGNZ meeting	C Hadley	James Cook Hotel
Chief Executive	Jul-21	Accommodation and meals - Domestic	$173.91	Local Govt panel / 3 waters meeting	C Hadley	Distinction Dunedin
Chief Executive	Nov-21	Taxis	$44.87	Taxi	C Hadley	
Chief Executive	Nov-21	Taxis	$40.00	Rural & Provincial meeting	C Hadley, N Clark	Wellington Combined Taxi

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Cost Centre	Period	Short Description	Amount	Details	Who	Supplier
Chief Executive	Nov-21	Taxis	$40.70	Rural & Provincial meeting	C Hadley, N Clark	Hutt & city Taxis
Chief Executive	Dec-21	Course and seminar fees	$497.35	LGNZ meeting	C Hadley	
Chief Executive	Aug-21	Staff gifts and flowers	$173.91	Leaving gift - Staff		H & J Smith Ltd
Chief Executive	Dec-21	Staff gifts and flowers	$1,531.04	Prezzy Cards - Gifts	MGG members	Pak n Save
Chief Executive	Dec-21	Staff catering expenses	$27.92	Christmas Catering		Trents
Chief Executive	Nov-21	General expenses	$35.30	LGNZ meeting	C Hadley	Wellington Combined Taxi
Chief Executive	Nov-21	General expenses	$31.74	LGNZ meeting	C Hadley	Kiwi Cabs
Chief Executive	Nov-21	General expenses	$25.74	LGNZ meeting	C Hadley	Marlborough taxis
Chief Executive	Dec-21	Event costs and catering	$100.78	CE Gifts - Chocolates- Staff		Pak n Save
Chief Executive	Dec-21	Event costs and catering	$48.66	CE Gifts - Chocolates- Staff		Pak n Save
Chief Executive	Nov-21	Event costs and catering	$47.83	Meeting with Great South	C Hadley, I Collier	The Batch Café
Chief Executive	Nov-21	Event costs and catering	$9.04	Meeting Just Transitions	C Hadley, A Kaio	The Auction House

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Cost Centre	Period	Short Description	Amount	Details	Who	Supplier
Mayor	Oct-21	Airfares - Domestic	$513.39	Dawn Raids attendance Auckland	Sir T Shadbolt	Air New Zealand
Mayor	Oct-21	Accommodation and meals - Domestic	$699.13	LGNZ Zone 5 & 6 meeting	Sir T Shadbolt	Latimer Hotel
Mayor	Jul-21	Accommodation and meals - Domestic	$456.52	LGNZ meeting	Sir T Shadbolt	Commodore Court Motel
Mayor	Jul-21	Accommodation and meals - Domestic	$245.69	Local Govt panel / 3 waters meeting	Sir T Shadbolt	Scenic Hotel Southern Cross
Mayor	Sep-21	Taxis	$76.56		Sir T Shadbolt	Corporate Cabs
Mayor	Aug-21	Taxis	$86.65	Dawn Raids attendance Auckland	Sir T Shadbolt	Corporate Cabs
Mayor	Aug-21	Car hire	$330.31	LGNZ Conference	Sir T Shadbolt	Thrifty Car Rental
Mayor	Dec-21	Printing, stationery and photocopying	$148.00	Christmas Cards		Craigs Design & Print
Councillors	Oct-21	Airfares - Domestic	$345.57	LGNZ Zone 5 & 6 meeting	N Clark	Air New Zealand
Councillors	Oct-21	Airfares - Domestic	$293.39	LGNZ Zone 5 & 6 meeting	N Clark	Air New Zealand
Councillors	Oct-21	Accommodation and meals - Domestic	$187.83	LGNZ Zone 5 & 6 meeting	N Clark	Latimer Hotel
Councillors	Oct-21	Accommodation and meals - Domestic	$50.44	LGNZ Conference	Sir T Shadbolt	Selwyn Disrict Council
Councillors	Nov-21	Accommodation and meals - Domestic	$306.00	LGNZ meeting		Commodore Court Motel

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Cost Centre	Period	Short Description	Amount	Details	Who	Supplier
Councillors	Aug-21	Accommodation and meals - Domestic	$446.09	LGNZ meeting	A Crackett	Rydges Wellington
Councillors	Jul-21	Accommodation and meals - Domestic	$61.65	LGNZ meeting	D Ludlow	Thomas & Co Coffee Bar & Eatery
Councillors	Jul-21	Accommodation and meals - Domestic	$183.04	LGNZ Zone 5 & 6 meeting	I Pottinger	Distinction Dunedin
Councillors	Jul-21	Accommodation and meals - Domestic	$210.43	Local Govt panel / 3 waters meeting	N Clark	Scenic Hotel Southern Cross
Councillors	Jul-21	Accommodation and meals - Domestic	$443.48	LGNZ meeting	A Crackett	Commodore Court Motel
Councillors	Jul-21	Accommodation and meals - Domestic	$295.65	LGNZ Conference	I Pottinger	Commodore Court Motel
Councillors	Oct-21	Taxis	$101.83	TaxiCharge - July	Councillors	Taxicharge
Councillors	Jul-21	Taxis	$53.22	LGNZ Conference	D Ludlow	
Councillors	Jul-21	Taxis	$46.26	LGNZ Conference	A Crackett	
Councillors	Oct-21	Course and seminar fees	$196.52	LGNZ	N Clark	
Councillors	Jul-21	Course and seminar fees	$116.92	Mayoral Forum Gore - Mileage	N Clark	
Councillors	Jul-21	Course and seminar fees	$349.97	Local Govt panel / 3 waters - Mileage	N Clark	
Councillors	Aug-21	Koha and donations given	$50.00	Koha - investiture ceremony for Ani Wainui		
Councillors	Dec-21	Event costs and catering	$40.18	Catering for Council		Pak n Save
Councillors	Dec-21	Event costs and catering	$34.78	Catering for Chairs meeting		Bonsai Kitchen

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Cost Centre	Period	Short Description	Amount	Details	Who	Supplier
Councillors	Dec-21	Event costs and catering	$34.78	Catering for Chairs meeting		Bonsai Kitchen
Councillors	Dec-21	Event costs and catering	$21.74	Catering for Chairs meeting		Bonsai Kitchen
Councillors	Dec-21	Event costs and catering	$46.76	Catering for Chairs meeting		Charlies Kitchen
Councillors	Dec-21	Event costs and catering	$78.31	Catering for Council		Charlies Kitchen
Councillors	Dec-21	Event costs and catering	$56.68	Catering for Council		Pak n Save
Councillors	Dec-21	Event costs and catering	$852.20	Councillors Christmas event		Ascot Park Hotel
Councillors	Dec-21	Event costs and catering	$65.00	Catering for PPP meeting		Charlies Kitchen
Councillors	Dec-21	Event costs and catering	$45.00	Catering for Infrastructure meeting		Charlies Kitchen
Councillors	Dec-21	Event costs and catering	$382.96	Catering for Council & ICHL		The Auction House
Councillors	Nov-21	Event costs and catering	$41.74	Catering for Council		Charlies Kitchen
Councillors	Nov-21	Event costs and catering	$52.17	Catering for PPP meeting		Plaza Supervalue
Councillors	Nov-21	Event costs and catering	$156.52	Catering for Council		Charlies Kitchen
Councillors	Nov-21	Event costs and catering	$24.34	Catering for Council		Centrepoint Liqourland
Councillors	Nov-21	Event costs and catering	$43.82	Catering for Chairs meeting		Charlies Kitchen
Councillors	Nov-21	Event costs and catering	$50.08	Catering for Infrastructure meeting		Charlies Kitchen
Councillors	Nov-21	Event costs and catering	$130.44	Catering for Council		The Divine Land
Councillors	Oct-21	Event costs and catering	$25.90	Catering for Council		Pak n Save
Councillors	Oct-21	Event costs and catering	$163.57	Catering for Council workshop		The Auction House
Councillors	Oct-21	Event costs and catering	$75.00	Catering for Chairs meeting		Charlies Kitchen
Councillors	Oct-21	Event costs and catering	$477.74	Catering for Mana Whenua welcome		The Auction House

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Cost Centre	Period	Short Description	Amount	Details	Who	Supplier
Councillors	Nov-21	Event costs and catering	$68.76	Catering for Council		Foodstuffs
Councillors	Sep-21	Event costs and catering	$80.00	Catering for Chairs meeting		Charlies Kitchen
Councillors	Nov-21	Event costs and catering	$41.74	Catering for Council		Bonsai Kitchen
Councillors	Aug-21	Event costs and catering	$99.27	Catering for Council		Charlies Kitchen
Councillors	Aug-21	Event costs and catering	$62.64	Catering for PPP meeting		Charlies Kitchen
Councillors	Aug-21	Event costs and catering	$62.60	Catering for Infrastructure meeting		Charlies Kitchen
Councillors	Nov-21	Event costs and catering	$13.28	Catering for Council		Pak n Save
Councillors	Jul-21	Event costs and catering	$62.64	Catering for Council		Charlies Kitchen
Senior Management	Nov-21	Entertainment	$23.91	Te Reo o Te Puni Maori ropu progress mtg		Mooch
Senior Management	Dec-21	Event costs and catering	$689.68	Meals for Governance Museum team	MGG members	Buster Crabb
Senior Management	Dec-21	Event costs and catering	$117.39	Afternoon tea for Te Reo o Te Puni Group		The Auction House